



## Working Online –Tips for Students

The College have put together some helpful advice for students to support them to work at home. The Government is now telling all of us to **Stay at Home, to Keep Safe**. This will mean that the way we learn will be different for a while. We are now learning by working online and not attending College.

Our message for students is – **keep studying and producing work. All your work will be important for your grades and your course. Remember to also enjoy this learning experience!**

### Study at Home Tips

<b>Stay Organised</b>	If you need to share computers with the people in your home, agree a timetable that works for everyone in the house.
<b>Have a Timetable</b>	Try to stick to your normal college timetable. Don't forget to take breaks!
<b>Have a Routine</b>	Get dressed every morning (no PJs on Skype!) You should get ready in the morning like every morning for College.
<b>A Place to Work</b>	Set up a comfortable and quiet space in your home. You will need your notes, files, notebooks and pens. Find time to work alone.
<b>Stay Focused</b>	Set time for study and limit social media. This will help you to make the best of your study time.
<b>Organise Breaks</b>	Agree time out to chat with family and friends. Agree times together and stick to them. 10 to 15 minutes every hour and 45 minutes for lunch (during the day) will help you to stay focused.
<b>Stretch and Move</b>	You should get up, move and stretch through the day. This will help your energy levels and keep you motivated.
<b>Online Chat Group</b>	Set up a class chat group. This will help students who find learning from home difficult. A class chat will help and support everyone. Remember to include all your class and to always follow the student code of conduct when online - <a href="https://moodle.nptcgroup.ac.uk/course/view.php?id=2527">https://moodle.nptcgroup.ac.uk/course/view.php?id=2527</a>
<b>Remember Deadlines</b>	You must stick to deadlines and complete work set by your tutors. Your tutor will mark and give feedback on your work. Your work will be used towards your final grade. You must keep working from home, so you can get the best grade possible. <b>Always put your name, date and 'this is my work' at the end of your work.</b>

If you need any support with your learning and feel you cannot talk with your tutor, please contact [studentsupport@nptcgroup.ac.uk](mailto:studentsupport@nptcgroup.ac.uk)