

# SURVIVAL GUIDE TO ONLINE LEARNING

## ABOUT THE GUIDE >

**T**his guide is the combined effort of the following English Colleges: Champlain Lennoxville, Champlain St. Lambert, Champlain St. Lawrence, Dawson College, Heritage College, John Abbott College, Marianopolis, and Vanier College.

In Winter 2020 semester, we had to pivot to remote emergency online learning. We decided to work together to help everyone to prepare for the coming semester.

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## PURPOSE >

**W**ith this guide, you can self-assess your readiness for college success. You can keep these resources for reference to help you along your way. By consulting each section, you will have the opportunity to reflect, learn new strategies, find helpful information, and get an overview of your college's resources. Do not hesitate to reach out to access services and resources to get more support.



## DIAGNOSTIC >

### ARE YOU READY FOR ONLINE LEARNING?

**R**ead the statements below. You can answer yes, no, or not sure. Anytime you answer no or not sure, we encourage you to explore the resources provided to help you in your journey to online learning in college.



- COMPUTER AND TECHNOLOGY HELP
- ACADEMIC READINESS
- STUDY SKILLS AND ORGANIZATION
- WELL-BEING
- NETIQUETTE

# SURVIVAL GUIDE TO ONLINE LEARNING

## Are you ready for online learning?



### DIAGNOSTIC >

#### COMPUTER AND TECHNOLOGY HELP



- I have a reliable computer for my own use during course hours.
- I have a consistent and reliable internet connection.
- I have audio and video connection (speakers or headphones, camera, and microphone).
- I know how to use the portal of my college, such as Omnivox, Moodle, Lea, MIO.
- I know how to use video conferencing for online learning, such as MS Teams or Zoom.
- I am comfortable using video conferencing for online learning, such as MS Teams or Zoom.
- I am able to problem-solve computer problems myself.
- I know where to seek help when computer and technology problems arise.

#### ACADEMIC READINESS



##### Science and Math

- I feel well prepared for the science and Math classes.
- I finished the winter semester in my high school.

##### Reading and Writing Skills

- I feel well prepared for reading academic sources.
- I feel well prepared for writing academic papers.

##### English Language Skills

- I feel that I can communicate comfortably in English.
- I feel I can understand the English spoken in the classroom.

##### French language Skills

- I feel that I can communicate comfortably in French.
- I feel I can understand the French spoken in the classroom.

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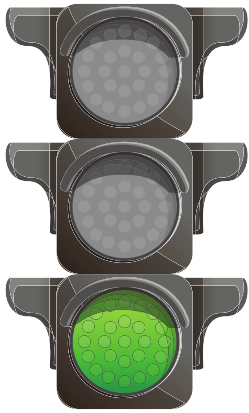
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# SURVIVAL GUIDE TO ONLINE LEARNING

## Are you ready for online learning?



### DIAGNOSTIC >

#### STUDY SKILLS AND ORGANIZATION

STUDY SKILL  
RESOURCES 

- I can study independently.
- I feel highly motivated to begin this journey.
- I am good at planning and organizing my time.
- I keep up with my assignments and don't fall behind.
- It takes me a long time to learn anything or to study.
- I find it hard to concentrate when doing schoolwork.

#### WELL-BEING

WELL-BEING  
RESOURCES 

- I strive to balance my study time, family, work and social life. I do fun physical activities or exercise regularly, get enough sleep, and eat nutritious food.
- I have a comfortable learning space.
- I find ways to take care of myself when I am sick.
- I ask for help when I feel stressed or anxious.
- I use effective coping strategies when I feel stressed or anxious..
- I find it easy unplug from social media.
- I take time to build and maintain my relationships online and offline.
- I feel safe in my environment.
- I know where to seek help within student services.

#### NETIQUETTE

NETIQUETTE  
RESOURCES 

- I know what are appropriate ways in which to communicate with classmates, professors and staff at the college.
- I feel comfortable communicating with my professors and staff at the college.
- I feel comfortable initiating online conversations with classmates.
- I am aware of how to appropriately behave in online classes.
- I have read through and am aware of the college's Code of Conduct and other policies.

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# SURVIVAL GUIDE TO ONLINE LEARNING

## Computer Skills and Technology Help



### RESOURCES BY CATEGORY >

#### COMPUTER, CONNECTION AND MEDIA

- Do you have a reliable computer for your own use during course hours?
- Do you have a consistent and reliable internet connection?
- Do you have audio and video connection (speakers or headphones, camera, and microphone)?

If your access to the computer is limited and prevents you from participating in your classes, [contact the resources](#) suggested by your college to find a solution

#### COLLEGE COMMUNICATION TOOLS

- Do you know how to use the portal of your college Omnivox, Moodle, Lea and MIO?

Omnivox is a platform that houses all other services such as Moodle and Lea for online classes, and MIO for messaging. All other administrative services are also accessible through Omnivox. You should become familiar with it and check it regularly.

