

## **Tips for Online Learning**

### **1. Practice Time Management**

- Utilize a calendar/planner/app to keep track of important dates or activities, such as:
  - Tests/quizzes/ final exams
  - Projects / papers
- Identify how much time you need to study/complete an assignment.
- Avoid procrastination.
- Take breaks in between tasks.

### **2. Actively Participate and Stay Informed**

- Check your MCC student email, MCC website and your MyMCC account regularly.
- Practice using any technology you may need beforehand (Zoom,etc).
- Set up MCC alerts on your mobile device.

### **3. Identify a Regular Study Space and Stay Organized**

- Find a quiet location with minimal distractions to complete online course work.
- Have a separate folder/notebook/binder for each class.

### **4. Ask for Assistance**

- Reach out to professors with any questions regarding assignments, due dates, lectures, etc.
- Call the Coronavirus Hotline at 585-292-8310 or email [covid19response@monroecc.edu](mailto:covid19response@monroecc.edu) for any questions related to technology, tutoring, and Library Resources.