

Notes for "Online Learning Survival Guide"

Instructions

As you listen to the presentation, use the outline below to follow along and jot down items you would like to remember. When you see a question, try to answer it from what you hear in the presentation.

Remember that you can pause the presentation at any time by pressing the pause button on the left side. You can also rewind by dragging the slide indicator to the left. You can find both of these at the bottom.

Introduction

In the video presentation, we will introduce you to online learning and give you a sense for what's expected of you as an online student. We will share some proven strategies that will help you succeed in your online courses, as well as some myths about online learning and common mistakes to avoid.

Be Aware of Your Environment

What Is Online Learning?

Myth #1: Online Courses Are Easier Than On-Campus Courses

- Actually, online courses are **not** easier, they're harder. Why?

Myth #2: Online Courses Are Self-Paced

- While *some* online courses are self-paced, *most* follow a specific schedule with set due dates for assignments throughout the course. What do you need to do to succeed?

Netiquette (Internet Etiquette)

- How is interacting in an online course different than using informal Internet tools, like Facebook, Twitter, texting, etc.?

What is "Netiquette?"

- The most important rule is to remember that we're _____.
- Begin your emails with _____.
- End your emails with _____.
- Include the course number in the _____ of your emails.
- In emails, discussion forums, and online chat sessions, avoid _____.
- Resist the temptation to use ALL CAPS, multicolored text, and large images in your emails, discussion forums, and papers. Why?

- In online discussion forums, it's more about _____, than quantity.
- Disagree, but _____.
- When reading emails and posts from others, assume the writer is _____.
- This is a learning environment, which means you can expect your instructors to do what?

Get to Know Your Tools (or Tool Kit)

To survive in the wilderness, you need to get to know your tools. The same is true in online learning.

Computer and Internet

- Make sure your computer meets the specs required to use our online learning technology and has the necessary software installed by downloading the **Online Computer Standards**. (visit: www.indianhills.edu/onlinecomputerstandards)
- We strongly encourage students to have a reliable, high-speed Internet connection in their homes, like cable or DSL. While a dial-up connection *can* work, you may get frustrated at the amount of time it takes to download files and move around online.
- We also encourage students to have their own computers and Internet service, instead of relying on a friend, family member, local library, workplace, or college computer lab. Why?

Myth #3: "I Can Figure It Out As I Go."

- Why is this a myth?
- Please take the time to work through the Computer Tutorials that are part of this orientation. (visit: www.indianhills.edu/tutorials)

IT Help Desk

- How can the IT Help Desk help you? (visit: www.indianhills.edu/helpdesk)

Myth #4: Online Courses Don't Use The Library

- Actually, online students are expected to use the library for research projects, just like on-campus students. What are some of the library services available to online students? (visit: www.indianhills.edu/library)

Know Yourself

We need to know our environment and our tools, but perhaps the most important part of learning, whether you're in an online or on-campus course, is knowing *yourself*.

"Is Online Learning Right For Me?"**Adult Learning**

For some, the biggest transition they have to make in college has to do with understanding how to approach their learning. The expectations of *college*-level courses are different than those in most high schools, because adults and children learn differently.

- What are some key differences between how children and adults learn?
- How does this affect the expectations your instructors have of you as a student?
- What does this mean for how you will need to approach your online courses?

This is part of the Online Learning Survival Guide, because it's probably the most important factor in determining your level of success as an online student.

Take Ownership and Responsibility

You're in college now. You're paying for access to the knowledge and experience of your instructors. It's up to you to make the most of that time by owning and being responsible for your learning opportunities. You'll be glad you did!

Myth #5: Interaction Isn't That Important.

- How can you overcome "psychological distance?"

- How should you approach group work and discussion forum assignments?

Read And Follow Instructions.

- Why should you read all of the instructions and materials already provided by your instructor online *before you ask for help?*

Keep Up With The Schedule

Myth #6: "I'm bothering my Instructor."

- Why is this is a myth?

Get Help When You Need It.

- Why should you not wait to get help?
- What are some options for contacting your instructor?
- Why are phone appointments sometimes better than email?
- Whose responsibility is it to make sure you get the help you need? Why?

Avoid Common Hazards***Procrastination***

- Why do people procrastinate?
- What are the results of procrastinating?
- How can you overcome procrastination?

Myth #7: "I can skip the reading."

- Why should you not skip the assigned readings, interaction, and other online content?

"Out of Sight, Out of Mind?"

- How can you avoid the "Out of Sight, Out of Mind" trap?

Plagiarism and Cheating

- What is plagiarism?

- Why should you avoid plagiarism and other forms of cheating?

Have a Backup Plan

- Why do you need backup plans for your computer and Internet service?

- Why and how should you back up your files?

- Discussion Forum Tip

Keep the Main Thing the Main Thing

- How can you "keep the main thing the main thing?"