- [Omnivox](#) (video tutorial from Vanier college)
- [LEA](#) (video tutorial from Vanier college)
- [MIO](#) (video tutorial from Vanier college)
- [Moodle for students](#) (official Moodle help)

ONLINE  
RESOURCES

#### TEAMS AND ZOOM

- Do you know how to use video conferencing for online learning, such as MS Teams or Zoom?

To learn how to use a Video conferencing tool, see the instructions/tutorial:

- [MS Teams](#) tutorial for students
- [Zoom](#) tutorials

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RESOURCES

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# SURVIVAL GUIDE TO ONLINE LEARNING

## Computer Skills and Technology Help

### HELP AT THE COLLEGE >

**D**o you know where to seek help when computer and technology problems arise?

If you need help with technology required for the class, contact the resources suggested by your college to find a solution



### DO IT YOURSELF >

#### PROBLEM-SOLVING

How to quickly learn to use new software or a platform:

- Ask someone who already knows it to show you how to use it efficiently.
- Watch online tutorials provided by the producer.
- Don't be afraid to just play with it.
- Practice using it before you need to use it for an official purpose: explore the menu, look for settings, help, log in and out, try to create new documents, edit and delete them, join and leave conversations.
- Start small, accept that you will be frustrated, and move on slowly to more advanced features.
- Remember, you don't have to know exactly how to do something as long as you know where this feature is located.
- Ask a friend or a classmate to practice it together if the software or platform is used for collaboration.
- Use keywords used by the producer (in help, in features) when looking for answers on the internet.
- Consult the built-in help, tutorials, books, and videos from reputable sources if you need to learn it on a more advanced level.

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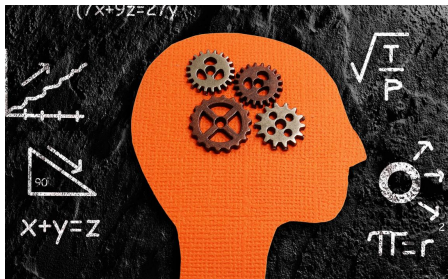
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# SURVIVAL GUIDE TO ONLINE LEARNING

## Academic Readiness



### DISCIPLINE >

### RESOURCES FOR REVIEWING SECONDARY 5 MATH, PHYSICS AND CHEMISTRY

#### Physics:

- [Resources for Secondary 5 Physics from Vanier College.](#)

#### Mathematics:

- [Resources for Secondary 5 Mathematics from Vanier College.](#)
- [Pre-Cal lessons from Learn Quebec](#)

#### Chemistry:

- [Secondary Chemistry Review from Learn Quebec](#)

ONLINE  
RESOURCES

## ACADEMIC READING

Even if you like reading for pleasure, academic reading requires additional skills. Academic reading is intentional and involves activities that you do before and after reading, including note-taking. You may initially expect lower engagement and higher level of difficulty, but different strategies will help you find all the information you need and find enjoyment in learning new things.

- [Reading an Academic Article or Textbook SQ3R and SMART \(PDF\)](#)
- [Strategies for academic reading from Open Universities Australia \(PDF\)](#)

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# SURVIVAL GUIDE TO ONLINE LEARNING

## Academic Readiness



HELP AT THE COLLEGE >

- [Brigil Learning Center \(BLC\)](#)
- [Learning Accommodations](#)
- [Academic Advisors](#)

### ACADEMIC WRITING

Academic writing refers to a style of writing that is used to express ideas in a disciplined way when writing about academic subjects. The language is more formal and requires following the rules of grammar and of the academic format such as literary essay or research paper. It needs to be precise and clear. Writing in academic English requires following evidence-based reasoning.

- [Academic Style \(PDF\)](#)
- [Essay Basics from Dawson College \(DOC\)](#)
- [Compare and Contrast Essay from Vanier College \(PDF\)](#)
- [Academic Integrity from Heritage College](#)

ONLINE  
RESOURCES

### FRENCH LANGUAGE SKILLS

- [Francomane](#) from CCDMD

ONLINE  
RESOURCES

### ENGLISH LANGUAGE SKILLS

If English is not your first language, and you need some practice to be fully comfortable in any situation, you can practice online, or consult the resources are available in your college:

- [A Listening Companion from CCDMD](#)
- [Language and Reading Companion from CCDMD](#)

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# SURVIVAL GUIDE TO ONLINE LEARNING

## Academic Readiness

### HELP AT THE COLLEGE >

- Brigil Learning Center (BLC)



### DISCIPLINE >

## ACADEMIC WRITING STYLE



**Organization:** academic texts, such as lab reports, analytical essays, or research papers are all organized differently. Follow the instructions provided by the teacher or ask for help.

**Evidence-based reasoning:** any argument must be supported by evidence. You can use facts, quotations, arguments, research, theories and statistics to support your point. Make sure that you are not biased in your choice of evidence, and that your sources are reliable. Explain the connection between the evidence you are providing and your own point.

**Academic integrity:** all evidence must be backed up with full information about the source. You will be required to follow one of the writing styles, such as MLA or APA. When referring to sources, you can quote, paraphrase, summarize or synthesize them; be careful not to misrepresent the ideas of the other authors. Make sure you know what plagiarism is, and how to avoid it.

