



FCAD Student Success Centre
Remote Learning Guide
*Things we learned from the past
semester*

Academics Resources

Netiquette 101- Tips For the Online Classroom

1. **Be prepared** - Like you would in person, let's get ready to learn. Remove as many distractions as possible and get focused - I know it is convenient to try and do laundry while listening but many studies show [multitasking](#) doesn't work.
2. **Cameras on** - No one wants to talk to a black box with your name on it. When you are in a class everyone can see each other and we are missing each other. We do understand that there are many reasons why having your camera on might not be possible (bandwidth, internet, background distraction, etc) but if you can, please do.
3. **Mute your mics** - when others are speaking, please stay muted
4. **Be respectful** - watch your tone and make sure you are acting as you would in a physical classroom setting.
5. **Be patient** - Although we have just completed a full semester of online learning, you might have an instructor who is new at it or not completely comfortable with it just yet. Let's show kindness and support as we learn together.
6. **Communicate uncertainty** - Instructors are missing those cues we are so used to expressing in person. Those confused faces or questioning eyes are hard to spot through tiny boxes. If you are unsure or don't understand something - **raise your hand and share**. Chances are there are others in the class who have the same question.
7. **Raise your hand to speak** - Google Meet and Zoom have the hand raising function - we highly recommend using it.
8. **Breakout rooms/ tutorials** - again, if you are able - turn on your cameras. Get ready to participate and share. No one wants to sit in a silent breakout room and this is your chance to connect with your classmates and share what you are learning and doing.
9. **Office Hours** - Use them to meet with your instructors to answer any remaining questions. Try to limit your emails and not wait until the final moments of class time to have questions answered instead, ask them during the class or book an appointment to meet during office hours.
10. **Be positive** - New year, new term and a new learning opportunity. Bring a positive attitude to class. Remember - learning how to work and learn online is a new skill that will not be going anywhere even after we return to "normal". We are just as excited as you to get back into the physical classroom but for now, at least we are together and healthy.

Managing Your Inbox

We heard that students felt there were a lot more emails. As faculty members and instructors try to keep them to a minimum, here are a few tips to try to organize your Ryerson gmail account.

1. [Prioritize your inbox](#) - customize what you see first and what is important.
2. [Tabs](#) - Get rid of any categories or tabs you don't use.

3. [Use labels](#) - create labels for your classes and add your instructor's email address to be connected with that label. This will help you keep track of what the expectations are for each course.
4. [Create filters](#) - these can be used to identify what is important and at the top of your inbox.
5. [Archive](#) - clear your inbox using the archive button. Don't worry they won't be deleted
6. [Snooze](#) - This is a handy tool for when you are in class or studying and don't want to be distracted by incoming emails. Hit the snooze button.
7. [Schedule](#) - Looking to reach out to your instructors after hours? They might not respond until morning so feel free to schedule it to send in the morning. This also helps so your teachers don't see you're still awake at 3AM :)

Online Presentation Skills - Tips for Success

1. **Learn the platform** - play with it in advance to ensure you know how to create breakout rooms, share your screen, turn mics off and on.
2. **Remember your body language** - they can see you - you will present better if you are sitting up straight and dress as you would for an in-person presentation. Could be a good excuse to give your sweatpants a break
3. **Lighting and background** - try to have a light source in front of you and never behind you. Make sure there is nothing distracting behind you. - You want all eyes on you and not that bear you've had since you were three.
4. **Screen sharing** - make sure your slides are clean, readable and accessible. Keep bullet points short. Also, make sure you are not sharing speaker's notes without permission.
5. **Practice** - Just like in theatre a dress rehearsal is a must. Whether alone or presenting in a group, make sure to book time to do a run through from start to finish so that everyone feels confident and comfortable. Practicing in front of a mirror or a pet can be very helpful!

Academic Integrity

Being online has created an increase of academic misconduct. Be sure to always be submitting **your own original work**. Know what academic misconduct is and how to avoid being accused of plagiarizing someone else's work. <https://www.ryerson.ca/academicintegrity/>

Academic Accommodations Support (AAS)

The AAS team supports students with disabilities at Ryerson. Register to work with an AAS staff member to create and implement an individualized academic accommodation plan.

<https://www.ryerson.ca/accommodations/registration/>

Compassionate Accommodations due to COVID 19

This is an extremely challenging time, and our faculty and staff understand the stress that many students are experiencing and will try their best to work with you to be as flexible as possible. Please note that each instructor may offer different accommodations and there isn't a one size fits all for each class. Please work directly with your instructor to communicate your challenges and make requests for accommodation. Please don't expect that the same accommodations made in one class can be approved for another.

Academic Consideration

Academic Consideration (e.g., extended assignment deadlines, make-up assessments) may be requested on the basis of Extenuating Circumstances (such as health or compassion), and must be supported by a properly completed documentation such as a Ryerson University [Student Health Certificate](#).

Academic Consideration for Winter 2021 - due to Covid-19: "Students who miss an assessment due to cold or flu-like symptoms, or due to self-isolation, are currently not required to provide a health certificate". Other absences must follow Senate [Policy 167](#) on Academic Consideration.

