



ONLINE SUCCESS WORKSHOP

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Course Overview

- **This workshop covers the following:**
 - **Knowing your Technology**
 - What to use for your online courses.
 - How to utilize your technology.
 - How to use UNM-Blackboard Learn.
 - **Online Confidence**
 - Preparing for your class .
 - Time management.
 - Communication with your professor.
 - Participating in the class.
 - **Class Types for the New Online Semester**
 - An overview of the new class types.

Program Objectives

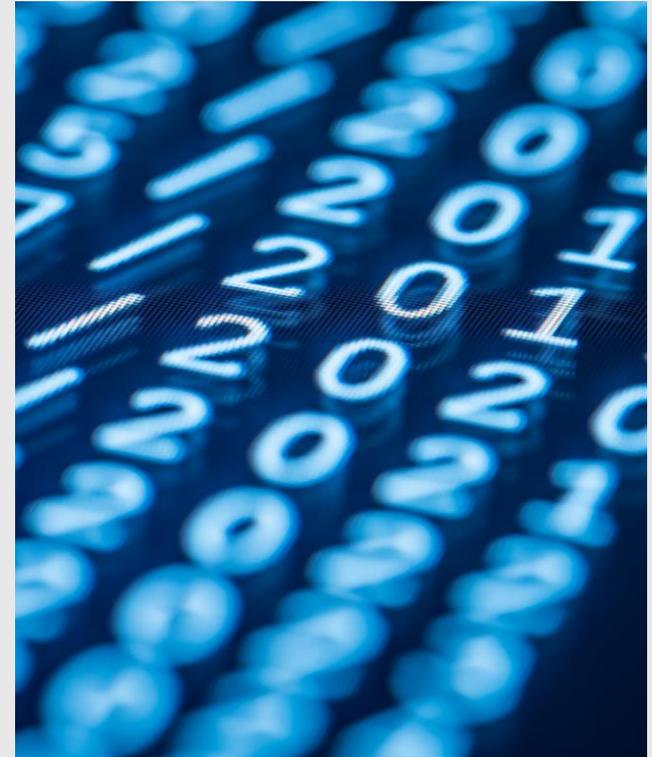
- **By the end of this workshop you should have the knowledge to:**
 - Select the proper equipment and technology.
 - Manage your time more efficiently with studying and course work.
 - Prepare and plan for your courses.
 - Recognize all the new class types.

Knowing Your Technology

- The information in this section has been provided **by Elaine Clark, Associate Professor, Mathematics, Math, Engineering, Computer Science Division Chair, Distance Learning Co-Coordinator, UNM-Valencia.**
- Here are the best tips from Elaine Clark for setting up your technology.

Reference

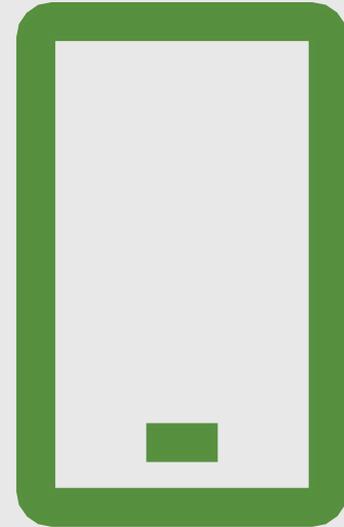
Elaine Clark,



Cell Phones?

- **Should I use my cell phone to complete my coursework?**
 - While we know that using a phone might make sense during this time, it is important to point out that using a cell phone can hinder your progress in many ways.
 - The main reason to avoid using your cell phone to do your online work is that a lot of the applications professors use for their courses are not optimized for a mobile device. This means that you may have problems with things such as Using certain functions on the app.
 - Cell phones will not allow you to view all the information at once which is necessary to complete the problem/s.
 - Cell phones do always have the format for a file being requested by your professor.