### Language

- Formal level: tone and style must be appropriate for written, not spoken, English. Try to use objective, neutral tone, and avoid slang, jargon and emotional or judgmental language.
- Clarity and precision: you should use academic vocabulary to make the meaning more precise, not to impress the reader. Use words you understand, especially when choosing synonyms.
- Correct grammar and sentence structure: revising and editing can be done at the end. Use a checklist to make sure you don't miss any details.

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# SURVIVAL GUIDE TO ONLINE LEARNING

## Study skills and organization

[SEE MORE >](#)

- > MOTIVATION
- > ORGANIZATION
- > TIME MANAGEMENT
- > ATTENTION
- > FOUNDATIONS OF LEARNING
- > STUDY ROUTINES
- > GROUP WORK

**I CAN  
I WILL**

[ADVICE >](#)

### MOTIVATION



One of the more challenging aspects of the shift to online classes can be loss of motivation. While in school the routine of getting up, dressed and leaving the house, the prospect of meeting friends and making new ones, all contribute to our desire to engage with our school work on a regular basis. This new reality means you need to try different ways to create and maintain motivation.

#### Some of the reasons why studying online may make you feel demotivated:

- It may require more effort; it is harder to ask for support and you need to monitor your progress more on your own.
- No face-to-face interaction with your professors and peers means that you can't share enthusiasm and common goals.
- Distractions are harder to avoid than in the class. ([link to attention](#))
- You may feeling anonymous when you don't get to chat informally with others.

#### Some strategies to help you stay motivated:

- Remind yourself of your goals and why you care about them.
- Talk about it with someone you care about and respect. Even if your big goal is unclear, create smaller goals – for a day or for a week.
- Choose one thing you can do today to get started.
- Study with classmates who are motivated – they will share their enthusiasm and model how to keep on going.
- Remember the times when you were motivated and think of what worked for you then.
- Use your strengths and your skills to energize yourself.
- Think of fun or creative ways to approach the task, find a personal connection to it, or relate it to an experience of someone you know.
- Routines can put you on an auto-pilot and instill a sense of discipline. Start small. ([link to routines](#))
- Reward yourself... after completing a significant task.

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SERVICES AT THE COLLEGE >

- Academic Advisors
- Career Counsellor

ADVICE >

### MOTIVATION - COMMON PROBLEMS



**I know I have to do my work, but I can't seem to push myself to it.**

Try to break your work into smaller steps. Don't think about the whole chapter because that is too long, too scary. Just think about the very first step and do it. In this case, the very first step is to open your book at the beginning of the chapter. Then just read the first paragraph.

**I have a hard time returning to continue my work on the same day.**

Try to leave a part of your task undone or just start the next one. Unfinished work tends to stay on our mind and is easier to go back to. If you have two chapters to read, do not stop after chapter one. Start the second one so that you can return to it easily that day. Start a new problem or a new question before stopping your work.

**I have a hard time with courses I have no interest in.**

Spend some time learning about the subject before deciding that you have no interest in it. Learning is about making a connection. If you stop thinking about the subject as soon as your class is done, you will never appreciate the subject like someone who is "into it". Try to find someone who is really enthusiastic who can show you that the subject can be fun or why it matters.

**I don't know what I am doing in CEGEP and in my program.**

Long term planning, like getting an overview of your program, can help to see the pertinence of every course and the finality of your program.

- If you want to take a look and discuss your progression, see your Academic Advisor.
- If you don't have precise plan for your future, you may want to book an appointment with your guidance or career counsellor.

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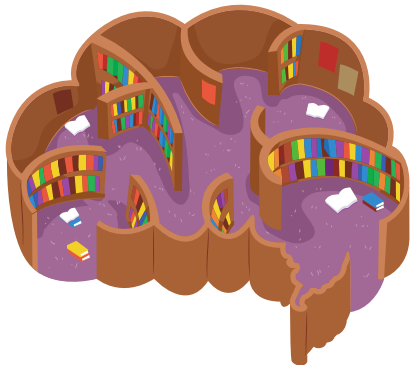
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## Study skills and organization

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[ADVICE >](#)

### ORGANIZATION

Being organized and prepared is an essential part of learning. When studying in class, structure for learning is provided, but in an online setting, you must create your own structure and be more self-directed. Don't be afraid to experiment and be flexible as different strategies may work for you at different times.



#### For in-person and online learning activities:

- Complete your readings prior to class.
- Bring all readings and handouts to the class session.
- Attend class alert and ready to engage with the material, professor and classmates.
- Do not be afraid to ask questions: you can send the questions privately on chat, MIO, or email if you are nervous to speak aloud.

#### For organizing your school work, time and physical space:

- Carve out a positive work space, one where you feel able to focus.
- Try different methods to manage social media.
- Chunk time and material into manageable sections.
- Keep an agenda or calendar, either printed or on online.
- Create checklists to keep you on task.
- Keep separate notebooks or folders for each course.

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ORGANIZING MY  
STUDY SPACE



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## Study skills and organization

SEE MORE >

- > MOTIVATION
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ADVICE >

### TIME MANAGEMENT



Time management is your effort to organize your time in a productive way. Use a combination of suggested strategies for long-term and short-term planning, and organize each day to optimize your time.

