



University  
of Windsor

ONLINE

LEARNING

TIPS



Welcome to online learning at UWindsor! We hope that you will value and enjoy your journey. This 4-pager was created by students, for students, to assist you with your online learning experience. Please use this as a personal guide through your first year of University!

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## Create a term schedule

- Read through the syllabus and ensure you understand it!
- Add due dates of assignments to your term schedule
- Purchase your textbooks at [The Bookstore](#)

## Create a weekly schedule

- Set dedicated time blocks for school and small breaks
- Take time for yourself, away from the screen
- Ensure you set time aside to stay [active!](#)

## Set up your study space

- Dedicate a quiet place to learning and studying
- Minimize the distractions



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# Classes begin on September 10th, 2020!

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- Being present in all lectures is the best way to connect with your professor and understand the material
- Take effective notes
- Find tips on how to take useful notes [here](#)

## Collaborate with your peers

- Don't be afraid to put yourself out there!
- Join a club or participate in your faculty's online activities
- Engage with others
- Connect with fellow classmates for assistance
- Reach out to your professors, graduate assistants (GA's) and teaching assistants (TA's) early in the semester, especially if you are having difficulties understanding the material

## Develop good habits

- Create a routine and don't make excuses for yourself
- Check your UWindsor email frequently
- Stay motivated
- Set short-term achievable goals
- Reward yourself when you complete a goal

How To Work Effectively Online





# Be respectful online

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- Ensure you have headphones for online lectures and communication
- Mute yourself until the instructor gives you the opportunity to speak
- Use the “raise your hand” feature if you have a question or want to contribute to the conversation, and take it down when you are done
- Use professional language when emailing your professor
- E.g. Use “Good afternoon Professor” vs. “Hey”

## Tools

- [Blackboard](#) (Blackboard Collaborate/Virtual Classroom)
  - Courses you are enrolled in will appear here
  - This is where you will attend live online classes
  - You can find class resources here (e.g. Syllabus, Lecture Slides)
  - Watch these [videos](#) to get started!
- [UWinSite Student](#)
  - Information on registering for courses
  - Features: switching/adding/dropping courses, finances, final grades, scholarship applications and viewing required courses you need to take
- Microsoft Office365 [Tools](#)
  - Including: Microsoft Office (Word, Excel, PowerPoint), Microsoft Teams and OneDrive



# Resources

- Assistance with courses
  - Make an appointment with [Academic Advising](#)
- Financial Services
  - Visit the [Student Awards and Financial Aid Office](#)
  - Including information on [OSAP](#) and the [Cashier's office](#)
  - Email us at: [award1@uwindsor.ca](mailto:award1@uwindsor.ca)
- Locate reading, writing and research paper materials
  - Visit [Leddy Library](#)
  - Visit the [Writing Support Desk](#) for assistance with academic writing
  - Reach out to your faculty specific librarian [here](#)
- Free confidential counselling
  - Visit the [Student Counselling Centre](#) for free, confidential mental health counselling
  - Utilize [My Student Support Program](#)
- Assistance with technical issues
  - Visit [Information Technology \(IT\) Services](#)
- Services intended to facilitate the inclusion of all students
  - Contact [Student Accessibility Services \(SAS\)](#)
- Inquiries as an International Student
  - Visit the [International Student Centre](#)
- Healthcare and dental needs
  - The [Student Health Services](#) can help



# University of Windsor



An Office of Open Learning Co-op student initiative by  
Bilal S. , Kristen S. , and Nitin R. (with 6 additional Co-op students)

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