THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

STUDENT GUIDE TO ONLINE LEARNING DURING SUSPENSION OF FACE-TO-FACE CLASSES

As the epidemic has led to a temporary suspension of face-to-face lessons, the University has announced that online classes will start on 10 February 2020. This guide is written to help you to make the most of your online education.

Five Tips to Succeed in Online Learning

Proactive: Treat online learning seriously. Review all uploaded teaching materials before class.
Place: Find a quiet and suitable location for accessing wifi to attend your online lessons.
Presence: Know your class schedule and 'show up' at your online lessons and discussion groups.
Participation: Participate actively in online discussions and other learning activities.
Planning: Create a weekly out-of-class learning schedule, then set reminders for yourself.

Dos and Don'ts for Online Learning

To give you more ideas of what to do and not to do in online learning, here is a list of Dos and Don'ts. Consult your department/ programme leader/ subject teachers for specific dos and don'ts related to your programme and subject.

Do	Don't
✓ Use the online tools to communicate with your teachers	✗ Be shy or wait until too late
✓ Create the opportunity to engage in group discussions with your classmates	✗ Be shy or wait until your classmates approach you
✓ Be motivated, engaged and persistent in learning	✗ Be discouraged, disengaged and give up easily
✓ Manage your time well	✗ Procrastinate until the last minute
✓ Make a daily to-do list	✗ Study and do your work at random without a plan
✓ Seek help whenever needed	✗ Hesitate and worry without asking for help
✓ Start doing your homework/ assignment early	✗ Start doing homework/ assignment at the last minute
✓ Contact your teachers immediately when you encounter any problems/questions	✗ Wait until there is an issue and try to find your teachers
✓ Maintain close communication with your teachers and fellow students	✗ Not contact or respond to your teachers and fellow students
✓ Utilise other learning resources available to you (e.g. library, tutor, academic advising, counseling)	✗ Solely rely on the materials provided at the online platform
✓ Maintain academic integrity	✗ Cheat or commit plagiarism
✓ Visit the subject site (e.g. Blackboard, Microsoft Teams) regularly (say, 2 or 3 times a week) to see if there are any new announcements, updates, course materials, and feedback	✗ Visit the subject site only when required (e.g. submitting assignments)

The following are some checklists that are designed for you to use. We hope you will have a smooth transition and fruitful experience of online learning. Please consult your department/ programme leader/ subject teachers if you have queries about the checklists.

Basic Preparations for Online Learning
Check that you have the following before the start of your online lessons on 10 February 2020, preferably <u>at least three days</u> before the first lesson to allow you time to get any outstanding preparation done. If you are unable to resolve the problems by yourself, you should consult your department/ programme leader/ subject teachers immediately.

Basic preparations for online learning	Self-Check	If your answer is 'no'…
1. Do you have access to a computer and stable internet connection?	☐ Yes ☐ No	Consider where you can go safely for a stable internet connection, or a quiet and suitable place to go online. The campus is an option but be sure to make all necessary precautions as advised by the University.
2. Do you have access to a quiet and suitable place to attend your online lessons?	☐ Yes ☐ No	
3. Do you have your semester timetable? The live online sessions will generally take place at the scheduled time for lectures/tutorials.	☐ Yes ☐ No	Ask your department for the information.
4. Do you know which online platform (e.g., Blackboard, Microsoft Teams) will be used for each subject you are taking this semester? Do you have access to these online platforms? (Note: The platform used for online lessons may vary across subjects.)	☐ Yes ☐ No	Check emails from your subject teachers stating the online platform to be used for each subject. Contact your subject teachers as soon as possible if you have not received any email about this.
5. Do you have your instructors/tutors contact information handy?	☐ Yes ☐ No	Save your instructors/tutors' contacts in your mobile phone or in your email address book.
6. (Add other things you will do to further prepare yourself for online teaching.)	☐ Yes ☐ No	

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Preparations for Online Learning in Subjects You Take This Semester

Online learning can be both fun and fruitful. If you tick 'no' to any of the tips below, take prompt action to get the preparation done.

Basic preparations for each subject	Self-Check
1. Familiarise yourself with the subject site (e.g., Blackboard, Microsoft Teams, and/or other online platform), e.g. navigation, contents. Find out more from the Resources for Online Learning at the end of this guide.	☐ Yes ☐ No
2. Make sure that you know when the online lessons will take place. If you are in a different time zone, beware of the time difference between your location and Hong Kong.	☐ Yes ☐ No
3. Read the information about how to attend the online lessons for each subject. (Note: The platform used for online lessons may vary across subjects.)	☐ Yes ☐ No
4. Pay attention to your teacher's pre-lesson communications, and make sure that you have downloaded all necessary course related materials on your personal computer/ mobile device _before each lesson_.	☐ Yes ☐ No
5. Read the course syllabus and familiarise yourself with the subject learning outcomes.	☐ Yes ☐ No