To stay motivated, strive to be realistic in your planning and maintain a healthy school-life balance.

#### Long-term planning (semester, month)

- Create a “Semester @ a Glance” to see important deadlines.
- Use a monthly calendar or an agenda to track long term events or assignments.
- Use and maintain an assignment tracker (such as myHomework or PowerPlanner)
- Understand and establish routines.

#### Short-term planning (week)

- Use a weekly schedule with time blocks.
- Start with blocking off reoccurring events (such as class times, athletic training, tutoring, counselling sessions, or family obligations).
- Set your goals for the week and use a system to track it.
- Set aside some time in case a task takes longer than expected.

#### Day-to-day organization

- Utilize daily to do lists and rank them based on priority. You can try the Eisenhower method (PDF image).
- Use an app in order to stay on task but to also allow for consistent breaks (Pomodoro is a good example).
- Utilize phones to set up daily reminders.
- Use post-it-notes or little notebooks with lists of tasks.

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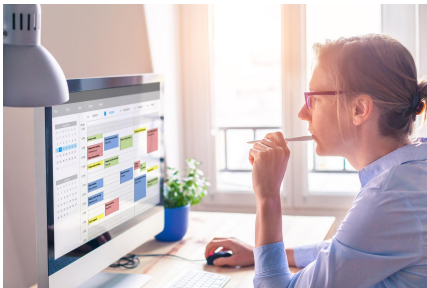
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### SEE ALSO >

- > MOTIVATION
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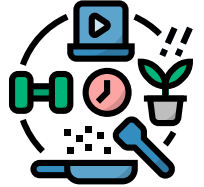


### ADVICE >

## TIME MANAGEMENT TIPS

Remember to add balance to your plan:

- Convert mundane tasks into more enjoyable ones such as studying with flash cards, making supper into a dance workout.
- Save times when you fully disconnect from social media and electronic devices.
- Schedule regular breaks (PDF image).
- Reward yourself after completing your daily tasks.



## PROCRASTINATION

Delaying, putting off, or pushing to the late minute the completion of a task or tasks such as studying for an exam, starting an assignment or doing house chores may all sound familiar.

Procrastinating does not mean that you are lazy. Perhaps, you are afraid of starting, you don't feel you have all the information needed, you are seeking perfection or you are waiting to be in the right frame of mind. There are many reasons that might be keeping you stuck and there are many ways to help you get back on track!



## READ MORE ON PROCRASTINATION

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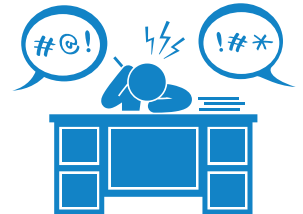
- > MOTIVATION
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- > FOUNDATIONS OF LEARNING
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### REMEMBER

Attention management and time management are linked, but they are not the same; therefore, even if you have the best planner, you can still struggle to start your activities or maintain your focus.

ADVICE >

## ATTENTION MANAGEMENT



Maintaining attention can be challenging at the best of times, but studying online brings additional challenges, so you will have to reflect on it. Here are some strategies to help you improve your attention:

- **Observe yourself and reflect:** How do you actually spend your time? Before you make any changes, keep track of your activities for a week. You can use a paper Weekly Schedule or free apps such as Clockify, Rescue Time, or Toggl. After a week, analyze how much time you really spend on different activities. Reflecting on how you use time can bring surprising results and will help you decide what changes to make.
- **Prioritize:** How do you know which tasks deserve your attention? You can use the Eisenhower method to help you sort through a multitude of tasks, decide what is important and urgent, and create a plan. Revise your priorities and plans regularly.
- **Remove distractions:** How do you stay on task? Negotiate rules for sharing work space, and control connectivity by removing digital distractions. If you share study space with others, create a schedule that allows each person to do what they need to do. If your cellphone is a source of distraction, leave it in another room, work on a computer, and turn off notifications. If your computer is a problem, use two different browsers: one for schoolwork and one for personal use.
- **Create effective routines:** Do you have a daily routine? You can “wing it” only when you perform simple tasks but reaching long term goals will require self-discipline. Fortunately, when you create a routine, you don’t have to force yourself to become focused – you start functioning on auto-pilot. Even when studying at home, keep the same schedule every day (or week) and study in the same physical space.

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## Study skills and organization

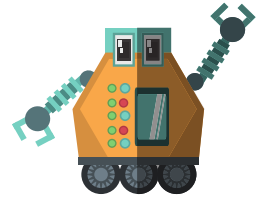
[SEE MORE >](#)

- > MOTIVATION
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- > FOUNDATIONS OF LEARNING
- > STUDY ROUTINES
- > GROUP WORK


[ADVICE >](#)

### ATTENTION MANAGEMENT - CONT.

- **Separate planning and doing:** Do you take time to plan? Planning may feel like a waste of time, but it will keep you on track. Spend some time every day planning what to do even using a simple to-do list. Save some time for checking instructions, writing to teachers or classmates, prioritizing tasks, and checking on your progress. This will get you in the habit of directing your attention to what is really important.



