



Dear CCONY Community,

This week we present:

Letters to Home - Tips for Transitioning to Online Learning

While we are lucky that we live in a world in which online learning is possible, transitioning from in-person classes to online classes can be challenging and unexpected. Below are some tips for making the most of online learning.

- **Create a Space Exclusively for Work:** If possible, it may be helpful to set up a space in your home that is only used for homework and classes. This can be helpful for creating boundaries around when you are relaxing versus working. If it is not possible to separate spaces, you can try to make the space feel different when you are working by changing the lighting or moving things around so you associate the space with work rather than play.
- **Get Comfortable with the Technology:** Even if you've used programs such as Zoom before, it's always great to re-familiarize yourself with the programs, as many of them include new features with updates. If possible, log in before class starts to test out some features so that while you are in class, you are confident about how to engage and decrease distraction by the technology.
- **Avoid Distractions:** It is easy to become distracted while in an online class or while doing homework, and distractions are sometimes inevitable at home. Reducing distractions by closing out of e-mail and social media and putting your phone on "Do Not Disturb" can help you concentrate on your learning.
- **Communicate with the People You Live with:** If you live with others, share your schedules with one another and your needs around space if possible. Deciding who works where at what time can be helpful to decrease stress around finding somewhere in the home to work last minute.
- **Practice Active Participation in Class:** In order to stay engaged in class and avoid distractions, try to actively participate. It will keep the online classroom more dynamic and you'll likely boost your learning. Make sure to ask questions if you have them!

- **Ask Questions Outside of Class:** Sometimes, things can get lost in translation through technology. If you are confused about your assignments or anything else related to class, try to keep the lines of communication open between you and your professors. E-mail them if you are confused or want to understand more about assignments and/or course material.
- **Maintain Your Schedule and Set Reminders:** It can be easy to lose track of your schedule and time while at home. Making sure that you're up to date with your schedule and setting reminders can help you stay on track with your schoolwork while you are at home.
- **Reward Yourself:** Offer yourself rewards for getting work done. This could look like watching a show when you've completed your homework or treating yourself to a dessert after a long day. Make sure you're making room for pleasure and enjoyment in your days.
- **Be Patient with Yourself:** Distance learning presents unique challenges and can be more difficult for some than others. Try to be patient with yourself. This is a tough time to be productive and making space for yourself to make mistakes and stumble is vital to getting through this. All we can do is try our best.
- **Rest:** Schedule in time to get a good night's sleep. It is easy to lose track of the hours in a day when you're spending all day at home, and this can have a negative impact on your sleep. Making sure that you're getting a full night's rest can help you have more energy during the day and have a better experience.

Additional resources to help you while distance learning:

[CCNY Writing Center is available for appointments online.](#)

[Many research resources can be accessed online at CCNY Libraries.](#)

[Different types of study strategies.](#)

[Learn more tips and advice for distance learning.](#)

[Search for low cost internet services.](#)

[App to limit distractions here & here](#)

For immediate mental health support please call NYC Well 1-888-NYC-WELL (888-692-9355). NYC Well provides free, confidential services to support mental health concerns. NYC WELL is available 24/7 and can provide assistance in over 200 languages.

You can also text WELL to 65173 or access the NYC WELL website at <https://nycwell.cityofnewyork.us/en/> to chat with a counselor.

Stay safe and take care of each other.