

COLUMBUS STATE

COMMUNITY COLLEGE

College Credit Plus

CCP Kickoff

Autumn Semester 2020



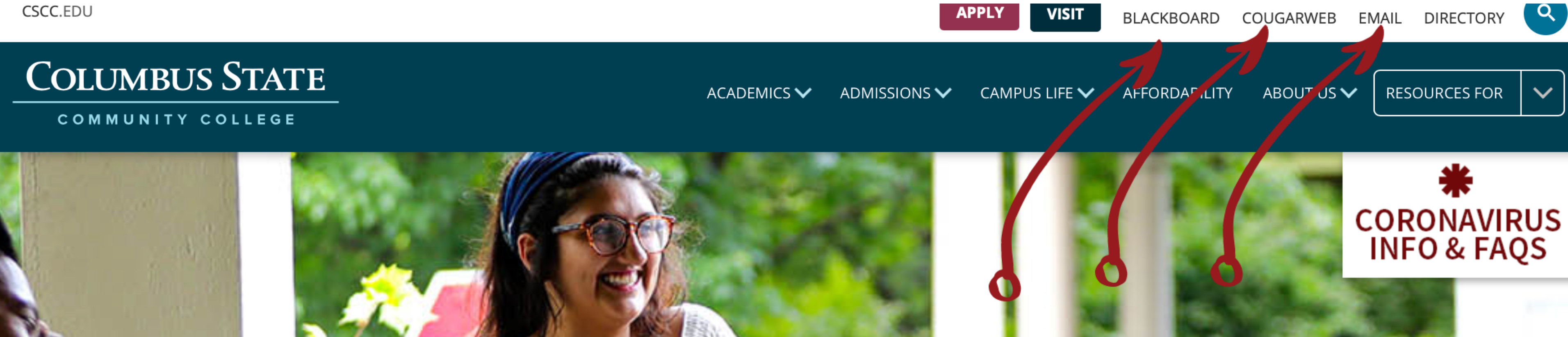
10 Tips for a Successful Online Learning Experience & Columbus State Resources

1. Your Device Matters

Make sure that you are using a reliable device, ideally a laptop or desktop computer, or a tablet. Smartphones are great for quick internet searches or for using apps--short-term, but they are not ideal for extended learning.



2. Familiarize Yourself with the Learning Platform



- Make sure you have set up all required usernames and passwords. If it has been a while since you last logged in, make sure that your password is still correct.
- Log in several days before your class begins. This gives you the opportunity to troubleshoot any unexpected technological issues you may have.
- Have Columbus State's IT support contact information on hand throughout the semester, in case you need to use it.

Phone: 614-287-5050 Email: helpdesk@csc.edu

3. Introduce Yourself to Your Instructor

When you attend class in-person, your instructor naturally gets to know you through your habits--showing up on time, where you sit, asking questions, etc. It is much harder to do that in a virtual format, but it is possible, with a little initiative.

- Send an email introducing yourself and what you hope to get out of the course. Don't just be the anonymous person behind the screen.
- Attend your instructor's virtual office hours.



4. Be Clear on Class Technology Expectations



- Video on? Video off?
- Live Online or Online Anytime? (Are you expected to be online at a certain time for a Live class or can you log on at your convenience?)
- Should you use the Chat feature?
- Raise hand or just speak?

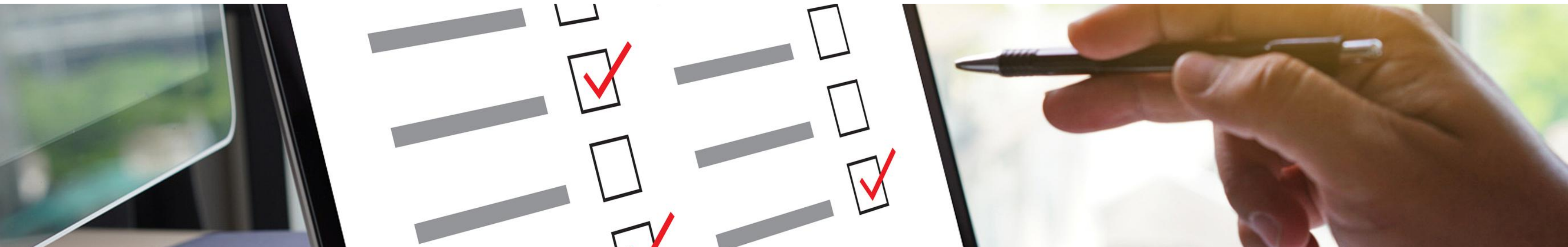
Each instructor may have their own set of expectations of how students should virtually engage.

