



## What are synchronous courses?

- Classes meet regularly at specified days/times
- Learning happens when you attend class virtually each week with your instructors and classmates
- Participate in real-time discussions during class time

## What are asynchronous courses?

- Classes do not meet regularly
- Learning happens on your own time by watching pre-recorded lectures, videos, or using other learning aids
- Discussions may occur through discussion posts on Blackboard or Canvas

## Success Tips for Synchronous & Asynchronous Courses

### USE A PLANNER/CALENDAR & SET UP ROUTINES

Without a professor regularly checking in with you, it is important to maximize your time management skills.

- Note which of your classes are synchronous (classes you must attend live) or asynchronous. Identify times you will watch your prerecorded lectures.
- It is highly recommended that you focus on classes during the specified times your classes are listed on your course schedule.
- Schedule in office hours
- Create a daily routine early in the semester – plan on waking up and going to bed at the same times every day for consistency.
- Commit to making your online coursework part of your daily routine.
- Look through all syllabi and enter all assignment due dates and exams into a calendar you check regularly
- Remember, some instructors may not provide reminders or use a course calendar. Tracking progress and deadlines will primarily be your responsibility.

### GET ORGANIZED & SET UP A SUCCESSFUL WORKSPACE

This strategy minimizes distractions, increases motivation, and allows you to get more tasks done successfully.

- Identify when you are at your best in terms of attention or focus and prioritize those times for doing coursework.
- When setting up your workspace, think about how all your senses (sight, sound, taste, touch, smell) will be activated and what things you should add or remove to increase or decrease your senses to allow you to focus best.
- Don't let technology be your source of distraction – instead, use it. Create a "school" profile on your computer that does not include distracting programs or websites
- Take time to identify and familiarize yourself with the online systems you will need for each of your classes (e.g. Canvas, Blackboard, Zoom, Perusal, etc.)

### COMMUNICATE, COMMUNICATE, COMMUNICATE!!!

Consistent communication with your instructors and classmates helps you stay connected and on track.

- Essential for asynchronous classes where communication opportunities are not built into your class.
- Identify how to communicate with each of your instructors.
- Routinely check WSU email and course announcements/updates.
- Be an active participant in your classes – for synchronous classes, turn on your camera to engage yourself more in the class.
- Use every opportunity you can to connect with your classmates either through discussions or start virtual study groups.
- Don't be afraid to reach out to your instructor. Chances are, they want to connect with you too.

