

During the pandemic, graduate students at Memorial expressed concerns pertaining to motivation and academic progress, physical and mental health, tuition and living expenses, networking, and developing professional skills. In response to this, the School of Graduate Studies hired five graduate students to collect information and resources to help students optimize their experience while working from home. **This document aims to help graduate students take control over their wellbeing, motivation and productivity, finances, networking, and knowledge about online technology use.**

DISCLAIMER: This content is not property of the School of Graduate Studies and is a collection of information from a variety of public resources. The purpose of this content is to provide resources in a single location accessible to graduate students. This content should not be used as a substitute for medical or financial advice. Some of the information provided is continually evolving and is subject to change.

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Section 1: Fostering Wellness

1.1 Mental Wellness

The [Canadian Mental Health Association](#) and [Public Health Agency of Canada](#) define positive mental health as a state of psychological and emotional [well-being](#) that is essential to overall health^{1,2}. While everyone has mental health, it is important to understand that mental health is not the same as [mental illness](#). Mental illness refers to a state of poor mental health that leads to significant distress in daily life and/or has a significant impact on your ability to function (e.g., at work or school)^{1,2}. To learn more, please visit the Canadian Mental Health Association webpage on [mental illnesses](#).

Here are some key features of being mentally healthy¹:

- Having a good sense of self (i.e., your values, goals, likes and dislikes, strengths and weaknesses)
- Having good social relationships and networks
- Having good stress coping skills (i.e., you understand what makes you feel stressed and how to make yourself feel better)
- You feel enjoyment and contentment in your life

Working to achieve and maintain [positive mental health](#) can help improve your self-esteem and build resiliency. This means you are actively practicing healthy habits and strategies that foster mental wellness. For more information on the benefits of being mentally healthy, visit these articles on [mental health for life](#) and [benefits of good mental health](#) by the Canadian Mental Health Association.

Practicing Self-Care

[Self-care](#) is the ability to monitor and support your own mental, social, and physical wellness⁴. Self-care consists of the activities that you do to maintain your happinesses and the overall health of your mind, body, and soul.

Self-care is for everyone and there are many ways to engage in self-care practices. Each person is unique, which means that the self-care practices that work for one person may not work for another person. Some examples of self-care practices include maintaining a routine, prioritizing breaks throughout the week, staying connected to friends and family, eating well, maintaining hobbies, getting adequate exercise and rest, and maintaining your personal hygiene. Check out these resources for tips on practicing self-care:

- [What is self-care?](#)
- [How to practice self-care](#)
- [5 self-care tips](#)
- [Self-care resource center](#)
- [Self-care guide](#)
- [Social support for self-care](#)
- [Self-care: 4 ways to nourish body and soul](#)
- [Practicing self-care is important: 10 easy habits to get you started](#)
- [Self-care exercises and activities](#)
- [8 simple ways to practice self-love](#)

Practising Self-Acceptance and Self-Compassion

Self-acceptance involves accepting all of your traits, behaviours, and imperfections without judgement. Self-acceptance does not mean completely loving every aspect of your being all of the time, but it does mean being okay with yourself as you are in this moment, and understanding that imperfections are normal. Check out these resources to help foster self-acceptance:

- [Accepting yourself module](#) (includes worksheets and exercises)
- [My mental health - perfectionism](#)
- [Greater self-acceptance improves emotional well-being](#)
- [10 ways to practice self-acceptance](#)
- [Self-acceptance could be the key to a happier life](#)

Self-compassion means speaking kindly to yourself, especially during stressful times. There are many [benefits of self-compassion](#), such as strengthening resiliency, increasing productivity, and reducing stress. Here are some questions to ask yourself to assess your self-compassion:

- Do I use negative or positive tones and words towards myself?
- Do I praise myself for my successes or dismiss them?
- Am I overly hard on myself when I make a mistake? Do I criticize my efforts?
- Do I view setbacks as learning opportunities or as outright failures?
- Do I reject compliments because I don't feel deserving of them?
- When I feel upset, do I dismiss my feelings or accept them?
- How do I speak to myself when I'm proud of myself versus when I'm displeased?
- Does my inner self-talk make me feel good or bad about myself?
- Would I speak to a friend the way I speak to myself?

Check out these resources to help foster self-compassion:

- [The power of self-compassion](#)
- [Self-compassion and self-help resources](#) (includes information sheets and workbooks)
- [Self-compassion break](#)
- [Stop being so hard on yourself: how self-compassion is the key to mental health](#)
- [How to overcome perfectionism](#)

Managing Stress and Anxiety

To manage stress, it is useful to understand what it is and how it impacts us. To learn about causes, symptoms, and health outcomes associated with stress, visit [mental health - coping with stress](#) on the Government of Canada's website or see this [stress management guide](#). Both resources also contain tips for managing stress.

One tangible way to help tackle stress and anxiety during the pandemic is to use a web app accessible from your smartphone or computer. Apps such as *Self-help Anxiety Management* (available from [iTunes](#) and [Google Play](#)) and *MindShift CBT* (available from [iTunes](#) and [Google Play](#)) can help you understand and manage anxious thoughts, feelings, and behaviours.

If you are unable to access a web app, you can try an [anxiety tracking log](#). The Australian Centre for Clinical Interventions also offers free [worksheets for anxiety management](#).

