LIFE® University

Student Guide
transitioning to remote learning together

We Are Here For You!

It might look different than the previous quarters, but know that faculty, staff and administration are working hard to create a learning experience and a community that supports you and your education at Life University.

This guide was created to help you with the transition to remote learning through an online learning environment. We will address the impact this has on our community academically, mentally and socially. We are aware that this is a change for us all. We will adapt!

We've also put together some wellness tips; as a vitalistic healthcare institution, we know that taking care of yourself in addition to your academics is critical right now and always.

Priority #1: Take Care of Yourself and Others

Self-Care/Wellness

Create healthy habits that you can do at home that will help you both physically and mentally/emotionally. Here are some tips for practical things you can do to make sure you are taking care of yourself during this time of uncertainty:

- **Receive regular chiropractic adjustments** to help support your immune system.
- **Go outside for breaks** for fresh air and sunshine, especially early in the morning to signal to your brain that it is time to start the day.
- **Eat healthy foods** that boost your immune system.
- **Continue to exercise.**
- **Drink lots of water.**
- **Connect with others** via FaceTime, Zoom Meetings and other virtual means of seeing each other's faces and expressions.
- **Remember to find fun** in your day by taking breaks to laugh and play.
- **Make sure you are getting adequate sleep**; sticking to a daily routine will help with this.
- **Meditate** – there are mediation apps that are giving free subscriptions to students during this time.

Commitment to Each Other

One of our values at Life University is Lasting Purpose, so please continue to be a support to each other. Please virtually check-in with your peers during this time. We all respond to isolation differently, and there may be people who can really benefit from a peer reaching out to check-in and connect. We do this naturally when we see someone in person, but it takes more intention when working and learning remotely. It will also benefit you to connect with others virtually, whether that's your faculty, peers, family or friends.

Life University Resources

Life University is here to support you, and we will come together as a community to get through these unprecedented times. Take advantage of the following resources that will help you maintain your health and wellness:

1. **Life University's Counseling Services:** At this time, on-campus counseling services can be accessed by phone and virtual meetings. Visit the Counseling Services webpage, **HERE**, for more information.
2. Life University's Center for Compassion, Integrity and Secular Ethics is hosting **FREE Resiliency Webinars** focused on practical self-care skills. You can find out more information and register **HERE**.
3. **Daily Virtual Meditation** session with the Life University Community. Join faculty, staff and students for a daily 15-minute virtual mediation Monday through Friday from 9:00-9:15 a.m. beginning Monday, March 23. Click **HERE** to connect.

Transitioning to a Remote Learning Style

Designate a Study Area for Yourself.
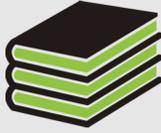
Study Habits

You may need to change where you study for remote learning. Due to social distancing recommendations, your usual study places like the library or a coffee shop, for example, may not currently be available. Finding a place at home that is designated for studying only will help set you up for success.

Whether it is a designated room, or work area within a room, you should choose a space that has limited distractions where you can feel focused and comfortable.

Staying Organized is Vital.

Organization

Being organized is more important than ever because you won't have the designated class times that you are used to. You will need to rely on self-motivation and keeping track of important dates for each class. Create a weekly class schedule, just as you would for in-person classes, so that you ensure you have a plan for what time/day you will visit the lectures, when discussions or other assignments are due and when tests are to be completed.

Recognize the Differences in Learning Styles

ON CAMPUS	REMOTE LEARNING
Designated Class Times	Create Your Schedule; Make Sure to Keep Up with Weekly Lectures.
In-Person Reminders for Important Dates	Virtual Reminders/Emails/Notifications for Important Dates
Study Groups On Campus/In-Person	Virtual Study Groups/FaceTime/Google Hangouts. Use of SharePoint for Group Collaboration

Develop a Routine and Stick To It!

Sticking to a Routine is Critical

Create your own schedule and stick to it. Factor in what time you study best, when you'll engage in self-care, when you'll take breaks and any other family or work obligations you may have. One major advantage to the flexibility of remote learning is that you determine what time you will attend each of your classes. For example, if you are a morning person, you may want to attend your most difficult classes then, when you have the most energy and focus.

Your daily schedule should include regular wake and sleep times, so you can get adequate and optimal sleep. Be sure your schedule includes mealtimes, study times, virtual lectures, breaks and self-care. Remember, you are still a student! Your schedule should reflect that.

Carve Out Chunks of Time to Devote to Different Areas of Focus.

The Time Chunking Method

One method to remaining productive, efficient and limiting distractions while learning remotely is a method called time chunking. Consider breaking tasks into chunks of time ranging from 20 minutes to one hour. During this "chunk" of time, commit to one subject area or assignment and limit all other distractions. This means closing all other tabs during a lecture, turning cell phones off or into "airplane mode," refraining from checking emails and/or putting up a "Do Not Disturb" sign on your door so that family members or roommates do not interrupt. After the chunk of time is over, you can reward yourself with a 5-10 minute break. You do not want a break that is too long; however, as it may be difficult to motivate yourself to begin working again.

When we limit the amount of time the brain is to focus, we have the tendency to be more effective and to procrastinate less.

The Time Chunking Method: A 10-Step Action Plan for Increasing Your Productivity by Damon Zahariades

LIFE University

technical specs and requirements

System Requirements for Blackboard

	MINIMUM	RECOMMENDED
OPERATING SYSTEM	Windows 7 or higher Mac OSX 10.8 or higher	Windows 10 Mac OS 10.12
PROCESSOR	1 GHz processor	2 GHz or faster processor
MEMORY	512 MB of RAM	2 GB of RAM or higher
MONITOR RESOLUTION	1024 x 768	1024 x 768 or higher
FREE HARD DISK SPACE	5 GB of free disk space	20 GB or higher of free space
INTERNET CONNECTION	Broadband (high-speed) Internet connection with a consistent minimum speed of 1.5 Mbps.	Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
INTERNET BROWSER	Microsoft Edge, Safari, Chrome or Firefox	Firefox, Chrome
MACROMEDIA FLASH PLAYER	Flash may be required to play videos within the Blackboard system. You can download Flash from the Adobe website.	Flash may be required to play videos within the Blackboard system. You can download Flash from the Adobe website.

Microsoft Office is required for assignments.

* It is optional that students have a webcam and microphone available.

The Blackboard App

Below is a listing of the app functionality. However, it is not recommended that the course be completed using only a mobile device. A computer is required for completing various tasks within the course.

NAVIGATION

The Blackboard app puts your most-used features all in one place. The base navigation gives you easy access to course updates, course content and your grades.

Swipe down to go to a previous screen. When you expand the navigation, bread-crumbs appear at the bottom of the screen.

ACTIVITY STREAM

See an up-to-the-minute list of important course activity including new content, announcements and grades. The activity stream automatically prioritizes the items to help you focus on the tasks that you want to take care of right away.

DUE DATES

See upcoming assignments and tests across all of your courses. Work is color-coded by course and grouped by day and week. You can quickly see what's due and prioritize your work.

Tests and assignments show in this list only if your instructor specified due dates for them.

PUSH NOTIFICATIONS

Timely reminders pop up on your device for upcoming tests, past due tests and new grades. There's no need to navigate anywhere else; just swipe from the notification to start working.

COURSES

View all of your courses—past, present and future. Tap a course to view its content and assignments. You can hide or show courses in the list.

COURSE CONTENT

Easily scan through course materials and access what you need. Tap a piece of content to view its full details.

DISCUSSIONS

Quickly view and reply to course discussion activity.

COLLABORATE

You can participate in video conferences right in the app.