ONLINE LEARNING TIPS
Welcome to online learning at UWindsor! We hope that you will value and enjoy your journey. This 4-pager was created by students, for students, to assist you with your online learning experience. Please use this as a personal guide through your first year of University!

Let's Get Started!

1. Create a term schedule
   - Read through the syllabus and ensure you understand it!
   - Add due dates of assignments to your term schedule
   - Purchase your textbooks at The Bookstore

2. Create a weekly schedule
   - Set dedicated time blocks for school and small breaks
     - Take time for yourself, away from the screen
     - Ensure you set time aside to stay active!

3. Set up your study space
   - Dedicate a quiet place to learning and studying
   - Minimize the distractions
Classes begin on September 10th, 2020!

- Being present in all lectures is the best way to connect with your professor and understand the material
- Take effective notes
  - Find tips on how to take useful notes [here](#)

Collaborate with your peers

- Don’t be afraid to put yourself out there!
- Join a club or participate in your faculty’s online activities
- Engage with others
  - Connect with fellow classmates for assistance
  - Reach out to your professors, graduate assistants (GA’s) and teaching assistants (TA’s) early in the semester, especially if you are having difficulties understanding the material

Develop good habits

- Create a routine and don’t make excuses for yourself
- Check your UWindsor email frequently
- Stay motivated
  - Set short-term achievable goals
  - Reward yourself when you complete a goal
Be respectful online

- Ensure you have headphones for online lectures and communication
- Mute yourself until the instructor gives you the opportunity to speak
  - Use the "raise your hand" feature if you have a question or want to contribute to the conversation, and take it down when you are done
- Use professional language when emailing your professor
  - E.g. Use "Good afternoon Professor" vs. "Hey"

Tools

- **Sign-in to Blackboard** (Blackboard Collaborate). Courses you are enrolled in will appear on Home tab, under 'My Courses'
  - This is where you will attend live online classes (Virtual Classroom)
  - You can find class resources here (e.g. Syllabus, Resources and other course material)
  - Get started in the 'Student Orientation to Blackboard Practice course found in your courses list (under Courses tab) or by watching these videos
    (Note, U of W uses the Original Course View)
- **UWinSite Student**
  - Information on registering for courses
  - Features: switching/adding/dropping courses, finances, final grades, scholarship applications and viewing required courses you need to take
- **Microsoft Office365 Tools**
  - Including: Microsoft Office (Word, Excel, PowerPoint), Microsoft Teams and OneDrive
Resources

- Assistance with courses
  - Make an appointment with [Academic Advising](mailto:).

- Financial Services
  - Visit the [Student Awards and Financial Aid Office](http://www.uwindsor.ca/awards/).
  - Including information on [OSAP](http://www.uwindsor.ca/awards/financial-aid/osap/) and the [Cashier’s office](http://www.uwindsor.ca/awards/financial-aid/cashier/).
  - Email us at: [award1@uwindsor.ca](mailto:award1@uwindsor.ca)

- Locate reading, writing and research paper materials
  - Visit [Leddy Library](http://www.uwindsor.ca/libraries/leddy/).
  - Visit the [Writing Support Desk](http://www.uwindsor.ca/libraries/writing-support-desk/) for assistance with academic writing.
  - Reach out to your faculty specific librarian [here](http://www.uwindsor.ca/libraries/).  

- Free confidential counselling
  - Visit the [Student Counselling Centre](http://www.uwindsor.ca/student-life/counselling/) for free, confidential mental health counselling.
  - Utilize [My Student Support Program](http://www.uwindsor.ca/services/academic-support/student-support-program/).

- Assistance with technical issues
  - Visit [Information Technology (IT) Services](http://www.uwindsor.ca/services/technology/).

- Services intended to facilitate the inclusion of all students
  - Contact [Student Accessibility Services (SAS)](http://www.uwindsor.ca/services/accessibility/).

- Inquiries as an International Student
  - Visit the [International Student Centre](http://www.uwindsor.ca/global-students/).

- Healthcare and dental needs
  - The [Student Health Services](http://www.uwindsor.ca/services/health/) can help.
An Office of Open Learning Co-op student initiative by Bilal S., Kristen S., and Nitin R. (with 6 additional Co-op students)

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