Top Ten Tips for Success in Online Classes

1. ## Never Miss a Notification

   Review your notification settings in Canvas to ensure that you never miss a notification:

   - Access your Canvas account from Canopy or directly at https://uc.instructure.com/
   - Click **Account** on the left navigation bar and then click on **Notifications**
   - Ensure that **Announcement** is set to "Notify immediately" in the Email column 🔔
   - Set other notification preferences and push notifications as desired

   Check your email at least daily (or more frequently) to ensure you see timely and important updates.

2. ## Read the Course Syllabus

   With the transition to remote instruction and assessment, much has changed or will change in the way courses are delivered. The number and timing of assignments and exams may change. Be sure to read the syllabus and check back on it periodically for changes so that you know what to expect.

3. ## Track Your Due Dates

   Your Canvas dashboard features (far right) a **To Do** list and a **Coming Up** list which will remind you of upcoming assignments and deadlines if they are to be submitted through Canvas. Some instructors will have you turn in assignments outside of Canvas so you might also add alerts and dues dates to your Google calendar, OneDrive account, or whatever system you use to track what you need to do. If your instructor has provided feedback on an assignment within Canvas, you will see the comment listed under **Recent Feedback**. You may have the opportunity to fix errors or revise work submitted.

4. ## Find Your Winning Routine

   Establish a routine that works, scheduling your time weekly for watching lectures, reading etc. Set your own targets for completing tasks. Establish your course cycle. Take breaks. Consider both brief breaks (5 min every hour or two) and extended breaks (a full or half-day off) to recharge. Do something personally enjoyable.

5. ## Don't Fall Behind

   In the online environment, many courses are delivered in a flipped-classroom format. That's to say, you are expected to study before class by reviewing learning objectives and assigned reading, and viewing recorded lectures. Make sure you are well prepared before you join live, online class activities such as lecture reviews, recitations, and workshops—otherwise, these class sessions will be of limited benefit to you if you have not studied the materials beforehand.

6. ## Engage

   Live, online class meetings work best when students engage with their peers and instructors. Whenever appropriate, share your video, unmute yourself and participate in the discussion and ask questions, and show your appreciation whenever your classmates contribute something helpful. If your class includes the Canvas Discussion board, use that as instructed or think of it like the time you would talk to peers before and after class.

7. ## Connect with Peers

   The transition to remote instruction means that you have to be more pro-active than ever in connecting with your peers and friends whether online or in person. Connect with your Learning Community, find a study group that works for you, meet your friends and classmates for virtual social hours.

University of
CINCINNATI

8. Keep Up in Canvas on the Go

Download the Canvas Student app from the Google Play Store or from the Apple App Store and stay up-to-date on the go

9. Technology

For remote learning and online classes, you will need to have your own computer or exclusive access to a borrowed computer, and reliable Internet connectivity (check here for Public Wi-Fi Hotspots). In addition to Office 365 software and tools provided by the university, you may require specialist software for certain courses. In most classes, you will need a webcam (with inbuilt microphone or separate microphone) for online class meetings, review sessions, and office hours, and for exams that are securely proctored online with the use of Honorlock. Using earbuds or headphones will provide for a better live online experience, especially if you are in a public space.

If any of these technology requirements present you with difficult challenges, please contact Mr Shawn Adkins (Email: shawn.adkins@uc.edu) or any one of the Medical Sciences program staff.

10. Ask for Help

- If you are confused about the course policies or content, don't be afraid to ask your Instructors for clarification—your Instructors want you to succeed

- MedSci mentors, including faculty mentors, medical student mentors, service-learning or research mentors, and academic advisors are all here to help—reach out even if you do not know exactly what question to ask

- Seek help with managing stress and anxiety with professional services offered by UC (CAPS, Let's Talk)

	HERE ARE A FEW ADDITIONAL TIPS TO CONSIDER IN YOUR STUDIES…
Remember to treat studying like its your job — Consciously choose to show up, absorb content, schedule in assignments, and really set and keep those boundaries.	
Set aside time dedicated for studying — Scheduling this time allows you to get everything done without feeling like you neglected other activities.	
Find a quiet space and eliminate potential distractions — Create a space of peace. You need to designate an area that is free of distraction.	
Connect with your classmates — Talking to other students can sometimes open a student's mind to other opinions or help them understand an assignment better.	
Don't forget to reward yourself! — It is always easier to motivate ourselves when we know there's something waiting for us at the finish line.	

For more resources and online studying tips and videos, visit UC's Learning Commons

University of CINCINNATI