BE AN INDEPENDENT LEARNER

In an online course, typically, you will interact with your classmates and instructor. The online learning environment places a great emphasis on individuals taking responsibility for their own learning. Online learners need to understand that the instructor is present to help facilitate and guide your learning, but it is the student who must be dedicated and driven to learn the material.

In an online course your instructors are going to expect you to meet the deadlines, whether that is for a discussion post or uploading an assignment.

In order to stay up-to-speed with your classmates and the course deadlines plan on devoting at least 2-3 hours for every credit, of the course, per week.

TIP 1: BE AN INDEPENDENT LEARNER

TIP 2: HAVE COMFORT WITH TECHNOLOGY

In signing up to take an online course, you are going to be expected to have a strong level of comfort with not only computers but also with various software. You aren’t required to be an expert, but you should know the basics.

Basics
- Navigating Canvas
- Creating, saving, and editing Microsoft Word documents
- Sending an email
- Taking Screenshots
- Uploading Images
- Uploading Assignments
- Posting in Discussion Forums

TIP 3: FOLLOW NETIQUETTE

Netiquette means “Network-Etiquette”. In other words, there are manners that you are expected to exhibit when taking an online course. The point of this is to show respect for everyone involved in the class. When posting to a discussion forum, keep your post on topic and be sure to add content that contributes to the topic. Please put a citation when providing a fact. You are encouraged to support or disagree with your classmates’ responses but must do so in a respectful and professional manner. Netiquette (which will be covered in more detail later in this orientation) also helps you learn how to diffuse a situation in a discussion thread, should one ever arise.

TIP 4: SET A SCHEDULE AND STICK TO IT

In an online course your instructors are going to expect you to meet the deadlines, whether that is for a discussion post or uploading an assignment.

In order to stay up-to-speed with your classmates and the course deadlines plan on devoting at least 2-3 hours for every credit, of the course, per week.

Ask Questions
Clear communication is important in an online class. If you are confused or have a question, take time to send an email to your professor asking for additional information. When you do send an email, be sure to include your name, the course CRN, and the title/date/time of the class you are referring to so that your professor will understand how to address your questions.

Grammar and Spelling
In an online course, you will be posting in discussions and messaging your classmates and instructors. Therefore, be sure you take the time to proofread what you write. Make sure you have adequately and correctly expressed what you mean to say before you push “post”.

Be Aware of Your Tone
As we all know, when reading messages in a text-format it is difficult, at times, to figure out the intent behind what is being said. Because the last thing we want is for a classmate or instructor to take offense to something that you said, even though that wasn’t the way you meant it, you need to be sure to say what you mean. You may think you’re making a light-hearted joke, but in a text format it is hard to pick up on sarcasm. This may lead to others being offended. Therefore, mean what you say.

TIP 5: COMMUNICATE CLEARLY

How to Contact the Hub
Call the Hub at 395-4477 or email at hub@bakersfieldcollege.edu