






Technology Skills	Communication Skills	Time Management Skills
		
<p>In remote and hybrid courses, students should become familiar with LATTE, Zoom and other tools their professors will utilize in every class session.</p>	<p>In remote and hybrid courses, students and faculty may rely more on the written word in LATTE assignments, and they will be communicating in Zoom sessions, which presents their own set of challenges.</p>	<p>In remote and hybrid courses, “going to class” takes on new meanings. Faculty and students will be engaging in a variety of different ways that vary per course.</p>
<p style="text-align: center;">TIPS</p>	<p style="text-align: center;">TIPS</p>	<p style="text-align: center;">TIPS</p>
<p>Review Tutorials</p> <p>To become familiar with the classroom environments, review available tutorials:</p> <ul style="list-style-type: none"> • Use Zoom features like mute my microphone, enter a breakout room, send a public or private chat • Record a video or upload a video clip as part of an assignment • Access my course in LATTE • Update my profile to add a photo, set my time zone, and add a personal profile description • Find my course assignments, upload my work, and find my graded work • Post to a discussion forum with text, audio, and/or video • Add to a discussion thread that my instructor has created using VoiceThread <p>Seek Technology Help</p> <ul style="list-style-type: none"> • Seek technology help when needed through help@brandeis.edu 	<p>In Live Zoom Classes</p> <ul style="list-style-type: none"> • Before class, be sure your technology is working • Join class 5 minutes early • Avoid distractions; dedicate to your class-time • When not speaking, mute your microphone • Follow classroom guidelines and be respectful • Use the hand-raise feature if your instructor welcomes this practice • Speak clearly, being mindful of your classmates and avoid interrupting others • Use the Chat feature when applicable to ask a question or share a comment • Get involved! Ask questions of your instructor and of your classmates <p>In Discussion Forums Outside of Class</p> <ul style="list-style-type: none"> • Choose your words carefully; without facial cues and body language, words alone may be misinterpreted • Proofread to ensure your words are clear • Remember that your posts are part of your coursework. Avoid jargon and abbreviations that you may use when texting. 	<p>Set Weekly Goals</p> <ul style="list-style-type: none"> • Make a list of all of your course-related work, including readings, assignments, projects, discussions, class time • Set a specific block of time aside for each goal • Be flexible if you miss a goal, but try to recover quickly so you don't fall behind <p>Set Course Priorities</p> <ul style="list-style-type: none"> • For each course, mark assignment due dates and exams in your calendar • Read and understand the syllabus completely at the start of the course; ask questions if needed to be sure you understand expectations <p>Budget Your Time</p> <ul style="list-style-type: none"> • Set aside specific times each day for coursework; consider which times of day when you are most effective • Avoid overload; allow for reflection time on course readings <p>Find Your Best Workspace</p> <ul style="list-style-type: none"> • Keep all of your course materials in the same place, if possible • Choose a location that minimizes distractions
<p>ADDITIONAL RESOURCES</p>		
<ul style="list-style-type: none"> • Reach out to your professors with questions • Schedule time to meet with your professors or TAs • Reach out to an Academic Advisor 	<ul style="list-style-type: none"> • Talk with an Accessibility Specialist from Student Accessibility Support • Access the BUGS Tutors • Connect with the Writing Center 	<p>Learn More</p> <ul style="list-style-type: none"> • Online Student's Manual for Success • How to Be a Successful Online Learner: 9 Tips & Strategies • 21 Study Tips for Online Classes Success