



Online Learning Success

We understand there may be disappointment to have your course instruction moved to an online environment mid-semester because of the current situation. Your professors are working vigorously and will continue to provide you with a high-quality educational experience. Please be on the lookout for any communication from faculty for any and all details regarding this transition. Continue to monitor your Woodbury email box.

In the meantime, the office of Academic Affairs has gathered up a checklist for you to continue to succeed in your studies as we make this transition into an online-learning environment.

Tips for Online Learning

1. **Log in to your course regularly to see if there are any updates and/or changes.**
 - a. *You are required to log-in to your class during your scheduled class hours, but it is also recommended that you log-in regularly to check for updates. This will help you continue the rhythm that you have established for the past 8 weeks.*
2. **At the beginning of each week, review assignments and activities that are due that week**
 - a. *Set Reminders (On a planner, online calendar, phone alarms, etc.)*
 - b. **Online Course Planning Sheet-** *This sheet can help you plan your course assignments/exam due dates (see below).*
3. **Schedule time to study and complete assignments**
 - a. *Find a quiet, organized, and clean space in which to work.*
 - b. *Create blocks of time to study and work on assignments.*
 - c. *Avoid distractions on the internet like social media platforms (TikTok, Instagram, Facebook, Snapchat, Twitter, etc.). Make sure to limit your usage on these platforms if they do not pertain to your work.*
4. **If you have any questions regarding assignments, post messages on the class boards and/or contact/message classmates.**
 - a. *Professors may be overloaded with emails and may take longer than usually for you to get a response back. Use your peers as a resource to get answers to your questions. Should you have an emergency, please do reach out via email to your professors.*

Additional Services offered by Woodbury University

1. **If you are having trouble accessing information for your class, please contact IT by sending them an email through helpdesk@woodbury.edu .**
2. **Students will continue to have access to the Writing Center and Tutoring.**
 - a. <https://woodburywritingcenter.wufoo.com/forms/wht9e2p05vcxn8/>
3. **Students will also have access to our Learning and Disabilities Center should accommodations be needed.**
 - a. Teresa Young, Disabilities Coordinator, can be reached at Teresa.Young@woodbury.edu or disabilities@woodbury.edu

4. **Counseling Services will also be offered to students via online service**
 - a. Ruth Burgher-Gibore, Director of Counseling Services, can be reached via email at Ruth.burgher-gibore@woodbury.edu or at 818-252-5237.
5. **International students should contact the Senior International Student Advisor for assistance:**
 - a. Lauren Seo, Senior International Student Advisor, can be reached via email at Lauren.Seo@woodbury.edu or at (818) 252-5265.
6. **When needed please reach out Academic Affairs Academic Counselor and Learning Specialist:**
Ernesto Morales, Academic Counselor, (818) 252-5129, Ernesto.Morales@woodbury.edu
Edward Rivas, Learning Specialist, (818) 252-5122, Edward.Rivas@woodbury.edu

Other Online Learning Helpful Links

1. **Some of the big Internet Providers are currently offering free internet to students in response to Covid-19.**
 - a. Comcast - www.internetessetnials.com/covid19
 - b. Spectrum – Call 1-844-488-8935
2. <https://careerwise.minnstate.edu/education/successonline.html>
This web site gives important tips for online learning especially effective and appropriate communication skills in an online environment.
3. <https://onlinestudyaustralia.com/netiquette-rules-guidelines-students/>
“Netiquette” is a thing! This web site provides 14 tips on how to best use the internet and communicating with others
4. <https://www.slideshare.net/SidneyEve/quick-start-guide-for-online-students>
This web site provides a guide on how to be successful with your online courses



Email Etiquette Sample

Students: Please see sample below on email etiquette. Use this sample when sending an email to your professor regarding class assignments, questions, and or concerns you may have. Professors respond to multiple students simultaneously; therefore, it is important that you provide details and are clear and concise with your message.

(SAMPLE)

From: student@woodbury.edu

To: professor@woodbury.edu

Subject: (E.g. Assignment #3, ANIM 400, 9am -10:15am, Mon/Wed)

Dear Professor _____,

BODY

Thank you,

Name