To learn about coping with stress specifically related to the COVID-19 pandemic, see the [Centers for Disease Control and Prevention coping with stress guide](#).

Practising mindfulness meditation is also a simple way to help reduce stress throughout the day by bringing your thoughts to the present moment. Here are some resources to help practice mindfulness and relaxation:

- Headspace: meditation and sleep (an app available from [iTunes](#) and [Google Play](#))
- Calm (an app available from [iTunes](#) and [Google Play](#))
- [Calm's YouTube channel](#)
- [Four step guide to meditation](#)
- [Relaxation techniques for health](#)
- [6 powerful relaxation techniques for anxiety](#)

Additional Tips for Maintaining Positive Mental Health

- Mindfully consume alcohol, drugs, and stimulants (e.g., caffeine)
- Practice good hygiene and get annual check-ups with a physician
- Practice setting boundaries in your professional and personal life
- Practice [healthy thinking](#) (i.e., thinking about situations objectively and considering pros and cons before making decisions⁵)
- Take time for the things you enjoy⁶ and follow your passions and interests
- Identify the type of learner you are — try the [study skills student self-assessment](#) tool to understand the ways you learn best
- Accept the highs and lows — recognize that every experience is a teachable moment that will help you grow¹
- Know your value – recognize that you have skills and roles that are important to society – check out [StrengthsFinder 2.0](#) to help you identify your strengths
- Practice empathy by learning to recognize and understand the feelings of others¹
- Learn how to [manage your emotions](#) in healthy ways¹
- [Set attainable goals](#)
- [Ask for help](#) when you need it

Online Resources for Maintaining Positive Mental Health

- [Maintaining good mental health](#)
- [How to look after your mental health](#)
- [Maintaining mental health in the time of coronavirus](#)
- [Maintaining mental health and mindfulness during the COVID-19 pandemic](#)
- [Maintaining mental health practices during COVID-19](#)
- [Tips for asking a friend about their mental health](#)
- [Wellness modules for maintaining mental health](#)
- [Wellness module on healthy thinking](#)
- [Mental health and COVID-19 for public servants: protect your mental health](#)
- [Five ways to say 'no' effectively](#)

1.2 Social Wellness

Social wellness refers to your ability to develop and maintain meaningful relationships and networks with people in your life. Social wellness can improve your sense of belonging, self-esteem, resilience, and your ability to cope with stress. Having good social wellness means:

- You have [healthy relationships](#) characterized by trust, respect, open communication, boundaries, and mutual enjoyment⁶
- You have a healthy support system of peers, family, friends, partner/spouse, and colleagues who you can rely on for advice, help, and friendship^{6,7}
- You work to maintain existing relationships/networks and develop new ones⁷
- You balance your needs with the needs of others
- You feel comfortable and confident presenting your values, beliefs, and opinions to others
- You value and appreciate the diversity among others (e.g., age, background, and lifestyle)
- You engage with people in your university community and the community at large⁷
- You try to stay informed on social matters in your community and in the world that influence the social wellbeing of yourself and others
- To better understand your social wellness, view the [social wellness checklist](#)

Tips for maintaining social wellness:

- Make an effort to stay connected with people you care about⁷ (e.g., reach out to them, ask them how they are doing, make plans)
- Be open to meeting new people and making new friends
- Be open to new activities — this can help you connect with people with whom you share common interests and can help you build new skills (e.g., volunteer or join a society)⁷
- Practice sharing your feelings, thoughts, and skills with the people in your support system
- Practice actively listening to others when they need support
- Learn about how to foster social support in your life with the [social support wellness module](#)
- Learn more about improving your social wellness by using the [social wellness toolkit](#)

Connecting with Others Through Conversation

While working remotely, you might find it challenging to see your family and friends and do the activities you normally enjoy doing together. One easy way to connect to others is through a phone call, video call or text. Talking about your day and how you feel is a good way to alleviate the weight of everyday stressors and responsibilities. Try to include time in your day to talk to your loved ones. Remember, there's no rule book for how long or often you should talk for — do what feels best for you. Here are some of the benefits of talking with others:

- Increases your connectedness with others

- Helps you cope with stress, anxiety, and depression
- Improves conversation and language skills
- Helps you better understand who you are (e.g. your skills, self-worth, and emotions)
- Helps you build compassion and empathy for others
- Creates and maintains relationships and networks

Finding someone to talk to:

- Pick someone you trust with your personal information
- Pick someone who engages with you and uses [active listening](#) in the conversation
- Pick someone who is interested in your well-being and wants the best for you
- Pick someone you're comfortable talking to about the good and difficult aspects of life
- If you don't feel comfortable talking with someone you know, speak to a trained professional (e.g., a therapist or peer support worker)

Tips for incorporating conversations into your daily routine:

- Use commute time (e.g., on a bus, while walking) to chat with a loved one
- Chat with loved ones while you complete household chores
- If you enjoy daily walks, try using this time to talk with your loved ones (you can even send them pictures of your favourite sites and scenery)
- Schedule a virtual mealtime — eat together over a video call (try cooking the same meal). To learn how to schedule a meeting please refer to section 5.9.
- Try including a daily conversation as part of your morning or evening relaxation time
- Use headphones with a mic or the speakerphone option to keep your calls hands-free
- If you have kids at home, talk with them about their feelings and their day — check out [why talking is important](#) for tips on how to encourage kids to share feelings

For more information on connecting through conversation, check out this article called [why talking about our problems helps so much \(and how to do it\)](#) by Eric Ravenscraft of the New York Times. If you are still feeling lonely or disconnected from the people you know, view this article on [coping with loneliness](#)

Tips for Engaging with your Community While Working Remotely

When learning remotely, it can be challenging to engage with your community in the same way you did before. Below are tips for engaging with the university community and community at large while working remotely, as well as information on where to find virtual and in-person events, activities, and volunteer opportunities.

