

# Supporting your Learning Online

## Three Steps to Success



### **1. Be safe**

Your wellbeing and the health and safety of those around you is your top priority. Take all the proper precautions with handwashing and cleaning any shared devices such as laptops. Look after your emotional health as well. Moving to an online study environment may be a big adjustment for you, but together we can overcome these challenges.

### **2. Be organised**

Check that you have the technology you need. If you don't, or your internet connection is not stable, please email your kaiako /lecturer as soon as possible. Remember that safety also refers to cybersecurity – make sure your antivirus software is up to date!

Organise your schedule. Dedicate time for each of your classes, and be prepared to attend live lecture sessions via Skype or Zoom if required. Check EITOnline regularly for information from your course coordinators – they will inform you of the primary tool for communication, and information about any course-related changes.

Locate the tools you need to access your courses online. Familiarise yourself with Skype and Zoom, and make sure you can access these resources on your devices – preferably a laptop, tablet or desktop computer. Your phone will work for checking emails and EIT Online, and you can use it to attend Skype or Zoom meetings if it is the only device available to you.

### **3. Be persistent**

Persistence is the key to success. Things don't always go as planned in the online environment. Don't give up if you run into technical problems. Contact your course coordinator and ask for help early – we are here to support you. Make sure you stick with your study schedule ... it's easy to get distracted when you are working from home.

## **Tips for Online Learning**



### **Stay engaged**

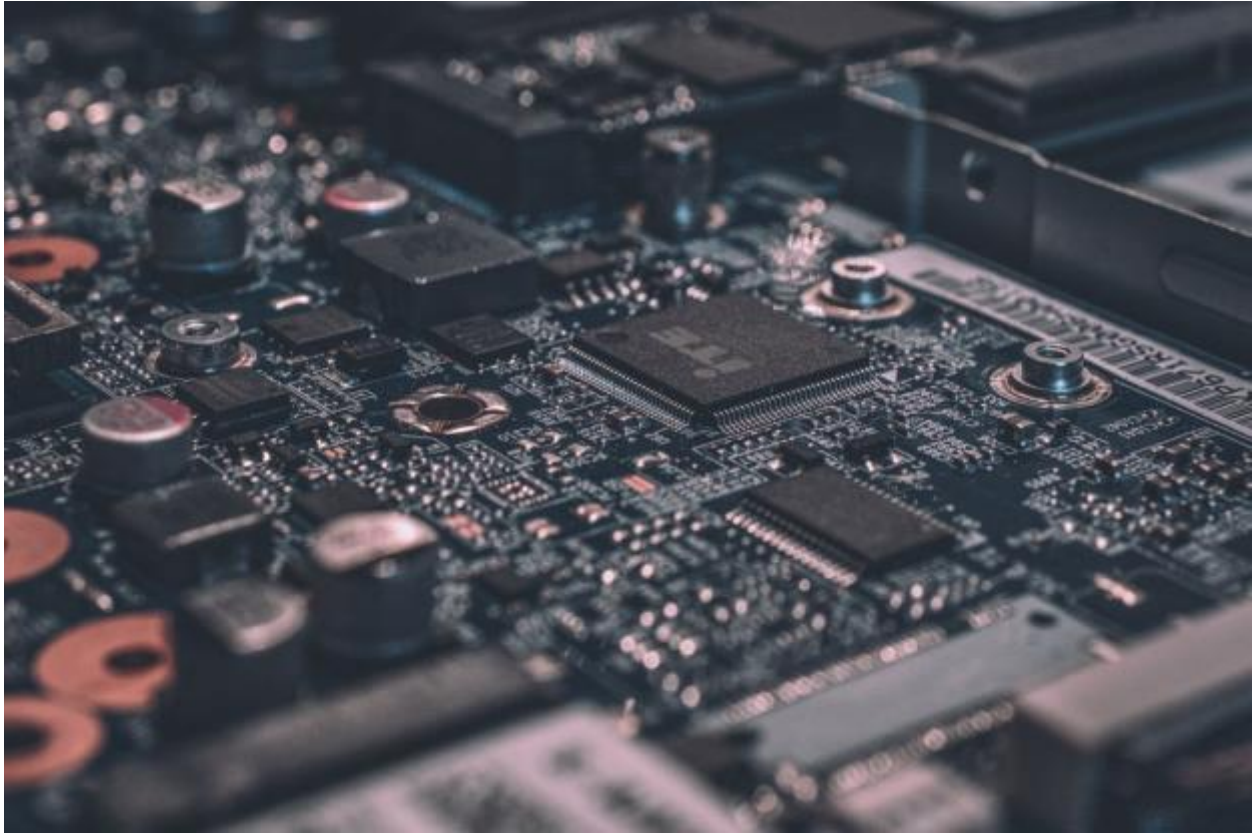
- Check your email address as stated in EIT Online to ensure you receive course communications.
- Check your emails regularly (Daily or more) so that you are current with any valuable information.

