

QUICK START GUIDE TO LEARNING REMOTELY

<https://it.eku.edu/learningremotely>

Beginning Monday, March 23, 2020, all ECU classes will be delivered online to the greatest extent possible. This decision aligns with our goal to reduce the number of interactions on campus, slow the rate of transmission, and protect our communities. We understand there are personal, logistical, and financial challenges to these sudden and extraordinary measures. University leadership and your colleges are here to support you. We also appreciate our students' understanding and willingness to adapt to remote learning!

In addition to the University-wide advice and resources below, see your college-specific page for more information:

[College of Business and Technology](#) | [College of Education](#) | [College of Health Sciences](#) | [College of Justice and Safety](#) | [College of Letters, Arts, and Social Sciences \(CLASS\)](#) | [College of Science](#) | [EKU Regional Campuses](#) | [Graduate School](#)

[Video Message from Interim President McFaddin \(3/20/2020\)](#)

Remote Classes and Coursework

We understand the challenges of adjusting to online classes, imperfect learning environments, and maintaining meaningful engagement. Here are some best practices, tools, and support to help get started.

- [IT Technology & Tools](#)
- [Google Drive](#)
- [OneDrive](#)
- [Password Reset - Self Service Setup](#)
- [Password Reset - Know your password](#)
- [Password Reset](#) - Have self-service setup and don't know the password or locked out of account
- [Password Reset](#) - You don't have recovery setup, remember your password - call the IT Service Desk at 1-859-622-300

Learning Remotely

- [Tips for Learning Remotely](#)
- Internet Providers offering free or discounted services
 - [Appalachian Wireless](#)
 - [ATT](#)
 - [Spectrum](#)
 - [PRTC Press Release](#)

EKU Library Resources

- [Library Chat](#)
- [Make an online reference appointment](#)
- [Main Library Page](#) (if asked to log in to use resources use ECU email username and password)
- **Library Resources** link in the **Course Menu** to access all those help services plus links to a customized research guide and databases right there within their course if one exists. Example:

Questions and Technical Support



Geek Phone: **(859) 622-GEEK (4335)**

- Monday - Friday, 9 a.m. - 5 p.m. (EST)
- Saturday & Sunday, 12 noon - 5 p.m. (EST)

Geek Social Media - Twitter or Facebook: **@EKUGeeks**

- These hours will be longer but vary

Geek Email: **geeks@eku.edu**

When sending emails, please be as detailed as possible--e.g., What operating system are you using? What browsers are you using? What specifically do error messages say?

Geek Online Contact Form: **<https://geeks.eku.edu/contact-us>**

IT Service Desk Phone: (859) 622-3000

- [Hours](#) (EST)
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Dining and Housing

- [Housing FAQ](#)
- [Campus Dining FAQ](#)

Financial Matters

- [Student Assistance Fund](#)

Health and Wellbeing

- [EKU Counseling Center Services and Coping During COVID-19](#)

Other

- [COVID-19 FAQs](#)
- [Main EKU COVID-19 Page](#)

Welcome to Remote Learning



We Are Here For You

While preparing for remote learning, remember you are not alone! Nobody signed up for this. Be patient, kind, and flexible. Ask for help. Here are some tips, strategies, and resources to aid your transition to remote learning.

Organization

Be organized!

- It's more important now than ever to stay on top of assignments, exams, and due dates.
- Online courses generally require more self-discipline from students; recognize that and approach your new learning situations with a positive attitude.
- Find the best way for you to keep track of things (planner, calendar, app, etc.)
- Think about the amount of time you normally spend devoted to your coursework and try to maintain that consistently.
- Schedule in time to spend (or communicate virtually) with friends and family. Humans are social creatures, so even if you can't physically be with your loved ones, check in on them and don't neglect your relationships.

Set SMART goals and use a reward system to keep yourself motivated and avoid burnout.

- Make your rewards unique to you, something that you truly enjoy and will motivate you to complete your tasks.

Go through the same rituals as you normally would.

- Getting up at a regular time, eating breakfast, getting dressed, and completing coursework at consistent times can help you stay on track and be more productive throughout the day.

Try to identify all course changes and write them down.

- An example could look like this:

	Class 1	Class 2	Class 3
Important Dates	Homework Due Tuesday		Paper Due 4/23/20
Big Class Changes	No in-person lab Online Lecture	Discussion Optional Recorded Lectures	May do paper instead of group project
Important Links	Lecture Link Office Hours Link	Discussion Link Lecture Link	Group paper folder

Communication

Check for updates regularly!

- **Communication is key**, and email is your best friend. Check your ECU email every day. Reach
- Professors and resources across campus will be sending out a lot of information to keep everyone informed; stay on top of it so you don't get overwhelmed.
- **Check Blackboard** for updated due dates and assignments every day.
- Many updates will be provided in the ECU Students Today emails. Make sure you check these every day.
- **Ask questions.** If you are confused or do not understand something, do not hesitate to ask questions. If you are struggling with resources (internet connection, computer/technology issues), if you do not understand the technology or expectations for online learning, if you are confused about what you are supposed to be doing - **please reach out and ask for help.**

Study Skills

Find a specific place that you can use for studying/completing assignments.

- **DO NOT COMPLETE ASSIGNMENTS OR STUDY IN YOUR BED!**

- If possible, dedicate a place solely to your learning and keep all necessary materials in that place.
- Ideally, this place should have strong, reliable internet access and good lighting.

Limit distractions

- Try your best to avoid getting distracted while on your computer (I know it's easier said than done, but you can do it!)
- Close out unneeded browser windows.
- Turn off notifications on your phone/smart watch/laptop and let those that may contact you know that you're "in class" or busy working on your assignments during certain times.

Do not take your responsibilities as an online student lightly!

- You are still just as much a student as always and are responsible for learning the material in your courses, so looking up the answers online—though certainly tempting—should be avoided.
- Maintain your academic integrity!

Avoid multitasking!

- Why? Assignments will take longer to complete. You're more likely to make mistakes. You'll retain less information!
- Instead, try to focus on one thing at a time and take breaks between tasks.
- Consider the "pomodoro method" to help you focus for 25- or 50-minute periods and then reward yourself with 5- or 10-minute breaks

Make the most of your online lectures!

- Follow a schedule as much as possible to avoid getting behind.
- Find out how to ask questions (email, discussion board, chat forums, etc.).
- Take notes as you normally would.
Writing things down and putting concepts in your own words can help you retain information.
- Watch recordings at normal speed.
Research shows that playback speed of 1.5x can lower your retention and can result in lower scores on assessments.