

Students: Preparing to Take Courses Remotely

These guidelines have been adapted from JHU's Center for Educational Resources:

<https://cer.jhu.edu/page/preparing-to-take-courses-remotely>

This document provides guidance for students as you prepare to resume taking your courses remotely. The JHU educational community is working hard to transition face-to-face courses to remote access quickly, so it is important to be patient with your instructors who may be new to teaching online. Being a successful student in an online classroom requires time management and a willingness to engage in new ways. Here are a few tips that can help you succeed as a student learning remotely.

Getting Started

- **Set up a dedicated workspace.** You'll begin to establish a routine by repeatedly completing your work there. Ideally you will have access to high-speed internet in this space. If the resources you have, including the internet connection during a synchronous session, interfere with your learning make sure to contact your instructor. This is especially important if you think completing your assignments will be adversely impacted.
- **Make a schedule** for juggling the various activities you will need to complete for your courses. Using an Outlook or other calendar app will help you to get organized. The "My Calendar" tab (next to "My Courses") on your CoursePlus home page provides a list of activity and assignments' available and due dates. In addition, the individual course schedules can be downloaded from the course site Content pages.
- **Familiarize yourself with the technology.** If you are unfamiliar with the technology (e.g. [OneDrive](#), [VoiceThread](#), [Zoom](#)), make sure you take time to learn how to use it and, when possible, test it out before using it as part of a class session or assignment for the first time. There are many excellent resources online. Here is a [YouTube video](#) on how to join a Zoom meeting.
- **Check your email and CoursePlus daily for announcements.** You can edit your [CoursePlus profile](#) if you'd like CoursePlus notifications to be sent to more than one address.

Things to Keep in Mind

- **Attending vs. Participating.** Attending class online doesn't mean just signing into Zoom or CoursePlus. That is the virtual equivalent of just "showing up." What it really means is participating -- in discussion board posts or in collaborative activities and synchronous sessions when possible, and in engaging in the materials. Every site in CoursePlus has a Discussion Forum. Use this to ask questions. If you see a question you know the answer to, answer the question! This is a great way to build community and share knowledge. Be present and engaged!

- **Find a partner in each of your courses.**
 - Make a pact with them to *help support each other* inside and outside of class.
 - Set-up times to *virtually connect* with them to study
 - *Talk about the class materials* and, where appropriate, work on class assignments or review and give feedback on each other's work.
- **Follow proper “netiquette”** when participating online.
 - *Share your point concisely and clearly.* Stick to the point when writing posts.
 - *Verify facts* before posting.
 - *Provide proper credit*, citing and referencing others work as appropriate.
 - *Check for spelling/grammar errors* and do not use slang.
 - *Respect others* with appropriate choice of language.
 - *Exercise caution when using humor online.* It can easily be misinterpreted.
- **Be patient with your instructors.** This is the first time many of them are teaching online. If you've been a TA and see ways in which your faculty could use CoursePlus more efficiently, please reach out to them. Many faculty simply don't know all that CoursePlus can do, and this is a learning experience for them as well
- **High ethical standards will continue to be upheld** and consequences enforced. Please adhere to the policies and procedures specified under [Policy and Procedure Manual Student-01 \(Academic Ethics\)](#) and ask the instructor for clarification if you are not sure of instructions.

CoursePlus

Many instructors will use CoursePlus as the primary method for delivering asynchronous course content. Keep in mind that instructors use CoursePlus differently and will choose specific tools based on their course goals. For example, some instructors may rely heavily on the Discussion Board in CoursePlus, while others may only post links to course content.

- Access: Go to [CoursePlus](#) and login with your JHED ID and password. The [CoursePlus Terms of Service page](#) lists the supported web browsers and other important information.
- Check for updates to your courses by visiting their home pages, linked from the [“My Courses” page](#).
- If you need help, open a help call with [CTL Help](#). On that page, you will also find the CoursePlus Guide, tutorials, quicklinks and FAQs.
- If you are new to CoursePlus, sign up for [Introduction to Online Learning](#). You'll learn how to use the CoursePlus tools, practice Zoom sessions and review online learning strategies.

Zoom

Most faculty will hold live Zoom sessions during the time that the class is scheduled in SIS. Show up to these sessions! This is your opportunity to interact, ask questions, and get the most out of your classes.

All students with an active JHED ID have access to a [complimentary licensed Zoom account](#). The [Zoom Student website](#) has links to several tutorials and FAQs. In addition, the Center for Teaching and Learning (CTL) has developed a guide with [Tips to Join any Online Session via Zoom](#).

Before your first Zoom Class:

- Your instructor will provide a link/meeting ID to join the Zoom class. (If you need to host your own meetings, set up a free account at <http://jhubluejays.zoom.us>.)
- We recommend you [download the full Zoom client](#) for the best experience, though browser and mobile apps are available. And when you connect to your class session, we recommend you use [your own JHU Zoom account](#), which will show your preferred name matching the class roster.
- Arrive 15 minutes before the scheduled time to [configure and test your Audio and Video](#).
- Prepare any content you intend to share ahead of time and toggle it behind your Zoom screen (if applicable). This ensures that you will be ready to share your screen when called upon.

During a Zoom Class

- Please keep your microphone muted except when it is your turn to talk.
- For discussions, enable your video camera and use the ‘Gallery View’ so that everyone can see each other.
- Use the buttons underneath the participant window to raise your hand, agree or disagree, provide feedback on the pace of the lecture/discussion, or indicate if you have had to step away for a short break.
- [Share your screen](#) when it is your turn to share your presentation or content with the class.
- Please refrain from any side conversations during the Zoom class.
- Do not talk over or interrupt other students or the instructor. Use the ‘raise hand’ button to raise your hand as you would in an in-person class.
- Click on the ‘Chat’ button to see and participate in the ongoing chat discussion.

Camera Use

- Position your webcam at eye level or higher. Experiment for best angles.
- Make eye contact. Try to look at your webcam as often as possible.
- Use the gestures and mannerisms that you would typically use in person.

- Please treat this as you would our in-person class in terms of dress and appearance. Your camera should not reveal anything potentially offensive.

If you are unfamiliar with Zoom or have technical questions, there are many help videos available online: <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>.

OneDrive

All JHU users (students, faculty, and staff) have access to 5TB of free storage in [JHU's OneDrive](#), a personal cloud storage space which is part of the [Microsoft Office 365 suite](#). Students can easily store and share files with other JHU users as well as those outside of the institution.

[JHU OneDrive FAQs](#)