

# Taking classes ONLINE Takes Time

An online class is a different ball game than an in-person class. It'll help a ton if you start off knowing the things that are going to make your time management different so you can get ahead of them.

**READING** takes a lot more time- you don't have an in-person class to listen to information audibly, so you have GOT to read your textbook, read articles, read assignments, read discussion boards, and more.

**SELF-SCHEDULING.** No physical meet means no reminders for due dates, tests, and online meet-ups. How long does it take you for each task? Double-check your deadlines and make yourself a consistent weekly schedule for all your class requirements!

**ONLINE TEXT MARK-UP.** Just because you don't have a physical textbook doesn't mean you shouldn't be notating. PDF and ebooks usually have a highlighter built in- take time to learn to use it! Not comfortable with digital? Consider printing your materials!

**LEARNING STYLE** isn't something you can just ignore just because the clearest way to study is reading now. Are you a kinesthetic or audio-visual learner? You may have to take time to make additional study materials to make the material stick that work for you.

**COMMUNICATION** takes more time and effort in online form as well. You don't just turn to your left to discuss something like you would in class, you need to coordinate your schedule with others, figure out what app or discussion board to use, and other factors.

**NOTE-TAKING.** Take notes with split-screen windows for the most efficiency. If not, take notes on paper and typing them up after. It's always time-saving to take notes instead of having to rewatch videos!

**ORGANIZATION.** Your teacher isn't going to check if you have a binder or calendar, you're on your own with this. Try a calendar app like GoogleCalendar. Make sure your files and materials are clearly named, consistent, and easy to navigate whether you're full digital or printing everything out.

**OUTSIDE HELP-** Get it if you need it!

Tutoring:

<https://www.lbcc.edu/tutoring>

On-campus Computer lab:

<https://www.lbcc.edu/post/academic-computing-centers>

Student Technology Help Desk:

<http://www.lbcc.edu/sthd>

