Student Guide to Learning Remotely

Education and research activities at AGU will re-start imminently. This process will be staged as follows:

1. The Language School and Graduate Programs will begin on the 23rd of March.
2. Undergraduate courses will begin on the 30th of March.

Below you will find a quick reference guide to help you get started in your remote courses, which will take place at CANVAS. Your instructors will also contact you via your AGU e-mail and will use CANVAS and Zoom video conferencing to help you stay connected while you learn remotely.

How do I access my course?

Make sure to check your courses, your AGU e-mail, and CANVAS announcements daily for updates. Discussions, quizzes and assignments will be added by your instructor for courses being presented remotely.

How do I communicate with my instructor?

Keep in mind that your instructors are moving quickly to transition all of their courses to this remote format, so expect your CANVAS courses to be works-in-progress. Using your AGU e-mail to communicate directly with your instructors and peers is recommended.

Will I have class at my scheduled time?

Instructors will hold live, synchronous classes at your scheduled class time. If there will be a change, they will inform you. If you are asked to meet via video conferencing, Zoom will be used.

Zoom Meetings

Your instructor may host remote classes using zoom. Zoom is available externally to all users at pdx.zoom.us or its link will be accessed through CANVAS courses. If you don't have a laptop or desktop computer, you can use zoom on your mobile device to join remote classes.

If your instructors choose not to conduct class during your scheduled time, they may post videos, slides, texts, and other content for you to engage with independently in the Content section of CANVAS. Check your syllabus and CANVAS for due dates. Your instructors may upload recorded lectures for you to watch at home. You can typically access these through a disk space at AGU, or through a link they share with you.

How do I turn in homework?

Your instructor has likely created a way for you to submit homework electronically, either through CANVAS or your AGU e-mail. Check your syllabus, and ask questions of your instructor and peers to get clarification if you're unsure when something is due or how to submit it.

What technology and skills do I need to learn remotely?

Make sure you have access to a computer that meets the technical requirements for online learning, and contact support on campus if you don't.

To participate successfully in online courses, you should be able to…

- Download, install, launch, and quit applications such as Microsoft Word or a web browser.
- Create, edit, and save files using word processing, spreadsheet, or presentation software applications.
- Google Drive: You can use Google Drive to create and share documents with your classmates and instructors from any desktop, laptop, or mobile device.
- Operate a web browser, including navigating web pages, clearing a browser's cache and installing or disabling plugins.
- Update your computer operating system and computer software applications.
- Access and change computer operating system settings as well as computer software application preferences, options, and settings.
- Understand basic computer terminology in order to describe technical issues you may experience with technology.

What strategies should I use to be successful in my remote learning courses?

If you have never taken a course remotely before, you will likely need to give yourself time and space to discover all of the details of your virtual classrooms. Following these tips will help you along the way:

Time
Give yourself more time than you think you need to complete assignments. Online classes can require more time than face-to-face, so don't be surprised if you find yourself taking an extra hour or two to finish your work.

Space
Imagine that you're going to class every week, and choose a place where you feel comfortable and focused. Maybe you need a little background music or complete silence. Consider what works best for you, and create that space while you're engaged in your online coursework.

Calendar
Keep a calendar, weekly chart, or list of all the work you need to complete in each course. Staying organized is half the challenge to being a successful online student. Set aside regular times on your calendar to ensure you don't fill your schedule with other obligations.

Questions
Ask questions. A lot. In face-to-face classrooms, we rely on our ability to ask questions in the moment and get immediate feedback from our instructors and peers, but in a remote course you should expect some lag time, so set aside time to look through each week's assignments and ask your instructor questions via email or in a CANVAS Q&A discussion board if they have set one up.

Interaction
Many remote courses require you to interact with your peers and instructors through video, collaborative software. Treat your classmates like they're in the room with you, and find constructive ways to support each other.

Help
Don't wait until the last minute to reach out for help if you feel stuck. After you've read the course materials carefully, reached out to your instructor, and emailed a classmate, contact IT department.

External Site for more information:
Online Student's Manual For Success
https://www.learnhowtobecome.org/career-resource-center/student-success-online-college/