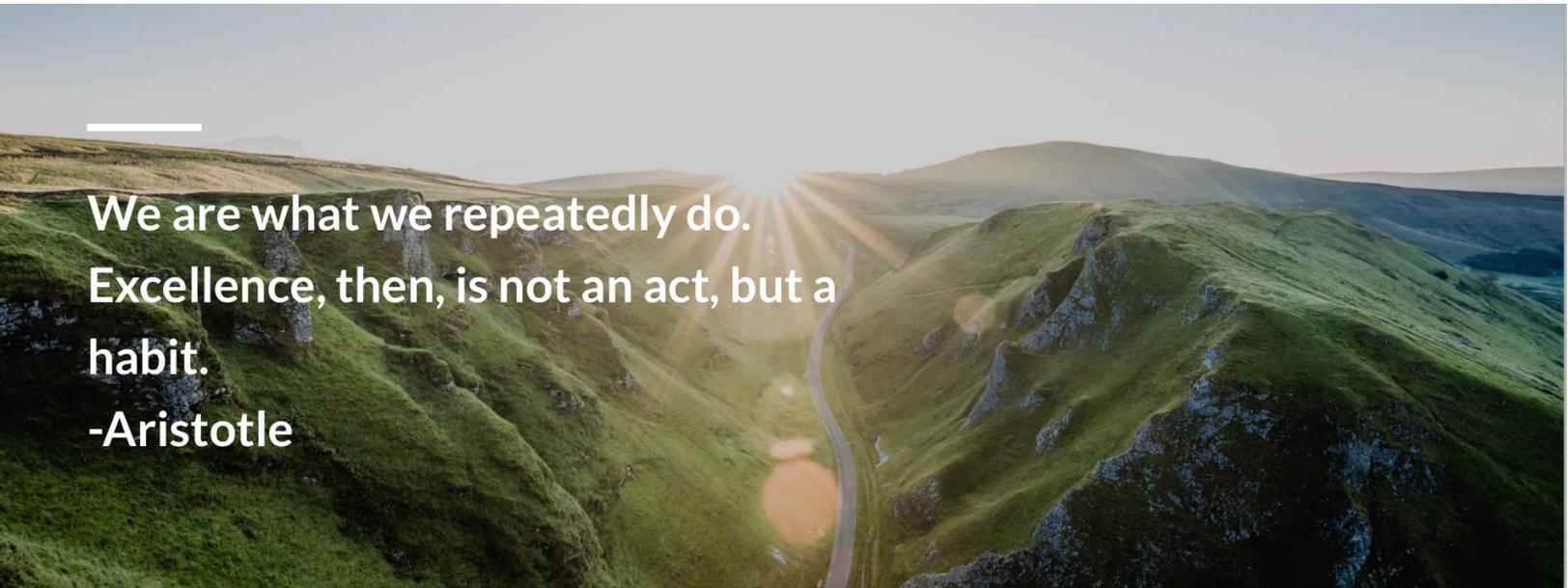


Students Remote Learning Tool Kit

Kumaraguru College of Liberal Arts and Science
Coimbatore



We are what we repeatedly do.
Excellence, then, is not an act, but a habit.
-Aristotle

Overview

In a time of great change...

