

Remote Learning Tips

Get Started

- Activate and access your student email account
- Make sure your technology (laptop & Wi-Fi) can handle online learning
- Get tech support when you need it
- Learn how to use Blackboard
- Find pre-course information in Blackboard and student email
- Get your books early; check out our textbook rental process

Take Care of Yourself

- Stay positive, hopeful, and open – you can be successful online
- Establish a wellness routine that includes exercise and getting enough sleep
- Inform instructors and health care provider if you are sick; take the time to get better
- When you feel stressed or isolated, talk to us

Stay Engaged

- Keep up with course and college news in your student email
- Understand the expectations and outcomes for your courses
- Check in with your instructors regularly; attend online office hours
- Reach out to your classmates; create a study group
- Write down your questions or concerns and reach out right away; don't wait to ask for help.

Manage your Environment and Schedule

- Set up a location where you can sit upright at a desk or table and take notes
- Plan your daily and weekly schedules
- For each hour of class, plan 2 hours of study time per week
- Schedule daily 45-minute study sessions for each subject
- Take breaks away from your study space

Be Organized

- Keep a calendar of due dates and exams
- Create a to-do list; prioritize assignments
- Focus on one task at a time; check it off
- Organize your digital files with your course names for easy access

Online Live (synchronous classes)

- Join the class 3-5 minutes before start time so you are ready when class begins.
- Mute your microphone as you enter the class. Keep it muted to avoid inadvertent noises, such as coughs or chair squeaks, from distracting others. Unmute when speaking.
- Follow instructor or class protocols for whether to leave your camera on or off. Be aware of what is going on within your camera view. Blur or change your background if it is distracting or not appropriate for learning.
- Wear classroom-ready clothing. You never know if you'll need to get up suddenly or your camera falls off the monitor or if you accidentally turn on the camera.
- Try to look at the camera when you are speaking. It makes others feel like you are looking directly at them.
- Stay focused on learning. Avoid looking at your phone or eating during class.
- Use the chat feature for questions and other topics related to class content.
- Treat the online class the same as any live class; be polite and respectful.
- When class ends be sure to log out if you have no further questions, do not remain in the class unnecessarily.

Be Kind Online

- Respect others and their opinions
- Be brief and stick to the point of the conversation
- Read discussions before adding to them; let readers know which comment is being addressed
- Be straightforward; choose your words carefully
- Ask for permission before forwarding emails—they are considered copyrighted by the author
- Use links and messages relevant to the class. Don't post sexually suggestive, politically sensitive or "edgy" content
- If content is offensive to you, talk to your instructor. Assume the writer has good intentions
- Refrain from using ALL CAPS
- Before you hit send, review messages for spelling, punctuation and clarity