



Converse College
 REMOTE LEARNING
 Fall 2020



TIPS FOR STUDENT SUCCESS REMOTE LEARNING

STAY ENGAGED

- Read all assigned reading material
- Post in discussion boards or forums
- Participate in online lectures- make a goal to ask a question or contribute to the conversation each lecture
- Log in before class starts to avoid being late and missing class
- Check your email two to three times a day

COMMUNICATE OFTEN

Remote learning can often make you feel isolated. It is important to communicate with professors often. Ask for help early on in the course to avoid getting behind.

[Finish reading on page 2]



MANAGE YOUR ENVIRONMENT

Set up a dedicated learning environment for studying. It's important to determine what type of environment will work best for you and which type of setting boosts your productivity.

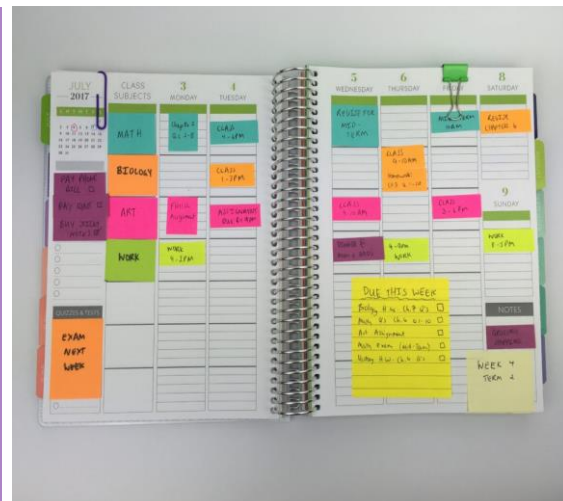
[Finish reading on page 3]



STAY ORGANIZED

To keep up with online course work, you will need to be self-motivated and self-sufficient. The best way to go about this is to stay organized, keep everything in one place and to make a schedule and stick to it!

[Finish reading on page 4]



RESOURCES

Virtual Tutoring

<https://converse.mywonline.com/>

Writing Center

<https://converse.mywonline.com/>

Disability Services

[My.converse.edu/disability_services](https://my.converse.edu/disability_services)



Communicate Often & PROFESSIONALLY

Communication is key to thriving in remote learning. Many students can feel isolated without physically being in the classroom with others. It is important to participate in Zoom class discussions in order to feel included. Make it a goal to ask a question or contribute to the discussion in every class lecture.

Another important part of communication is to make connections with those in class. Not only should you connect with your professor, but you can also connect with other students in your class. Don't feel nervous about reaching out via email. Using Zoom, GoogleMeets, or other platforms, it is possible to meet in groups and share your screens to collaborate and study together.

It is important to log on to Canvas daily for information regarding your classes. Set a goal to check in on the class posts every day. Email is the official mode of communication, and when classes move to remote instruction, you should check your email at least twice a day to ensure you are receiving important communication.

How to Email a Professor

Subject Line

Is your email click-worthy? It depends on the subject line of your email.

Greeting

Professors have done years of hard work to earn this title that is why you should show them respect through the courtesy of using a salutation.

Introduction

The first paragraph of your email should address who you are in a clear and concise way.

Closing

Explain why are you reaching out to professor.

Proofread

Before sending email to a professor, proofread it carefully and get someone you trust to review for spelling and grammar.

When writing an email to your professor you should word it differently than if speaking to a friend. The diagram above shows the different components of a professional email.

It is important to be proactive in asking for help. If you do feel yourself falling behind, speak up. Don't wait until an assignment is almost due to ask questions or report issues. Email your professor when you have a question or are confused about something.

There are many resources on campus you can reach out to for additional help. There is virtual tutoring, virtual writing center sessions, and the disability services can offer assistance as well. There are links for these resource on page 1.

HOW TO CREATE A STUDY SPACE



Manage your ENVIRONMENT

SAY GOOD-BYE TO DISTRACTIONS!!!

One of the most important things you can do is to create a relaxing and peaceful study environment. You want your furniture to be comfortable, but not so comfortable you fall asleep. When setting up your study space make sure you have high-speed internet access, access to power, the required books, materials, and water. (Stay hydrated, it helps your brain think!) Setting up a regular workspace with all your materials will help you stay organized.

When your online courses are using Zoom meetings you need to think about your surroundings. Are you in a quiet place? Is your background professional? (i.e. you are not lounging in bed) It is important to keep your microphone off and refrain from having outside conversations during class or walking around doing other things. You should stay seated and attentive as if you were in a face-to-face class.

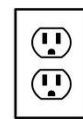
Distractions are everywhere, but there is a way to minimize them. Find a space where no one will interrupt you. There is

nothing more distracting than other people walking by or talking. Keep your phone on airplane mode so you are not tempted to check your notifications- or if you are really brave completely turn your phone off!

Computer



Outlet



Pens/pencils



Notebook



YOUR LEARNING SPACE

Textbooks



Calculator



Water



Healthy snack



[If you are concerned about access to the internet, please check your local internet service provider, as many are providing free or reduced internet broadband connection to college students.]

Stay ORGANIZED

Make a schedule and stick to it. Schedule all of your class times, study times, mental health breaks, eating times, etc. This will keep you on track and allow you to properly manage your time. It is important to have a designated study space where you keep all of your course materials in one central place. This will help you to avoid losing things and you can easily find the assignments you are looking for.

Planners are a fabulous way to keep yourself organized. Planners have many different styles. Some planners are hourly, others are weekly, some allow for doodling, some are big and others are small.

Another way to stay organized is to color code. You can color code by assigning each class a different color or you can color code by the types of assignments. (i.e. green is for homework) You can buy colored folders or bins and have a separate color for each course.

The most important thing is to have an organization system that works best for YOU.

Make sure you know the course syllabus. Printing it out can help as it allows you to mark off assignments that you have completed and lets you highlight that will be due soon. It is a great idea to set reminders on your phone for upcoming deadlines. Pay attention to deadlines for all assignments, quizzes, and exams. Check the times of day that assignments must be submitted by and the window of time available to take an online exam.



TREAT "ONLINE" COURSES LIKE "FACE-TO-FACE" COURSES

Online courses are not "blow-off" classes and have the same academic rigor to their face-to-face counterparts. When it comes to online classes, you need to have self-discipline and dedication to follow through with learning and assignments. Though you can be flexible as to when you choose to complete your work during the week, you shouldn't put it off. Treat your online classes the same way you would a face-to-face class—or, better yet, a job—which will help you be successful.