

Managing online study

To successfully study online, you need to know how to:

- access the technology and learning materials
- manage your time effectively
- connect with others and access support

Access the technology and learning materials

1

Ensure you have:

- a reliable computer and internet connection
- headset/headphones and microphone

2

Download and install your free software:

- Microsoft Office 365
- Grammarly Premium

3

Familiarise yourself with the MySCU Portal

- Take a tour of Portal - click the icon in the top right corner
- Find help and resources in Toolkit and Need Help?
- Access eMail, My Enrolment, Library and Learning Sites
- Look for assessment requirements and due dates

Technology Services have helpful guides to assist with accessing and using online study resources.

[View More](#)



4

Familiarise yourself with your Learning Sites

- access workshops & tutorials using Blackboard Collaborate or Zoom
- access learning materials.
- find assessment details and upload assessment tasks.
- ask questions, find answers and interact with other students and lecturers via the Discussion Board.

Manage your time effectively

1

Be realistic:

- Online students should allocate around 20 hours per unit per week to complete study tasks.
- Communicate your commitments to family and friends.

2

Plan ahead:

- Prepare a Term Planner and Weekly planner before each term commences.
- Familiarise yourself with your learning sites to understand how your unit is organised, where resources are located and what your weekly study commitments are.
- Find out what referencing style you are required to use and familiarise yourself with the relevant referencing LibGuide.
- Complete the compulsory Academic Integrity Module available in your learning site.

[Term & Weekly Planners](#)

[Find your LibGuides here](#)

Stay connected

1

Connect with lecturers and tutors via your learning sites:

- Find staff contact details under **Contacts**
- Regularly check **Announcements**
- Ask questions and look for answers in **Discussion Board**

2

Connect with peers:

- Use the **Discussion Board** to communicate with other students in your units
- Use the **Create/Join a Study Group** tab under Connecting in your learning sites
- Find out about peer led support via the Learning Zone

Access Support

There are many support services and resources available.

To find out more visit:

- The **Need Help** section of your student portal
- The [Learning Zone](#)
- [Student services](#)

Remember, if you are feeling stressed or isolated, seek help early.