

# Studying Safely Online

At the Centre for Lifelong Learning we prioritise student care, on campus and off.

For students enrolled on any of our online learning courses - both Zoom-based and on MyPlace - here is some information designed to help you get the best from them, with your health and well-being in mind.

## Tips for studying from home

### Plan your time and get into a routine that will help your learning

- Try to get into a regular routine during your course, planning time to prepare for lessons and for doing any work that follows from them. Learning works best when you allow regular time for it. This helps to avoid stress, ensuring that the course is a smooth and enjoyable experience where you can concentrate fully on your learning.
- Do any preparatory work or reading in advance and allow plenty of time to do follow-on work and course assignments.
- Some tips for time management can be found here: <https://www.nhsinform.scot/healthy-living/mental-wellbeing/stress/easy-time-management-tips> and <https://www.verywellmind.com/tips-for-overcoming-procrastination-2795714>

### Create the ideal space for study

- If you can, clear a designated study area or desk that you only use for study; that way everything you need will be on hand when you need it and you will more easily be able to separate your study time from your other activities.
- Discuss your study needs with family members or people you live with to minimise interruptions, especially during online classes.
- Make sure your display screen equipment is set up in such a way that you can view and work with it comfortably. Advice on how to set up your display screen equipment properly is given here: [https://www.strath.ac.uk/media/ps/safety/services/campusonly/standards/displayscreen/Information\\_Sheet\\_Minimum\\_Workstation\\_and\\_Equipment\\_Requirements.pdf](https://www.strath.ac.uk/media/ps/safety/services/campusonly/standards/displayscreen/Information_Sheet_Minimum_Workstation_and_Equipment_Requirements.pdf)
- Correct posture while sitting at your desk is very important. For tips on finding the correct sitting posture see <https://www.posturite.co.uk/help-and-advice/art-of-sitting> and <https://www.youtube.com/watch?v=liaBs1-Zz3I>

### Make sure your tech is ready to help you learn

- If you are taking a Zoom-based class, make sure your device is online and all set up ready for the session in good time before it begins. Technology can sometimes suffer an unexpected glitch and you don't want that to happen just before the class begins.
- Check your internet connection works!
- If you're using any new software, such as Zoom, have a trial run with it to make sure it works on your device. Follow any guidance on set-up provided by CLL when you enrol.
- Make sure your device has the latest updates installed and updated anti-virus software.

### **Approach online classes as you would a face-to-face class**

- Take notes as you would in a class or lecture.
- If the task is a discussion, contribute!
- Ask your tutor questions – don't hesitate to contact them after the class if questions arise after the session.
- If anything is unclear, always ask.

### **Take breaks**

- Zoom sessions will have breaks provided.
- If you plan to spend lots of time studying before or after your class, take short breaks of five or ten minutes every hour of study.
- Avoid very long periods of study time that will be potentially less productive – plan your study time so that it is regular and often. That way you will really feel you are making progress without stress or exhausting yourself.
- Make sure you are getting plenty of fresh air. Take a walk before a study or Zoom session – it really helps to clear the mind!

### **Make sure your device is secure online**

Anyone learning online should think about cyber security. Here is a video from the university with information that can help:

<https://www.strath.ac.uk/professionalservices/is/cybersecurity/10stepstocybersuccess/>

## **Further advice for a healthy study/life balance**

**General Health:** <https://www.strath.ac.uk/wellbeing/generalhealth/>

**Mental Health:** <https://www.mentalhealth.org.uk/explore-mental-health/looking-after-your-mental-health>

**Lifestyle:** <https://www.strath.ac.uk/wellbeing/lifestyle/>

**Mindfulness and eliminating stress:** <https://www.nhs.uk/mental-health/self-help/tips-and-support/mindfulness/>and <https://www.nhsinform.scot/healthy-living/mental-wellbeing/stress/breathing-and-relaxation-exercises-for-stress>