



Best Practices for Online Learning

First Things!

- Login to your Canvas Account
- Check Canvas regularly
- **Turn on notifications** so that you receive all communication from your instructor

Take Ownership of Your Learning

- Clarify expectations of your instructor:
 - When will you (or the teaching assistant) be available to respond to questions?
 - Is sending messages through Canvas the best way to reach you?
 - What expectations do you have for live sessions? Online discussions?
 - Are we expected to use certain tools for group work?
- **Learn to manage your time.** Online courses often reduce the amount of interaction time with your instructor, so you need to manage the deliverables associated with your coursework
 - Ensure that you are keeping track of upcoming assignments and deliverables
 - Consider blocking time on your calendar each week to study for the course, identify upcoming due dates, and strategize about how to balance your coursework with other demands on your time
- If you are struggling, **don't wait to reach out.** Establish accountability routines with a fellow student. If you continue to struggle, let your instructor know that you are falling behind and ask for advice on how to get back on track

Prepare for Course Engagement

Study:

- Online courses require a great deal of intentional study time. If you need some additional tips for motivating yourself to study, check out these **motivation tips from UNC**
- Plan to spend time studying relevant materials prior to class
- Be strategic and identify when your mind is most sharp. Study at that time every day (when possible)
- Review materials from prior classes to ensure that you are not forgetting important content from prior sessions
- Take notes as you read the necessary resources or watch the pre-class materials/lectures
- Study alongside your classmates through the use of a **Virtual Study Space**

Technology:

- Ensure you have/use a headset with a microphone that works properly. Test your audio and microphone prior to class
- Review the **student resources** that Main Campus has compiled to become familiar with different technology tools that will aid your online learning experience

Be Present During Live Sessions

- Identify a dedicated, quiet space where you are able to focus and where you are free from distractions
- Engage in **respectful communication**. Before you click send, ask yourself “how could this be interpreted by others?” Communicate often, thoughtfully, and meaningfully
- Be visible on the screen during the class session. This will help your instructor know that you are invested in *your* learning
- Actively participate!
- Keep the screen open and in full screen mode while class is in-session. Close any open tabs in your browser that might distract you
- If you have a question, let the instructor know by doing one of the following:
 - Click ‘hand-raise’ button
 - Speak slowly and clearly
 - Add a question to a comment-box
- Take notes during the class to help with retention

Contribute to a Supportive Online Course Community

- **Proactively engage** in online discussion boards
- For classes where you are engaging in group work, consider **establishing norms** for online collaboration. [Drexel's Tips for Online Students site](#) provides additional tips regarding online group work
- **Reflect** on your personal learning. What will you take with you from this course into your daily (or working) life?
- **Leverage your classmates**. Don’t be afraid to ask your peers for help. They often have a wealth of knowledge to share. Or, consider offering assistance to a fellow student who might need help
 - Remember, if you are asking an instructor a question, other students may benefit from seeing the answer

Additional Resources

- Students with Accommodations should notify their faculty of any additional support they may need. University of Maryland’s Accessibility & Disability Service can be reached at (301) 314-7682 or via email: adsfrontdesk@umd.edu
- International Students with questions should contact University of Maryland’s International Student & Scholar Services via (301) 314-7740