

# What is online or remote learning?

Online or remote courses are different from on-campus courses only in the delivery method. The content and rigor are the same. In an online class, most communication takes place through writing - emailing your instructor, participating in discussions or discussion boards, and completing assignments and tests.

Learning online may include synchronous (live) lectures and class activities that meet every week at the same day and time, or asynchronous (prerecorded) lectures, or self-paced activities that may be viewed or completed at the student's convenience.

[Click here](#) to review strategies to increase your success in online courses.

## Setting up your remote/home classroom

- Create a space designated solely to studying and NOTHING else; equip your space with a printer, dry erase board, studying signs (to alert family when you are studying), and school supplies.
- Sit at a table with ample light and space for your class materials.
- Be mindful of what your teacher and classmates *see of your location when your video is turned on*.
  - For security reasons, you may wish to remove personal photographs and mementos from being visible while the camera is turned on.
- Post a copy of your class schedule where you can see it in your study space.
  - Use this schedule to help plan your daily class and study activities.

## Etiquette

A code of polite behavior (good manners) in society or a group. Etiquette is easier to practice in person than online because online we don't easily see facial cues or body language to help us manage communicating with our teacher and classmates. Below are generally accepted online etiquette rules:

- Sign in to your classes at least 5 minutes early to deal with potential technology issues.
- Turn off your cell phone, music, video, games, and TV to reduce distractions and noise.
- Mute yourself when you are not speaking to reduce background noise.
- Wear appropriate clothing. This includes a shirt and pants, shorts, or a skirt.
- Use the "raise your hand" or "chat" feature to ask a question.
- Use your teacher's office hours for personal conversations that you do not want your classmates to hear.
- Don't hold chat conversations with classmates on non-class topics during the lecture.
- Don't eat food and drink (slurp!) during class.
- Be on time and don't leave class early. Showing up to class late and leaving early is inconsiderate and disruptive.

## Creating a study plan before the semester begins

- Successful students create a semester study plan in order to track their academic, work, and personal tasks.
- A semester study plan helps you manage your time, balance your workload and personal commitments.
- Study plans identify class assignments, when assignments are due, and estimates how long it will take to complete the task or assignment.

- Many students under-estimate the amount of time it takes to attend classes and complete their weekly assignments.
- If you are registered for 15 credits plan on spending 25 to 30 hours per week getting prepared for classes and completing assignments.
- [Click here](#) to make an appointment with an Academic Coach who will help you create your semester study plan.

## Study apps and websites

There are many online resources to help you prepare for your weekly lectures and study for quizzes and exams. Make an appointment with an **academic coach** to get help exploring learning strategies and resources appropriate for you!

Online planners and calendars to develop your semester study plan.

- **Shovel**
- **My Study Life**

Desktop/mobile timers to help set deadlines to achieve your study goals.

- **Tomighty**
- **Tide**

Blocking distractions for students who can't resist notifications and surfing the web.

- **Get Cold Turkey**

Note taking apps for readings and your class lectures.

- **Evernote**
- **Notion**
- **One Note** free at CCRI if you download Office 365

Flashcards, videos, diagrams, and study guides to prepare for quizzes, tests and writing assignments.

- **[Quizlet](#)**
- **[Cliff Notes](#)**
- **[Spark Notes](#)**
- **Khan Academy**

## Communicating with professors

- Email your professors and introduce yourself. Ask your teachers what is the best way to communicate if you have questions about the class, projects, or homework.
- Be professional when communicating with a professor in class or email. Use the term "Professor" as their title. For example:
  - Your professor's name is Amanda Mendez. You refer to her as Professor Mendez.
- When sending an email to your teacher (or any college staff) identify yourself by name and your CCRI ID number before proceeding with your message.
- Be respectful and civil in your classroom behavior and your email messages.

## Academic integrity

This is the [moral code or ethical policy](#) of schools that governs the behaviors of students, faculty and staff. The integrity of your work is essential to the awarding of credit and to the development of your academic potential.

- Your school work (homework, papers, projects, quizzes, tests, etc.) represents your independent thought and effort and must properly acknowledge the work of others.
- Instances of academic dishonesty (cheating, plagiarism, etc.) are extremely serious academic offenses.
- Violations of academic integrity may result in suspension or expulsion from the college.

## Examples of academic dishonesty include:

- Cheating – intentionally using or attempting to use unauthorized materials, information or study aids in an academic exercise.
- Fabrication – intentional and unauthorized falsification, misrepresentation or invention of any data or citation in an academic exercise.
- Plagiarism – intentionally representing the words, ideas or data of another as one's own in any academic exercise without providing proper citation.
- Unauthorized collaboration – instances when students submit individual academic works that are substantially similar to one another; while several students may have the same source material, the analysis, interpretation and reporting of the data must be each individual's independent work.
- Participation in academically dishonest activities – any action taken by a student with the intent of gaining an unfair advantage. This includes submitting previously graded work as new.
- Facilitating academic dishonesty – intentionally or knowingly helping or attempting to violate any provision of this policy.

## Where to get help to avoid academic dishonesty

- Visit your teacher during office hours to review class concepts and discuss how to prepare for your class assignments.
- [Chat](#) with a CCRI librarian to learn about resources for you!
- Use the extensive resources located on CCRI's [Library web page](#):
  - to use appropriate websites for class research.
  - to learn about proper citation of sources.
- Work with the [Writing Center](#) to get help planning and writing your papers and assignments.