



# Distance Learning: What you should know and do!

## Review expectations for the course.

Review and check the syllabus for each of your courses. Were they revised? What do you need to do? Make a list of required assignments, projects, homework and tests. If something is confusing, ask your instructor for clarification.

## Set up your tech.

Where will you be connecting? Choose a location that has the best Wi-Fi. Will you need a camera, microphone or other special equipment? Check with the UB Libraries and other areas for support. Check the UBIT website at [buffalo.edu/ubit](http://buffalo.edu/ubit) for technical updates. Notify your instructor if you are experiencing technical issues.

## Find a dedicated space.

Designate a space where you can work uninterrupted. Make sure you choose an area with a good academic atmosphere, where you can stay focused and not get distracted. Check to make sure that your Wi-Fi connection is good. We realize that you might not have a space you can identify in your home that is conducive to academics; do the best you can. If a library is an option, consider going there for a few hours a day to get some uninterrupted work done.

## Make a study plan.

Create a plan to succeed. Keep a schedule and routine and stick to them. Schedule time for class and time to study. Make to-do lists and set time limits to work. Break large projects or assignments into small sections with your own due dates. Remember to use the study success formula: For every one hour of class, you need two hours of study outside of the classroom. We can help you create study plans and schedules to help keep you on track. Contact us via email at [asktutoring@buffalo.edu](mailto:asktutoring@buffalo.edu).

## Check your email and UB Learns.

When you're learning at a distance, it is imperative that you frequently check all of your UB accounts. You should check your email at least two times a day—or more. Log in to UB Learns or any other platforms your course is using every day. You need to stay on top of your work so you are aware of any updates or changes. Email can become overwhelming. Carve out time every day to review what you receive. You don't want to miss an important message or opportunity!

## Ask for help when needed.

If you are confused or unsure about your class, ASK FOR HELP! See your professor or TA during office hours. These hours may be virtual or in person. Create a group chat with other classmates to share questions and answers. Try academic support services, such as tutoring or study groups. Visit the Tutoring & Academic Support Services website at [advising.buffalo.edu/tutoring](http://advising.buffalo.edu/tutoring) for our schedule or to make an appointment.

## Stay motivated!

It might be hard to stay motivated, especially when your courses are all online. Keep a schedule, talk with other classmates and check in with your advisor. Review your academic goals and your life goals. Remember, you're doing all of this for a reason!

Check out this great resource to help keep you on track:  
[learnhowtobecome.org/career-resource-center/student-success-online-college/](http://learnhowtobecome.org/career-resource-center/student-success-online-college/)