

Step 1: Prepare to learn online

- I have identified the device and internet source I can use to learn online.
- I know my eWeber username and password.
- I have located my classes in Canvas.
- I have downloaded the apps required or applicable for my classes (eg. Canvas, Zoom, etc.).
- I have found a quiet place to study and learn.
- I have calculated how much time I should expect to spend on each course if I want to succeed (2-3 hours of study per credit hour).

Step 2: Find out what to expect

- I have reviewed my online class syllabi for course expectations and course schedules.
- I have reviewed the text and email notifications settings in Canvas and have adjusted them as needed.
- I have familiarized myself with how to navigate the course website, including accessing online textbooks, getting into virtual class sessions, taking quizzes, and uploading/submitting assignments.

Step 3: Practice good learning habits

- I have set aside time in my schedule each day to learn new course material (lectures, required reading), work on my class assignments, and study/review.



- I have written important due dates in my planner or calendar.
- I have created an uncluttered environment to hold virtual meetings.
- I have made my household aware of the times that I will be studying online.

Step 4: Know where to go for help

- I know how to best reach my professors with course questions.
- I have familiarized myself with the support services available from Weber State including but not limited to Counseling Services, Tutoring, Career Services, etc.
- I have located support services for Canvas and other IT related issues.
- I am getting to know students in my class whom I could potentially study with.

Step 5: Keep learning, stay healthy, and keep up to date

- I have a plan in place to reach out to my instructors and classmates when needed.
- I have set aside time each day to have fun and de-stress in healthy ways.
- I am checking my Canvas and email notifications regularly.

This work includes material from “Getting Ready for Online Learning: the First Week” by Weber State Learning Support Center licensed under a [Creative Commons Attribution-ShareAlike 4.0 International license](https://creativecommons.org/licenses/by-sa/4.0/) adapted from “Preparing to Learn Online” from Georgia State University.

