

GUIDELINES AND TIPS FOR SUCCESSFUL LEARNING ONLINE



MUST DO



INFORMATION



QUICK TIPS

GUIDELINES AND TIPS FOR SUCCESSFUL LEARNING ONLINE MINDSET AND PREPAREDNESS

Behavior in online classrooms should be the same as in the face to face classroom.



Select a suitable spot to sit in - avoid distracting, messy backgrounds or unsafe environments.

Have all necessary course materials ready before joining the class.



Be tolerant and patient.
Not everyone has the same capability.

Join the class on time. Read assigned materials before coming to class.



Be ready to participate in the class discussion.

Dress as if you are going to the university campus. You would ideally turn your video on when joining the class.



Be ready to take responsibility for your own learning.

Learn to use the tools and software you will be using.



Start tasks early with time to address problems, if any arise.

Interact with classmates to make the online learning environment more productive.



Find a study partner or create an online study group for academic and technical support.

Develop good time management habits. Make a study routine and stick to it.



Familiarize yourself thoroughly with all course requirements.

Ask questions - and ask them early and often!



If you have any problems, notify your course instructor immediately. Do not simply stop attending class.

Do not join a class from an inappropriate environment (like a rickshaw or the mall or the street).



Use headphones to minimize external awkward or embarrassing noises.

Read all responses in a thread before replying. Responses should enhance the discussion.



Font size and styles matter. Words in bold/italics/underline may indicate emphasis; words in ALL CAPS indicate SHOUTING.

Switch off your mic when you login. Turn on only when speaking.



Turn off your social media notifications for the duration of the class to avoid being distracted.

Be open-minded and willing to argue a point politely. Give proper credit when referencing or quoting another source.



Do not make remarks that may be hurtful or feel like personal attacks. Be respectful.

Join all online classes with your ULAB email ID



Change your password if you think someone else might know it.

Do not share ANY course materials anywhere. The content does not belong to you and you do not have permission to share it.



Do NOT share personal information online about yourself or others.

If your network connection is bad, find a safe spot for better connectivity.



Do NOT share your password (for ULAB email or Moodle) with ANYONE.

Do NOT download, share, or present class video lecture content out of context ANYWHERE.



If your network connection is bad, find a safe spot for better connectivity.

Check your ULAB email regularly.
If you cannot access it, contact the IT Office immediately.



State your full name and ID in all emails.

Do not send any attachments that your recipient may not be able to open.



Allow your course instructor a reasonable period of time to respond (at least 24-48 hours).

Provide a short descriptive subject line when you send your course instructor an email.



Be brief and polite.
State your concern directly.

Avoid sending emails from personal accounts to your course instructor.



Proofread your email before you click on Send.

Use clear, concise language when communicating either online or offline.



Use standard fonts such as Arial, Calibri or Times New Roman in 10 or 12 pt. size. Limit or avoid using emoticons like :).

Proofread and review your writing BEFORE you post (even Chat messages).



Your course instructor will have online office hours. Visit them during this time to have your concerns addressed.

Avoid informal or slang terms such as “wassup?” or texting abbreviations such as “u” for “you.”



Humor or sarcasm may be misinterpreted in an email or discussion post. Be careful about how you use your language.

Unless it is an emergency, only contact your course instructor during the day.



Contact your course instructor FIRST for any course-related problems. The Program Coordinator is your next stop.