In general, **before** each lesson you should:

Preparations before each lesson	Self-Check
1. Make sure that you have done all lesson preparations, including last lesson's homework.	☐ Yes ☐ No
2. Find yourself a quiet location, with good lighting and comfortable seating.	☐ Yes ☐ No
3. Eliminate distractions, e.g. turn off your mobile phone, log off social networks and media.	☐ Yes ☐ No
4. Check your computer, internet connection, and access to the subject site (e.g. Blackboard, Microsoft Teams, and/or other online platforms).	☐ Yes ☐ No
• For synchronous lessons, see if you need a microphone for participation in online discussions and Q&A.	☐ Yes ☐ No
• For asynchronous sessions, check that you can access the learning materials.	☐ Yes ☐ No
• For viewing PowerPoint slides with voiceover or videos, check the sound system on your computer.	☐ Yes ☐ No
• If you are asked to join discussion groups outside the common online sessions, confirm the date and time that your group meets online.	☐ Yes ☐ No

In general, **during** each lesson, you should:

Things to do during each lesson	Self-Check
1. Listen attentively and follow the directions given by your teacher on the spot (e.g. mute the microphone when it is not your turn to speak).	☐ Yes ☐ No
2. Be active and engage in the online teaching and learning activities (e.g. join a Breakout group, respond to a Poll, share your work via Whiteboard).	☐ Yes ☐ No
3. Observe the 'netiquette' when interacting with others online. See this webpage (https://www.memphis.edu/fcbe/students/netiquette.php) for some tips.	☐ Yes ☐ No
4. Take notes of the online lecture.	☐ Yes ☐ No

In general, **after** each lesson you should:

Things to do after each lesson	Self-Check
1. Find out what homework/assignment you need to do and by when. Mark down the due date(s) on your calendar.	☐ Yes ☐ No
2. Work out a plan on how and when to complete your homework/assignment and stick to your plan.	☐ Yes ☐ No
3. Revise the course materials and content covered in the lesson and ask your teacher for clarification if there is anything you do not understand.	☐ Yes ☐ No
4. Contact your classmates for group work and assignments.	☐ Yes ☐ No

Preparations for Online Assessments

Preparations for online assessment (e.g., online quizzes, tests, and exams) may not be the same as preparations for paper-based or f2f assessment and may be challenging sometimes. Below are some tips for you to prepare for your online assessments.

Preparations for online assessments	Self-Check
1. Check the due date of, or the time allowed, for the assessment.	☐ Yes ☐ No
2. Confirm the assessment format (e.g. online quizzes, essays, open-book exam, participation in group discussion), submission channel and procedure.	☐ Yes ☐ No
3. Make sure that you are clear about the assessment requirements and criteria (e.g. marking criteria, rubrics).	☐ Yes ☐ No
4. Familiarise yourself with the online submission system and procedure.	☐ Yes ☐ No
5. If there is a Turnitin requirement, make sure it is met. Allow time for Turnitin to generate your originality report. For more details, refer to the student guide at https://edc.polyu.edu.hk/PSP/SG_Turnitin.pdf.	☐ Yes ☐ No
6. Save your work often and back up regularly.	☐ Yes ☐ No
7. Seek feedback from your subject teachers/ tutors regularly to enhance your learning and performance.	☐ Yes ☐ No

We hope you find the guidelines above helpful, and we wish you a rewarding online learning experience. Stay motivated and engaged in the learning process. Remember to consult your department/ programme leader/ subject teachers if you have any queries.

Resources for Online Learning

Technical Student Guide and Video Tutorials
1. Quick Student Guide to Using Turnitin with LEARN@PolyU:
   https://edc.polyu.edu.hk/PSP/SG_Turnitin.pdf
2. Student Blackboard Video Tutorials at PolyU:
   https://www.polyu.edu.hk/elearning/student-support/blackboard-video-tutorials/
3. Microsoft Teams User Guide
   https://www.polyu.edu.hk/its/emc/teams/user-guides/

General Resources for Online Learning
1. Pappas, C. (2015). *Getting the Most Out of Your eLearning Course: 10 Study Tips for Online Learners.* Retrieved from https://elearningindustry.com/10-study-tips-for-online-learners-getting-the-most-out-of-your-elearning-course
2. The Open University. (n.d.). *Study Skills for online learning*. Retrieved from https://help.open.ac.uk/topic/computing/category/study-skills-for-online-learning
3. The Study Guides and Strategies Web Site. (n.d.). *Guides: Internet*. Retrieved from http://www.studygs.net/
4. The University of British Columbia. (n.d.). *Online Learners*. Retrieved from https://learningcommons.ubc.ca/resource-guides/online-learners/