### OTHER USEFUL TIPS

**Multitasking makes it harder to focus.** Avoid doing multiple things at the same time. If you have a short attention span, plan a lot of shorter study sessions, with breaks in between, switching between tasks. Make these tasks smaller so that you can complete them before starting another. For example, don't do a lab report for Chemistry, practice test for Math, and message your teacher all at once; instead, finish one question or activity at a time before moving on to the next.

**Fifteen minutes of focused attention is better than nothing!** If you dread the task ahead of you, do it for fifteen minutes. It is easier to start doing something you dislike if you know that you will not be doing it for long, and all those short sessions add up.

**Take breaks!** Get up from your computer regularly, or when you start losing attention or feeling tired, to move physically. This will give your brain time to process the information and prevent mental tiredness.

**Stick to people who help you stay motivated and focused.** Form study groups with classmates with similar goals to yours. You don't have to be friends to work together on a small task, but you will motivate each other to stay on track.

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# SURVIVAL GUIDE TO ONLINE LEARNING

## Study skills and organization

[SEE MORE >](#)

- > MOTIVATION
- > ORGANIZATION
- > TIME MANAGEMENT
- > ATTENTION
- > FOUNDATIONS OF LEARNING
- > STUDY ROUTINES
- > GROUP WORK

[REAL TALK >](#)

### WHAT IF?

#### What if I can't start?

Make a list of tasks, start by dividing them into important and urgent.

#### What if I have very short attention span?

Plan a lot of short study sessions with breaks, switching between tasks.

#### What if I can't focus at home?

Organize your physical space for learning and removing distractions. Create a routine.

#### What if I get overwhelmed?

Go back to prioritizing your tasks and make sure you do not try to multitask.

#### What if I am anxious?

Reflect. Start simple, focusing on what has already been done.



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ADVICE &gt;

### FOUNDATIONS OF LEARNING



Learning is a process that needs to take time. At first, we may feel uncomfortable or excited because we are learning something new. As we study, we need to apply different strategies to learn more deeply. True mastery of the subject matter is when we don't have to make effort to know it anymore.

When we master something, we can do it even when we are anxious. We learn by doing something, reflecting on it, researching it, talking to others about it, or applying it in the new context.

#### We learn better when...

##### ... we are active, not passive learners:

- We engage with texts and problems and we ask questions about them.
- We engage with other people who are also tackling the subject.
- We seek help from others, and offer our help.

##### ... we make sense of the content:

- We make connections to prior knowledge.
- We understand how the knowledge is organized. Read more on [Concept mapping](#).
- We practice until most answers come to us automatically.
- We explore how the knowledge is relevant and find real life examples.
- We learn how to evaluate the sources and think critically about arguments.

##### ... we pay attention to how we learn:

- We favor active study skills over passive.
- We take time to organize our learning.
- We monitor our own learning and evaluate our own progress.
- We learn from mistakes and adapt.

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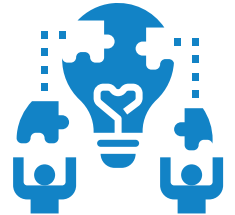
SEE MORE >

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ADVICE >

### FOUNDATIONS OF LEARNING - CONT.



#### ... we are motivated and self-disciplined:

- We value knowing things for ourselves and for the society.
- We practice good time and attention management strategies.

#### Why is learning online harder?

- Many active learning strategies requires close collaboration with others.
- Teachers can help you monitor your own progress more easily when in class.
- College setting provides structure that helps you to focus and to stay motivated.

#### How to deal with learning online?

- Take advantage of the opportunities to collaborate and study with classmates.
- Ask professors and school tutors for help.
- Test yourself often to monitor your understanding of the subject.
- Use checklists to monitor your progress.
- Use school's online resources.
- Watch online videos on the subject you are learning.



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### CREATE A ROUTINE



When you do schoolwork or chores, having a routine makes it easier because you don't have to make any decisions or force yourself to do it – you just do it. Routines are a secret weapon to productivity and success.

#### What you need:

- **Context:** everything around you, especially location and time should be the same. For example, if it is 10 am, and you are at your desk, it means study time.
- **Repetition:** repeat the same action every day. Remember, the first step is just to get the time and location right! It will get easier.
- **Reward:** do something that will make you feel great after each session. It could be a walk with a dog or a chat with a friend.

#### Tips:

- Name a new routine; for example, after breakfast study session.
- Remind yourself why this is important.
- Set up a reminder so that you don't miss the time to start.
- Create a setup that is only for studying: prepare all items you need, and remove physical objects that remind you of other uses of that space; for example, clean up the dining room table, make the bed.
- Start small with just one activity at a time. Reading one page or going through one activity is a good start.
- Remove distractions for the period of study – having notifications pop up every two minutes will not help you.
- Take a short active break if you get tired, but come back soon.
- Tell someone you are trying to form a new habit; better yet, try it with a friend so that you could motivate each other.

