



ONLINE LEARNING SUPPORT

Technology Requirements

- Ensure you have a reliable computer or tablet with internet access.
- Use an updated web browser (Chrome, Firefox, Edge) for compatibility with online platforms.
- Install necessary software or applications, such as Zoom, Microsoft Office, or PDF readers.
- Test your microphone, camera, and speakers before virtual meetings.

2. Accessing Course Materials

- Log in to Blackboard regularly to check announcements and assignments.
- Download course syllabi, schedules, and reading materials as soon as they become available.
- Organize files and bookmarks for quick access to course content.

3. Effective Online Communication

- Use professional and respectful language in emails, discussion boards, and virtual meetings.
- Follow netiquette guidelines, such as avoiding all caps (shouting) and using proper grammar.
- Participate actively in online discussions and engage with classmates.
- Check your email and LMS messages frequently for updates.

4. Time Management and Study Tips

- Set a dedicated study space free from distractions.
- Create a schedule to manage deadlines and avoid last-minute work.
- Break study sessions into focused time blocks with short breaks.
- Use digital planners or reminder apps to stay organized.

5. Technical Support

- Contact the institution's IT Help Desk for login issues, software troubleshooting, or technical support.
- Explore online help guides, FAQs, and video tutorials provided by the LMS.
- Keep backup copies of assignments in cloud storage or external drives.

6. Academic and Student Support Services

- Utilize peer tutoring support services.

- Access online library databases and research tools for assignments.
- Reach out to instructors or advisors for academic guidance.
- Explore mental health and wellness resources if needed.

7. Virtual Classroom Etiquette

- Mute your microphone when not speaking to minimize background noise.
- Use video when appropriate to engage with peers and instructors.
- Dress appropriately and maintain a professional online presence.
- Follow instructor guidelines for participation in live sessions.