Reference:
Elaine Clark



Checking Out a Laptop

- UNM-Valencia (UNM-V) has laptops for student checkout.
- If you do not have access to a laptop/computer at home, you can check one out from UNM-V.
- **To check out a laptop start by:**
 - Contacting student services and asking to check out a laptop (505-925-8990).
 - All the laptops will be compatible with the applications required to see you through your online courses.
 - There are some options of laptops that will not work with online courses.
 - Chrome Books do not have the operating system to run the applications that are required for any of the online courses. if you have a Chrome Book we recommend you also contact student services to check out a laptop.

- Many professors require you to take screenshots and submit them for credit for certain assignments.
- **To take a screenshot follow these instructions:**
 - If you are on a Windows laptop/computer, you will press the windows key + the print screen key at the same time and it will take a screenshot and send it to your pictures folder on your computer. You can access it from your pictures folder and send it to your professor.
 - If you are on a Mac laptop/computer, you will press Shift + Command + 3 all at the same time and the screenshot will be sent to your desktop. You can access it and send to your professor.

Screenshots

BEGINNING MONDAY, AUGUST 17

ONLINE TUTORING NOW AVAILABLE

Tutoring Appointments for the Learning Center, STEM Center, & Writing Center* will be conducted using Zoom.

*Writing Center Tutoring will begin August 24.



TO SCHEDULE AN APPOINTMENT, PLEASE EMAIL

TUTOR@UNM.EDU

Online Resources

- One of many recourses available to students moving into the fall semester is online tutoring.
 - To get information about what classes are being tutored and some information about the tutors please visit the UNM V resource page at (<https://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>).

Schedule Tutor Meeting via Zoom

- To set up an appointment on Zoom you need to do the following:
- First download Zoom on your laptop/computer.
 - To download Zoom, go to <https://zoom.us/download> and download Zoom Client for Meetings.
 - After downloading Zoom, you can now set up your appointment .
 - To set up an appointment email Tutor@unm.edu .
 - Email with your full name, UNM ID, time you'd like to have the appointment, and the class you need help with.
 - Tutor@unm.edu will email you back with a zoom appointment set at your designated time.
 - Accept the MS Outlook invite and on the day and time of your scheduled appointment, go to the MS Outlook meeting invitation and click the zoom meeting link.
 - If at all during your zoom meeting you want to know more about the software feel free to ask our online tutors.

Free Microsoft Suite

- As a UNM student you have access to Microsoft Suite for free. This gives you Microsoft word, excel, teams, PowerPoint and a few other programs to access this follow these instructions.
 - Go to <http://my.unm.edu/home> and log in.
 - Click on the mail icon at the top right next to the log in button.
 - You will be directed to a screen that has all your saved Microsoft works on it and gives you a list of programs to use.
 - Go to the upper right side of this page and click the Install Office button.
 - Let the program install and you will have access to all Microsoft applications that your professors might require you to use.
 - If you have any problems, please contact I.T. at (505-925-8911) between the hours of 8:00am – 5:00pm Mon-Fri.

Blackboard Learn

- Jumpstart course
- For anyone interested Elaine Clark and Alexa Wheeler have set up a BlackBoard Learn Jumpstart course to help new students get used to BlackBoard Learn.
- If you are interested in joining the course, please talk to your professors or email Alexa Wheeler.
 - alexa08@unm.edu – Alexa Wheeler

Reference

Elaine Clark,

Jumpstart Course

- **You should complete the Jumpstart course IF:**
 - You have registered for your first Online, Hybrid or Web-Enhanced course offered by UNM-V.
 - You have taken one or two online or hybrid courses before, but not more than two, and have never completed an orientation to online learning such as this.
 - You have taken only web-enhanced courses, not online or hybrid. A previous instructor may have used UNM Learn in a face-to-face class, but there are likely several tools that instructor did not use.
 - You have taken online or hybrid classes but they did not use Blackboard (UNM) Learn.
- To join the course, talk with any of your professors at the start of the course and they can set it up from there.

Jumpstart Course Topics

The first portion of the Jumpstart course will cover Navigation, Notifications, and Taking a Quiz or Test.

- This part of the course is designed to help you with your familiarity with BlackBoard Learn and help you to navigate through any online course successfully.

The second portion of the Jumpstart course will cover Online Readiness, Support, and Discussions.