**Don't give up when you mess up.  
Identify the obstacle, remove it, and try again.**

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**REMEMBER**

The **three Cs** of effective communication:

**Confidence** in your understanding of the situation and ability to communicate effectively,

**Clarity** in that your message is clear and easy to understand,

**Control** in the way you communicate your message in a calm and respectful manner.

[ADVICE >](#)

### GROUP WORK

Group work is tricky at the best of times. At the same time, collaborative work can help you stay motivated and reduce anxiety. Do your part in a timely fashion, and expect the same of others following these tips:

- Maintain clear positively assertive communication.
- Review assignment and instructions, to come to a common understanding of the goals.
- Define clearly tasks and responsibilities; if possible, pair people for each task.
- Clearly define the roles in the team, including the team lead.
- Set clear deadlines, regular meetings and check-ins.
- Set a primary method of communication, preferably one where you can see if people have read your message, to maintain flexibility and accountability.
- Be responsible and do your part. If you encounter difficulties, first bring it to your team, then escalate to professor if needed.
- Remember each individual works differently, but you are a team. So compromise is important.



### ASSERTIVE COMMUNICATION

#### What is it?

Assertiveness is a healthy positive way of communicating. Assertive communicators are self-aware, responsible, honest and respectful. As a student, it is important to develop these skills when approaching a teacher, communicating with members of your study group, working together for group assignments, participating in your student clubs, interviewing and even when asking someone for a date. Be mindful of cultural differences...



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### ASSERTIVE COMMUNICATION - CONT.

#### Why is assertive communication important?

If your communication style is too passive, you can get to feel taken advantage of and may begin to feel hurt, angry or resentful. On the other hand, if you are too aggressive you may alienate others, be rejected or lose respect. Both passive and aggressive communication can hamper the achieving of your goals. Understand that your ideas and opinions are just as valuable as those of others, even when the situation is difficult and uncomfortable.

### PHRASES TO IMPROVE ASSERTIVE COMMUNICATION

- **Use “I” statements to communicate:** I think, I believe, I prefer, I would like...
- **Use “you” statements to express empathy:** You seem to have a lot going on, Do you need more time to complete your part of the assignment?
- **Use “we” statements to foster negotiation and compromise:** I think we should meet again this week., I believe it would be good for each of us to send what we have worked on to the group chat by tomorrow so that we can see where we are in the project.
- **Delay further discussion if needed:** I can see that you are upset, shall we talk about this tomorrow? Perhaps we can set a new deadline for \_\_\_\_?
- **Facilitate further discussion:** I can see how you may feel I’m being bossy/ stubborn/ ...can we talk/discuss/ figure out....?

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### HOW TO BECOME MORE ASSERTIVE



#### How to become more assertive

- Be mindful that language and culture can shape how people perceive what is passive or aggressive communication.
- Be aware of what you think, feel and want.
- Push yourself to give your opinion if you tend to be more passive.
- Practice in a safe environment if you tend toward aggressive or passive aggressive behavior.
- Acknowledge that you can't control others behavior.
- Learn to say No! specially to doing more than your fair share.
- Seek to compromise and find a "win-win" solution.
- Be open to both criticism and compliments; approach both with curiosity to see what you can learn.

[REAL TALK >](#)

### EXAMPLES



*Hey! Just wanted to check in since the deadline we set for ourselves is coming up. Please let me know if you need an extra day or two to complete your portion of the project. Thanks!*

*Hi \_\_\_\_\_ ! I've completed my part of the project and I'd like to put our entire project together as soon as possible to ensure we have enough time to review the entirety of it before handing it in. Thanks!*



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# SURVIVAL GUIDE TO ONLINE LEARNING

## Physical and Mental WELL-BEING

### INTRODUCTION >

**T**he current global reality can greatly impact our overall physical and mental well-being, which can affect our academic success and motivation.

We invite you to strengthen some already present skills and develop new ones that will help you to successfully navigate the upcoming semester.

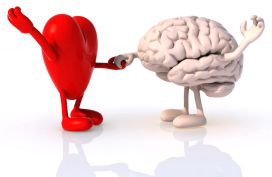
#### > LEARNING ENVIRONMENT

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#### > SAFETY



### ADVICE >

## LEARNING ENVIRONMENT

Your learning and study environment is essential to your academic success. Not everyone thrives and is able to focus in the same type of environment, so you need to figure out how to make your physical space at home work for you. Part of this process is becoming aware of your own body and brain, and the situations in which you are able to focus better.

Some general things to consider when you are setting up your study space:

- Choose a place with a strong, consistent and secure internet connection.
- Try to make this place as comfortable and appealing as possible to improve motivation and concentration, and help lift your mood:
  - Keep it clean and organized,
  - Ensure good lighting,
  - Personalize it with plants or nature related themes.
- Prepare for your school day as you if you were going on campus.
- Make your bed and get dressed (yes, out of your PJs).
- Try as much as possible to use a desk or a table, not your bed.
- Consult [ergonomics guide](#) to set up your study space. Healthy posture while studying is important for avoiding muscle pain, headaches and lack of concentration.
- Try out different types of environments to find one that works for you; do you prefer a quiet environment? stimulated environment? or, depending on the task, a combination of both?

