How to Be an Online Student: Success Tips

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Technology Tools: Getting your Tools Organized

- Hardware:
  - Set up a study workstation with your hardware and gadgets that you have. If you have to share a computer, locate resources and set up a scheduled time to be on the gadget or computer.
  - Consider using a mobile device to access Canvas Student app to access course content, your grade, announcements, Canvas inbox, etc.
- Software:
  - UTA uses Canvas Learning Management System for online course delivery and instruction - https://uta.instructure.com/
  - Orient yourself to Canvas through the Canvas Student Orientation available once you log onto Canvas with your Net ID. Or, visit here.
  - Know the tech support numbers to call for Canvas (the ? tool on your dashboard) and the OIT Help Desk (Phone: 817.272.2208; Email: helpdesk@uta.edu).
  - UTA student, faculty and staff also have access to Microsoft Teams (enhanced version of Skype through Office 365). Students can potentially use Teams to talk/ video chat with faculty or advisers during office hours or for communication. How to access Teams is here.

Study Tips: Staying Focused and Reviewing Content Often

- Set up a time management plan to review course content, do online assessments (quizzes, discussions, etc.), and stay current with communications. One of the biggest challenges with online learning is staying focused and disciplined with your time.
  - Tip: Make sure you designate certain hours in a week for coursework. Put it in your calendar and follow it every week to maintain discipline and accountability.
  - Enter all due dates into your digital and/or print calendar.
- Set up a digital folder on your computer for each class. You might also use OneDrive or another cloud storage system to store class items for each class.

- o Save backup copies of your written work using the Office 365 tools such as OneDrive and Microsoft Word.
- Learn as you have time, even if it's reviewing content five minutes at a time. This is where accessing content more often can help.
- When it is time to study, try to set aside concerns, worries, and stresses to focus on your studies as best you can. This will help you focus on the content of what you are learning.
- Consider using the Pomodoro method where you study for 25 minutes and then take a five minute break.

Communication Tips:

- Consider setting up an informal way to touch base with classmates in real time for livechat or videoconference to study. Consider: Microsoft Teams (Office 365), Zoom, or another synchronous tool. Many of these also have mobile apps, making communication easy.
- Email your instructor with any questions or if you are having any challenges along the way.
- If you have discussion boards, actively participate with detailed input. Check back for replies to your posts, to keep the conversation going.
- Communication is a two-way street – if you don't ask questions, the instructor will not know you have questions. So, if you are unsure about something, always ask using either the general question/answer Discussion Board (if it benefits all students) or email to your instructor (if related to your grade).
- Google "Netiquette Tips" for more information on protocol for posting to discussion boards.
- Polite greetings to your instructor always help with emails.
- For any live webinars your instructor is doing, practice logging in ahead of time, if possible and make sure your audio (speakers) and microphone are working properly. Ask if it will be recorded if you cannot attend the live session.