- The main purpose of this section is to get you familiar with the online resources you have available including links to any department you may need to contact and includes detailed instructions about downloading the Microsoft Suit. This section will also inform you on netiquette (online etiquette) and how to work with BlackBoard Learn's discussion board feature.

The third portion of the Jumpstart course will cover Calendar and Assignments Tool.

- This section is designed to help you learn how to use the calendar to properly manage your time for your online courses. This section will also go over how to submit assignments that require different formatting and are not done directly on BlackBoard Learn.

The fourth portion of the Jumpstart course will cover Course Messages vs Email

- This section is designed to help you know the difference between a course message and an email but also gives you a chance to test sending any email through blackboard and a brief introduction to email formatting.

Preparing for your Class

- ***When preparing for your classes make sure you.***
 - **Read the syllabus front to back**
 - Reading the syllabus will give you information on important deadlines, materials required, topics for the course, grading methods, and a bunch of information that will be useful throughout the course. Make sure that in any class you read and understand the syllabus.
 - **Have all the needed materials**
 - Some classes will require you to have certain software, books, and maybe even some required technology to be in the course make sure that you have obtained all the required materials before starting the course. Most of anything you need should be mentioned in the syllabus which you should have access to before the course begins.
 - **Know how to navigate through your online course**
 - Take some time at the start of the semester to learn what platform your professor is using to teach the course. Knowing how to navigate and find information on your professors preferred platform will help you to find information quickly and submit assignments in a timely manner.



Time Management

- One common misconception about online classes is that you can move at your own pace with them. This is not the case, an online class is structured much like a normal class the only difference in a lot of cases is that the work you do is done on your own time. Managing your time around these online courses will help you to succeed in this online environment.

01

Develop a Schedule

- Take the time to make a schedule that will accommodate for anything you need to do inside and outside of class. This will help you plan out when the best time to study, do homework, and take exams and will ensure that you always have time for everything you need to do.

02

Don't put off work

- Putting off work until the last minute will hurt you in a normal class and even more so in an online setting as you will not have the same amount of recourses available to you that you might in a normal classroom setting. This means that your best strategy is to do your work early and often as it will help you not only stay on top of you work but also make it less likely that something gets submitted late.

03

Allow time for technical error

- Improper document format, internet outages, and any error that can delay you submitting an assignment are all things that should be planned for in advance. One way to eliminate any of these events is to plan for them to occur and manage your time around them. If you have an assignment due on a certain date submit it a day earlier to plan for any technical errors that might show up.

Tips for Time Management



Communication

- Moving into an almost fully online semester communication will most likely be through email, online discussion board, and chat rooms. This may lead to communication feeling disingenuous and might even make some students less inclined to reach out and communicate with their peers and professor.

Tips for Communication



Be ready to communicate through writing

Make sure that you use correct spelling and grammar along with a clear concise message to convey your point.



Ask questions (even in an online setting)

Even if you're not in an online setting it can be hard to ask questions. Putting yourself out there is an important part of learning however, if you need some information just remember that you are most likely not the only one and that professors can't read minds and do need you to ask the important questions.



Proper Netiquette

Make sure that whatever you're saying comes off as polite and genuine. Re-reading your message a few times is a good way to see if what you're about to send out gets your point across without having any negative inflection. (Read it out loud)

Actively Participating



Always refer to the syllabus to gain a clear understanding of what the professor defines as participation.



Asking questions.



Adding to questions and or comments by the professor and/or fellow students.



Respectful and clear communication.

New Class Types

- **100% Face-to Face:** All classes will take place in person on campus at a scheduled time.
- **Face-to-Face plus Remote Scheduled:** Course will meet in person and remotely at a regularly scheduled time.
- **Face-to-Face plus Remote Arranged:** Course will meet in person at a scheduled time and remotely at a time that is determined to be the best meeting time for the whole class.
- **Remote Scheduled:** All meetings will be at a scheduled time predetermined before the course begins.
- **Remote Arranged:** Meetings will be at a time determined by the professor to be the best time for the class.
- **Hybrid:** Is a specially determined variant of Remote Scheduled course