The Center for Academic Success
Remote Learning Resources for Students

1. Online classes are not the "easy" way out.
   - The flexibility of online classes can be helpful, but it will be extremely important for you to avoid distractions and keep yourself on track. Be informed and know the expectations of your course. Some courses may be more flexible than others, but do not "blow off" your classes.

   - Be engaged! Ask questions and engage with your faculty, and attend all course elements.

   - Back up everything! Print out hard copies if you can.

2. You may do better in an online course.
   - Online course delivery may allow you to take more thorough notes than you did in the classroom. You might also be able to pause content and you can always ask your professor a question about material that you do not understand.

3. You will need technology and support to be successful.
   - Be sure that you know how to use the technology before the first day of class. You can always reach out to the IT help desk through Furman if you have specific questions. Their email address is service.center@furman.edu. You will want to be sure that you have reliable internet service so that you have appropriate access to course material. Also, please reach out to us, the Center for Academic Success. We are happy to meet with you virtually.

4. Time Management – Make it or Break It.
   - Just like in a traditional classroom setting, you are responsible for your initiative to keep up with your work. It is very easy to let assignments slip through the cracks because of the flexibility of online course material. Our recommendation is that you plan and make a calendar! Plan when you will complete work. Set up a daily/weekly schedule to complete assignments and/or study for quizzes and tests. It will be very important to stick to a schedule so that you do not fall behind. If your faculty member does not give you a concrete deadline, divide the assignment into smaller chunks and work backwards. For example, if you have a paper due on April 20th, keep yourself accountable along the way. Choose your topic by March 27th, complete an outline by April 3rd, a rough draft by April 10th, revise and edit by April 15th and turn in your final copy on April 20th. You should expect that an online course will take the same amount of time as a traditional class. Please use our website for more resources regarding visual scheduling, study strategies, etc. https://www.furman.edu/academics/center-academic-success/academic-assistance/study-tips-resources/

o Use your daylight hours! Do not sleep the day away and work with your energy levels; know your body! Make a daily schedule and priority list.

o Each Sunday, spend 10-15 minutes planning and writing out what you need to accomplish during the following week. Keep all of these (daily to-do lists, priority of assignments, upcoming tests/papers, etc.) things in one place, like a folder.

o Take breaks! After an hour of studying or completing an assignment, get up and move around. Re-evaluate your study session. Did you accomplish your goals? If not, then complete an additional study session.

5. **Establish a good work space**
   o Taking traditional classes allows for time inside and outside of the classroom. With remote learning, all of your time is spent outside of the classroom. Ideally, this space would be free of distraction, well organized, have access to power and have reliable internet connection. Avoid doing work in your bed.

Netiquette Guidelines for Students

1. Refrain from typing in "all caps."
   o Readers may think that you are shouting and that is not how you should convey your message.

2. Sarcasm is not appropriate.
   o In general, sarcasm is difficult to understand, but it may be taken as rude behavior when using online. It is appropriate to be direct in communication, but do not use sarcasm.

3. Do not abuse the chat box.
   o As a general rule of thumb, you should ask no more than 2 questions per class period. Same goes for online chat rooms. It is very distracting to your classmates. This is a place to share an idea or ask a question, not a place for commenting on everything that is said. Do not ask questions that are unrelated to the topic or irrelevant to the discussion. The chat box is not instant messaging or for texting.

4. Use proper grammar and be respectful.
   o Chat boxes are not a place to type things that you would to your friends. Use proper spelling, punctuation and grammar. Refrain from using "short hand" words or abbreviations. However, you are not the grammar police. Do not scold others for making a mistake.

o This is not causal conversation. You should address your professor by the appropriate name, as well as other classmates. Formality is still expected, as if you were writing a "business-like" or professional email.

5. Read before you respond.
   o Scroll through discussion posts and chat posts before posting your own answers, questions or statements. When you duplicate such things, it shows that you are not paying attention.

6. Think before you type.
   o Words can often be forgotten or overlooked, but posting to a chat a part of a digital record. Again, be respectful. If you are comfortable sharing your types words in a classroom setting in front of others, then it is generally OK to post.

Resources
o https://online.illinois.edu/articles/online-learning/item/2015/09/16/7-tips-for-online-success
o https://www.rasmussen.edu/student-experience/college-life/what-i-wish-someone-told-me-before-taking-online-classes/
o http://www.youtube.com/watch?v=L2FWUQvlths
o https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/