

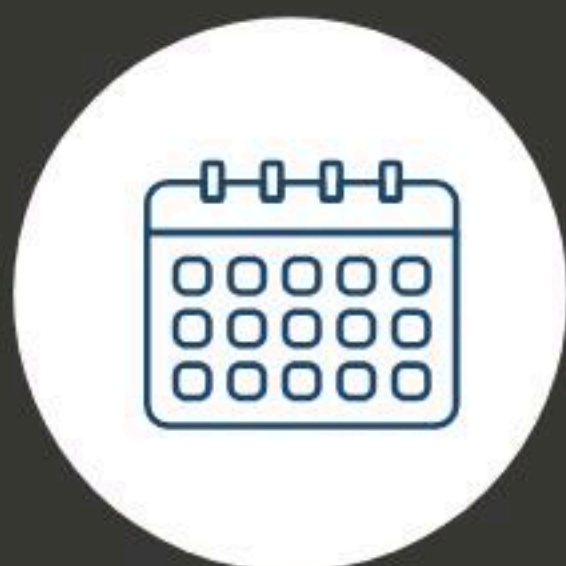
# Remote Learning and Working Etiquette

Tips for working from home during school closure

## Treat remote learning like being at school

This includes establishing set working hours, preparing for your courses, and getting dressed appropriately.

Try to stick to your usual routine with minor 'social distancing' modifications such as doing a home workout rather than going to the gym or packing lunch before you start your day instead of going out for lunch.



## Setting up your workspace

Designate a specific working space in your home away from distractions. This could be a spare bedroom or basement. Avoid using frequently occupied spaces like dining or family rooms.

Ensure you have reliable access to the internet. If you experience interruptions in service, please notify your instructor immediately.

Make your space comfortable with a desk or table, office chair and plenty of light.



## Seek out help if you need it

Please be in frequent contact with the instructor regarding questions about course material or expectations.

Blackboard-related questions:  
<https://www.odu.edu/ts/helpdesk>

Feeling Stressed? Counseling services:  
<https://www.odu.edu/counselingservices>

Questions about ODU and COVID-19?  
[www.odu.edu/covid19](http://www.odu.edu/covid19)

Stay Healthy Monarchs!



## Over communicate

Speak clearly so participants can hear and try not to interrupt others. Pauses may be longer than usual during online conversations. If using video conferencing, use eye contact when talking to others and try to avoid distracting backgrounds.

Afford your instructors and classmates the same respect you would when communicating in person.

Plan to send more emails or make calls to instructors as needed. Do not make assumptions about or avoid asking for clarification on assignments.

Let patience and kindness guide most of your interactions with classmates and instructors.



## Avoid distractions

Use your set working hours to focus on schoolwork. Stay focused and attentive by avoiding distractions like social media, housework, pets, watching movies or playing video games.

Chatting with classmates can be a great way to maintain social interaction while there are widespread closures. Be mindful of letting chatting interfere with completing your work.

Take breaks when needed. It is easy to get so focused we forget to get up, move, and clear our heads.

