



DURBAN UNIVERSITY OF TECHNOLOGY
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DEPARTMENT OF
STUDENT
COUNSELLING
AND HEALTH

CAREER RESOURCE OFFICE



COPING WITH ONLINE LEARNING: FIRST YEAR STUDENTS

01 GET TO KNOW ALL THE PLATFORMS USED FOR YOUR CLASSES

Familiarize yourself with all the online platforms used to conduct lectures (Zoom/ MS teams) to make it easier for you to participate fully during lectures.

03 BE RESPONSIBLE

Always set reminders of when you have to submit your assignments, allocate enough time to complete your work "DO NOT BE LAST MINUTE ORIENTED"

02 TREAT ONLINE LEARNING AS IF YOU ARE ATTENDING A REAL LIFE LECTURE

Be fully present on your online classes so that you can be able to pass your modules and reap the benefits.

04 PRACTICE TIME MANAGEMENT

The freedom to learn at your own time can be appealing, however at the same time that freedom can also be challenging if you do not have a solid time management skill.

05**TIPS ON
TIME MANAGEMENT**

Set reminders of major assignments and their submission dates. Allocate enough time to complete your work. Design a weekly schedule that you will stick to and follow. Set a time for reading, attending online lectures and completing your assignments. You can set reminders on your phone or mark the calendar for all your deadlines.

08**KNOW WHEN YOU ARE MOST
PRODUCTIVE.**

Evaluate when you are most productive it can be during the day, in the morning or at night. Once you realise that, capitalize on it and set time aside to study around those times.

06**HAVE A DESIGNATED STUDY
SPACE AND STAY ORGANISED**

Having a designated study area will assist you to establish a routine as well as help you in learning and staying focused. Make your study area an interesting space that enhances your learning activities.

09**BE AN
ACTIVE STUDENT**

Ask questions and engage with your fellow classmates, this will help get clarity on topics that you are struggling with. When you are falling behind speak up do not wait until it's too late to access help from your lectures.

07**REMOVE
DISTRACTIONS**

Set aside enough time to focus on your studies. Switch off your phone and television, stay away from social media. Make notes when studying so you can be more focused on what you are studying.

10**TAKE CARE
OF YOURSELF**

Participate in activities that will reenergize you such as jogging, yoga or listening to relaxing music. Socialise with your friends. Take breaks and take the necessary rest.

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