Tips for staying connected with others:

- Play an online video game (e.g., smartphone apps, console games, or computer games)
- Do a virtual activity with others (e.g., a yoga class or craft night)
- Watch a movie or show together — try using [Netflix Party](#)
- Watch a live virtual performance together:
 - Check out the billboard's list of [livestreams & virtual concerts](#)
 - Try CBC's list of [Canadian live stream music and performance events](#)
 - For the NL music experience visit [Shamrock City live stream events](#) and [O'Reilly's Pub live stream events](#)
 - Join other live stream events at [NL Live Events](#) and [MusicNL](#)
- Participant in virtual discussion groups and events (e.g., an online book club)
- Set goals together and share progress photos/videos (e.g., fitness, organizing, or reading)
- Have a virtual study or writing session
- Check out this CBC article by Truc Nguyen featuring fun ways to keep social while maintaining social distancing: [6 fun ways to play, chat and hang with others online](#)

Virtual and in-person gatherings and activities at MUN and in the community:

- The Internationalization Office hosts a [discussion group](#) where you can meet and chat with current students and alumni (spouses are welcome)
- Try a thesis writing group, such as [Evening Thesis Writing Group](#), [Afternoon Thesis Writing Group](#), or [Virtual Thesis Writing Retreat](#)
- Tune into [Coffee and the Community](#) to talk with different community organizations
- Join the [Conversation Circle](#) to chat with current and incoming students
- Visit the [Memorial University Botanical Gardens](#) to learn about NL flora and enjoy the walking [trails](#) and [community events](#)
- Join [Nature NL](#) to [participate in events](#) such as hikes, nature themed movie nights, and presentations and discussions
- Try [online Trivia Tuesdays](#)
- [Association for New Canadians NL](#) hosts weekly gatherings
- Join the [Launch Forth Leadership Series](#) to discuss leadership and learn about the leadership journeys of others

MUN events are always evolving, so keep up-to-date by visiting these websites:

- [School of Graduate Studies](#)
- [Enhanced Development of the Graduate Experience \(EDGE\)](#)

- [GSU: Campus Life](#)
- [The Writing Centre](#)
- [Community Engagement | Student Life](#)
- [Leadership at Memorial | Student Life](#)
- [Get Involved on Campus | Student Life](#)
- [Student Success | Student Life](#)
- [Remote Student Life in Spring | Student Life](#)

Where to find volunteering opportunities, workshops, and events:

- [Community Engagement | Student Life](#)
- [Volunteer with Student Life | Student Life](#)
- [Leadership at Memorial | Student Life](#)
- [Get Involved on Campus | Student Life](#)
- [Student Volunteer Bureau](#)
- [GSU: Campus Life](#)
- [MUN GSU: Clubs & Societies](#)
- [Events Calendar | Student Life](#)
- [Volunteer Opportunities | Mun Grenfell Campus](#)
- [Volunteer St. John's](#)
- [Volunteer opportunities | City of St. John's NL](#)
- [Community Groups/Organizations](#)
- [Volunteer Canada](#)
- [Attend a Workshop | Enhanced Development of the Graduate Experience \(EDGE\)](#)
- [Upcoming Events | Alumni Engagement](#)
- [Remote Student Life in Spring | Student Life](#)
- [Current Students & Alumni | Internationalization Office](#)
- [Upcoming Events | MUN Grenfell Campus](#)
- [Calendar of events | City of St. John's, NL](#)
- [Community Events | City of St. John's, NL](#)
- [Upcoming Events | City of Corner Book, NL](#)
- [TEDx Program | Programs & Initiatives](#)

1.3 Physical Wellness

Having physical wellness means making choices to take care of your body. Learn more about maintaining and improving your physical wellness by using the [physical wellness toolkit](#).

What Physical Wellness Looks Like:

- Participating in regular physical activity⁸
- Fueling your body with nutritious foods
- Staying hydrated
- Having physical and mental energy for daily activities^{9,10}
- Getting enough sleep⁸
- Limiting intake of alcohol and tobacco
- Getting annual medical checkups and screenings
- Getting medical attention when necessary

Benefits of Physical Wellness

- Regulates your sleep cycle⁸
- Improves self-esteem and problem-solving skills⁸
- Increases your sense of belonging and connectedness to your community⁸
- Increases muscle strength⁸
- Improves memory, focus, flexibility, motor skills, cardiorespiratory, and bone health⁸
- Produces endorphins and elevates mood⁸
- Reduces stress, anxiety, and depression⁸ — see [benefits of exercise for mental health](#)
- Improves quality of life by reducing risk of premature death, disease, and disability^{9,10}
- Provides your body with energy needed for daily activities and cellular repair
- Helps maintain a healthy [body weight](#)^{9,10}
 - Remember that there is no ideal body weight to aim for because your body's ideal weight is unique — learn more at [Canadian guidelines for body weight classification](#) and [body image, self-esteem, and mental health](#)
- Learn more about the [benefits of physical activity](#) and [exercise](#)
- Learn how [exercise can set you up for a successful school year](#)

How to Get Physically Active

The World Health Organization defines [physical activity](#) as any body movement that requires you to use energy¹⁰. While working remotely, remember to incorporate physical activity into your daily schedule.

