

STUDENT ENGAGEMENT

Weekly Newsletter - Special Edition

In this issue :

- Adjusting to remote coursework
- Timeline changes and updates for current courses
- Tips for taking classes online & remotely
- Virtual & online academic resources

Adjusting to Remote Coursework

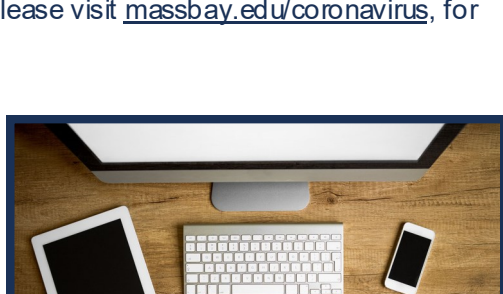
We hope you had a great Spring Break! Although we are not physically welcoming you back to campus, we would like to let you know we are here to welcome you back to the new and virtual MassBay community! The world around us is changing fast and we are all facing a lot of unknowns and disruptions to our lives.

WE WILL GET THROUGH THIS TOGETHER!

During this time, your MassBay email is the primary form of communication between you and the College. To ensure that you are receiving the most updated information from the College and your professors, **CHECK YOUR EMAIL ON A DAILY BASIS.** If you do not know your email username or need assistance resetting your password, please visit the MassBay Help Desk at <http://helpdesk.post.massbay.edu/home> or 781-239-2440.

Information changes on a daily basis. Please visit massbay.edu/coronavirus, for the most updated information.

Practicing patience and understanding with yourself, your classmates, your professors, and staff during this time is going to be important. Take care of YOU first. Making a plan and daily schedule for yourself may help you feel a little sense of structure and control in this uncharted territory we are all entering.



We recognize that it may be difficult to focus on your coursework right now, however, it is important that you continue to prioritize your education and use available online and virtual campus resources. As you transition to all remote courses, your study habits are going to need to change and adapt a bit for you to be successful.

HERE ARE SOME THINGS THAT YOU SHOULD KEEP IN MIND WHILE YOU ARE ADJUSTING TO REMOTE COURSEWORK:

FAMILIARIZE YOURSELF WITH NEW COURSE STRUCTURE & EXPECTATIONS:

Many of your classes are changing quickly, and are moving to a new remote format. Take some time to familiarize yourself with the new expectations and course layouts (as they may vary from class to class). See the timeline below for each of your courses:

If your spring course was originally a...	Your course resumes or starts...
Full-semester online or hybrid online sessions	Resumes fully online on March 23 (no in-person classes)
Eight-week two (8 Week 2) online or hybrid course	Online-only portion starts online on March 23
Full-semester face-to-face or 2 nd session of a hybrid course	Resumes as a remotely taught course on March 30
Eight-week two (8 Week 2) face-to-face course	Starts as a remotely taught course on March 30

Log into Blackboard or utilize the other online resources your professors are using.

Know how your in-person courses changing:

- Is your faculty member posting lectures or are they only providing them live during your scheduled course time?
- Will the lecture only be available for a certain period of time?
- How will labs and other hands-on learning be handled?
- Have your readings increased?

STAY ORGANIZED

Know how your assignments changed:

- Have your due dates changed?
- Are quizzes or exams moving online?
- If you had presentations, will you be expected to record and upload anything?
- Are group projects being moved to virtual meetings?
- Do you have daily or weekly discussion posts now?



Keep track of your new assignments and expectations for each course as each may look different.

STAY FOCUSED ON YOUR COURSEWORK

Remote and online learning can be very different than in-person classes, and you may need to work a little harder to stay focused and hold yourself accountable.



Pretend you are still in the classroom

- Put away your phone
- Stay away from social media
- Close down distracting apps and other tabs like Tic Tok, Spotify or News sites
- Take notes like you would if you were in class
- Focus on one assignment or subject at a time

Take Breaks!

Create reward systems to keep you motivated

- Finished reading a chapter or section? Watch one YouTube video or episode of your favorite TV Show
- Finish some math problems? Get yourself a cup of coffee

Don't procrastinate!

- It is easier to fall behind in remote and online courses, so make sure you continue to create a schedule and maintain it (see below).

