

Student Tips for Remote Learning

Staying Connected

- **Create Virtual Study Groups-** Find a couple of classmates to do virtual study sessions or chat about weekly assignments. You can use text, Zoom (free), google chats, Discord, Slack to set up informal live conversations.
- **Take Advantage of Office hours-** If your professor offers virtual office hours either by email or some conferencing system- take advantage of them. It will help you keep connected.
- **Ask Clear, Specific Questions-** Make sure you read all assignments and instructions fully, several times. If you have questions, ask clear questions that focus on what you don't understand. You will help your professor help you, if you ask specific questions, even if there are several of them.
- **Check in Regularly-** Make sure you check in with your professor and your course materials regularly. If you get too disconnected it can be hard to get started again. Determine how your professor is looking for check ins.

Getting Work Done

- **Set up a Consistent Schedule-** Schedule a specific time to do your coursework and check into your course site or email. Use a calendar to keep up with your work.
- **Organize Course Work in Individual Folders-** Create a folder for each course you are taking. Create sub-folders for materials and assignments.
- **Name Assignments-** Make sure that you follow instructions for naming assignments if your instructor has given instructions. If your instructor has not given you instructions, include your last name and a name for the assignment in the file name.
- **Save, Save often, Save everywhere-** Save your work as you collaborate with others or work alone. At the end of each session, make sure to back your work up either to a cloud (Dropbox, google, amazon etc.) or a thumb drive.

Participating

- **When Participating in Discussion Board, Think Before You Post**
 - Write responses in Word or some other document before posting.
 - Take some time to consider whether your post adds to the conversation constructively.
- **Participating in Live Discussions, Practice Virtual Etiquette-** If you are participating in a synchronous discussion (that is a live conversation), consider the following tips.
 - Use your phone for audio and microphone if you don't have a headset or speakers.
 - Mute yourself (your microphone) if you are not speaking.
 - Use chat if someone else is speaking and you want to ask a question or participate.
 - Be patient with yourself, your instructor, and other students.
 - Make sure to log in a few minutes early to check out the system and make sure everything you have is functioning.

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