Becoming familiar with them will make for a better learning experience.

5. Actively Engage in Your Courses

Just because you're taking classes from home, doesn't mean that you can't actively engage in the learning process.

- Raise your hand
- Ask questions
- Answer questions
- Speak up
- Participate in polls and questionnaires
- If you're on camera, be mindful of your body language. Slouching, falling asleep, and being engrossed in your phone convey to your instructor that you are not engaged. If you wouldn't do it in person, don't do it online.



6. Minimize Distractions

- Location is key. Find a space in your home that is quiet and private. It should be a place where there is not heavy traffic.
- Make sure your family knows that you are online and/or studying so that they won't bother you.
- If you need to leave your cell phone or other things that may distract you, in another room, do that.
- Sit at a table or desk, if possible. This keeps you in a working mindset.



7. Connect with Classmates

Just because you're online doesn't mean you have to give up interacting with others.

- Create and engage in discussion board conversations
- Host a virtual meet up
- Form a virtual study group

8. Develop a Routine That Prioritizes School AND Self-Care

Taking courses online requires a high level of self motivation and self-discipline. It is important for you create a routine that keeps you focused. It is equally important to care for your physical and mental health. You are simultaneously managing your life as a student AND surviving a pandemic.

Some tips:

- Use a planner to keep track of your assignments
- Manage your time
- Plan time to engage online
- Plan time to study
- Plan time for work or extracurricular activities
- Plan time for REST and BREAKS--Screen fatigue is REAL!
- Plan time to sleep, eat, and to engage in (safe) social activities
- Familiarize yourself with Columbus State's Counseling Services website. There you will find resources on managing stress, anxiety, depression, grief, etc.

9. Know How to Access Success Resources in the Virtual Environment

Just because we're in the midst of a pandemic and doing things differently, doesn't mean that you don't have access to success resources. Although you will have to access them differently, most, if not all, student success resources are still available to you in a virtual format. The [CSCC College Credit Plus](#) website is a great place to start but there are other resources available.

- How do I access [library services online](#)?
 - [Journal articles](#)
 - [Research help](#)
 - Is it possible to check out materials?
- I need help in a class. How do I access [tutoring](#) online?
- I need someone to edit my paper. Is the [writing center](#) available online?
- I need to speak with a [counselor](#) about my [test anxiety](#). Can I do that online?
- I need to get my [textbooks](#). How do I do this if campus is closed?
- I have a job interview and I need someone to look over my resume or help me practice interviewing. [Can someone help me with this?](#)
- [I have an IEP in high school](#). Am I able to have extra time on my tests in college?



10. Be Gentle with Yourself AND with Your Instructor(s)

Again, we are all surviving a pandemic. For many of us, this is our first time navigating a completely virtual learning environment. Things will NOT be perfect. Give yourself and your instructor a little grace in navigating these unprecedented times.

There WILL be technological challenges--you (or your instructor) may get kicked out of an online session, someone's sound won't work, someone else will forget to mute (or unmute) themselves, the screen will freeze, the power will go out, etc. When it happens, stay calm. All of those issues are resolvable.

You also may be grieving the loss of your senior year, your athletic season, or your final semester with your best friends. It's ok to feel all of that. You are not alone.

Again, be patient with yourself and everyone else. Many of us are struggling our way through this.



Kindness

We hope these tips have been helpful.
Have a wonderful Autumn Semester!
Stay safe.

