Black Hills State University
Instructional Design

Tips for Online Learning

- **You are not alone**
  - We are all in this together.
- **Practice good time management**
  - Balance between school work and other responsibilities.
  - When you feel overwhelmed, talk to someone.
  - Even though the classes are held online, you will still complete the required assignments and course work - so plan your day accordingly.
    - Do not wait until the last minute to complete assignments instead be proactive.
    - This will provide enough time for you to ask any questions.
  - Just because the course material is offered online, that does not mean that you will spend less time working on the course work.
    - You just have flexibility to schedule how you get the course work done.
- **Check your 'yellowjackets' email**
  - Check your student 'yellowjackets' email frequently for information from your professors. (password recovery - https://account.bhsu.edu/)
- **Login to D2L** (http://bhsu.edu/d2l) regularly
  - Use your BHSU email address and email password to log in.
  - D2L Pulse app – (https://www.d2l.com/products/pulse/) A mobile app for students that can help stay connected and on track with D2L courses. It gives students one easy view of course calendars, readings, assignments, evaluations, grades, and news.
  - Time Zone
    - Update your time zone in D2L to avoid confusion with due dates online.
- **Communicate, communicate, communicate – Don't hesitate**
  - Ask any course related questions without any delay - contact your classmates or your instructors as soon as you can.
  - You can find the contact information of your classmates in your course online in D2L.
  - Enter your course, click on the 'Resources' tab > Classlist > Click on the specific name of your classmate to send an email.

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- **Be respectful online**
  - Online communication is non-verbal. Your body language and tone will not be communicated.
  - There is every possibility for misinterpretation so make sure that any online communication is professional and clear.
  - Remember to be respectful of others.
  - Avoid all forms of emoticons, abbreviations, slang and online jargon.
- **Technical difficulties**
  - Visit the HelpDesk (https://www.bhsu.edu/Help) web page if you are having any technical difficulties.
  - Email the HelpDesk at bhsuhelpdesk@bhsu.edu.
- **Zoom** - a video conferencing tool is available to you - as a student to create 40 minute zoom sessions.
  - Go to https://bhsu.zoom.us/ and Sign in using your 'yellowjackets' email and password
  - Getting Started on Zoom for Students - (https://www.bhsu.edu/portals/0/pdf/iits/get-started-zoom-students.pdf)
- **Microsoft Office 365 & One Drive** - Free
  - Visit https://www.bhsu.edu/IITS/Services/Office-365 for more information on free access to Word, Excel, PowerPoint and several other Microsoft resources.
- **BHSU Library** (https://library.bhsu.edu)
  - Tutorials (Go to YouTube.com and search for E.Y. Berry Library-Learning Center
- **Writing Assistance Center** (http://www.bhsu.edu/Writing-Center)
  - Use the Online Quick Question form to submit a question OR
  - Email **WritingCenter@bhsu.edu**
- **Disabilities Coordinator**
  - If you have any concerns regarding accessibility, please contact your instructor or the Office of Disability Services Coordinator (http://www.bhsu.edu/Disability-Services) - Jennifer Lucero, at **Jennifer.Lucero@bhsu.edu** or
    - by phone at (605) 642-6099.

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