



Black Hills State University

Instructional Design

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 '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.



Black Hills State University Instructional Design

Tips for Online Learning

- **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.