



Preparing people to lead extraordinary lives

RESOURCE GUIDE FOR ONLINE LEARNING
LEARNING & STUDENT SUCCESS
STUDENT ACADEMIC SERVICES
LOYOLA UNIVERSITY CHICAGO
SUMMER 2020

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Introduction to Online Learning

The intention of this guide is to provide students with resources to navigate the online learning environment and the tools they have available to them. This includes general online learning resources, as well as helpful tips from the Tutoring Center, the Student Accessibility Center, the Writing Center, and general technological resources. You may use this guide to connect to the various departments and resources to help facilitate your online learning.

Know your Online Learning Environment

- You are probably familiar with Sakai and Zoom, but if not, you should begin to explore their functions and use.
 - Instructors may use Sakai to compile the necessary course materials, and link to other programs and technologies that you will be using throughout your course. To access more information, visit the [Sakai Student Resources](#).
 - Most course meetings will take place on Zoom, which you have access to as a Loyola student.
- Check your LUC email regularly throughout the day and week to catch any updates from your instructors.
 - Many instructors may utilize Sakai announcements to send updates, whether in addition to or instead of email
- Know the types of Online Classes – Your instructor may choose any of these formats
 - Asynchronous: lectures and other course requirements will be entirely online with set deadlines that students must meet
 - Synchronous: must attend live lectures and/or virtual office hours according to the instructor's agreed upon local time. Students will be required to be online at the same time as their professor and/or classmates
 - Blended or hybrid: may combine aspects of both synchronous and asynchronous courses
 - Self-paced: courses that do not have established deadlines and can be completed on the student's schedule



If you need help with internet access:

<https://www.luc.edu/tutoring/onlinelearning/internetaccess/>

How to Prepare for an Online Class

- Familiarize yourself with all course syllabi
 - Review your syllabus for instructor communication or instructional continuity plans
 - Familiarize yourself with any tools your instructor shares
 - Review important due dates for assignments and exams
 - We recommend [mapping out your semester!](#) Create a calendar/planner with important due dates so you don't lose track of time
 - Pay attention to required reading material
- Set a study schedule
 - Stay Organized
 - Again, we recommend you practice Syllabus Mapping!
 - Review important due dates and deadlines and mark them in a calendar or planner.
 - Try to stay on-task, and consider a daily to-do list so you don't miss anything
 - Create a Structure
 - Online courses are less-structured than in-person classes, so you may find it helpful to create your own structure
 - For some students, maintaining a routine will be beneficial. For others, it may not. Studies show that waking up at the same time and getting dressed for the day will help you stay motivated and on-task. However, please be sure to prioritize your own health and well-being during this time
 - Know your attention span. If you find your thoughts wandering, break-up your studying into 30-minutes of sustained work followed by ten minutes of relaxation

Set yourself up for success

- Try to eliminate distractions from your day
 - Just like any other class, checking social media during lecture is not going to help you stay focused!
 - If you are unable to work or study in a private area, do your best to stay focused on your tasks
 - Some might find that they can tune out a noisy home by listening to music
 - Ultimately, you will need to find a strategy that works best for you
- Avoid sofas or beds where you are tempted to fall asleep
- Equip your study area with the technology and supplies you will need for class
 - Laptop/Tablet/Smart Phone (for Zoom or other course programs)
 - calendar/planner, pens/pencils, scrap paper, and any other stationary items you need to do your work

Set Goals

- Online learning is going to take discipline and dedication. Though you can be flexible as to when you choose to complete your work during the week, you can't put it off indefinitely.
 - Set goals at the beginning of the semester, and check in with yourself weekly
 - Remember, you won't necessarily be receiving verbal or visual reminders of an assignment's upcoming due date, so it's up to you to make sure you've allotted enough time to complete the work so you're not starting an assignment the day before it's due
 - Be organized, proactive, and self-aware.

The following are important tips to remember for online learning:

- ★ Put your phone on airplane mode or put your phone in a place where you don't have a desire to pick it up. Put it in another room or somewhere where you are not tempted to look at it. If you are waiting for an important phone call or text message, turn the ringer on so that if you need to answer a phone call or text message you can still hear it if it rings
- ★ Avoid multitasking when possible: studies have shown that multitasking is less productive than when focusing on one task at a time. Avoid listening to lectures and texting or emailing at the same time
- ★ If you're having trouble resisting the temptation to surf the web, try downloading a website blocker. Using applications like Cold Turkey and Freedom can help eliminate distractions by blocking the apps or websites that tend to compete for your attention, such as Facebook and Twitter

Communicating with Professors and TAs

As is the case with a general, in-person course, you must communicate with your course professors and TAs with any questions or concerns about the course. Do not wait until the last minute or when you are having difficulties.

