

# Learner Guidance for Online Learning

## As a learner studying online I will...

### Get ready for learning and...

- Download the apps that will be used to support my learning onto my device as this will make them easy to access
- Be on time for the beginning of any online session
- Access my timetable and add it to my calendar
- Identify the best place for learning - quiet, away from other activities/ interruptions
- Remove / switch off distractions eg mobile phone notifications
- Discuss my learning schedule with family members so I'm not interrupted
- Find/access learning resources for the session before it begins
- Keep up to date with my learning platform (Google Classroom, Moodle) and check my college emails regularly so that I don't miss any important information
- Have a drink to hand to minimise disruption and eat during scheduled breaks
- Be prepared to take notes - digitally or on paper and consider how to organise them
- Have pen and paper to hand for activities/ notes

### Be courteous and...

- Mute my microphone unless I'm asked to contribute
- Put my camera on and engage within the session
- Use appropriate language in face to face and online communication
- Use chat to communicate rather than interrupt other speakers
- Contribute and take part when asked
- Dress appropriately when attending online lessons e.g. not in nightwear
- Make sure the background (the wall / space behind me) is as neutral as possible

### Be successful and...

- Contribute to the session through taking part in all online activities set by my tutor
- Keep on track - complete the work set during / outside the session
- Act on the feedback I receive to improve my grades (eDRAC Action Plan)
- Plan my learning to ensure I complete all aspects (self directed learning, homework tasks, assignments) on time
- Keep a to do list of things I need to do and by when

### Access support by...

- Talking to my tutor if I have any questions or problems
- Discussing any challenges I have using technology with my tutor
- Taking part in online discussion forums with other learners
- Asking the learning technology team in the libraries for help if you cannot access your online learning  
[learningtechnology@gllm.ac.uk](mailto:learningtechnology@gllm.ac.uk)

### Stay safe by...

- Not giving out any personal information online, such as my phone number, home or email address
- Always being kind online and don't post anything that may upset or offend someone
- Immediately leave any websites or apps where content makes me feel uncomfortable or distressed
- Seek help if I or anyone else is being bullied online and tell my tutor or contact learner services if something is worrying me online