

# UMOnline Student Success Checklist

## Keep in Contact with Instructor

*Don't be afraid to ask your instructor questions. They are there to help you understand the expectations of the course. Read the syllabus and clarify the following:*

- Course Outcomes: What is expected by the end of the course?
- Course Schedule and Due dates along with cut off times for: Assignments, Quizzes, Discussion Boards, Live events and Zoom Meetings or Recordings
- Ask about ways to connect with classmates: Group Projects, Online Groups and Forums

## Time Management

*Allowing the appropriate time to approach your coursework online can be challenging:*

- Understand Course Credit Hours:
  - 1 credit = 1 hour of classroom time
  - 2 hours of lab / homework = 3 hours per week
- Understand the schedule of your class:
  - Set time aside as if you are attending a class in person.
  - Stay engaged with classroom forums, events and assignments.
  - Plan ahead with vacations and family events
  - Log in to your course at least 3 times a week and check email frequently!
- Avoid Distraction Refrain from using non curricular tools where appropriate:
  - Social Media / House Chores and Errands / TV / Movies / Netflix
- Contact the [Office of Student Success](#) for course advice or scheduling progress reports.

## Online Etiquette

*Following these guidelines allows you to communicate in a responsible manner.*

- Be Explanatory. Write specific details of your post or email:
  - Bad: *The assignment didn't make sense – please help!*
  - Good: *The 2<sup>nd</sup> assignment on Topic 3 was confusing in regards to the instructions. I have a few questions that I hope you can clarify. In what format would you like the assignment to be uploaded? What is the due date?*
- Be Credible: Always cite your material. The best way to make a thoughtful post or email is to reference the material you are using.
- Be Respectful: Conduct yourself as if you are engaging in an in person conversation with someone.

## Understand Your Tools

*The following tools are set in place to make your online experience more useful to you:*

- Email:** Use your NetID to access your email.
- Cyberbear:** Course registration and personal information.
- Moodle:** Complete Moodle 101 for Students course.
- Zoom:** Review Zoom tutorials on the UMOonline [Keep on Learning](#) webpage.
- UM Box:** Review UM Box tutorials on the UMOonline [Keep on Learning](#) webpage.

## Additional Resources

Many student services across campus such as advising and tutoring will also be available online and/or via phone should in-person campus operations be suspended. Expect to receive updates from these student support units with details on how to access their services.

[IT Central](#) | [Curry Health Center](#) (Online Health) | [Mansfield Library](#) (Online Book Delivery, Catalogue, Articles) | [Student Advocacy Resource Center](#) (SARC) (Phone Peer Support) | [Student Affairs](#) | [Starfish for Students](#) | [Campus Security](#) | [Office for Student Success](#) | [Disability Services for Students](#) | [Writing Center](#)