To submit an academic consideration request please sign into my.ryerson.ca portal [Online academic consideration requests](#)

Important Dates - Winter Term 2021

Feel free to reach out to your [academic advisor](#) to discuss your options but if you need to drop a course, here are a few dates to remember:

- Course drop - no fees charged - January 29, 2021
- Course drop - 50% fees charged - February 12, 2021
- Course drop - 100% fees charged - after February 12, 2021
- Last day to drop a course in good academic standing - April 16, 2021

Health & Wellness Resources

Counselling Support

- [The Centre for Student Development and Counselling \(CSDC\)](#) services are currently being offered remotely via telephone or video to new and returning clients.
- To book an appointment, contact the CSDC front desk at 416-979-5195 or csdc@ryerson.ca. Messages are monitored regularly between 9am-4:45pm, Monday-Friday, and our front desk staff will respond as soon as possible.

Keep.meSAFE

- Ryerson has partnered with Keep.meSAFE to provide all students with 24/7 mobile access to licensed counsellors via the My SSP app, downloadable via [Apple Store](#) or [Google Play](#)
- Keep.meSAFE is a mental health counselling service that specializes in student mental health support, including crisis support and ongoing counselling through mobile chat and telephone
- Mental health care can be provided in over 60 languages and students can access the service from outside of Canada
- Keep.meSAFE can also be accessed with a phone call by dialing 1-844-451-9700.

Not Sure Where To Turn?

The [FCAD Student Success Centre](#) is here to help navigate you to the many resources on campus. Contact us as a first place to talk by contacting Lianne Newman or Marie Crosta for support - askfcad@ryerson.ca

FCAD Wellness Week

FCAD's annual wellness week is taking place from Jan 25th - 29th. Check out the full event [schedule](#) and learn ways to support your health and wellbeing.

Coping with Stress Tips

1. **Get Organized** - See the below tips on how to manage your time and build out a plan.
2. **Stay Active** - Get up and move. Try a simple walk or even a quick workout will help you refocus and re-energize. Here are some [helpful stretches](#) you can do at your desk.
3. **Healthy Eating** - good food is brain food. Caffeine and sugar can only get you so far before they make you feel sluggish. Eat well and it will sustain you for longer.
4. **Relaxation Techniques** - breathing exercises, stretching, listening to music or meditation can go a long way in helping you relax and reboot. You can find lots of helpful videos on YouTube.
5. **Sleep** - Make sure you are getting enough sleep.

6. **Be Positive** - some positive affirmations or a quick pep talk with yourself will keep you motivated and calm.

Time Management Tips

1. **Use your Google Calendar** - map out your week and schedule in your calendar. Feel free to colour coordinate your study schedule. Share your calendar with group members so they can see when you are busy, to easily be able to book meetings and know when you are free.
2. **Make a plan** - Identify what you need to do today, tomorrow, this week. Try the [urgency grid](#) to identify the order you should complete your tasks.
3. **Bite-size is Key**- break things into smaller bits of work. Make a plan that divides up the work instead of just looking at the whole project as one big massive task.
4. **Set time limits to complete a task** - Everyone works better when there is a deadline.
5. **Stay focused on one thing at a time** - This is going to take practice but try not to multitask. You will have more success if you do one thing at a time.
6. **Take Breaks** - Don't expect to study and read for 8 hours straight. Schedule breaks for meals, connecting with people and doing things you enjoy. Just make sure the breaks are not too long - one episode of a Netflix show should only be ONE EPISODE.

Staying Motivated and Away From Procrastination

1. **Create a daily routine** - wake up, get dressed, review the tasks of the day and start the day with a positive attitude. If you are going into it with a negative attitude, you will likely dread doing the tasks all day.
2. **Minimize distractions** - Turn off and put away distractions and devices. Try timer apps or sites that will block your most common distractions.
3. **Set Goals** - Short and long term goals keep you moving toward your wanted achievements.
4. **Do the hardest task FIRST** - go ahead, tackle that monster you really don't want to touch
5. **Ask why you are procrastinating?** - anxiety, fear of failure, thinking it's too big? If you identify why, you can find a solution to manage getting it done. Watch [ASAPSciece explain procrastination](#)
6. **Practice self-care** - take time for yourself and to do things you enjoy.
7. **Monitor your progress** - Check in with yourself and see how you are doing. Where do you need to improve or are there things that you need to re-prioritize?
8. **Manage your time** - Be mindful of where you are not being efficient with your time.
9. **Be connected** - Ask someone to check up on you. Or find people who help keep you accountable and on track.
10. **Reward yourself after completing a difficult task.** Treat yourself to a specialty coffee or something small that will keep you motivated.

Managing Group Work

1. Identify how you will communicate with each other - google chat, whatsApp, etc.
2. Define roles and responsibilities
3. Get consensus before executing the plan - ensure everyone is on the same page
4. Map out who will be doing what tasks and track it in a google doc or sheet
5. Set deadlines for each task
6. Check in mid way through to see if the original plan still makes sense or discuss how it might need to pivot.
7. Don't be afraid to ask for help or identify you need more time
8. Don't leave your parts to the last minute - it's not fair to everyone else.
9. If a dispute cannot be resolved within the group or a team member has been unresponsive, feel free to talk to your professor.

Supporting Each Other

1. Check in with classmates and see how they are doing.
2. Ask for help from both peers, instructors and TAs.
3. Check in with your mentor - If you have one. If you are interested in becoming one next year, email askfcad@ryerson.ca for details
4. Look into Ryerson's many [tri-mentoring](#) groups for additional support:
 - a. 2SLGBTQ+
 - b. Black Identified
 - c. Students with Disabilities
 - d. LatinX or Spanish Speaking
 - e. Lusophone or Portuguese Speaking
 - f. Women in STEM
 - g. Muslim Women
 - h. FilipinXF
 - i. Indigenous students
 - j. Mature Students