

## Students: Preparing to Take Courses Remotely

The Loyalist College community is working hard to quickly transition face-to-face courses to remote access. It is important to be patient with your instructors who may be new to remote/distance teaching. Being a successful student in an online environment requires time management and a willingness to engage in new ways. Here are a few tips that can help you succeed as a student learning remotely.

### Getting Started

**Set up a dedicated workspace.** You'll begin to establish a routine by repeatedly completing your work there. Establish connection to high-speed internet access, whenever possible. If you cannot access a reliable internet connection, contact your instructor if you think it will interfere with joining class sessions or completing your work.

**Make a schedule** for juggling the various activities you will need to complete for your courses. Get organized and write down all class meeting times and assignment due dates in one place.

**If you are unfamiliar with the technology** (e.g. Collaborate, TEAMS, Blackboard), make sure you take time to familiarize yourself with how it works and test it out before connecting for the first time. There are many excellent resources online. There are some tips for joining and participating in a Collaborate session in the course.

**Communicate potential challenges to your instructor or advisor.** Contact your instructor or advisor as soon as possible if you have concerns about accessing course content because of Internet access, technology limitations, sickness, etc.

**Check your Loyalist email and Blackboard** daily for communications.

### Things to Keep in Mind

**Attending vs. Participating.** Attending class remotely doesn't mean just signing into Collaborate or Blackboard. That is the virtual equivalent of just "showing up." What it really means is participating -- in discussion board posts or in collaborative activities and synchronous sessions when possible, and in engaging in the materials. Be present and engaged!

**Find a partner** in each of your courses.

- Make a pact with them to help support each other inside and outside of class.
- Set-up times to virtually connect with them to study
- Talk about the class materials and, where appropriate, work on class assignments or review and give feedback on each other's work.

**Follow** proper "netiquette" when participating online.

- Share your point concisely and clearly. Stick to the point when writing posts.
- Verify facts before posting.
- Provide proper credit citing and referencing others work as appropriate.
- Check for spelling/grammar errors and do not use slang.
- Respect others with appropriate choice of language.
- Exercise caution when using humor online. It can easily be misinterpreted.

**Be patient** with your instructors. This is the first time many of them are teaching with technology that is new to them as well.

High ethical standards will continue to be upheld and consequences enforced. Please adhere to the student conduct policy and ask the instructor for clarification if you are not sure of instructions.

## Blackboard

Many instructors will use Blackboard as the primary method for delivering asynchronous course content. Keep in mind that instructors use Blackboard differently and will choose specific tools based on their course goals. For example, some instructors may rely heavily on the Discussion Board in Blackboard, while others may only post links to course content.

**Access:** Go <https://myloyalist.com> and login with your Loyalist ID and password. Here you will have access to your Mail, Banner, Blackboard and other resources.

See [Student Information Systems at Loyalist College](#) for more information on logging in.

Check for updates to your courses by going to the Blackboard where you will see you list of courses as well as announcements.

Supported browsers: **Chrome** and **Firefox** are the recommended browsers at this time. Be sure to clear your cache (browsing history and cookies) and restart your browser regularly. Check the browser provider's website to ensure you have the latest version of the browser.

## OneDrive

All Loyalist users (students, faculty, and staff) have access to 5TB of free storage in Loyalist's **One Drive**, a personal cloud storage space which is part of the [Office 365 suite](#). Students can easily store and share files with other Loyalist users as well as those outside of the institution.

## Where to Get More Help

Please contact the [Service Desk](#) for additional help.