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 2nd 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 UMOnline Keep on Learning webpage.
- UM Box: Review UM Box tutorials on the UMOnline 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

Inspiration was acquired from Pepperdine and Indiana University pages and modified to reflect UM Student points of interests.