

HOW TO BE A SUCCESSFUL ONLINE STUDENT

BY: ISABELLA HONG, MSW CAP STUDENT

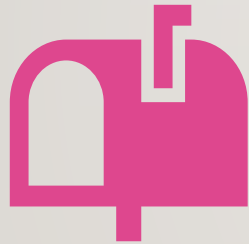
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UNIVERSITY OF TEXAS AT ARLINGTON SCHOOL OF SOCIAL WORK

UTA SOFTWARE TECHNOLOGY

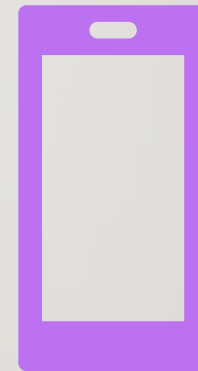
- Microsoft Office 365
 - <http://www.outlook.com/mavs.uta.edu>
 - A subscription of Microsoft Office 365 is included in your tuition
- Canvas
 - <https://uta.instructure.com/>
 - Access your classes effortlessly
- Microsoft Teams
 - teams.microsoft.com/
 - It uses your MyMavs email account to communicate with classmates, advisors, faculty, and staff
- All these websites have a mobile app so you can stay up-to-date on assignments and deadlines in the palm of your hand!

CHECK YOUR MYMAV EMAILS

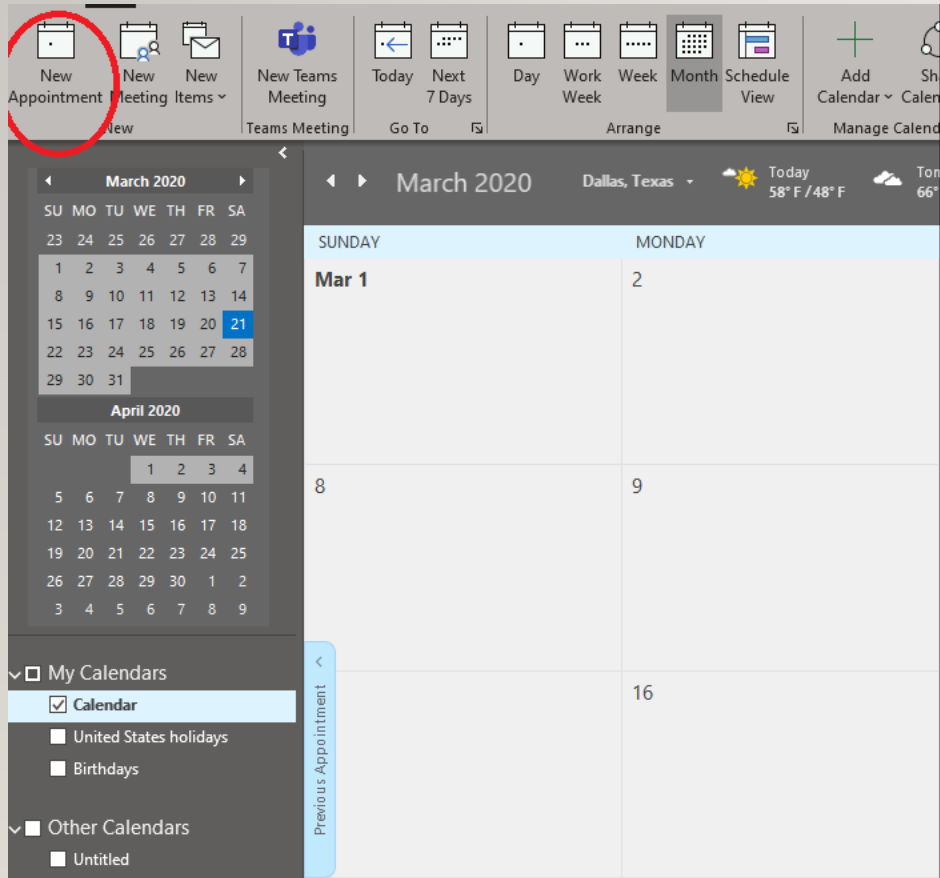
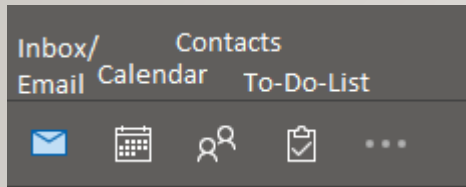