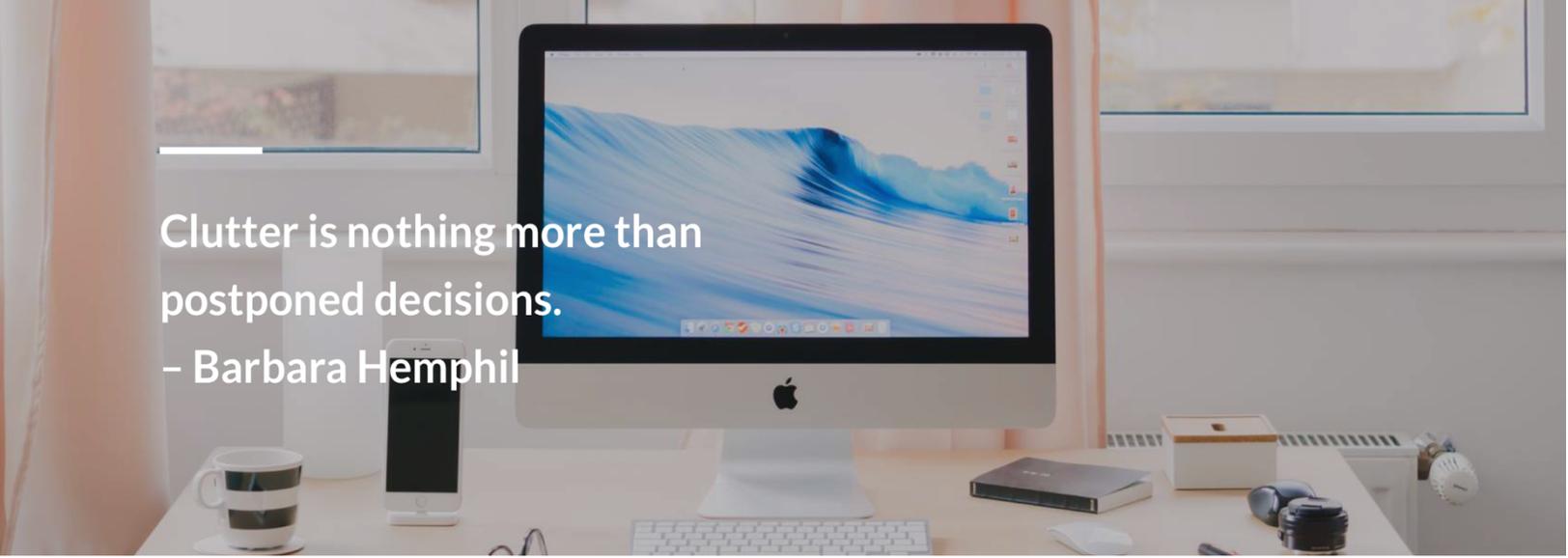
In the past, earning a college degree meant physically attending in-person classes, which often posed challenges for students the travel and traffic. Now, with a very complicated environment due to covid 19, we need to move on to different modes of learning. thanks to advances in technology, it's easier than ever to learn, connect with your faculty and students

There are many advantages to online courses; they allow you to learn whenever, wherever, and however works best for you, making it easier to earn a degree while balancing work and family commitments. And without having to attend classes in person, online learning affords you access to top degree programs across the country that might have otherwise been inaccessible or highly inconvenient.

Online classes can present unique challenges, however, if you're not prepared. But if you develop skills for effective online learning, you'll find the courses can be an excellent alternative to a traditional classroom setting. Here are some tips for online learning success to make sure you get the most value out of your next class. Let us help guide you through the challenges to accomplish your academic goals.

Be open to new ways of learning! Navigate the new frontiers gracefully!

Set up Your Study Space



Clutter is nothing more than postponed decisions.

– Barbara Hemphil

Welcome to your new classroom.

Set up a **dedicated learning environment for studying**. Setting up your home learning space in a way that will aid your productivity—as well as bring you joy while learning—is very important.

