**University of Dayton**
**Office of eLearning**

# Guide to Successful Online Learning for Students

# During Campus Shutdown

## Introduction

You may have already taken an online class and are familiar with the process of successfully completing an online course. OR you may have never taken an online course before. This current situation will be different for either type of student. This current period of time will not operate as a regularly scheduled online class would. Your extra attention to detail and patience will be necessary.

## Steps

- Ensure that you know how each of your classes will run for the remainder of the time out of session at the University. If you haven't heard from one of your professors by the end of day Friday, March 20th, please email them to ask for instructions.
- Do your best to ensure that you have reliable and consistent Internet access. Communicate any potential access issues with your instructors.
- If your class will include live synchronous classes with Zoom, ensure that you are ready to go with your Zoom account.

  - [Directions: Instructions for Students Joining Your Zoom Room](#)
  - [Directions: Instructions for Students to Create Their Own Zoom Meetings](#)
- Check into Isidore and your email every day for new updates and assignments to ensure that you are up to date on expectations.
- Be patient with your instructors as many of them are working hard to transition plans and content online through new tools. Please be helpful to them if you see a need.

- If you are unsure what is expected of you, please ask your instructor. Chances are that someone else is also confused and the clarification will help everyone.

## Effective Communication

- Online communication can easily create misunderstandings, since it removes facial expressions, gestures, and tone of voice and replaces them with a computer screen and written words. Be clear and direct: Sarcasm and humor do not translate well when used in online discussions, and it's easy to come off as rude on the Internet.
- Respect online privacy, including your own. Do not post personal information in a public forum.
- Participate in online group discussions. Becoming a member of the community can make you feel less isolated and help you learn more than what is covered in the syllabus.

- Consider the best method of communication to use based on what you want to accomplish. In cases when you want to share concerns or discuss private matters, emailing someone is a better option than posting in a community forum.
- If you are unable to meet a deadline, make sure to communicate with your instructor as soon as possible. Do not wait until the deadline passes to reach out to your instructor. They will be more likely to work with you if you are up front about your challenges.

## Study Tips

- If possible, set up a dedicated workspace that is distraction-free, well-lit, and comfortable. Gather your supplies and a beverage or snack before sitting down to study or attend class. Close all distractions on the computer, including social media sites and chat programs.

- Schedule dedicated study blocks.  Set aside time to attend your class and complete assignments. Attempt to complete assignments as soon as possible and beat deadlines so you can avoid losing track of course expectations and content knowledge.

- Eating well, getting plenty of sleep and taking regular breaks for 10-15 mins to stretch the arms and legs helps keep focus and avoids eye strain from computer monitors.

## Troubleshooting

- Use the available resources to get assistance when necessary.
  - o Contact your instructors or post questions on a class discussion forum (if being used) for course-related questions.
  - o The Office of eLearning is available if you are struggling with an Isidore related issue.
  - o The IT department is available for technical support.
  - o  Fellow students are an excellent resource to look to for study tips and tricks