

TIPS FOR ONLINE LEARNING

- **You are not alone in this.** We are all navigating this challenging time 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 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.
- **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.

There are many campus resources to help you succeed.

- **Technical difficulties**
 - Visit the [HelpDesk](https://www.bhsu.edu/Help) (<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 for you. You, as a student, can create 40 minute zoom sessions to make presentations or meet with your classmates to work on group work.
 - 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) (<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**
 - Black Hills State University strives to ensure that physical resources, information, and communication technologies are accessible to all. If you have any concerns regarding accessibility, please contact your instructor or the [Office of Disability Services](http://www.bhsu.edu/Disability-Services) (<http://www.bhsu.edu/Disability-Services>) Coordinator, Jennifer Lucero, at Jennifer.Lucero@bhsu.edu or by phone at (605) 642-6099.