CREATE A SCHEDULE, AND STICK WITH IT

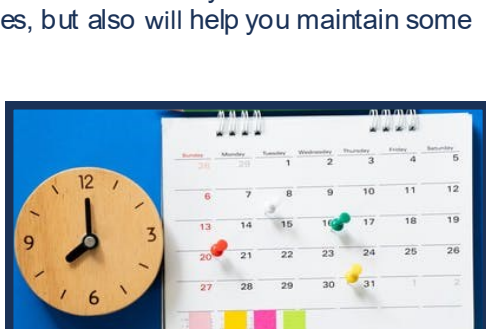
If possible, try to maintain your normal class schedule! Log in to Blackboard, or do your remote work at the time you would have normally been in class. This will help to keep you on track in your classes, but also will help you maintain some normalcy.

If you are also working remotely, dedicate specific blocks of time to do your job and specific blocks of time to study.

If you have kids at home with you, create "school time" for you both to be in class together

Schedule time to exercise, meditate, or work on a hobby

Schedule time to FaceTime with friends or relatives you can't see in person right now



RECREATE YOUR NORMAL STUDY SPACES

If you normally study at a coffee shop or library, those spaces may not be available to you at the moment, but you can try to recreate them at home

Find a separate table or counter to study and do schoolwork from, instead of your bed or couch (keep these places separate as relaxing areas if possible)

If you need background noise, search for white noise apps or find a playlist of background music without lyrics



CHECK OUT VIRTUAL AND ONLINE ACADEMIC RESOURCES THAT ARE BEING PROVIDED BY THE SCHOOL:

Academic Achievement Center (AAC) The AAC offers many services, including tutoring, disability resources, and learning specialist support. The AAC offers resources for remote support for students. The following may be of most interest to you:

- **SmartThinking Online Tutoring:** This service provides free, online tutoring to all students for many subjects and is available 24/7 to students. Students are given up to 10 hours of individualized support per semester. This service is ideal for students who need web-based support. You can access SmartThinking through your course in Blackboard.
- **Reading-Writing Center Support:** This service provides free, professional learning specialist support by individual appointment. Learning specialists provide support on all aspects of the writing process. Reading-Writing Learning Specialists will also be available remotely through WebEx soon.
- **Math-Science Center Support:** This service provides free, professional learning specialist support by individual appointment or for small groups. Learning specialists provide support on all levels of math or science. Math-Science Learning Specialists will also be available remotely through WebEx soon.
- **Peer Tutoring:** Peer Tutors are students who excel in their areas of study and who enjoy helping fellow students achieve academic success. They are available by individual appointment. Peer tutoring will also be available remotely through WebEx soon



For more information on these support services,

aac@massbay.edu
781-239-2620 (Wellesley)
508-270-4213 (Framingham)

Blackboard Essentials for Students

The Office of Online Learning and the Office of Instructional Technology will be offering online Blackboard Learn workshops for students. In this session, you will learn how to log into Blackboard; access and submit assignments; participate in a discussion board; and send an email to your professor.

Registration link: <https://forms.gle/n4eyQfE1AWc8QtMv5>

WebEx Essentials for Students

The Office of Information Technology is offering training sessions for students on the essentials of using the WebEx video conferencing tool. This tool can help bridge the gap between technology and education. WebEx can help you to meet with your faculty and other staff at the college in a video conference appointment. We will be holding a one-hour session in which we will review best practices for teaching utilizing Cisco's WebEx Meetings platform.

Registration link: <https://forms.gle/Wc1xrSzSWSQoXcp8A>



Check out other Student Technology Tutorials and Resources:

<http://helpdesk.post.massbay.edu/home/technology-orientation>

Explore other blogs and resources about being successful in online classes:

[Northeast Tips for Taking Online Classes](#)

Check out these tips from other students

BE PATIENT AND GENTLE

Right now, everyone is being asked to change quickly and drastically. Be gentle with yourself, your classmates and your professors as we all try to adjust together. Things will likely be bumpy, we will all have difficulties transitioning and that's okay. We are all in this together, and we will learn together as we go. Please have patience with yourself if you stumble in your new remote courses and be patient with your professors as they work round the clock to provide the best education they can.

