



YOU ARE STILL IN A CLASSROOM!

- Treat a remote class like a class on campus (as much as possible).
- Take time before each class to review your notes and think about questions you may have.
- For asynchronous lectures or discussions,
 - Schedule a regular time to watch the video. If possible, stick to the assigned class time. Resist the temptation to watch it “later”.
 - Pause periodically (~5-10 minutes) and ask yourself what you’ve learned. Was there something you did not understand? Go back and review.
 - Participate earlier rather than later in discussions. It can be overwhelming to come in late to an online conversation that’s already had extensive back-and-forth.
- When attending a synchronous (live) class,
 - If possible try to find a quiet space to engage in your online class. Consider using headphones. If a quiet space is not possible mute your microphone.
 - Let other people in your home know when a class is in session. Put up a sign on your door or in front of your workspace.
 - Adopt the same norms as in a physical classroom (e.g. clothing, don’t walk around, don’t leave).
 - Close down distracting apps and mute other computer apps (messages, calendar, etc.) while you are in class so you can be fully present.
 - Actively participate and interact with your professor and peers. This will keep you engaged and feel connected.
- In both cases, take notes as you always would. This will help you stay focused.
- Use office hours and study groups if you have questions and to stay connected and engaged.

CLASS ETIQUETTE

- Check in daily in the places your professors have set up for communication. (Bowdoin email, Teams, Blackboard, etc.)
- Be respectful of the hours and structure that your instructor has set up for communication and questions.
- Learning online is new to all of us. Be patient and supportive.
- Engage in discussions or group work respectfully and thoughtfully, recognizing that people have differing opinions or ways of solving problems.
- Keep discussions focused on course content. Review and edit any written contributions. Be clear. Be concise.
- When referencing or quoting another source, attribute the source, including a peer's comment in addition to any texts or videos.
- During any face-to-face video discussions, silence and put away your mobile devices so you are not distracted. Put your microphone on mute if there is noise in the background.

COMMUNICATE EARLY AND OFTEN

Without face-to-face interactions you may find yourself contacting your professor or classmates more often. That is great! Know how your professor wants you to ask questions. (Blackboard, Teams, Email)

- Clearly and concisely state what you need or don't understand. Be inquisitive and compassionate in your communication with professors and other students.
- Always start with a "Hello/Dear Professor X."
- Request—don't demand—whatever you need ("I can't make your Thursday office hours and was wondering if you'd be available to meet another time.")
- Give options! ("I could come to virtual office hours between 12 and 2 on Monday or between 1 and 3 on Tuesday. If that doesn't work, I could send you an email with my questions.")
- Thank your professor at the end and sign off with your name.
- Proofread!

WORKSPACE

- If possible, designate a specific area as your workspace and only go there to study. By completing your work there repeatedly, you'll begin to establish a routine. Going there will help your brain get into work mode. If you try to work where you usually relax, you might find it difficult to focus.
- Minimize distractions in your workspace (e.g. phones, Netflix, social media, dishes in the sink, other people)
- Figure out when you learn best. If you're a morning person, make time to study first thing. More of a night owl? Set aside some time after dinner.

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BALDWIN CENTER FOR
LEARNING AND TEACHING

Academic Coaching

Want to meet with an Academic Coach?
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