



QUERCUS JOB AIDS

REMOTE DELIVERY LEARNING TIPS

For many of you this may be your first experience with learning remotely. To help you get started, here are some tips and advice on how to make a strong start and stay motivated throughout the term. Remote Delivery courses will use Quercus to share materials and facilitate interaction. More on Quercus can be found [here](#).

Preparing for Your Course to Start

- Set up a quiet space, free from distraction to work from with a good internet connection. Try to find a personal space (not a shared space like a common living area).
- Keep distractions to a minimum (e.g. consider turning your cell phone off to avoid losing focus every time a text message or notification pops up). It will help you focus on the course material. You can find some tips on [concentration, time management and motivation here](#).
- Think about when and how you accomplish your best work. E.g. If you're a morning person, make time to study first thing to start your day.
- Check in often (daily) and get familiar with the orientation material. Tailor your account notifications to set when you receive emails from Quercus. More information on that [here](#).
- Take time to explore this course site – click around and become familiar of the interface and layout of Quercus (Canvas).

How do I stay motivated/be successful during my course?

- [Set up a study calendar with a regular schedule](#). Having a schedule will keep you on task and on time. Set mini deadlines for the week. For example, break down when you will: engage with lecture content, complete readings, complete assignments and quizzes.
- Stay on track with both webinars and lectures. Check in often with your course home page, discussion boards, announcements and inbox.
- Develop relationships with your peers. Take part in online discussions. Developing a community will help you feel connected to the course and the material.
- Seek help if and when you need it. Many help resources will be available for you in the course. If help resources are not enough, reach out to your peers in the course as well as your instructor. Although the course is being delivered remotely, it is instructor supported, which means your instructor is available to answer your questions and support you in completing the course.



Check Technical Requirements

- **Personal Computer:** You will need regular access to a computer – preferably a personal computer – with administrator privileges and you should be comfortable managing software and hardware. *While much can be done with tablets, smartphones and other mobile devices they are not guaranteed to work in all areas of the course.* For an optimal experience you must have a laptop or desktop computer (Windows 10 or higher or Mac OS X 10.14 or higher is recommended).
- **Internet connection:** High speed broadband access (LAN, Cable or DSL) is highly recommended for an optimal learning experience. Note, that relying on a library or a café for internet access is not recommended.
- **A Web Browser** is required for access to Quercus. In some instances, it may be necessary for some users to upgrade their web browser programs. The Quercus supported browsers are Google Chrome and Mozilla Firefox. (**DO NOT** use Internet Explorer, Microsoft Edge, or Safari).
- **Speaker and Headphones:** Many courses will have synchronous (live) online meetings using [webinar software](#). It is preferable to use headphones with an attached microphone for these sessions.
- More on basic computer specifications for Quercus can be found [here](#).

References

Educause How Students Develop Online Learning Skills.

<http://er.educause.edu/articles/2007/1/how-students-develop-online-learning-skills>

Self-Check adapted from Fairmont State University, Characteristics of a Successful Online Student

https://www.fairmontstate.edu/academics/distancelearning/successful_student.asp