Check your MyMav emails at least
once a day

<http://www.outlook.com/mavs.uta.edu>



Download the Outlook app on your mobile
device or tablet to receive up-to-date
communication from your professors, advisers,
and administration



DEADLINES ORGANIZATION WITH MICROSOFT OUTLOOK

- Be sure to have the Microsoft Outlook website bookmarked or downloaded on your device to receive updates from your classes, School of Social Work, and UTA
 - outlook.office.com/
- Utilize the 'Calendar' option on Outlook to input all your assignment deadlines and any reminders by clicking on 'New Appointment'
 - Tip: if the assignment is due at 11:59pm, select the start time at 11:30pm and choose the reminder at least 1 day before

Send / Receive Folder View Help **Meeting** Tell me what you want to do

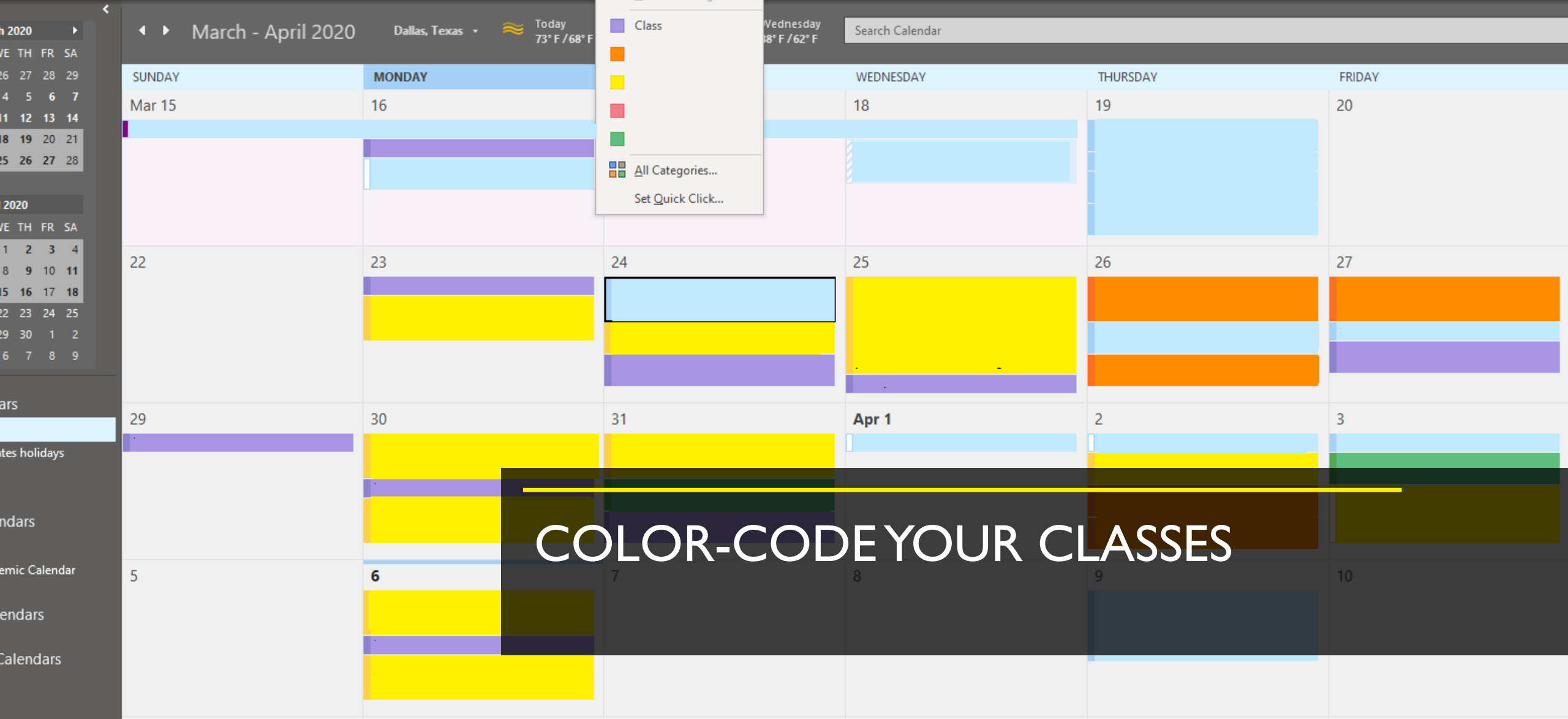
Meeting Notes Meeting Notes Meeting Notes Meeting Notes Meeting Notes

