

# HOW TO MANAGE DISTANCE LEARNING

## Tips for students

Take advantage of the best practices and methods you already know from full-time teaching, and try them out in distance learning.



### 1. BE INFORMED

Follow the information on the school website. Make sure your school account and electronic access to distance learning systems are working. Find out the instructions for teaching individual subjects, and resolve any ambiguities in advance.



### 2. FIND SPACE AND TIME

Arrange a specific place where you will learn regularly. See what your video conferencing schedule for a given day/week looks like. Make your own timetable for the rest of the day, and follow it. Observe the start and end times of the scheduled hours in the schedule, as well as times for breaks. Set reminders.



### 3. BE PREPARED

Prepare a notebook for notes, as well as a pencil, an eraser, glasses, and a snack. Consider the time spent in front of the monitor as a “lesson” that you need to prepare for – repeat the previous material, do your homework, etc.



### 4. LEARN ACTIVELY

Set partial goals and try to achieve them. Make a list of tasks that you will check off after completing them. Make notes and extracts, underline, highlight, and delete as necessary. As you study, make a note of the questions you have, and contact your teacher.



### 5. LIMIT MULTITASKING

Don't monitor social networks or listen to music while you are learning. If possible, turn off your cell phone, just as you would normally have to do during school classes. Concentrate, study at least part of the day completely at ease, without disturbances, and with the help of teaching materials.



### 6. COMMUNICATE

Don't leave questions until the last minute. Be aware that teachers may be overwhelmed with questions, and you may have to wait for an answer. Use distance consultation hours of teachers for online consultation. If you have a problem with technology, inform the teacher, and agree on an alternative solution.



### 7. DON'T DO IT ALONE

Co-operate with other students; don't be afraid to ask them for advice. Support each other in solving study and other problems. Keep helping, share, explain more demanding subjects to each other.



### 8. RELAX

If you are tired, take a break, stretch, air out the “classroom”, relax for a while. In case of illness, apologize, whether the subject is taught in the form of guided self-study in an online course or in the form of a video conference. It is good for the teacher to know that you have objective reasons for not participating in study activities.



### 9. DON'T GIVE UP

Problems can occur, but it's always possible to find a solution. Don't be prevented from drawing attention to organizational and technical complications related to the transition of the school to distance learning. Help fine-tune the distance learning system with your constructive feedback.



### 10. STUDY TO THE FULLEST OF YOUR ABILITY

Don't put anything off until later if there is even a slight chance you can do it now. Study to the maximum every day and, if possible, enjoy “student life”. Find time for yourself, for your hobbies, for your development in what you love, for student activities, and joint or group events.