- Find out how and when your classes will be held. Prepare a weekly study timetable as if you would be attending EIT. Include specific times for live lecture classes, online activities as well as self-directed study blocks.
- Check EIT Online regularly for updates. Your kaiako/lecturer will primarily use EIT Online forums to keep you informed and to provide information about scheduled tests and exams. Communicate regularly with your teachers and classmates – they're probably stuck at home and feeling lonely too.
- If offered, participate in virtual class hours over Skype or Zoom. Information about these will be made available in each course's EIT Online site.
- Don't forget to call, text and message friends, family and classmates.
- Prioritise your work. What due dates are coming up first? Make a smart decision about how to best spend your time. Learn more about digital literacy ([link is external](#)) and time management ([link is external](#)).
- Ask for help: don't wait until things get too hard. A good place to start is [Library and Learning Services](#) and [Student Support Services](#).
- Stay healthy by getting adequate rest, nutrition and exercise. Schedule time to take care of yourself.
- Keep a growth mindset as you adapt to new circumstances. Your success has as much to do with your effort as it has to do with your ability.

### **Manage your environment**

- Find a space that is comfortable and allows you to focus. (An ironing board makes a great height-adjustable desk!)
- Consider using the "Do Not Disturb" function on your devices or a lockdown app in your browser such as [Freedom](#), [Leechblock](#) or [StayFocusd](#) when you are trying to manage distraction.
- If you are calling in to a class be present as if you were physically in the class, engage in discussion and be attentive to material.
- Be aware that if you are connecting via video then others in the call will be able to see and hear you. You don't have to have your camera on the whole time but it's polite to show your face on entry and you may want to mute your microphone when not in use.

## Basic Technical Requirements for Online Learning



- EIT Online works best with [Google Chrome](#)
- [Check out the MyEIT page](#) for information on computers@EIT as well as to [download Office 365](#).
- You will need a computer, laptop, tablet or smartphone with internet access and the ability to play sound and video.
- A headset with a microphone is recommended to prevent background noise if you need to be in a call.

## How to join a Skype or Zoom class



### To join a Skype or Zoom class:

- On your device, select the link provided by your kaiako/lecturer. This link may be posted to your EIT Online course in a forum or a label. Or, lecturers may directly send a link via email.
- By following the link, you'll be prompted to download/open a Meetings app from either Skype or Zoom. Click to open or run the meeting and you'll eventually join the video class.
- You may be prompted to 'Test your speaker and microphone' to ensure your audio and video are working correctly.
- Troubleshooting: If you cannot get your audio/video to work, review the help pages - Skype: [Audio and Video settings](#), Zoom help: [Testing computer or device audio](#).

### Once you are in the video call make sure your features are set up correctly:

- Video – Press 'Start Video' to turn your video function on (recommended). (If your video keeps freezing, try turning your video off to improve your audio quality instead).
- Audio - Select the Mute button to turn your audio on or off. Please mute your microphone unless you are speaking. (Unmuted microphones generate distracting background noise).

- Chat (optional) – Select the 'Chat' icon to make a comment or ask a question. In the chat panel that opens:
  - Type your message in chat field at the bottom of the chat panel.
  - Press Enter on your keyboard to send the message. We will make sure you get your turn. Please be aware that comments in the chat panel are visible to everyone in the meeting.