Six Daily Tips for Navigating Online Spaces

1. Daily Canvas and Email Check-In

Most communication is exchanged online, so set daily reminders to check Canvas and AU student G-Mail for class updates.

*How to set reminders for Google Calendar, iPhone, Android.

2. Connect with peers in virtual spaces

- Discussion boards and other online media are great ways to share ideas with classmates and demonstrate understanding of course material to your professors. So, invest time in writing and responding to assigned discussion boards, blogs, and the like. Try to:
    i. Connect what's been shared in the post to what's been discussed in class and provide additional insight.
    ii. Ask a follow-up question that can serve as a catalyst for continued dialogue, either online or in class.

Pro-tip: Exchange contact info with a peer early in the semester. You'll each have a resource to text/email/message when in need of clarity on an assignment, a study partner, or other support.

3. Connect with professors during virtual office hours

Take advantage of professors' office hours or ability to meet at pre-arranged time to discuss:

- Class progress
- Content or assignment questions
- Ask for reading, note-taking or test prep strategies related to class discipline
- Learn more about their work, particularly if this field is of interest to you

Pro-tip: Class concepts usually build over time, so reach out as soon as a challenge arises to avoid increased confusion over time.

4. Using Google [Docs](#), [Slides](#), [Sheets](#)

From G-Suite, it is easy to [export](#), and [upload your work to Canvas](#). Plus, these workspaces save your work automatically, ensuring that work isn't lost due to network disconnections or other events.

If you prefer Microsoft Suite, [set up autosave](#) to protect your work.

5. Keep up with online content

- Dedicate time daily to critically review all online content like slides, lectures, notes.
    - Read all required course material prior to class & jot down questions to ask in class
- If your class is asynchronous/hybrid, dedicate 1.5 hours to fully engaging in that week's course material.

Pro Tip: While reviewing online content, [create study tools](#) like flash cards, flow charts, notes to have as test prep materials later.

6. Use AU's Online Resources

AU's offer virtual academic support spaces to keep you on track with your studies. Explore:

- [Academic Coaching](#) – Process-based support that helps you work more efficiently.
- [PASS (Peer Assisted Student Support)](#) – Content-based support in a multitude of classes
- [Math/Stat Lab & Statistical Software Support](#) –Content-based support in math/stat and statistical software like R, Python, Excel, and more.
- [Writing Center](#)—Writing support for essays, memos, and more.
- [Supplemental Instruction](#)—Embedded classes support in classes like Biology, Statistics, Economics, and more.
- [Research Support via "Chat with a Librarian"](#)—Support with research-related questions, both general and specific to your subject matter.