It is important to recognize that physical activity and exercise do not mean the same thing^{9,10}. Exercise is a form of physical activity, where the activity is planned, structured, and often repeated to help maintain and/or improve physical fitness^{9,10}. For example, workout videos are forms of exercise, whereas walking to university is a form of physical activity.

The Public Health Agency of Canada recommends adults get 150 minutes of moderate to vigorous aerobic activity per week to maintain/improve health¹¹. Learn more about physical activity by using [physical activity tips for adults](#) and the [Canadian 24-hour movement guidelines](#).

Tips for incorporating physical activity into your day:

- Get active virtually or in-person with friends and family (e.g., walk or workout together)
- Join a recreational sports team or take a fitness class
- Check out local trails and outdoor activities in your area, such as the [East Coast Trails](#) or [Pippy Park Trails](#) (Newfoundland)
- Look for outdoor adventure groups on social media — check out [Wednesday Wellbeing](#) where students and faculty explore outdoors and wellness
- Try these [10 outdoor workouts to enjoy this summer](#)
- Check out [MadFit](#) or [FitnessBlender](#) for free workout videos to use at home
- Work out with your children — check out [The Body Coach](#)'s workouts for kids on YouTube called 'PE with Joe'
- Stretch throughout the workday — check out [5 stretches to counteract all that sitting](#)
- Try yoga — check out [Megan Humphrey Yoga](#), [Yoga with Adriene](#), or [Fightmaster Yoga](#) (appropriate for kids)
- Learn how to achieve your fitness goals using [5 steps to get started](#), [make your workout work for you](#), [4 ways to motivate yourself to get active](#), and [tips for staying motivated](#)

Learn more about physical activity and how to incorporate it into your day:

- [Sour mood getting you down? Get back to nature](#)
- [The connection between nature and mental health](#)
- [Connection between mental and physical health](#)
- [Get started with physical activity for a healthy weight](#)
- [Fitness: getting and staying active](#)
- [Increasing physical activity and reducing sedentary living in Canada: let's get moving](#)

How to Practice Healthy Sleep Habits

Sleep is an important part of overall health^{12,14} and helps you rest and repair¹⁴ so you are ready to take on a new day. For adults aged 18-64, the [Public Health Agency of Canada](#) recommends 7 to 9 hours of sleep per night. Some benefits of good sleep include:

- Increases mental alertness (e.g., memory, focus, and ability to learn and complete tasks)¹⁴
- Improves productivity, decision making, and mood^{13,14}
- Reduces risk of disease¹⁴
- Reduces stress, anxiety, and depression¹⁴ — check out [4 ways sleep affects your mental health](#), [sleep and mental health](#), and [understanding sleep](#)
- Helps regulate metabolism and hormone levels¹⁴

Tips for getting a good night's sleep:

- Avoid stimulants before bed (e.g., caffeine and nicotine)^{12,13}
- Be mindful of eating and drinking habits before bed (e.g., avoid large meals and drinks)¹³
- Take time to relax before going to bed¹³ — check out this [sleep relaxation exercise](#)
- Avoid technology one hour before bed¹³ (lights signal your brain to stay awake)
- Have a set bedtime and wake up time^{12,13} — check out [apps to help set your sleep routine](#) or read this article on [how to get your sleep schedule on track](#)
- Make your sleeping environment/room comfortable¹³ — check out [upgrade your sleep: simple bedroom solutions](#)
- Limit naps to 30 minutes¹³ — check out [take a nap or push on through?](#)
- Speak with your physician/pharmacist about your sleeping difficulties¹²
- If you need help resetting your schedule, check out [self-help resources for sleep](#) and [wellness module 6: getting a good night's sleep](#)
- For more tips, visit: [6 steps to better sleep](#), [sleep hygiene tips](#), and [healthy sleep habits](#)

Learn more about how to get a good night's sleep:

- [Canadian Sleep Society](#)
- [National Sleep Foundation](#)
- [Sleep guidelines and help during the COVID-19 pandemic](#)
- [Managing sleep problems during COVID-19](#)
- [Calling all night owls: making your sleep habits work for you](#)

How to Practice Healthy Eating Habits

Another essential component of mental and physical health is diet. [Canada's Food Guide](#) recommends incorporating lots of fruits and veggies, protein, and whole grains into your diet, but it's also important that you allow yourself to eat the foods you *want* to eat. In fact, healthy and normal eating is often imperfect and should be something you enjoy.

[Healthy eating habits](#) are practices that make you feel good, provide the nutrients your body and brain needs to function well, and help prevent chronic diseases (e.g., diabetes, heart disease).