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### REMEMBER

Make sure you take regular breaks: take a short walk outside, stretch your arms and legs, get yourself a healthy snack or a glass of water.

It will help you keep your concentration and energy levels, and help avoid risks associated with prolonged sitting.

### ADVICE >

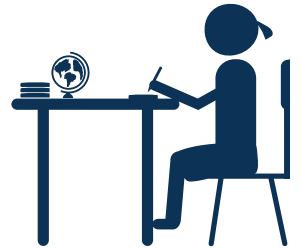
## LEARNING ENVIRONMENT - CONT.

### Quiet environment

Some students thrive in a very quiet environment that allows complete focus. A quiet environment may mean turning off your social media, using ear plugs or noise-canceling head phones to minimize external noises. If this environment allows you to focus on what you are reading or studying, make a note of that. Perhaps, you will find that this environment works well when reading for English and humanities but not for your math and physics course work and problem solving. Make note of the differences.

To create a quiet learning environment:

- Use a quiet and undisturbed location at home.
- Remove digital distractions (phone, gaming).
- Share your schedule with family members about the times you will be online for class and ask for their support in keeping the environment quiet and without interruptions.
- Make a sign to indicate when you are in a live class.



### Stimulated environment

Some people focus better with background noise. These students find that the hum in the background allows them to focus on what they are working on.

To create a stimulated learning environment:

- Develop a routine that helps you focus
- Identify the background noise that helps you concentrate, such as music, shows that you have seen before, the noise of the metro.
- Identify background noise that interrupts your focus, and avoid it.



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#### ACTIVE LIFE STYLE

Taking care of your physical health is key to maintaining your well-being. This does not necessarily mean you must be doing rigorous exercise. Focus on healthy and fun activities that get you moving regularly! There is no “one size fits all” method of being active.

- Canada Heart and Stroke Foundation recommends at least 150 minutes of moderate to vigorous-intensity aerobic physical activity per week, in bouts of 10 minutes or more.
- Exercise increases endorphins, dopamine, adrenaline and endocannabinoid – these are all brain chemicals associated with feeling happy, confident, and capable. You may even experience less anxiety and stress, and even less physical pain.
- Be creative with low impact activities that do not require a full gym set up and that you can do at home such as yoga, low impact workouts, walking, cycling, using stairs, chores, doing stretching or riding your stationary bike while watching TV.
- As blood flow increases with exercise, your brain is exposed to more oxygen and nutrients.
- Regular exercise over time increases the volume of the hippocampus, a key part of the brain's memory networks and learning.



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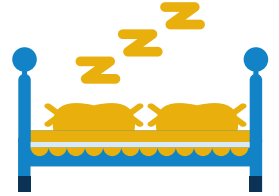
**TIME  
MANAGEMENT**  
MAKE TIME TO SLEEP

**CANADA  
FOOD GUIDE**



### ADVICE >

## SLEEP



Sleep, like physical activity, is founded on what your body needs to perform at its optimum. The general consensus is that 7 to 9 hours per night is ideal. The human body likes routine, so during the school year, it is beneficial to go to bed around the same time most nights. Studying all night reduces the quality of your work and has lasting effects on your mental health, especially anxiety and depression.

**Remember – sleep deprivation is a form of torture!**

- Sleep helps the newly encoded information in your short-term memory to be integrated into the long-term knowledge networks.
- A short nap, less than 30 minutes, during the day can help certain people. This type of nap provides a significant benefit for improved alertness and performance without leaving you feeling groggy or interfering with nighttime sleep.
- Unplug from technology about 60 minutes before going to bed because it suppresses the release of the sleep-inducing hormone melatonin, and makes it more difficult to fall asleep.

## NUTRITION

Good nutrition provides fuel for your brain and body. This is an ideal time to experiment with simple nutritious meals. Fresh fruits and vegetables are a great source of vitamins and minerals. Salads, sandwiches and soups are easy to make and can be packed with what your body needs to thrive.

- Eat three to four regular well-balanced meals.
- Prepare healthy snacks such as fruit, salads, nuts, cheese, vegetables in advance. [The Canada Food Guide](#) has many examples.
- Make healthier food options more appealing with herbs and spices.
- Avoid sugary drinks and keep your caffeine intake to the minimum.
- [Try low-budget, healthy meal options](#) (PDF, in French).

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## EMOTIONAL AND PSYCHOLOGICAL WELL-BEING

Being attentive to your emotional well-being is crucial to facilitating academic and life success. Increased levels of anxiety and stress in college are normal, and you may experience it differently from others.

To help you to adapt and thrive in your academic endeavors and personal relationships, it is important to develop strategies such as:

- Understanding the differences between stress, anxiety and positive pressure, and recognizing that a small level of anxiety is normal and can be motivating,

### CAN STRESS HELP STUDENTS?

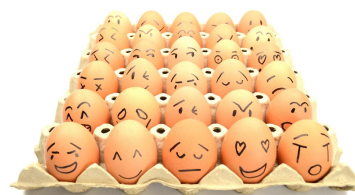
- Knowing when it is time to ask for help.