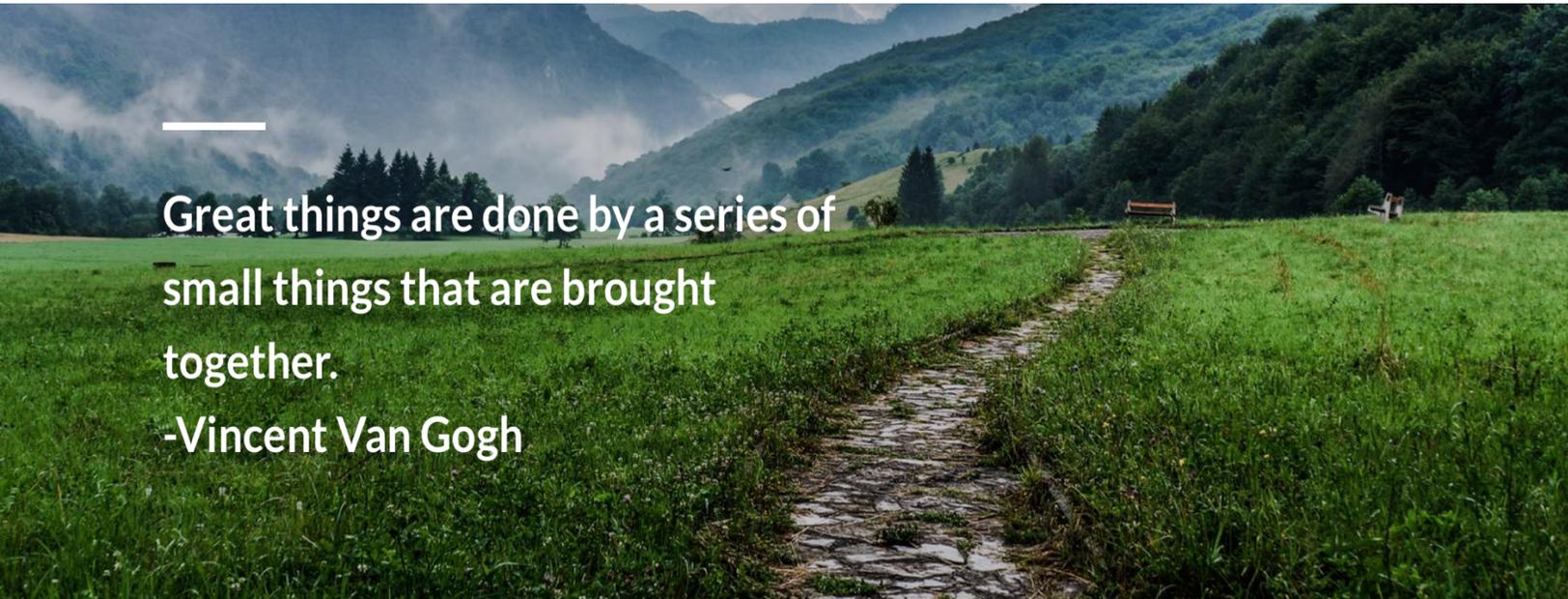
Location, location, location!

Try to find a spot in your house that allows you to get some **privacy while you're attending online** classes. The reality is, you will be sharing the house space with family members, so the ability to close the door and shut off as many distractions as you can will help immensely.

Setting up a **regular study space** will also help you to stay organized. When setting up your study space, make sure you:

- Have a **high-speed internet connection**
- Have the required **books, materials**, for the course
- Have headphones for listening to lectures or discussions
- Get some **peace and quiet**. You will need a quiet place to work without distractions from things like television, or family
- Consider **ergonomics**. Adjust the height of your chair, keyboard, and screen so that you are comfortable. Forearms and thighs should be level and parallel to the floor. Wrists should not be bent while typing.
- Set up **good lighting and comfortable seating**. Lighting in the room should be at least as bright as the computer screen to avoid eye strain
- An organized desk is an organized mind. **A clean and desk space** can make a huge difference in your ability to focus and in learning.

Protocol in Virtual Classes



Great things are done by a series of
small things that are brought
together.

-Vincent Van Gogh

You may not be in campus to learn, but the classes and faculty come to your learning space! And you are learning. One of the easiest ways to ensure follow through is to remember that you are paying to take this online course, just as you would for a traditional, in-person class. You must “show up” if you’re going to get real value out of your class. [Treat your online classes the same way you would a face-to-face class](#)—or, better yet, a job—and you’ll be off to the right start.