Healthy eating habits include:

- Choosing to balance protein, carbs, and fats into your meals
- Choosing to incorporate fruits and veggies into meals and snacks
- Limiting excessive intake of processed foods
- Trying new foods to encourage variety in your diet
- Planning or preparing meals ahead of time — check out [meal planning](#), [a beginner's guide to meal prep](#), and [9 easy weekly meal plan ideas](#)
- Allowing yourself to enjoy foods without labelling foods as 'healthy' or 'unhealthy'
- Being kind and compassionate with yourself no matter what you eat
- Honouring your body's hunger signals and eating enough for your body

Resources for healthy eating and cooking habits:

- [Identifying barriers to healthy eating](#)
- [Understanding nutrition, depression and mental illnesses](#)
- [Grocery shopping tips](#)
- [Tips for healthy eating while staying at home](#)
- [Masterchef @ MUN](#) — tune in every Saturday from 4pm to 5pm to learn a new recipe!
- [Gordon Ramsay on YouTube](#)

1.4 Cultural Wellness

Cultural wellness involves fostering awareness and respect for other cultures within yourself and fostering cultural inclusion within your communities. You can support others by keeping an open mind and accepting ways of life that differ from your own. It is also important to recognize that cultural norms may impact how different individuals view productivity and wellness. The more culturally aware people there are in society, the more inclusive society will be.

Tips for Cultivating Cultural Awareness and Inclusivity

- Join a club or volunteer in the community to meet others
- Learn about cultures by reading books, watching documentaries, and online searching
- Support local businesses and organizations owned and operated by individuals from all cultures

- Understand your biases — challenge any discomfort you feel upon interacting with individuals of different ethnic and cultural backgrounds
- Learn about your own culture and family history — how does your culture and upbringing influence how you view others and the world around you?
- Learn how to communicate with others when cultural or language barriers are present
- Take an elective course to broaden your cultural awareness

To see a list of international student groups at Memorial, visit [International Student Groups](#). Another program that promotes cultural wellness is [MUN Mentors](#), which pairs new international students with current MUN students to help them adjust during their first semester at Memorial.

For more events and information that promote cultural wellness at Memorial, check out the [Internationalization Office](#) (including how to sign up for the [International students listserv](#)), the [Office of Indigenous Affairs at St. John's Campus](#), and the [Indigenous Resource Centre at Grenfell Campus](#)

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Section 2: Community Resources and Supports

2.1 Urgent Medical and Mental Health Help

If you reside outside of Newfoundland and Labrador, please visit your local government and public health websites for information on medical, mental health, and crisis intervention services.

Please note that the times of all services are given in Newfoundland Time (NT). Use [the Time Zone Converter](#) to change NT to your local time zone.

Urgent Medical Help: Who to Call

If you reside in St. John's, Newfoundland, contact the Health Sciences Emergency Department by calling **1-709-777-6300**. Location: Health Sciences Centre, Emergency Room, 300 Prince Phillip Drive, St. John's, NL.

If you reside in Canada or the USA and need immediate medical attention, please call **911**.

If you reside outside of Canada and the USA, call your local emergency contact number, which can be found on this [list of emergency telephone numbers](#).

Urgent Medical Help: Hospital Walk-In Services

Health Sciences Centre: walk-in emergency services (including psychiatric services) available 24 hours a day, 7 days a week. Location: Health Sciences Centre, Emergency Room, 300 Prince Phillip Drive, St. John's NL. Phone number: **1-709-777-6300**.

Waterford Hospital: walk-in emergency psychiatric services available 24 hours a day, 7 days a week. No referral required. Location: Waterford Hospital Site on 306 Waterford Bridge Road, St. John's, NL. Phone number: **1-709-777-3021** or **1-709-777-3022**.

Urgent Mental Health Help or Crisis Intervention

[Crisis Service Canada](#) (nation-wide service): this national phone service offers support during mental health crises. Call **1-833-456-4566** or text **45645**. This service is available 24 hours a day, 7 days a week.

The 24-hour [Mental Health Crisis Line](#) (NL provincial service): this provincial phone service offers support during mental health crises. Call **1-709-737-4668** (St. John's region) or **1-888-737-4668** (NL wide).

Mobile Crisis Response Teams in Newfoundland

These Mobile Crisis Response Teams are traveling teams of health professionals that assist with mental health-related crises, in a person's home or community.

[St. John's Mobile Crisis Response Team](#): call **1-888-737-4668**. Available 7 days a week from 11 a.m. to 7 p.m. NT. This service extends west of St. John's but does not extend past Holyrood or Bay Bulls and extends east of St. John's but does not exceed Portugal Cove.

[Corner Brook Mobile Crisis Response Team](#): call **911** or the Royal Newfoundland Constabulary at **1-709-637-4100**. Available 7 days a week, from 10:00 a.m. to 10:00 p.m. NT.

[Labrador City and Wabush Mobile Crisis Response Team](#): call the Mental Health Crisis Line at **1-888-737-4668**, call **911**, or call the local Royal Newfoundland Constabulary detachment at **1-944-7602**. Available 7 days a week, from 2 p.m. to 10 p.m. NT.

