Student Guide to Learning Remotely*

While the University of North Dakota campus experiences unexpected challenges that require face-to-face classes to be held remotely, your instructors and UND staff are working diligently to ensure your transition to remote learning is as smooth as possible.

This page is a quick reference guide to help you get started in your remote courses, which will likely take place in Blackboard. Your instructors will also likely contact you via your UND email and may use Google tools, Zoom video conferencing, and other tools to help you stay connected while you learn remotely.


How do I access my course?

Click here to access Blackboard and related tutorials, UND’s learning management system. Once there, log in with your NDUS name and password. Discussions, quizzes and assignment submission may be added by your instructor for courses being presented remotely. Make sure to check your courses, your school email, and Blackboard announcements daily for updates.

- Knowledge Base - Blackboard for help with Blackboard.
- Need help getting started? Contact UND tech support for guidance.

How do I communicate with my instructor?

Check your UND email and log into Blackboard daily to check for announcements or direct messages in your online courses. Keep in mind that your instructors are moving quickly to transition all of their courses to this remote format, so expect your Blackboard courses to be works-in-progress. Using your UND email to communicate directly with your instructors and peers is recommended.

- UND email: UND email is the place to go for information from your instructors, and for important campus updates.
- Blackboard Email: This link shows you how to send an email to your instructor and peers through Blackboard.
Will I have class at my scheduled time?

Some instructors may choose to hold live, synchronous classes at your scheduled class time. If you are asked to meet via video conferencing, Zoom may be used.

- **Zoom Meeting:** Your instructor may host remote classes using Zoom, a video conferencing tool. Zoom is available externally to all users at [UND.zoom.us](https://UND.zoom.us), or it can be accessed through Blackboard courses. If you don’t have a laptop or desktop computer, you can use [Zoom on your mobile device](https://zoom.us) to join remote classes.

If your instructors choose not to conduct class during your scheduled time, they may post videos, slides, texts, and other content for you to engage with independently in the Content section of Blackboard. Check your syllabus and Blackboard for due dates.

- Access Blackboard by going to [https://blackboard.und.edu](https://blackboard.und.edu). Sign in using your UND username and password (same as used for Campus Connection). Once logged in, click on **My UND** in the upper right and you will see a listing of courses you are enrolled in. Click the link to enter your course. You will then use the green sidebar (course menu) to access course materials, complete required activities, and monitor your completion progress on topics contained within each course module. Your instructors may upload recorded lectures for you to watch at home. You can typically access these through your instructors’ Blackboard course, or through a link they share with you.

How do I turn in homework?

Your instructor has likely created a way for you to submit homework electronically, either through Blackboard or your UND email. Check your syllabus, and ask questions of your instructor and peers to get clarification if you’re unsure when something is due or how to submit it.

- [Blackboard assignments](https://blackboard.und.edu)
- [Blackboard discussions](https://blackboard.und.edu)

What if I need to create a video?

**YuJa is UND’s platform** for hosting and sharing videos, audio recordings, and other digital media. Login to [Blackboard](https://blackboard.und.edu) and navigate to any course that uses YuJa. Check the course menu (on the left side of the page) for a link titled YuJa Recordings, or similar. YuJa content may also be linked within individual lessons throughout the course. Click the link, and the YuJa site will open within Blackboard. This is a convenient way to access a specific course’s content quickly and easily - displaying that course’s media channel and content automatically. You can even create recordings and manage your media from the embedded YuJa site, all without leaving Blackboard.

UIT also has a number of [YuJa knowledge articles here](https://blackboard.und.edu/help).
What technology and skills do I need to learn remotely?

Make sure you have internet access and a computer that meets the technical requirements for online learning, and contact support on campus if you don’t.

- **Minimum technical requirements** to participate in online coursework

Remote Technology Needs

If you have any concerns about engaging in your current classes through remote learning (e.g., you do not have internet or a computer), please call University Information Technology at 701.777.2222 and let your instructor know immediately so we can find a solution for you.

To participate successfully in online courses, you should be able to…

1. Download, install, launch, and quit applications such as Microsoft Word or a web browser.
2. Create, edit, and save files using word processing, spreadsheet, or presentation software applications.
3. Ability to sign into your UND email account to retrieve, view, create, and send email messages including messages with attachments.
4. Operate a web browser, including navigating web pages, clearing a browser's cache and installing or disabling plugins.
5. Update your computer operating system and computer software applications, as needed.
6. Access and change computer operating system settings as well as computer software application preferences, options, and settings.
7. Understand basic computer terminology in order to describe technical issues you may experience with technology.

What strategies should I use to be successful in my remote learning courses?

If you have never taken a course remotely before, you will likely need to give yourself time and space to discover all of the details of your virtual classrooms. Following these tips will help you along the way:

- **Time:** Give yourself more time than you think you need to complete assignments. Online classes can require more time than face-to-face, so don’t be surprised if you find yourself taking an extra hour or two to finish your work.
- **Space:** Imagine that you’re going to class every week, and choose a place where you feel comfortable and focused. Maybe you need a little background music or complete silence. Consider what works best for you, and create that space while you’re engaged in your online coursework.
Calendar: Keep a calendar, weekly chart, or list of all the work you need to complete in each course. Staying organized is half the challenge to being a successful online student. Set aside regular times on your calendar to ensure you don’t fill your schedule with other obligations.

Questions: Ask questions. A lot. In face-to-face classrooms, we rely on our ability to ask questions in the moment and get immediate feedback from our instructors and peers, but in a remote course you should expect some lag time, so set aside time to look through each week’s assignments and ask your instructor questions via email or in a Blackboard Q&A discussion board if they have set one up.

Interaction: Many remote courses require you to interact with your peers and instructors through video, collaborative software, or Google docs. Treat your classmates like they’re in the room with you, and find constructive ways to support each other.

Help: Don’t wait until the last minute to reach out for help if you feel stuck. After you’ve read the course materials carefully, reached out to your instructor, and emailed a classmate, contact one of these campus resources for support:

- Online Tutoring Services | Academic Support for support for math, sciences, world languages, and other subjects.
- Writing Center for support with your writing assignments.
- Disability Services for Students for help getting accommodations for a disability.

*Thank you to UND’s University Information Technology and Teaching Transformation and Development Academy, and especially Kent State University, whose materials were modified to create this resource.*