Virtual Classes are more than just signing in & going on & off of mute... it is a time for you to show your physical and intellectual presence virtually!

Attendance

Attendance is critical for your learning process. **Ensure that you attend every scheduled session without fail.** Your attendance will be tracked. New topics from curriculum will be discussed every day – so **don’t join a session just for attendance but for the joy of learning!**

You are expected to log into their course(s) daily in order to keep up with the course materials. Faculty will track your attendance and participation online. If an unexpected situation such as illness should arise, it is your responsibility to contact the faculty and report the problem.

Get up, Get dressed, Get into the virtual class!

- A study from Northwestern found that clothes have a direct impact on your psychology. It’s called “enclothed cognition”. **The clothes you wear actually influence your mental state!**

Encloded cognition is the idea that you're influenced by the symbolic meaning of the clothes you're wearing, as well as the physical experience.

- You reinforce your own professional perception when you look presentable. You will also be **more inclined to use your video...** which as you know, helps to establish your remote presence.
- Just because you're learning from home doesn't mean you no longer comply with Institution policies. Remember, dressing for your role/job is what people expect and its a way to **maintain the Institution culture.**
- **Dressing for your day actually helps to create boundaries.** It creates a mental and physical distinction between your class time and play time at home
- Keep in mind, dressing for class not only helps you, but also helps your family members know when you're in "**study mode**" which hopefully helps keep the distraction at bay.

Preparation

- Never enter, or attempt to enter, a virtual session fraudulently using the name of another student, faculty or staff member.
- Never enter a virtual session for a class that is not part of the regular schedule, and more so, never enter a virtual session for a class at another college.
- Class meeting IDs are never to be shared with others outside of the class.
- Students should only use the meeting IDs that pertain to the classes on their schedule.
- The background for a virtual session must be appropriate to the other participants and offer enough light for the student's face to be visible.

Participation

- **Arrive on time** for the class session.
- Report to session properly **groomed and dressed for class**
- In a virtual classroom; all classroom rules apply.
- The device being used should be identified by the **student's full name**, which is the name the teacher will see on the screen. Changing your name to something inappropriate is unacceptable behavior and will be addressed immediately.
- **Posture before the camera must be conducive** to active learning and participation (e.g., no reclining). The student's full face must be visible in the camera frame.
- As expected of any class interaction, participants are to **treat each other with courtesy** and respect.

- Offensive or inappropriate language is not to be used in any form of communication. This extends to emails, discussion postings, group projects, and submitted assignments.
- Use of any profanity - written, drawn, displayed or spoken - during a meeting is unacceptable.
- **Taking screenshots or screen recordings** of virtual classrooms without the explicit permission from the teacher and class members is unacceptable.

Participate! Ask a lot of questions too. “Learning is a two-way process,” And with online learning, “more of it’s on you to learn the content than the faculty, so work to learn the content.” Ultimately, you can only get out of online learning what you put into it. The teacher is a guide, mentor and helper but ultimately, [it’s your responsibility to learn.](#)”

Leverage your network.

Online classes may sometimes make you feel like you are learning on your own, but this couldn’t be further from the truth. Most online courses are built around the concept of collaboration, with professors actively encouraging that **students work together to complete assignments and discuss lessons.** Your peers can be a valuable resource when preparing for exams or asking for feedback on assignments. **create a virtual study group.** Chances are good that they will appreciate it just as much as you will.

Taking notes can promote active thinking, boost comprehension, and extend your attention span. It’s a good strategy to internalize knowledge whether you’re learning online or in the classroom. So, grab a notebook or find a digital app that works best for you and start synthesizing key points.

[Do your assignments, projects and seminars! It matters for holistic learning!](#)

Overcome Distractions



You can't do big things if you're
distracted by small things.

-Anonymous

We are inundated by distractions all day long. When you learn remotely, distractions can derail your productivity completely if you're not careful.

