



# GUIDE TO PREPARE FOR ONLINE LESSONS

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## PREPARING FOR YOUR ONLINE LESSONS

You must have been informed by your faculty that your learning has been moved ONLINE for the next eight weeks, and you must be having a lot of questions about how exactly you are supposed to attend remote online classes! Your questions and concerns are justified, and we hope that the guides in this tool kit have helped answer some of your questions.

This guide will help you to prepare for your lessons.

### WHERE WILL MY LESSONS OCCUR?

During these eight weeks of remote online teaching and learning, instructors will connect with you in **TWO** main ways, meaning that your lessons will be:

- (1) **Synchronous**: instructors and students meet at the same time and interact in “real-time” or be connected “live” via video conferencing using **Google Meet**. This is a great option when we are unable to gather in one physical space like our classrooms and auditoriums as we usually do. On Google Meet, you will be able to see and hear your instructor and your classmates as it is like one big video call! Your instructor will also share PPTs or any other resources via screen sharing, and you will also be able to communicate using the chat feature and type your

questions, thoughts while someone is speaking using the microphone. You can learn more about Google Meet and other Google applications relevant for these “live” sessions from the **Guide to Meet** and **Guide to G-Suites** in this kit.

(2) **Asynchronous**: instructors prepare and share learning materials with you via MOODLE our online Learning Management System. Moodle is an online platform where instructors can guide you through your subject content with specific instructions and learning resources such as lecture PPTs, readings, videos etc. As a learner, in addition to accessing these learning resources, you will also engage in learning activities through online discussion forums and online quizzes on Moodle. You can also communicate and interact with your instructor and classmates on Moodle through messaging and discussion forums. You can learn more about Moodle with the ‘**Student’s Guide to Moodle**’ in this kit.

So basically, you will be meeting your instructor and your classmates on Moodle and on Google Meet sessions! You will also be accessing learning resources and engaging in learning activities on Moodle. Don’t worry if you still have questions and you are still a bit confused right now, your course coordinator together with Student Support Services will be providing you additional instructions and will provide ways for you to seek additional assistance during this period.

## WHAT WILL I NEED TO STUDY DURING THIS REMOTE ONLINE LEARNING?

### 1. Access to a device / technology

You will need a computer or a device such as a tablet, iPad or at least a Smart phone with internet access and access to your MNU email and Moodle account. You will also need a headset with a microphone to participate in the Google Meet sessions. If you do not have access to a reliable computer/device, headset and/or reliable internet, please communicate with your course coordinator.

### 2. Technology Skills

You would already have some experience with using the web, accessing email, using Microsoft office applications such as Word, Excel, and Powerpoint, and upload/download files. Please don't worry if you need additional help with technology related skills, share your concerns with your course coordinator who will be happy to guide you. You can also contact Student Support Services and the MNU Student HelpDesk for assistance with technical issues.

### **3. Explore and learn about Moodle and Google Meet**

As the primary platforms of teaching and learning during this period, you will need to become familiar with both these systems. Please take some time to go through the guides in this kit and contact your course coordinator or Student Support Services for additional help.

### **4. Using new tools for Communication**

This is a whole new way of studying for you, so it is important to understand that you will have to try out new things and new ways of communicating with your instructor and your classmates. Be willing to communicate using technology tools like video or text chat and understand that quality learning is possible without physical, face-to-face interaction. If you feel you are not following along or keeping up with the class material, do not hesitate to contact your instructor and/or Student Support Services for assistance. You should also keep in mind that it may take a while to get familiar and used to new tools, so please be patient with yourself, and do not give up!

### **5. Be an active learner**

Your role as a learner remains the same even in this remote learning scenario! You will need to be motivated and disciplined in your studies. You must engage in your learning activities on Moodle and/or Google Meet session. You must make the best use of the instructional/ learning resources provided. Make notes, prepare well for your

assignments, give time commitment and most importantly, reach out to your instructor and your classmates when you need help. Also remember to stay positive! Learn more about managing your learning and other tips and strategies from the relevant guides in this kit.

**Adapted from:**

NYU School of Global Public Health, New York University (2020), *Student Remote Instruction Guide*. <https://publichealth.nyu.edu/students/covid-19-student-remote-guide-resources>