

Online Student Checklist ✓



Transition to online learning with **five easy steps.**

Step 1: Clarify Expectations and the Syllabus!

Why? The syllabus is a course road map which provides course details, information about the textbooks or materials, key policies, the grading scheme, the schedule, and instructor contact information. Review course outcomes carefully.



- Download the syllabus, schedule, and key course documents. Analyze documents with [Using Your Syllabus Video \(3:15\)](#).
- Test online readiness with [SmarterMeasure](#).
- Clarify [Faculty Expectations for Online Students PDF](#).

Step 2: Organize Study Time and Review Skills!

Why? Most online students juggle multiple responsibilities as they study for, participate in, and complete assignments for online courses. To time manage, plan a regular study time or block off set times each week.



- Identify Bloom's [Learning Levels \(3:52\)](#).
Or, apply [Learning Strategies \(3:00\)](#).
- Review [The Study Cycle \(3:16\)](#).
Highlight [Important Study Habits \(2:04\)](#).
- Define [Time Management \(1:59\)](#).
Apply [3 Time Management Tools \(1:56\)](#).
- Upgrade to the [SQ3R Reading Method \(2:32\)](#).
Revisit [Critical Thinking Skills \(5:12\)](#)

Step 3: Activate your NetID and then Prepare your Computer!

Why? Register your NetID so you can access your HawkMail, WebAdvisor, and MyHCC and then prepare your PC to work with MyHCC. Online courses may feature videos or audio files. Clarify technical requirements with the syllabus.



- Register your [NetID](#).
Then, bookmark [WebAdvisor](#).



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- Access your [HawkMail365 Student email](#).
Download [Microsoft 2013 for free](#).
- Bookmark the [MyHCC Home Page](#).
- Check MyHCC tech specs! [Canvas Browsers & Computer Requirements](#).
Download the recommended browser - [Google Chrome](#).
- Explore the [HCC Canvas Student Orientation](#).
Prepare with the [Canvas Student Overview \(7:42\)](#).

Step 4: Log-in and Connect with your Class!

Why? For online success, you should log-in a minimum of three times a week. Check email, announcements, and updates. Become an active participant!



- Apply [Online Course Protocols](#),
And review [Student Email Etiquette \(1:45\)](#).
- Clarify Conversations with [Conversations Overview \(4:30\)](#).
- Adjust [User Settings & Profile \(6:28\)](#).
Set [Notifications Preferences \(5:09\)](#).
- Explore the Canvas [Student Communication Tools \(6:40\)](#).
Use the features of the [Rich Content Editor \(3:43\)](#).

Step 5: Know Where to Get Help!

Why? HCC has a range of resources available for online students. Using these resources will allow you to transition more successfully. Be sure to email your instructor with course-related questions.



- Consult the [HCC Student Handbook for an overview](#).
- Get technical support with the [HCC Live Help Desk](#).
- Check the [HCC Bookstore Page](#).
- Utilize [HCC Libraries Online Resources](#).
- Watch [Canvas Help Resources \(5:13\)](#),
Or explore the [Canvas Student Guide](#).