Be wary of the top distractions!

Netflix, social media, texting, internet, snacking, mails - you'll be faced with many distractions that can easily derail your studies. The best online students know how to lessen these distractions and set aside time to focus. Ultimately, you will need to find a strategy that works best for you.

So how do we manage to overcome our distractions?

Too much of a good thing

While collaborating is a critical component of teamwork and is important for our work, too much collaboration can be incredibly distracting and time wasting, leaving you exhausted and without any progress on your to-do list. There needs to be a balance of how much time you devote to meetings versus other productive work.

Set Boundaries

When you're focusing on a task such as attending a class, working on a project or writing a report, thoughtfully consider what may distract you and put a stop to the distractions before they start.

For your phone, put it on silent or move it out of arms reach. This should help you to resist the desire to check it. Or **Turn off your cell phone**. Let friends and family members know the hours that you will be "at" school.

Avoid games. Consider uninstalling any computer games to avoid temptation. Or keep the games on a different computer in the house.

Beware surfing the black hole of the Internet. It is easy to lose track of the time as you wander from site to site.

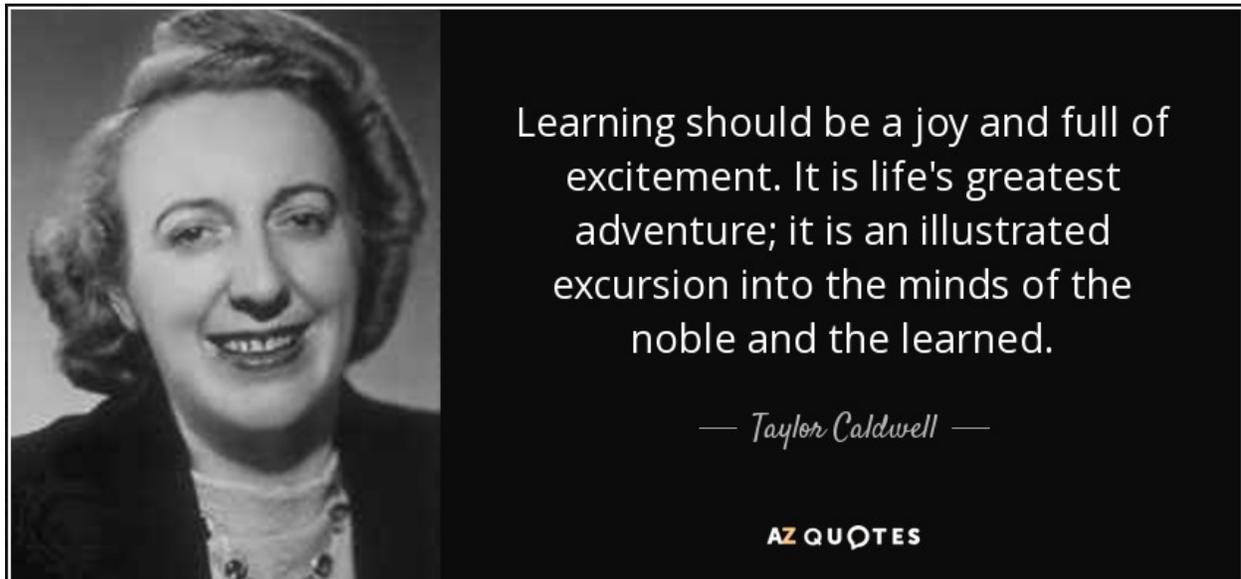
For social media, unless checking social media it is a part of your class requirements, set a rule for yourself to **not engage with social sites during your class time.**

Keep Yourself Accountable

Ultimately, it is you who controls that which distracts you.

Keep yourself accountable to work in an environment that is conducive to productivity, which means limiting distractions.

You will feel happier if you are able to limit your distractions, because you will accomplish more and have longer periods of concentration leading to better learning results.



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