

Due to the Corona virus we are challenged to consider alternative methods of learning, which is why a lot of our education is now online. In this document, we provide some tips and tricks to make your online learning a success! We start off with some general tips: finding a comfortable and quiet place to study is important for your health and concentration. Having a separate space or allocated area that divides study, work and private life might make you focus more on your study goals.

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Online education and learning: a student manual

Online lectures

One part of online learning is watching pre-recorded lectures on Canvas or live via ZOOM or Canvas Conferences.

- ✓ Pause the video when you need a break to keep you focused.
- ✓ As in a physical lecture, take notes of the key points! Don't summarize word by word but make short notes in which you filter the important and less important information. **Tip:** make it visual by drawing a mind-map.
- ✓ Treat online lectures like normal lectures. Don't multitask, close distracting apps, so that you can concentrate on the video.
- ✓ If your lecture is live, make use of the Q&A. This is your moment to ask all your questions to the teacher! If it's not live, do not hesitate to contact your fellow students or the teacher in case of any questions. More information about attending online classes can be found [here](#). The RSM Effective Studying course might also be helpful.

Online activities

Discussion fora

- ✓ When discussing topics on a forum, try to balance contributing your views with reading and understanding the participation of others.
- ✓ Take time to understand other students' views and respond in a respectful manner. Everybody's contribution is valuable!
- ✓ Ask relevant questions on posts of students to gain further insight. Also, be open to disagreement and challenge!
- ✓ Be clear and concise and post relevant, accurate information (include sources).

Peer reviewed assignments

- ✓ Before you start, look at the grading framework (the rubric) and only give feedback on the parts you must review.
- ✓ Give constructive feedback: what is it that you like and why, what can be improved and how would you advise to achieve this?
- ✓ Provide the kind of feedback you would like to receive - be kind, not overly critical and don't be personal.

Online communication

Contact with fellow students

Keep in touch with your fellow students and help each other when needed. Social contact is a very important aspect of learning: motivating each other, sharing thoughts and discussing problems can help keeping you focused.

- ✓ Set up an online communication channel for questions via Canvas, WhatsApp or Microsoft Teams, or just communicate via email.
- ✓ Working in groups? Schedule regular online meetings to catch up and discuss your group's progress. Work on your project in a shared document (such as Google Docs or Surfdrive).

Contact with teachers

We can imagine you have a lot of questions for your teacher now that all the current teaching will be online. It is therefore important to know when and how to reach your teacher.

- ✓ Be concise and clear in formulating your questions.
- ✓ Only communicate with your teacher via the channels that he/she asked you to use (e.g. Canvas inbox, email).
- ✓ Keep in mind that your teacher receives a lot of messages a day, so that it can take some time to respond. If you need an immediate answer, try to contact your fellow students first.
- ✓ Communicating with your teachers is different from communicating with your peers: use the appropriate language. More information about online communication and collaboration can be found [here](#).

Online tools

Online education means the use of digital tools. You may already be familiar with some tools, but during this time you will probably also have to use some new tools or new aspects of existing tools.

- ✓ If you need help, try to contact your fellow students first. They might be able to help you out!
- ✓ Still stuck? Have a look at the Canvas help page for students [here](#) or the website of the EUR [here](#).
- ✓ Couldn't find your answer? Contact your teacher.

Online etiquette

- ✓ When asking questions or chatting, avoid the use of slang, texting abbreviations and writing in caps lock.
- ✓ When in an online lecture, keep your microphone muted unless you're asked to speak. Same for your webcam!
- ✓ Make use of non-verbal communication when using tools, such as *likes*, thumbs up or down, emoticons, et cetera. This will reduce the amount of written text.
- ✓ Only use chat functions during online lectures or tutorials in the way the teacher instructed you to.



Tips you can use

Take care of yourself!

How can you make this time of online education as beneficial as possible for yourself?

