



Checklist: Setting Up Your Remote Learning Study Area

The most important asset for remote learning success is your mindset. Learning remotely requires the same attention and effort that learning in a classroom requires. Showing up every day with an open mind and positive attitude is critical for success. However, we can help make your day-to-day a little smoother with an optimized learning space. Check out our checklist for some ideas to get you started. Have a tip that works in your home? Tweet [@Blackboard](#) to share it with us.

1 Choose a space that you'll use every day

Most home learners don't have access to a dedicated study space just for them. You can create a functional and productive learning environment in shared and multi-use environments. Use the below checklist to identify a great learning place in your home.

- ✓ **Away from distractions**
- ✓ **Gets natural light**
- ✓ **Quiet**
- ✓ **Includes a table and chair**

2 Set it up for learning

Learning at the kitchen table can feel like your personal home classroom with just a few tweaks. Adding a "Class Is In Session" sign to your learning area can keep your family members informed of when you're in class, and when you're just hanging out.

- ✓ **Power station that accommodates all the devices you'll use**
- ✓ **Power cords for every device**
- ✓ **Dedicated spaces for your hardware**
- ✓ **Water bottle (with a lid!)**
- ✓ **Basket for additional supplies like pencils, paper and index cards**
- ✓ **Ear plugs or headphones**

3 Prepare daily

Just because you're learning from home doesn't mean you can skip the preparation. Gather all the supplies you'll need for the day so you can stay focused and stress free.

- ✓ **Bring the essentials (snack, drink, tissues, medicines)**
- ✓ **Keep pen and paper close by for notes and activities**
- ✓ **Log on to your computer 10 minutes ahead of live instruction**
- ✓ **Make sure all your devices are charged or plugged in**