2.2 Physician and Counselling Services

Getting Insurance

We strongly encourage graduate students to obtain health insurance coverage. For information on the Medical Care Plan, please visit the [MCP website](#). For information on health and dental insurance from the Graduate Student's Union (GSU), please visit the [GSU website](#). If you are not eligible for MCP or GSU health insurance, contact the [Internationalization Office](#) regarding coverage under the Foreign Health Insurance Plan.

Meeting with a Physician or Counsellor

If you need to speak with a doctor or therapist you can book an appointment through one of the organizations listed below. If you reside outside of NL, visit your government and public health websites for information on local physician and counselling services.

The MUN [Student Wellness and Counselling Centre \(SWCC\)](#) is offering virtual and telephone appointments during the COVID-19 pandemic. If you need to speak to a medical doctor, please

contact SWCC by emailing swccfrontdesk@mun.ca, access the online portal [HealthMyself](#), or call **1-709-864-8500**. If you need to speak to a counsellor, please contact SWCC by swccwellness@mun.ca or call **1-709-864-8500**.

[NL Medicuro](#) is an online health clinic covered by MCP offering virtual appointments. Please visit their website for same-day doctor appointments and prescription refills.

[811 HealthLine](#) is a free, confidential, 24-hour provincial (NL) telephone line that allows you to speak directly with an experienced registered nurse who can offer information and advice and connect you with local services. Call **811** or **1-888-709-3555** to speak with a registered nurse.

Other Mental Health Support Services

Doorways clinics provide counselling services for mental health and addictions in NL. Depending on the location, a combination of walk-in, same-day, or next-day services will be offered. Services are available virtually and by phone. No appointment or referral is required for walk-in counselling services. To find a Doorways clinic near you, visit one of the following websites:

- [Doorways locations in Eastern NL](#)
- [Doorways locations in Central NL](#)
- [Doorways locations in Western NL](#)
- [Doorways locations in the Labrador-Grenfell region](#)

If you're having difficulty finding mental health help or are unsure of what options are available to you, you can call the [Mental Health and Addictions Systems Navigator](#) at **1-877-999-7589**. This is a central phone line to access information and guidance regarding mental health services in NL.

If you are unable to access services in NL, the Australian Centre for Clinical Interventions offers free [self-help resources for mental health problems](#).

2.3 Emergency Housing, Food, Shelter and Personal Care Items

Having shelter, safety, nourishment, and [hygiene](#) products are essential to basic human wellbeing. If you do not have access to these things, it is normal and healthy to ask for help.

For information on emergency housing in NL, visit the [housing & immediate needs archives](#), [find a shelter](#), and [housing services](#). For information on food aid services in NL, visit the [Community](#)

[Food Sharing Association](#) and [Food Banks in St. John's and Mt. Pearl](#). For additional centres and supports in NL, see the list of community organizations below. If you reside outside of NL, please visit your local government and public health websites for information on food aid, housing services, and community centres. To find a food bank in Canada, visit [Find a Food Bank](#). For more resources, visit [get help](#).

Community Centres and Supports in Newfoundland

[Bridges To Hope](#) has a food pantry program that gives food aid assistance once per month and also offers emergency food hampers to those in immediate need. Location: 39 Cookstown Road, St. John's, NL A1C 4G7. Hours: Tuesday from 11:00 a.m. to 12:50 p.m. NT and Wednesday from 10:00 a.m. to 12:50 p.m. NT.

[Choices for Youth Outreach & Youth Engagement Centre](#) offers a program called Meals and Drop-In for persons aged 16 to 29 who are in need of food assistance. Location: 12-16 Carter's Hill Place, St. John's, NL A1C 6N5. Hours: Monday, Tuesday, Thursday and Friday from 1:00 p.m. to 3:00 p.m. NT. Phone Number: **1-709-754-3047**.

[The Gathering Place](#) provides a safe and friendly environment for those in need, including hot meals 7 days a week, washroom/showering facilities, a laundry room, and social rooms. The Gathering Place also offers programs, including an income tax clinic, a home support program, a clothing boutique, access to personal care items, and access to medical, law and counselling services. Location: 172 Military Road, St. John's, NL. Phone Number: **1-709-753-3234**.

[Stella's Circle](#) provides a variety of services to adults who are experiencing difficulties with engaging with their community. Barriers that can influence community engagement include mental health challenges, addictions, trauma, poverty, homelessness, criminal justice involvement, low literacy, and long periods of unemployment. Stella's Circle helps break down these barriers by offering supportive housing, counselling services, job training, and skills programs. Location: 142 Military Road, St. John's, NL. Phone Number: **1-709-738-8390**.

[Iris Kirby House](#) is a safe shelter for women (aged 16+) with or without children who are experiencing domestic violence. Location: 196 Waterford Bridge Road, St. John's, NL A1E 1E2. Crisis line: **1-709-753-1492** or **1-877-753-1492**. Office number: **1-709-722-8272**.

[Tommy Sexton Shelter](#) provides emergency or short-term shelter for individuals (all genders, aged 16+) who are living with, affected by, or considered at risk of contracting HIV and/or HCV. Location: 47 Janeway Place, St. John's, NL. Phone Number: **1-709-579-8656**.