- ✓ Make sure you have a daily routine that works for you! A routine helps you get things done on time and it gives fulfillment.
- ✓ Start the day like you would normally do, e.g. with having breakfast, taking a shower and getting dressed (even when you're not leaving the house).
- ✓ Eat at standard times a day (breakfast, lunch and dinner) and eat healthily. Try to minimize snacks and other bad habits.
- ✓ Stay active! Make sure you get fresh air every day by walking, running or bicycling for at least 15 min. Find creative ways of exercising at home like running stairs or online workouts. Step away from the desk every 60-90 minutes
- ✓ Protect yourself by washing your hands often, ensuring social distancing and cleaning frequently touched objects (like your phone!)

Time management

It is important that you **plan your learning** when using online education. Working independently online might mean that you have to establish clear schedules for yourself to complete your assignment successfully. A tip here might be that if you plan your time backwards to the assignment deadline, you can identify exactly how long you should spend on one task.

- ✓ Having an overview per week in your agendas or per course will make you organized and clear on what the study expectations are.
- ✓ By finding out what you need to do, you can plan your time accordingly. Here, you might ask yourself: do I need research time? Is there a time where I need to be online for that chat or discussion? Block those times in your agenda.
- ✓ Make appointments with yourself for reviewing online lectures and self-studying. Consider these appointments as important as you would do with normal classes.
- ✓ Think about which online tools you need to complete your assignments. Do you need Canvas, Microsoft Teams, Zoom, or any type of other tool? By knowing where to get the right information, you can make your study session flow easily. Moreover, do not forget that you can still use your fellow students and teachers as a source of information when needed.
- ✓ Keeping notes as you study is very important as it helps you to process and reflect on your learning. It will also help you to account for the time spend on an assignment.

Preparing for online assessments

Online assessment can be used for assignments, discussions, presentations and incidentally also for written exams.

You will receive instructions from your teacher about the nature and form of your assessments. To prepare for these assessments-on-distance make sure that you:

- ✓ Carefully read the available instructions so you know what to expect beforehand.
- ✓ Prepare as usual & take the exam seriously. Open book exams are often more difficult than other exams
- ✓ Take your exam in a quiet environment that allows you to focus and be at your best.
- ✓ Manage your time while making the exam, consider using a timer!
- ✓ Be honest – fraud is forbidden and often discovered via plagiarism checkers.

The Library from a distance

You'll probably need to have access to sources, books and articles, in the library. Fortunately, it is possible to use the library of the EUR online! How? Have a look at our tips below.

- ✓ Search the **EUR library** for sources via [sEURch](#), [Databases A-Z](#) or [Guides by discipline](#). Log in with your ERNA-account.
- ✓ Search [Google Scholar](#) for sources. You can enable off-campus access by setting up *Library Links* in your Google Scholar settings. You'll see FULL TEXT @ EUR popping up and can get access with this link to a publication. A quick how-to can be found [here](#).
- ✓ It is also possible to create a VPN connection with the EUR, to have access to publications on Google Scholar. Make sure you fill in the correct details:

1. *Internet address:* vpn-eur-pptp.eur.nl
2. *Destination name:* EUR VPN
3. Don't forget to log in with your personal ERNA-ID.

A guide on how to create a VPN connection for windows 10 can be found [here](#). If you have a different operating system, a Google search will help you out! E.g. "VPN connection Mac"

I still need help!



Student adviser

The RSM student advisers can help you with all your study related questions!

Bedrijfskunde: studieadviseur@rsm.nl
IBA: studentadviser@rsm.nl
MSc: msc.studyadvice@rsm.nl

Check rsm.nl/study-advice for other details

Are you OK out there?

The EUR has created an online platform where you can find all initiatives on student wellbeing.
#ErasmusAtHome

Students can find Are you OK out there? on [MyEUR](#) (login)

IT desk

Do you have any technology related questions, such as the use of Canvas or ZOOM? Contact the ServiceDesk by phone: (010) 408 88 80 or e-mail: servicedesk@eur.nl

RSM Corona website

Check rsm.nl/corona and the FAQ's on that page for the latest updates for students.