- Check your course syllabus for your instructor(s) preferred method and timeframe of communication
 - Should you email your questions? Is there a class forum? Is your professor holding virtual office hours?
- When emailing, be sure to identify who you are (first and last name), what course you are enrolled in, and have a clear subject line (e.g.: "Luie Rambler from your HIST 201-2 Thursday 3-4pm section")
- Read the professor's bio and welcome message, if any, as this will help you lessen the divide between you and the course professor
- Stay in continuous communication with your course professor, TA, advisors, and classmates for support during this semester

Be alert to time zone differences

Online courses, tutoring, and many other remote LUC services will operate on Central Standard Time (CST), which means that you have to account for any time zone differences between your home and LUC

Please note: standard office hours for most departments will be 8:30am-5pm, CST, Monday-Friday

When to ask for help

You should ask for help from your academic advisor if any of the following occurs:

- Missing assignments
- Grades lower than a C-
- Unsure of class requirements or expectations
- Issues with technical access to course/materials

Please note: The Office of Learning & Students Success can connect you with online tutoring or success coaching, accessibility accommodations, career counseling, and general wellness counseling through various campus partners

Taking a Test on Sakai: Tips From ITRS

- Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer (not Safari).
- Make sure that you DO NOT have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- DO NOT use your browser back and forward buttons. Always navigate through the links within Sakai.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is the case if you lose internet connection, your browser crashes, or you simply close your browser window.
- Make sure that you only select the Begin Assessment button ONCE when starting a test.
- Make sure that you only select the Submit for Grading button ONCE when submitting a test.
- Get more info about tests and quizzes from ITRS here: [Online Test Taking Tips](#) from the Office of Online Learning



For more learning strategy resources (time management, exam prep, etc.):

<https://www.luc.edu/tutoring/learningstrategyresources/>

TUTORING CENTER RESOURCES

[Tutoring Center \(tutoringcenter@luc.edu\)](mailto:tutoringcenter@luc.edu)

See these online resources through the Tutoring Center:

<https://www.luc.edu/tutoring/onlinelearning/onlinelearningresources/>

Peer Tutoring

The Tutoring Center is offering FREE Peer Tutoring for the following select courses during Summer Session A. Peer Tutoring starts the first day of classes, Monday, May 18, 2020.

The following are a list of classes that the Tutoring Center currently offers services for:

<ul style="list-style-type: none"> • BIOL 101/ 111/ 251/ 282/ 265 • Business: ACCT 201, ECON 201, INFS 247, ISSCM 241, FINC 301/334 • CHEM 101/111/ 223 • HIST 102/ 212 • MATH 117/118/ 131/161 	<ul style="list-style-type: none"> • Nursing: GNUR 290/ 294, MSN 277 • PHIL 130/ 181 • PHYS 111/111L • PSYC 304 • STAT 103 • UCSF 137
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Who is my peer tutor?

Our enthusiastic and knowledgeable Loyola undergraduate student tutors will assist in helping you achieve your academic goals over the summer! Our tutors are highly trained and have been working within the Tutoring Center for the past academic year.

How do I access peer tutoring? There are 2 ways!

1. We offer **drop-in tutoring hours** via Zoom for all courses listed above. No appointment needed! Go to our online schedule, luc.edu/tutoring, and click on the "Tutoring Session Schedule" in the top left corner. Select your course's Zoom link during the date/time of the tutoring session. That's it!
2. In addition, you can schedule **1-hour appointments on TutorTrac** for the classes listed above if you wish to ensure a set block of time is spent on the course content. Your tutor will send you a Zoom link within an hour of the appointment time. Appointments can range from 1-8 students depending who signs-up and need to be made at least 12 hours in advance. If you miss more than two appointments without letting your tutor/Tutoring Center staff know in advance, tutoring privileges may be revoked.

The Tutoring Center *highly* recommends students also contact their professor if they have questions. Tutors do not replace the professor but are there to serve as an additional resource.