[Naomi Centre](#) is an emergency shelter that provides safe and supportive temporary housing and counselling services for women aged 16 to 30. Individuals can make a self-referral to the

Naomi Centre or obtain a referral from a medical professional, counsellor, government department, or from family/friends. Location: 4 Patrick Street, St. John's, NL. Phone Number: **1-709-579-8641**.

[Community Care Supportive Housing – Eastern Health](#) provides 24-hour safe and supportive housing for people (aged 19+) living with chronic and persistent mental illness. Community Care Supportive Housing also provides residential and psychiatric care, case management, and therapeutic recreation. Location: 56 Mineral's Road, Conception Bay South, NL. Phone Number: **1-709-834-0801**.

[Choices for Youth \(Newfoundland & Labrador\)](#) is an organization that advocates and provides support for at-risk and homeless youth (aged 16 to 29) in St. John's. Choices for Youth provides various support programs such as [housing and shelter](#), [employment](#), [health & outreach services](#), and the [family reconnect program](#). Office Location: 261 Duckworth Street, St. John's, NL. Phone number: **1-709-754-0446**.

[The Choices Shelter](#) is a 9-bed shelter that provides emergency housing (for one month) for youth in times of crisis that identify as male or gender non-conforming. Location: 12-16 Carter's Hill Place, St. John's, NL. Phone number: **1-709-757-3050**.

[The Lilly](#) is a 14-unit building with 24-hour staff support for working youth. The building consists of 1 and 2 bedroom units, kitchen and eating areas, and community/recreational spaces. Residents also engage in a variety of community programs (e.g., camping, hiking, yoga). Location: 52-58 Bond Street, St. John's, NL. Phone number: **1-709-739-1019**.

[St. John's Women's Centre](#) offers a drop-in counselling program in the St. John's area for women-identified individuals (aged 18+). This counselling program includes a single therapy session in a safe and friendly environment. Other services include the Clothing Boutique Program & Personal Care Pantry Program, Holistic Programs, Information Sessions and Workshops, and Thursday Tea Time. No appointment or referral is required. Location: 170 Cashin Avenue Extension, St. John's, NL. Hours: Tuesdays from 12:00 p.m. to 7:00 p.m. NT and Wednesdays from 12:00 p.m. to 5:00 p.m. NT. Phone number: **1-709-753-0220**. Deaf women can contact the centre about programs and services by texting **1-709-770-4312**, available Monday to Friday from 8:30 a.m. to 4:30 p.m. NT.

[THRIVE Community Youth Network](#) provides learning, employment, community engagement and support services for youth aged 12 to 24 years old. Location: 807 Water Street, St. John's, NL. Available: Monday to Friday from 9:00 a.m. to 4:30 p.m. NT. Phone Number: **1-709-754-0536**.

2.4 Peer Support Services (Call, Text, and Online Chat)

Here is a list of organizations with call and text centres that have volunteers ready to chat with you about any topic, feeling, or problem, no matter how big or small:

[CHANNAL Warm Line](#): call **1-855-753-2560** or **1-709-753-2560** to speak with a trained peer supporter. Available from 11:00 a.m. to 11:00 p.m. NT. For more information, visit [Mental Health and Addiction Support Resources](#) and the [CHANNAL Facebook page](#).

[Crisis Text Line](#): text 'TALK' to **686868** to speak with a trained volunteer crisis responder about any issue (available for children, youth, and young adults). If you are an adult, text 'WELLNESS' to **741741**. This free and confidential service is available 24 hours a day.

Hope for Wellness Help Line: if you are First Nation or Inuit, call **1-855-242-3310** or talk online at [Hope for Wellness Chat](#). Available 24 hours a day, 7 days a week. For more information, visit [Mental health and wellness in First Nations and Inuit communities](#).

The Newfoundland Sexual Assault Crisis and Support Line: this provincial line offers support and information to individuals who have been impacted by sexual violence. To speak with a trained support volunteer, call **1-800-726-2743** or **1-709-726-1411**. For more information, visit [Newfoundland & Labrador Sexual Assault Crisis & Prevention Centre](#).

MUN MINDS: this Memorial University society for undergraduate and graduate students aims to fight the stigma around mental health and provides mental health resources for students. This society offers [peer support](#) in association with Memorial University's Student Wellness and Counselling Centre.

[7 Cups at Memorial University](#): this program offers anonymous and confidential emotional support with a trained listener. Available 24 hours a day, 7 days a week. To sign up through MUN, use the password *mun_portal*.

Please note that support services at MUN are always evolving, so keep up-to-date by visiting:

- [Supports & Services | Student Wellness and Counselling Centre](#)
- [Resources for graduate students | School of Graduate Studies](#)
- [Student Supports and Resources](#)
- [Faculty of Medicine | Research and Graduate Studies](#)

Section 3: Optimizing Your Remote Learning Experience

During the pandemic, students experience a myriad of stressful situations and have to adapt to new ways of living and learning. Lack of experience with online learning can be a source of stress for students from all areas and backgrounds.

This section aims to share and discuss some best practices for online learning including advice on staying motivated and managing stress levels, time management and productivity, conducting research online, and thriving as a graduate student.

3.1 Managing Time and Staying Motivated

Social distancing restrictions have resulted in online learning being a necessity rather than a choice, which can have a huge impact on student stress and motivation. Here are a few ways to help keep you driven and inspired while working from home.

