



## TAKE CARE OF YOURSELF

- ◆ We all need a break from class time and study time. Stay focused for the 9:30 T/R class and then take a break. Remember, even on campus there are 15 minutes between classes.
- ◆ Resting and eating correctly is very important. Taking care of your body gives your brain the momentum to work well. Make sure you fill your body with protein and vegetables and all the nutrients your body needs to function.
- ◆ Be careful of too much caffeine, too many energy boosting drinks, and too many alcoholic beverages.
- ◆ Use positive self talk.

## REWARD YOURSELF

- ◆ When you have finished working hard and assignments are done, reward yourself!
- ◆ Watch a little TV, read a book, go outside and play, take a walk, watch a movie, dance, sleep!



## KNOW WHERE TO TURN FOR HELP

- ◆ **Writing and Reading Lab:**
  - ◇ Room 110 of the Rosenwald Classroom Building
  - ◇ [picktime.com/gcswritingandreadinglab](http://picktime.com/gcswritingandreadinglab)
- ◆ **Math Lab:**
  - ◇ Student Union West, 2nd Floor, Room 261 (850)-769-1551 ext. 2916.
- ◆ **Online Student Resources**
  - ◇ [gulfcoast.edu/current-students/academic-divisions/social-sciences/early-childhood-education/studentresources.html](http://gulfcoast.edu/current-students/academic-divisions/social-sciences/early-childhood-education/studentresources.html)
- ◆ **TRIO**
  - ◇ Student Union West, Room 81
  - ◇ [Gulfcoast.edu/current-students/trio/contact.html](http://Gulfcoast.edu/current-students/trio/contact.html)

## FOR MORE INFORMATION CONTACT:

- ◆ **Leigh DeVae Bailey**  
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850-769-1551 x4861  
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Located on the first floor of the Student Union East.

## RESOURCES USED

[ccu.edu/blogs/cags/2014102/how-to-stay-focused-while-studying-for-online-classes](http://ccu.edu/blogs/cags/2014102/how-to-stay-focused-while-studying-for-online-classes)  
[learningindustry.com/online-students-stay-focused-nowadays-ways](http://learningindustry.com/online-students-stay-focused-nowadays-ways)

[northeastern.edu/graduate/blog/tips-for-taking-online-classes/](http://northeastern.edu/graduate/blog/tips-for-taking-online-classes/)

[online.osu.edu/5-tips-online-student-learning-success](http://online.osu.edu/5-tips-online-student-learning-success)

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# Pathways to College Success



# TIPS FOR ONLINE CLASSES



## HELPFUL TIPS

- ◆ Take handwritten notes to keep you from just staring at the screen. Just like when you read a textbook and take notes while you are reading, activity helps keep you focused.
- ◆ Break assignments down into goals. As you complete the small goals, the larger goal does not seem as overwhelming, and completing the task gives you a sense of accomplishment.
- ◆ Create a virtual study group with classmates. Study groups help you stay focused and helps with learning. Check with your instructor and see if they can assist you with this.
- ◆ Have an accountability partner - someone that keeps you on track when you start slacking off - someone who is kind, but will get you back on track.
- ◆ Check in throughout the term to see how you are spending your time; reflect and adjust accordingly.
- ◆ Actively participate in your courses by utilizing online forums and discussions to make sure you understand the information and engage with classmates.

## KEEP A NORMAL SCHEDULE

- ◆ Manage your day as you would if you were coming to campus. Get up at your normal time, shower, get dressed, and eat breakfast. Doing all of these activities will help you maintain a normal routine.
- ◆ If you normally had a T/R 9:30 class on campus, make that the time to work your online class at home.
- ◆ Have a schedule that works for you and stick with it.

## STAY ORGANIZED

- ◆ Staying organized is essential to keeping you focused. Have everything you need for class and keep it in your study area or wherever is best for your situation.
- ◆ Have your computer, folders, books, pens, paper, headphones, cellphone (if you need it), and anything else nearby. If you are constantly getting up and having to find things you need for class, you will have difficulties completing tasks.
- ◆ Have a plan for what needs to be done in each class and know when assignments are due.
- ◆ Use a calendar to keep track of due dates. It helps to keep all items on one calendar (paper or electronic) so nothing is forgotten and you can mark items off as they are completed.

## AVOID DISTRACTIONS

- ◆ Be in a comfortable, well lit room that is designated to your studies while you are doing them. Be careful, though, to not make it too comfortable. If your space is "too comfortable," it can be tempting to just "take a break" for extended periods of time. You might even change rooms for a different environment.
- ◆ Turn off your TV, cell phone, etc.
- ◆ Work with your children, family, roommates, etc. to set the best schedule for you. Remember, this is your time.
- ◆ Know your limitations. How long can you focus for at one time?
- ◆ You know yourself best. Do you study better in a quiet environment or with soft music playing? In the morning or at night?