Steps to make an appointment:

- Login to [TutorTrac](#) on the Center's site, www.luc.edu/tutoring, or directly here, <https://tutortrac.luc.edu/>
- Use your **LUC username** (the letters before your @luc.edu) and **password** to login
- Click "**Search Availability**" on the left-hand side
- Select CENTER as "**Tutoring Center**"
- Select **SECTION** as your course
- Select REASON as "**Group Tutoring**"
- Then click "**SEARCH**"
- Select the date/time of the appointment and you are good to go!

How do I prepare for a tutoring session? Bring your notes, textbook, and questions for your tutor. Be prepared that your tutor is not going to do the work for you (that would be cheating!) but they will help you get to the answer!

Success Coaching

The Tutoring Center is offering Success Coaching over Zoom during Summer Session A. Success Coaching is free and open to all students. Through Success Coaching, students can set goals, identify areas for growth, and create a customized plan for success. Students can work on topics such as success in online learning, organization, time management, notetaking, and exam preparation in a personalized way.

Who is my Success Coach?

Our Success Coaches are highly trained graduate students who have been working within the Tutoring Center for the past academic year.

How do I access Success Coaching?

Students can schedule **1-hour appointments on TutorTrac**. The Success Coach will send the student a Zoom link within an hour of the appointment time. Share this guide (<https://tinyurl.com/successcoachingonline>) for details on how to sign up for Success Coaching.



Learn some skills for success straight from our Success Coaches in our Success in Seconds video series:

<https://www.luc.edu/tutoring/onlinelearning/successinseconds/>

OTHER RESOURCES

The Writing Center

The Writing Center offers online writing tutoring Monday-Friday from May 18th until the close of the second summer session on August 7th.

Hours of Operation: Monday-Friday, 10 am - 4 pm

The writing tutor staff is comprised of English graduate students as well as an ESL specialist.

Online tutoring will be available in both synchronous (live chat) and asynchronous (delayed written feedback) modalities

- Online synchronous appointments can concern any step of the writing process (from brainstorming/drafting to fully written projects). These appointments are 30 or 60 minutes in length and can take the form of either a video conference or a real-time chat room where clients can copy/paste their papers into a whiteboard function. Online synchronous appointments are accessed through the WC's platform: <https://luc.mywconline.com/>
- Written Feedback appointments are asynchronous appointments meant for already fully written papers. In these appointments, tutors read finished papers at the time of the appointment (in other words, the tutors do not conduct an appointment with clients in real-time, but instead review a piece of writing and provide commentary). Written Feedback appointments must be a minimum of 1 hour in length but can be up to 2 hours for longer projects. At the end of the appointment, tutors email the document back with a cover letter and marginal comments
- [Purdue OWL](#) (Citation and Style Formatting Guides)

Student Accessibility Center (SAC)

Registration with SAC, Requesting Accommodations (First-Time/Incoming SAC Students)

In order to receive academic, meal plan, or housing accommodations, students register with SAC. All requests for accommodations are determined on a case-by-case basis by SAC Staff. Students can register with SAC at any point during their academic career, but we strongly recommend that this process begin as early as possible as accommodations are not retroactive. To register with our office, students must:

- ★ [Complete the registration form](#) and submit documentation.

[Please click here to review documentation guidelines.](#)

Please note: the SAC staff is working remotely. Please submit documentation via the registration form or email to SAC@luc.edu, as we do not have access to our fax machine.

The SAC staff will contact you to set up an appointment once we have received all the necessary information. Appointments will be held via Zoom. After you book an appointment in Accommodate, SAC staff will send you a Zoom link.

Activating Accommodations (Current SAC Students)

Any SAC student planning to use accommodations for Summer 2020 courses must submit a semester request. [Please log in to Accommodate to submit a semester request.](#)

Library Resources

- [Off-Campus Access](#)
- [Library Continuity of Services](#)
 - [Online chat with Loyola University Chicago Library staff \(24 hours\)](#)
 - Monday - Thursday 9:00am - 10:00pm
 - Friday 9:00am - 5:00pm
 - Saturday 10:00am - 6:00pm
 - Sunday 12:00pm - 10:00pm
 - Online chat for all other hours is covered by library staff at partner institutions. These librarians will be able to provide research support and help you access our online resources, but may not be familiar with questions that are specific to our library.

