



Transitioning to Online Learning Guide for Students

As your face-to-face courses are moved online temporarily, here are some principles, action items, and resources to help you stay organized, engaged in your classes, and able to learn during a challenging time.

Get Ready

1. **Read all communications.** You will be hearing from many areas of the campus, including administration, all of your instructors, possibly your work supervisor, coach, and other people who care about your learning. Don't just skim these communications, but read them carefully, take notes, and perhaps make lists or add to-do items to your planner or phone.
2. **Gather** the equipment, reading materials, supplies, or other items for your courses that may need to be moved off-campus in the future. Save digital documents in a folder that is accessible away from campus, for example [OneDrive](#).
3. **Contact [Tech Services](#)** if any of your devices have been acting up or if you need help with an update.
4. **Strengthen** your knowledge of [Canvas](#), the primary online venue for instruction of UW-Superior courses by reading the [Canvas Student Guide](#).
5. **Don't panic.** Your instructors are working hard to ensure that your online course experience is as superior as it can be. Your job is to be attentive to the new instructions, expectations, and procedures that are rolled out to you when face-to-face classes resume online.

How to Succeed in An Online Class

1. **Check in early and often.** You should log in to Canvas every day at a set time for yourself, noting new materials, updates, assignments, and deadlines for each course.
2. **Read Everything.** If you are used to getting directions in class or simply asking what is expected, now is the time to adjust your expectations and focus on reading everything your instructors have written for you. Once you have read all the instructions or content, you should then email for clarification if you have specific questions.
3. **Communicate well.** Your instructor will likely ask you to conduct discussions in writing or collaborate with your classmates over video or phone conferencing. To do these well, there are several features of good communication to keep in mind:
 - a. **Answer the prompt.** Whatever your instructor is asking you to comment on, stick to the topic and the rules or expectations of the post. If they are not clear to you, ask a classmate or your instructor.
 - b. **Be respectful.** Use full sentences and good grammar when creating or answering discussion posts. Avoid attacking other people's points of view, but instead stay open to new ideas. On the other hand, don't simply agree or praise each post. Acknowledge others' posts, add your own new ideas, thoughts, or information, and consider how what is being said can add to your own knowledge base.
 - c. **Be patient.** This transition will come more easily to some students. If you have confidence in your technology use or in how to understand the course components and complete assignments, offer to help those who may be struggling.

- d. **Listen.** Collaborate via video or phone in a distraction-free environment. Put down your phone and turn off other screens. Be respectful and take face time with your teacher or classmates seriously.
4. **Hold Yourself Responsible.** Online courses require the same amount of time and attention as face-to-face classes – the equivalent of 3 hours of class time and 6+ hours of outside reading, studying, homework, collaboration, etc. per class per week. It may be more difficult to track all your courses’ assignments and deadlines than it was face-to-face. Create a system, list, schedule, reminders on your phone – any approach to keep your responsibilities organized.
5. **Don’t Shy Away.** Online courses require organization, self-motivation, responsibility, and maturity to complete them well. If you feel yourself slipping in participation, understanding, or grades, the answer is **not** to stop-out or ignore the online portion of the course. In fact, reaching out to your instructor – even if you think it’s too late – is always the best answer to improve your status in a course. Your instructors want you to succeed. Help them know what kind of support you need.

Review Your Tech Options & Resources

1. [Student Canvas Guide](#) to learn about all the features of Canvas
2. [LinkedIn Learning](#) to search for help with many technologies that you may need to complete your assignments, such as PowerPoint, Adobe, YouTube, and others
3. [OneDrive](#) for personal cloud-based document storage
4. Helpdesk@uwsuper.edu or 715-394-8300
5. Canvas helpline: 1-833-820-4062

Common Student Questions

Student Concern	Answers & Resources
What equipment and sites do I need to continue my course?	-Internet access -laptop, computer, or other device -Campus email -Canvas platform -Canvas mobile app (recommended) (LINK) - LinkedIn Learning for tutorials on many technologies
Will my instructor hold my formerly face-to-face class at the same time, only online?	Possibly. Instructors may choose to use Collaborate Ultra, the in-Canvas video conferencing tool. However, if your ability to participate in your courses is jeopardized, please reach out to ask for accommodations. Do not make personal appointments or take work shifts during a regularly scheduled class period if your instructor expects you to participate in a live class session online.
Will they take attendance?	Possibly. It is important for your instructors to see your presence and participation in your class. Your instructor will communicate their expectations for participating in discussions or turning in assignments on time. They might also institute personal check-ins either via video chat or on the phone at routine intervals.
How do I make my documents, articles, and other materials into PDFs?	- LinkedIn Learning -Search terms: Abobe, PDFs, creating a PDF
Where can I put all my documents, etc.?	-For your personal storage, OneDrive is a cloud-based folder system that you can access with your UWS log in credentials.
Will the library be open?	-We are working to ensure that you will continue to have access to the resources in the library. Meanwhile, you are always able to access the many online databases, e-books, and e-resources such as Films on Demand. - https://library.uwsuper.edu/

<p>How can I narrate my PowerPoint presentation and upload it to Canvas?</p>	<p>-LinkedIn Learning -Search terms: narrating a PowerPoint -Canvas Student Guide</p>
<p>Will my instructor want to talk to me one-on-one?</p>	<p>Possibly. Your instructor may choose to use Collaborate Ultra in Canvas. Alternatively, be ready to use alternatives such as Zoom, Google Duo, or a phone app such as Facetime. -Communicate clearly with instructors if your technology limits your ability to do this. Be flexible with how to speak one-on-one with your instructor.</p>
<p>Will I have to work in groups with other students online?</p>	<p>Possibly. Your instructor may ask you to work with others using Collaborations in Canvas or even to figure out the best method of communication between your group members on your own. Communicate clearly with your groupmates and your instructor if your technology limits your ability to do this. Be flexible with how to communicate with your classmates.</p>
<p>How can I turn in my presentation online?</p>	<p>You can use your computer or phone to record yourself and upload your video into Canvas Assignments from your desktop or from your phone via the Canvas mobile app. Alternatively, you may be asked to present “live” in Collaborate Ultra or via Zoom, Facetime, etc. -LinkedIn Learning -Canvas Student Guide</p>
<p>I am involved in an Academic-Service Learning project, internship, practicum, field trip, or other course-based community engagement activity this semester. What do I do about that?</p>	<p>-Your instructor will communicate with you about your arrangements. -Arrangements for your off-site activity will vary from your friends’ and classmates’ based on program, site location, type of experience, and your instructor. -This note excludes all Department of Education field placements, student teaching, and practicum arrangements. Instructors teaching Education classes should consult with Assistant Dean of Educator Preparation Programs</p>