

# Top 10 thoughts, hints and tips while you are working online from home



- 1. Be patient:** we are all working and learning online together; if you, or we, don't get it right first time we will surely try again, and so should you! Rest assured the staff at HHC are all working very hard to make sure you continue to get the best experience and as much juicy learning as possible.
- 2. Embrace the online environment:** online learning is only going to become even bigger in the future; we already use online platforms in our College, including ItsLearning, to support teaching and learning. Use this time to develop and sharpen your IT skills - it will help you in the future for further study and employment.
- 3. Here is a chance to develop your communication and writing skills:** you may be talking to your teachers, your support workers and your class mates through online forums and messaging, but when its about college it may be that you have to be more professional. This will definitely score you brownie points with your teachers and help you develop these important employability skills.
- 4. You may be having technical issues:** now is the time to develop your resilience and innovation skills. Think about what could be causing the problem and how you could fix it. Remember the VLE team are on the end of an email - the address is [vle@hopwood.ac.uk](mailto:vle@hopwood.ac.uk) - to give you advice and guidance. Also your tutor and support tutors may be in contact with you; have a conversation with them - they may know the answer! Knowing WHO to contact about WHAT will get you answers quicker.
- 5. It is important in these uncertain times to stick to a routine:** it will be useful for you to think about how best to manage your time. Get yourself online based on you usual college timetable, or if you cannot do this for any reason, think about the times of day that suit you best. You may be an early bird and work better in the morning. Or are you a night owl and stay up late? Maybe you could fit some study in at this time. Maybe you have a parent working at home and they are using the laptop - look at negotiating a schedule that works for everyone!
- 6. Get connected - Stay Social:** make the most of other online chat platforms - can you set up groups with your classmates to get, or give, extra information that may help with your studies, or simply to keep in touch with friends?
- 7. Find somewhere quiet to work:** We get that it is not always possible, but try your best to find quite space and time so you can get on with your work! This will enable you to concentrate on your work.
- 8. Use the right channels to help you solve your problems:** as already said the VLE team are on hand via the [vle@hopwood.ac.uk](mailto:vle@hopwood.ac.uk) mailbox. You have the IT help desk and can reach them by email on [ithelpdesk@hopwood.ac.uk](mailto:ithelpdesk@hopwood.ac.uk). The safeguarding team are also contactable via their email, which is [safeguarding@hopwood.ac.uk](mailto:safeguarding@hopwood.ac.uk) or click on the safeguarding tab on ItsLearning.
- 9. Embrace discussion boards:** If your course has them make sure you take part... it is a place to actively share ideas, ask questions, engage and debate with other people on your course, often in real time. This will help you to develop deeper understanding of the topics you are being taught.
- 10. We are Hopwood** and you are as much as part of this community online as you would be if you were on campus! Remember that! The Hopwood army are online and poised, ready to help!

