


Spring 2016

## UNO Tips on How to be Successful in an Online Class

UNO Office of Institutional Effectiveness  
*University of Nebraska at Omaha*

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## Tips on How to be Successful in an Online Class

### Buy your Books

Use your course identification number (including section number) for class to locate your books at **UNO's online bookstore**. Your books will be mailed UPS so please allow a week to 10 days for delivery.

### Log into gmav (student email)

Go to <http://gmav.unomaha.edu>, then enter your UNO Net ID and password provided by the Registrar's office when you were admitted to UNO. Become familiar with opening and sending messages.

### Locate your Virtual Classroom

- Prior to the first day of the semester, locate your class on **Canvas**. Canvas is UNO's learning management system where you will find your course materials and through which you will communicate with fellow students and your instructor. If you have not used Canvas before, click the **Help** icon on the left side of Canvas for assistance. Help is available through chat or phone 24 hours per day, 365 days per year.
- Browse the course materials and become familiar with the navigation. If you have problems, contact your instructor immediately.
- Find your instructor's email address and check for announcements.
- Read all directions your instructor gives you on the course. Pay careful attention to all the requirements.
- Email your instructor as soon as the semester begins.

### Review your Technology

In order to take an online course, there are certain requirements that you need to consider. Computer hardware, software and connection speed requirements will vary by department or course, so be sure to check with your instructor at the start of each course. The list below is intended only as a guideline.

#### General:

- Access to a computer (Windows or Macintosh)
- Access to the Internet (High speed cable recommended)
- An Internet Browser (Google Chrome or Mozilla Firefox recommended)
- Internet Connection – High Speed DSL or Cable Modem

#### Hardware:

Since online courses are based on technology, you should have access to a reasonably new computer. A general rule is that if your computer is fewer than two years old, it will fit the requirements for taking an online course.

Mobile devices can often be used for some course materials through the use of the Canvas Student app. Check the iOS App Store or Google Play to find and download Canvas Student.

We do not recommend netbooks for participation in online courses. These computers are generally underpowered for use of multimedia in many of the courses offered.

We also do not recommend using Linux based systems as some media may not be compatible with this operating system.

### Software / Plugins:

In less otherwise directed by your instructor, most of the work you do in an online course can be completed with a web browser and Microsoft Office. As a student at UNO you are eligible to download and use Microsoft Office 365 for free at <https://portal.office.com/OLS/MySoftware.aspx>.

### **Visit the Library**

Don't wait until your first paper is due to visit the **UNO Criss Library**! Take the time to review the online library services available to you as a distance learning student. The library staff is happy to help you utilize all of the library resources. JUST ASK!

### **Set your Study Schedule**

As you don't have to physically attend class, it is tempting to put off assignments, projects, and papers until later. Manage your time and don't procrastinate. Establish a routine for completing course work on a weekly basis, and select a study location without distractions and interruptions.

### **Participate**

Use e-mail, discussion boards, live chat, telephone, fax and mail; but do contribute your ideas and perspectives. The more you participate, the less isolated you will feel.

### **Ask Questions**

Get over your reluctance to ask questions. But ask specific questions instead of general ones. Remember in a virtual classroom no one can give you a dirty look for what they think is a dumb question. In the end your question may help your classmates, as well.

### **Be Respectful**

Keep comments and discussions positive, and think before you press the "send" button. Don't respond in a moment of anger or frustration. Take time to think your ideas through and compose a thoughtful response. **UNO's Student Code of Conduct** applies to online course, too.

### **Get Help Now**

Don't put it off! If you are struggling with a course, talk with or e-mail your professor for help. Your professor can provide suggestions or recommendations for successfully completing the course.

### **Meet with your Academic Advisor**

Stay on track toward graduation by working with your academic advisor every semester prior to registration. Don't waste time or money taking classes you don't need. Your advisor is your key to a timely graduation!