

# TIPS FOR ONLINE LEARNING

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## GENERAL TIPS:

- Find a quiet place to do your online learning. Choose a place that you would study normally.
- Connect online with your faculty and your peers.
- Engage in the online activities and discussions; this will support your learning as well as connect you with your faculty and your peers.
- Keep a copy of all of your assignments.
- Check out this [video](#) from the Learning Commons at the University of British Columbia!

Citations: Tips adapted from <https://learningcommons.ubc.ca/resource-guides/online-learners/>

## DURHAM COLLEGE-SPECIFIC TIPS:

- Check out your course outline/learning plan to see if it has been revised for the next four weeks. If you're not sure, ask your faculty.
- Familiarize yourself to each course's DC Connect and know where the learning materials can be found.
- Familiarize yourself with the software that each of your faculty is using.
- If your faculty is using Microsoft Teams, download the app for full functionality. You can download the app on your phone, tablet or laptop.
  - » [Download Teams to your desktop](#)
  - » [How to turn on live captioning for your videos](#)
- If your faculty is using Virtual Classroom and/or Virtual Assignment
  - » See [this link](#) for written instructions to see how to join a Virtual Classroom
- Any other software, contact your faculty if you're not sure how to use the software ahead of time.

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## ASSIGNMENT/FILE UPLOADS AND SUBMISSIONS:

You may be required to upload assignments. Below are some resources that describe how to upload assignments in DC Connect and through Microsoft 365.

- Resource: [How to upload your video assignment submission to DC Connect](#)
- Resource: [How to record and upload a video to a discussion post in DC Connect](#)
- Resource: [DC Connect Mobile Assignment Submission](#)
- Resource: [How to share or submit large files on OneDrive \(greater than 1GB\)](#)