

Online Learning Checklist

12 Study Tips for Online Learning Success

1. Make sure your computer is Canvas-ready. (See: [Basic Computer Specifications for Canvas](#))
2. Familiarize yourself with Canvas. (See: [Canvas Overview Video](#))
You should also know how to:
 - a. [Set Canvas Notifications](#)
 - b. [Update User Settings and Add a Profile Picture](#)
 - c. [Post a Reply on a Discussion Board](#)
 - d. [Submit an Assignment](#)
3. Familiarize yourself with the syllabus for your course
4. Plan ahead and set aside specific study time (use your calendar)
5. Log in and participate in your course every week
6. Own your learning by being proactive in engaging with the instructor and your peers
7. Have a dedicated study space
8. Take notes
9. Take short breaks (5 to 10 minutes) during your study time
10. Submit your assignments on time
11. Keep your learning goals in mind
12. Eliminate distractions during your study time

Equipment and Software You Will Need

1. **Zoom software installed on your computer**
You will be prompted to [install the software](#) the first time you join a Zoom session. Please do this far in advance of the session, in case you experience any technical issues.
2. **Reliable internet access**
Ethernet (hardwired connection) is best. If an ethernet connection is not available, make sure you have access to a strong WiFi connection.
3. **A computer with a built-in webcam or external webcam**
4. **A USB headset with a microphone or earphones with a mic**
You could also dial in using your phone, which often provides for more reliable audio, especially if your internet access is unreliable.

Before your online session

1. [Check that you have a compatible device to run Zoom.](#)
2. [Test your internet connection by joining a Zoom meeting test.](#)
3. [Watch this quick video about joining a Zoom meeting.](#)

Contacts

- **For immediate help with Canvas**
Call (+1-844-906-0594) or [Live Chat](#) with Canvas support 24/7.
- **For assistance from TC Service Desk**
Email: servicedesk@tc.columbia.edu
- **For issues with Zoom**
Contact Contact Zoom Video Communications Technical support
<https://support.zoom.us/hc/en-us/articles/201362003>

[See: Learning Online at TC for more detailed information](#)