

Quick Guide: Students



Teacher	Student
What should I do to prepare for my “class”?	
Ensure key information about Term 2 online is available on the first page of your LEARN site.	1. <u>Get ready</u> for online learning in Term 2 and check your LEARN site.
Provide a weekly overview of what is required.	2. Know the <u>weekly requirements/structure</u> for each course.
Confirm assessment requirements via LEARN (even if not changed).	3. Check assessment information on LEARN. It may have changed. If in doubt ask.
Make sure you know how to record a lecture.	4. Make sure you are set up to watch and listen to lectures.

What do I need to do during “class”?	
Give students a clear guide/ overview of the content you will cover.	5. Be prepared before lectures. Make sure you have revised previous week’s content
Don’t rush through content – pause and ask questions or recap as you would in a normal lecture.	6. Take notes as you listen to lectures How can I <u>best learn</u> from lectures online? Write down any questions you may have.
Let students know where / how they can ask questions.	7. Review your questions after the lecture. Is there content on LEARN that might help you answer your question?

What should I do after the “class”?	
Set up an office hours time for Q & A from students.	8. Avoid emailing your lecturer directly. Join office hours, real-time Zoom classes or ask questions on LEARN.
Ensure there is a discussion space for students online.	9. Learning from others is valuable. Use discussion spaces to interact with your class.
Check in on student interaction spaces (eg LEARN forums) regularly.	10. Participate and collaborate with others in your class.

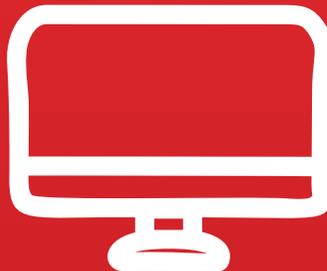
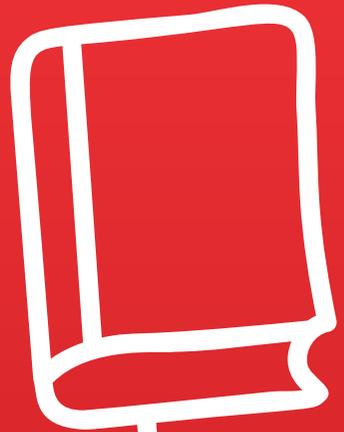


Learning Online

How do I get set up for learning online?

- Tips from UC students on how to survive when you're going online – [Tips #1](#) and [Tips #2](#).
- [Moving online guide](#) and [video](#) for UC students.
- 5 min [video](#) by e-learning expert George Siemens guiding students in “going online.”

1. **Schedule**
2. **Location**
3. **Coherence**
4. **Connection**
5. **Patience**
6. **Ask!**



Online Content

How can I best learn from lectures online?

- Upskill on how to make the most of your video lectures. Here are some useful resources (from another university but still very helpful!).
 - » Making the most of your [online lectures](#)
 - » Studying using [lecture recordings](#)
- If you have a real-time class, learn the livestream etiquette. You should treat live-streamed classes as if they were regular classes. Make sure your tech is working (particularly your audio settings) and log in at least 10 minutes early so you are ready to go. It's a good idea to try and find a quiet place without distractions and turn off any notifications or pop-ups, so you can concentrate. And remember to mute your mic when you aren't speaking.

How should I be using my LEARN site for online learning?

Take time to get familiar with your courses' LEARN sites. Where the resources are located, where to ask questions, where the discussions are and when timetabled classes are happening.

Your LEARN site is your [course home](#).

- You will find information outlining how your course is structured for online learning.
- There is likely a FAQ or Q&A section so you can ask questions and your lecturer can answer for the whole group at once. Rather use this than send your lecturer an individual email.

Develop a program for your day. If possible, work on one paper/ course for an extended period of time, rather than trying to do them all in one day. This helps you to focus better.

Melanie, UC distance student

Create folders on your computer, go through the LEARN site for each course, work out where everything is and download anything you might want to refer back to quickly.

Melanie, UC distance student

Studying [online] I know I have to be very well organized. I use a wall calendar with different coloured sticky notes. Each different colour sticky note represents a paper or module that needs to be completed. I also have the assignment print outs/module tasks stuck to my wall in my bedroom to refer back to as well.

Kate, UC distance student

Online Interaction

How do I ask my lecturers questions?

Don't email your lecturer's questions. Use your LEARN site Q&A or FAQ space or forums set up for course-related questions. That way everyone can benefit from the answer. Lecturers can more quickly respond to questions if they do this for the whole class group.

Ensure you ask [your lecturers] course-related questions. Some students can be confused about things, and unintentionally panic other students who were not panicking.

Lee, UC distance student

How do I collaborate online?

Consider hosting study sessions within your class via Zoom or Skype, or your favourite social media platform

- Students can set up a UC Zoom account – see the [IT services](#) support.

Create a shared Google Doc (or OneDrive document) so you can share notes and ideas.

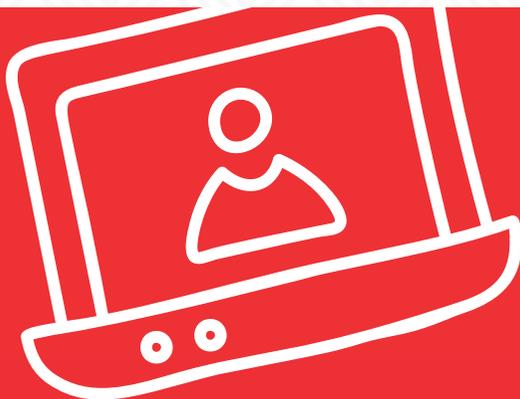
- Make sure you have your [Office365](#) set up so you can use OneDrive and OneNote

Google Docs is great for collaborative work! Multiple people can be working on a document at the same time.

Catherine, UC distance student



Staying Well



You will be doing a great deal more online and remote learning in the coming weeks. This is likely to be a new experience for some people although Cantabrians may well remember the creative ways we had to respond to keep learning after the earthquakes. Whether going online is something you are comfortable with or something new to you, the current circumstances will be stressful. See the UC Health and [wellbeing](#) tips, UC RecCentre [online fitness](#) sessions and [UCSA](#) support pages.

“Nobody signed up for this. Not for the sickness, not for the social distancing, not for the sudden end of our collective lives together on campus. Not for an online class, not for teaching remotely, not for learning from home, not for mastering new technologies, not for varied access to learning materials.”
([Brandon Bayne, University of North Carolina at Chapel Hill](#)).

Whilst this is not a choice, Going Online right now is our best way to keep learning and teaching going forward.

UC – Let’s get online ready

Advice from UC academics Ekant Veer and Cheryl Brown, Vice-Chancellor Cheryl de la Rey and UCSA VP Katie Mills.

[View here](#)

