UNLV | LEE BUSINESS SCHOOL

Remote Learning Guide

This guide is a compilation of materials originally created by UNLV in an online format. To find the original content, visit unlv.edu/learn-online/course-readiness and unlv.edu/learn-online/tips.

Goals and Objectives

Identify your short-term goals and write them down to help ensure that you achieve them. In addition, your online classes will have goals and objectives as well as learning outcomes for each module.

Read the syllabus carefully.
Make sure you understand what is expected of you as well as the goals and objectives of the course. Ask questions if you are uncertain.

Review learning objectives for the course and for each module.
Use these to make sure you are on track when completing projects and assignments or participating in discussions.

Set study goals.
Create a list of things to accomplish in each log-on or study session. Check off items as you complete them.

Study Space and Organization

Success in online classes requires you to be organized and have a place to study that works for you.

Set up your study space.
Create an area dedicated just for coursework. At a minimum you'll need a chair and desk or table. Make sure that the lighting is appropriate for working on a computer as well as reading printed materials.

Keep study tools in one place.
Make it easier to get to work and stay focused by having a specific place or bag for all of your tools and supplies (books, computer, paper, pens, etc.).

Create a course folder on your desktop or Google drive.
Keep all files and documents for your course in one place that's easy to find and access.

Have a backup plan!
Identify and consistently use a strategy (flash drive, Cloud, Google docs) for backing up important files.

Time Management

As an online student, it will be up to you to establish a regular study/learning schedule.

Note important dates and deadlines in your calendar.
Be sure to review the UNLV academic calendar as well as the course syllabus. Stay up-to-date by adding holidays and other important university dates to your calendar, as well as assignment due dates. Keep track of assignments and other requirements.

Check in daily.
Students who log in and participate consistently have a much higher level of satisfaction with their online learning experience. Set up a schedule for when you plan to be "in class" online as well as when you plan to study.

Time Management (continued)

Avoid interruptions during the times you've set aside as "class time."
Turn off your cell phone. Let family members or housemates know not to distract you when you are "in class."

Pace your work.
Regular, spaced study results in better learning. You want to learn the relevant skills and concepts presented in the course, not just cover material.

Look ahead.
Develop a plan to tackle assignments or projects that may have similar deadlines.

Communication and Interaction

Communication and interaction with your instructor and classmates are key to a successful online learning experience.

Make connections.
Get to know your instructor and classmates.

Participate in online discussions frequently and consistently.
Discussions are the heart of many online classrooms. This is one place where you "talk" asynchronously with your instructor and classmates. Generally discussions are focused on a dialogue between students as well as the instructor.
- o Carefully read (and follow!) the course instructions and expectations for discussions.
- o Say something substantive. Back up your opinions with facts to strengthen your position. Cite your sources to avoid plagiarism.
- o Participate in discussions early and often. You'll miss out on the conversation if you wait until the last minute to post.
- o Remember that discussions are a conversation. Just as in a face-to-face classroom, you need to "speak up" to share your thoughts and contribute by posting to the discussion. You want to be part of the conversation but not dominate it.

Ask questions.
If something isn't clear to you, ask. Know when and how to best contact your instructor. Keep in mind that they are not online 24/7; you will need to give them time to respond. Remember that you can also post questions in the discussion forums; often some of your classmates will have the same question and one of your classmates may know the answer.

Be professional in your online communications.
Use an appropriate writing style for the environment and audience. An informal style may be fine when communicating privately with classmates. When contacting your instructor or posting in the discussions, write in full, grammatically correct sentences. Check spelling and punctuation. Review your message for tone and clarity.

Practice good Netiquette.
Review Virginia Shea's "Core Rules of Netiquette" for tips.

Ask for help.
Unlike the face-to-face classroom, faculty cannot read students' facial expressions and body language. If you are struggling or have a question, it is up to you to let them know.

Are you ready to learn online?

A few things to consider

✅ **Does your computer meet the technology requirements for WebCampus?**
You will need a computer with the basic computer specifications for WebCampus: Canvas and modern web browser. Because some courses may include videos, a fast internet connection is highly recommended. See WebCampus Support for more information.

✅ **Are you self-motivated?**
Successful online learning requires that you are self-motivated and disciplined in order to meet the course requirements.

✅ **Are you able to manage your time well?**
Most aspects of the online course occur asynchronously. This means that you, your fellow students, and your instructor do not need to be online at the same time. Usually, there are no set meeting times. One advantage is you have the flexibility to learn when and where suits you best. This can be challenging for students who learn best through face-to-face interaction with their instructors and classmates. However, for students who are organized and able to manage their time, online education can be a convenient and rewarding learning experience.

Additional Technology Requirements
In addition to the technology requirements listed above and specified by WebCampus Support there may be some technology requirements specific to individual classes. Students enrolled in courses which require proctored exams will also need a webcam, headphones or speakers, and a microphone connected to their computer. See our ProctorU information for students for details.

Additionally, some courses may require specific software or computer equipment. This information will be listed in the "Getting Started" section of your online course or in your course syllabus. Please check with your instructor regarding questions about course-specific requirements.

Communication and Interaction (continued)

Identify your support network.
This can include friends and family members, as well as classmates, professors, mentors, university resources, and tech support.

Learning Style

Know your learning style and determine whether the online learning environment is compatible with how you learn best. If it is not, look for ways to support your learning style albeit in ways that are not exclusive to the on-line environment.[1]

You may want to:

o Utilize UNLV student resources such as the [Writing Center](#) or [Academic Success Center](#).

o Use the University Libraries' [Online Education Resources](#).

o Join a study group online. Having other people to study with can help you gain new perspective on the material, reduce procrastination, and enjoy the class more.

o Look for real-world examples. The more relevant the subject is to your actual experience, the better you will understand and retain it.

o Practice what you learn as soon and as often as possible.

o Talk about what you are learning with others. One of the most effective strategies for learning is to explain what you have learned to someone else. Discuss concepts to reinforce your understanding.

[1]Kubacki, R., Lyon, A., McAndrews, D., Valent, J. & Wallace, S. (n.d.). Tips to give your students to succeed in online learning. Retrieved from Duquesne University.

About Lee Business School Office for Online and Executive Education

The Lee Business School's Office of Online and Executive Education is dedicated to serving non-traditional students across the Las Vegas valley. From convenient online undergraduate course offerings to a specially tailored MBA for business executives, as well as certificate and professional development opportunities, the office strives to meet these unique student needs with the latest in business education, coupled with convenience and accessibility.

About Lee Business School

Established in 1967 as the College of Business, the now Lee Business School is one of the largest schools at UNLV with approximately 3,500 undergraduate students, 500 graduate students, and 100 faculty and staff. The school offers 10 undergraduate majors, 14 minors and seven graduate degree (MBA, Executive MBA, MS in Accounting, MS in Data Analytics and Applied Economics, MA in Applied Economics, MS in Management Information Systems and MS in Quantitative Finance) programs. In addition to its scholastic endeavors, Lee Business School is home to three centers that connect faculty and students with business and industry. These include the Troesh Center for Entrepreneurship and Innovation, Center for Business and Economic Research, and Lied Institute for Real Estate Studies. With more than 20,000 graduates, the Lee Business School Alumni Chapter is one of the largest alumni chapters on campus.