Accept Tentative Decline Respond Show As: Busy Reminder: None Recurrence

Private High Importance Low Importance

Clear All Categories

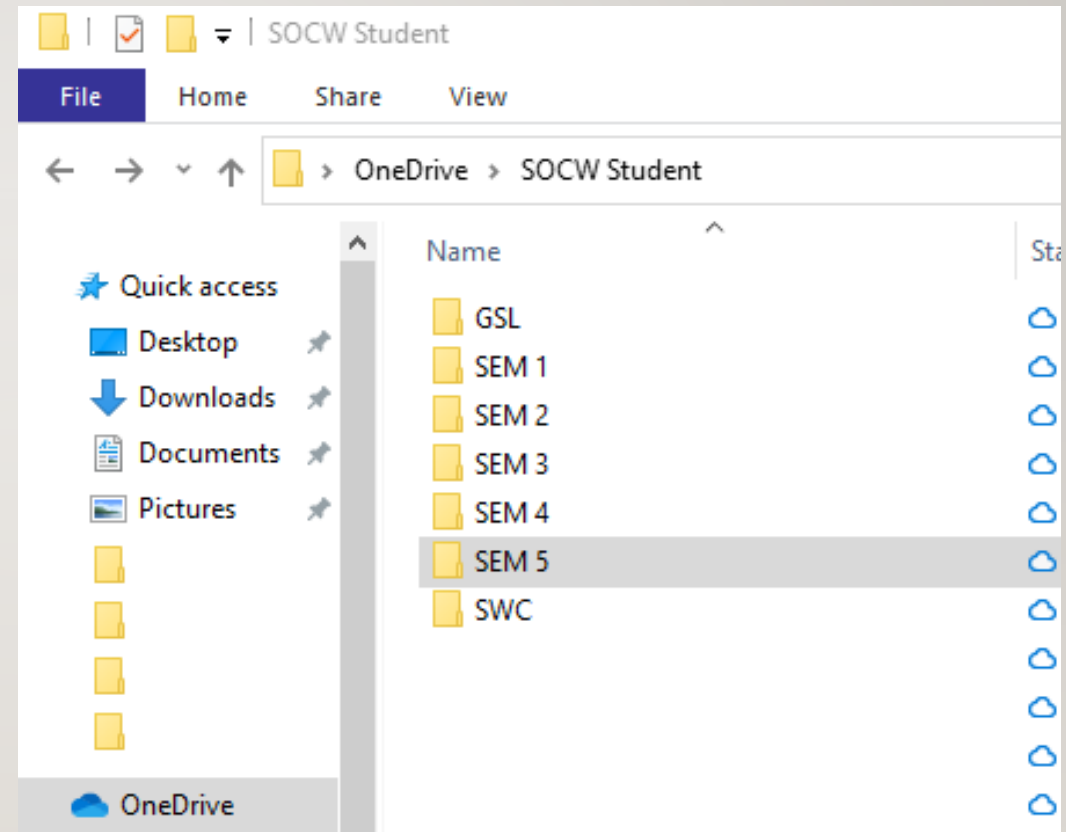
- Class
- All Categories...
- Set Quick Click...