Technology Resources

[Sakai](#) is Loyola University's online learning management system. It is a collaborative platform for Loyola faculty, staff, and students to interact and support teaching and learning activities. Sakai offers tools for university courses, research projects, organizations, and groups. Instructors at Loyola use Sakai as an extension of their classes – a place to access the class syllabi, handouts, assignments, notes, take online quizzes or tests, and view your grades. Sakai also provides opportunities for students to interact through class discussions, wiki posts, and more.

[Zoom](#) is a cloud conferencing solution that can be used for small group sessions or large administration meetings all within one easy-to-use platform. Host and participants can access Zoom through any laptop or mobile devices, which makes Zoom an excellent solution for working in the office or on the go. This platform allows for robust audio, video, files, and screen sharing. It also fosters interactive with collaborative editing, polling, and breakout rooms. All active faculty, staff, and students can host their own meetings.

[Panopto For Students](#) - Panopto software provides an all-in-one interface to record screen content and video of the instructor simultaneously and can be used in classrooms on campus that are equipped with a built-in video recording system or from any PC or laptop.

[VoiceThread](#) - VoiceThread is an application that runs inside your web browser, so there is no software to download, install, or update. VoiceThread allows you to place collections of media like images, videos, documents, and presentations at the center of a conversation. These conversations are not live - they take place whenever and wherever it is convenient for people to participate. A VoiceThread allows people to have conversations and make comments using any mix of text, a microphone, a webcam, a telephone, or an uploaded audio file.

[Respondus Lockdown Browser](#) - LockDown Browser is a locked browser for taking assessments (i.e. tests & quizzes) in Sakai. It prevents you from printing, copying, going to another URL, or accessing other applications during an assessment. If a Sakai test requires that LockDown Browser be used, you will not be able to take the test with a standard web browser.

- Video Instruction on [Installing the LockDown Browser \(Student\)](#)
- Video - [Using the LockDown Browser \(Student\)](#)
- Written Guide for Student - [Respondus LockDown Browser Student Guide](#)
- Need assistance with Technology?
 - Login to the [ITS Service Portal](#) to report an issue, request service or access the ITS knowledge base.
 - If you are having trouble with your password, visit [Password Self Service](#).
 - If you do not have a login, call or email the ITS Service Desk during [business hours](#) at ITSServiceDesk@luc.edu or 773.508.4487.

ACADEMIC INTEGRITY

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a guiding principle for all academic activity at Loyola University Chicago, and all members of the University community are expected to act in accordance with this principle. This section is an excerpt from LUC's full policy. To view the complete policy, see [LUC Course Catalog](#).

ACADEMIC STANDARDS

Failing to meet the following standards is a serious violation of personal honesty and the academic ideals that bind the University into a learning community. These standards apply to both individual and group assignments. Individuals working in a group may be held responsible if one of the group members has violated one or more of these standards.

1. Students may not plagiarize.

Plagiarism involves taking and using specific words, phrases, or ideas of others without proper acknowledgement of the sources. Students may not:

- Submit material copied from a published or unpublished source.
- Submit material that is not cited appropriately.
- Use another person's unpublished work or examination material.
- Allow or pay another party to prepare or write an assignment.
- Purchase, acquire, or use a pre-written assignment for credit.

2. Students may not submit the same work for credit for more than one assignment (known as self-plagiarism).

If a student plans to submit work with similar or overlapping content two or more times for any purpose, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

3. Students may not fabricate data.

All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way.

4. Students may not collude.

- Students may not work with others on any exam, assignment or portion of an assignment without permission from the instructor.
- Students' work with one another on an exam or assignments may not exceed the terms of their instructors' directions for collaboration as part of the assignment.
- Students may not use work submitted by another student in a previous semester of a course.

5. Students may not cheat.

- Students may not obtain, distribute, or communicate examination materials prior to the scheduled examination without the consent of the instructor.
- Students may not take an examination by proxy. Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy.
- Students may not attempt to change answers after an examination or after an assignment has been submitted.
- Students may not falsify medical or other documents for any reason.
- Students may not use unauthorized study aids in an exam. Examples include, but are not limited to:
 - i. Bringing notes into an exam that does not allow outside materials.
 - ii. Programming equations into a calculator when the instructor has indicated that students are to be tested on the recall of those same equations.

iii. Using any electronic device that allows students to look up, translate, calculate, or communicate information with someone else.

6. Students may not facilitate academic misconduct.

For example, a student may not allow another student to copy from their exam

GOOD LUCK RAMBLERS! HAVE A GREAT SUMMER!