### RESOURCES AT MY COLLEGE

- Creating healthy relationships within your college community:
  - Reach out to fellow students,
  - Reach out to professors and college staff,
  - Follow the netiquette for videoconferencing.

### COMMUNICATING WITH PROFESSORS

- Maintaining healthy relationships with people in your personal life.
- Learning about grief to help yourself or others, if needed.
- Practicing relaxation techniques that work for you.



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TOP SECRET

### ADVICE >

## NAVIGATING SOCIAL MEDIA



- You stay connected and build friendships.
- You can build a community, and get a sense of belonging.
- You can express your ideas, creativity and share your interests.
- You can have fun.



- Exposes you to cyberbullying.
- Exposes you to misinformation.
- Leads to the feeling of lack of real connection and distorted view of others.
- It can be a real drain on your time and a strategy to avoid more important things.

### How to use social media safely?

- Set social boundaries - don't engage with people who you don't know in real life.
- Be kind online - expect everything you do to be shared.
- Safeguard your reputation online; think twice of what you share - your future employer might see it.
- Learn how to protect yourself from identity theft, cyberbullying and more on [Cyber-Self](#)

Mon image **Cyber**  
Web.com **Self.ca**

### How to stay in control of social media usage?

- Stop worrying about missing out!
- Change notification settings (it's best to turn them all off).
- Monitor your usage (use apps like Screen Time, Moment).
- Disconnect regularly.
- Turn your screen to gray scale or utility mode to make it less appealing.
- Cut your access to apps temporarily (Freedom, Forest, Thrive).
- Delete apps too!



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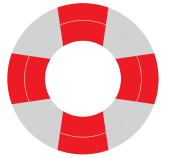


SEXUAL VIOLENCE SERVICES AT MY COLLEGE

PSYCHOLOGICAL SERVICES AT MY COLLEGE

EXTERNAL & ONLINE RESOURCES

### ADVICE >



### SAFETY

Feeling safe, both psychologically and physically, is the foundation of your well-being.

**If you are in danger you require immediate care, call 9-1-1 or go directly to the nearest emergency room.**

Please, consult the resources listed below if you need more help:

- **Info-Sante / Info-Social 811 (front line services)**
- Your CLSC
- Tel-Jeunes 1-800-263-2266
- Cyberbullying and online exploitation:
  - Cybertip.ca
- Sexual Violence
  - College's procedure (Cégep Heritage College).
- Intimate partner violence
  - S.O.S. Violence Conjugale: 1-800-363-9010
- Family violence
- Addictions:
  - Drug Help & Referral: 1-800-265-2626
  - Al Anon: 514-866-9803
  - Urgence Toxico: 514-288-1515
- Sexual orientation and gender identity:
  - Interligne 1-888-505-1010
- Mental illness:
  - AMI-Quebec 514-486-1448 (1-877-303-0264 outside Montréal)
- Suicide
  - In all of Quebec (government line) 1 866 277-3553
  - Action Montreal 514-723-4000
- Homelessness

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# SURVIVAL GUIDE TO ONLINE LEARNING

## Netiquette for Participating in Online Courses

### THE RULES >

### RESPECT

- I respect other's values, emotions, differences and truths and enter all online interactions with good intentions and without judgement.
- I do not use racist, sexist, homophobic, abusive and derogatory language, swear words or any language that would cause offence or be perceived as threatening.
- I use people's names and their pronouns.
- I do not share the virtual classroom link or a recording with anyone not registered in the class.
- I do not record or take screenshots of any online class unless asked to do so, or I requested a permission to do so.

### PREPARATION AND PARTICIPATION

- I stay up to date with the course by reading all teacher's instructions and assigned materials.
- Whenever I receive an online class invitation from my teacher, I make certain that I know how to use the online class tool before the start of the class.
- I am on time for all online classes, and I let my teachers know ahead of time if I cannot attend a class for any reason by contacting them.
- If during a class I encounter technological problems, I take necessary measures to communicate with the people involved.
- In online classes, I am an active participant to the best of my ability.
- I turn on my microphone and camera at teacher's request.
- I wait my turn to speak and raise the virtual hand.
- I complete all self-study tasks on time.



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COLLEGE

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CEGEP/COLLEGE

# SURVIVAL GUIDE TO ONLINE LEARNING

## Netiquette for Participating in Online Courses



### ENVIRONMENT

- I manage any disruptive elements that may distract the other classmates, the teacher and me during online classes as much as possible.
- I put all my electronic devices on silent and turn off notifications.
- I let my teacher know when my environment may become a problem.

### CLOTHING

- I ensure that I am appropriately dressed and presentable for online classes.

### FOOD AND BEVARAGES

- I eat during breaks.
- I drink water as needed.

### IMPORTANT COLLEGE POLICIES >

**A**s a student participating in an online learning environment, I am aware that I must abide by all rules and regulations including, but not limited to,

- rules in my course outlines,
- the Code of Conduct Policy,
- the Policy on Sexual Violence, the Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power,
- User IT Policy.

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