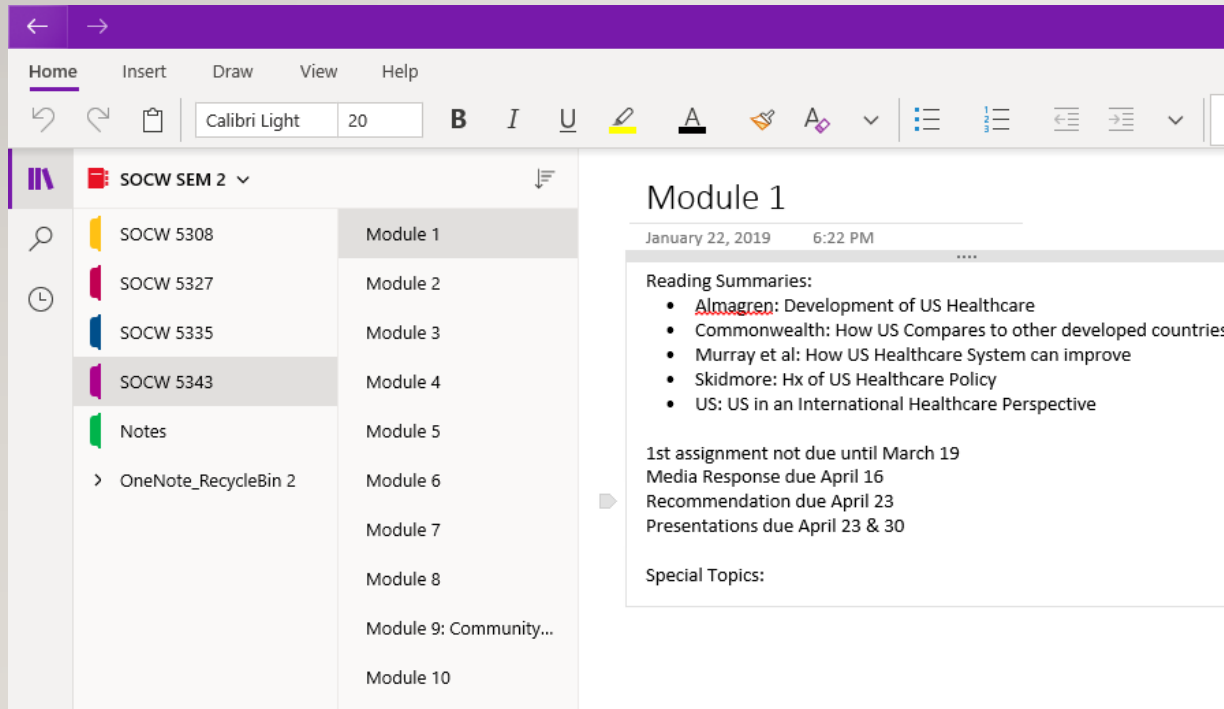
COLOR-CODE YOUR CLASSES

ASSIGNMENT ORGANIZATION WITH MICROSOFT ONEDRIVE

- All students have access of up to 1TB of cloud storage from Microsoft Office through your MyMav account.
 - Organize your assignments based on semester, class, and project
 - It helps keep track of all your assignments (Word, PowerPoint, PDFS). Anything you save to OneDrive will be saved
 - Worried about what will happen if you switch computers? OneDrive stores your files on a cloud storage so you can access your assignments anywhere!



ONENOTE IS YOUR NEW BEST (ACADEMIC) FRIEND



- Keep track of notes or ideas via Microsoft OneNote
- Create new 'Notebooks' for each semester and organize classes by 'New Sections' and different topics by "New Page"
- OneNote automatically saves information put into it, so you don't have to worry if your computer crashes

COMMUNICATING WITH YOUR PEERS, ADVISORS, AND PROFESSORS

- Microsoft Teams helps you connect with your classmates, advisors, and professors all on one platform!
 - Host, record, and chat with them using your MyMavs email contacts list
 - Share your screen and files all in one place
- Not sure how to use it? Check out this link!
 - <https://oit.uta.edu/services/microsoft-teams/>



COMMUNICATION TIPS

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- Consider setting up an informal way to touch base with classmates in real time for livechat or videoconference to study. Consider: Microsoft Teams (Office 365), Zoom, or another synchronous tool. Many of these also have mobile apps, making communication easy.
 - Email your instructor with any questions or if you are having any challenges along the way.
 - If you have discussion boards, actively participate with detailed input. Check back for replies to your posts, to keep the conversation going.
 - Communication is a two-way street – if you don't ask questions, the instructor will not know you have questions. So, if you are unsure about something, always ask using either the general question/answer Discussion Board (if it benefits all students) or email to your instructor (if related to your grade).
 - Google “Netiquette Tips” for more information on protocol for posting to discussion boards.
 - Polite greetings to your instructor always help with emails.
 - For any live webinars your instructor is doing, practice logging in ahead of time, if possible and make sure your audio (speakers) and microphone are working properly. Ask if it will be recorded if you cannot attend the live session.
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