

## Enhance Your Virtual Learning Experience

### Manage Your Time

- Log in early: Log in to your class frequently to check out changes to the course, review the syllabus, and look for assignments that are coming due.
- Collect course materials: Make sure you have all the books and technology you need for your class
- Create a schedule: Log in at a regularly scheduled time to check for new assignments and to participate in online discussions, and schedule additional regular time for reading and working on big projects. To build a schedule around your strengths, consider [these study skills](#).
- Consider your study environment: Assess how your environment affects quality of learning and productivity. Learn how to assess it with [this guide](#).
- Take a break: Designate time away from the computer to give yourself a break.
- Don't wait until the last minute: Avoid penalties for late assignments that are tardy due to technology failures. Turn work in ahead of scheduled deadlines in case of difficulties related to technology.
- Participate: Classes are most effective when everyone participates. Be an active participant in discussion boards and group work making meaningful comments and asking thoughtful questions to spark further discussion.

### Improve Your Communications

- Ensure you are receiving instructor notifications and announcements by [checking your notification preferences in Canvas](#) and by downloading the [Canvas Student mobile app](#) for easy access when you may not have a computer.
- Check your [UNO email](#) regularly to receive important information from the university, including your advisor, instructors, support services, and more.
- Communicate with Accessibility Services Center and your instructor if you need accommodations in terms of due dates, quiz times, or accessibility concerns.
- Be a good digital community member in your online classrooms by practicing “netiquette” (internet etiquette):
  - **Be resourceful:** Check your syllabus, assignment information, or previous emails to see if you find the answer to your question there.
  - **Be courteous:** Open and close your messages respectfully with a greeting/salutation, such as "Dear Professor" and "Sincerely." Don't expect to get an immediate response, but rather plan ahead and check the syllabus to see if the professor included their standard response time.
  - **Provide context for your message:** Be sure to clearly explain your situation, challenge, or question. Reference the particular assignment by title or point to a specific page in the textbook. Erring on the side of providing more information, rather than less, will save on a lot of back-and-forth.