Establish a Workspace

Not everyone has access to an office space in their home, so it is important to adapt the space you have access to. Whatever your situation, try to set up a workspace where you can sit comfortably with limited distractions. This might be a kitchen table, a desk, or in a comfortable chair.

If possible, try to work in a well-lit room and adjust your device screen brightness to avoid tired eyes. Having everything that you need to work nearby can also help you maintain your concentration by limiting movement and distractions (e.g., pens, pencils, textbooks, calculator, ear plugs, etc.). For more tips, check out [how to build a home workspace for online classes](#).

When working from home, remember to choose comfortable clothes that motivate you to work. Some people suggest avoiding pajamas or lounge wear while working in the day, as studies suggest that the clothes we wear can impact our attention (check out [enclothed cognition](#)).

Establish a Schedule with Breaks

Time management is often one of the greatest challenges faced in online learning and research. During this time, some students may have more time flexibility, providing them with the freedom

to choose how they schedule work time. When faced with a high degree of time flexibility, establishing set times to work can help ensure you meet your goals.

On the other hand, some students may now hold multiple roles and responsibilities at home, such as taking care of children. In this case, it may be helpful to establish time during the day when you can accomplish essential tasks (e.g., 1-2 hours in the morning or night).

Remember that the same schedule may not be ideal for everyone. Some people work better in the morning, while others prefer the afternoons or evenings. If possible, adjust your work schedule to the period of time when you have more energy and focus.

Review these resources for how to [schedule your time](#), [types of scheduling methods](#), and [how to set a weekly schedule](#). Concordia University also has a helpful webpage on [time management](#).

Aside from work hours, it is also important to take regular breaks. One famous time management tool is the [pomodoro technique](#). Developed by Francesco Cirillo, the technique consists of limiting activities to 25-minute time slots. After every time slot, take a short break (e.g., listen to a song, have a coffee). After three or four time slots, take a longer break of about 30 minutes (e.g., go for a walk, call a friend). This technique can be very useful for people who have a hard time concentrating for long periods of time. Other people prefer to work uninterrupted for longer periods of time (2-4 hours).

Minimize Distractions

Once you have established when you will work and how long you will work, do what you can to minimize distractions during these established work sessions. For example, silence your phone and use ear plugs to drown out distracting sounds.

Another great tip is to download a smartphone app or browser add-on to help limit your use of social media websites during working hours. Check out [Cold Turkey](#) for a free website blocker, or your smartphone's built-in time limits for app use.

Another tip for minimizing distractions is to set boundaries between work time and social time. It is much easier to forget that we are on work time when we are sitting at home. For example, try to avoid long phone calls with family and friends during work hours unless you have designated that time for a break. As a general rule, if you wouldn't do it at your typical on-campus workplace, try not to do it while working from home.

Dissertation and Thesis Writing Motivation

Students who have finished all courses and are now writing their dissertations or theses may find it especially difficult to stay focused and motivated while working from home.

Dr. Cecile Badenhorst has created a video for thesis/research based graduate students on declining motivation and how students can increase their motivation to write. [Thesis writing and motivation: don't want to do it](#) is the first in a series of four videos on motivation and procrastination. [Dr. Badenhorst's YouTube page](#) also includes more videos with tips on writing and publishing articles. You can also check out [finding motivation while working from home as a PhD student during the coronavirus pandemic](#).

If you feel like finding motivation to work is difficult when you are alone, check out MUN's [afternoon thesis writing group](#), [evening thesis writing group](#) and [thesis writing retreat](#) to work on your thesis alongside other students going through a similar process.

3.2 Balancing Productivity and Wellbeing

Although we often think about well-being and productivity as separate concepts, both are deeply intertwined. You will have a much more successful study and research experiences if you remember to take care of yourself. Without well-being, productivity cannot be sustained. So, how can we be productive in such stressful times?

First, we must acknowledge that we are living under exceptional circumstances and therefore we must adjust our expectations accordingly. It might be helpful to think about your tendency to overestimate what you can achieve in a workday. If you tend to set high expectations for yourself, you may feel disappointed if you did not complete all your tasks. Be realistic regarding expectations and remember not to be too hard on yourself.

Second, we must remember that productivity is very much a matter of strategy and perseverance. It is better to do a little bit frequently than tackling huge tasks all at once. Try to adjust study time to your current situation, if possible, and create a routine and stick to it.

How to Set Realistic Goals

Set S.M.A.R.T. goals:

- Specific – you understand what you have to do because your goal is well-defined

- Measurable – a small goal helps you measure your progress toward a larger goal
- Achievable – your goal is attainable given your current situation and resources
- Relevant – your goal is relevant because it contributes to a larger, future goal
- Timely – your goal can be completed within a clearly defined time frame

One example of an ambiguous goal that may create anxiety is “work on your thesis.” To break this larger goal into SMART goals, choose smaller, specific tasks that can be completed throughout the week. Here are some examples:

- Proofread two sections in your ethics application
- Summarize one relevant article
- Spend one hour clearing data
- Edit two pages of your method or edit for one hour (whichever comes first)

If you find yourself unable to complete your daily to-do list, you may be setting unrealistic goals for your current situation. To address this, try breaking each goal into a primary task and secondary task. The primary task should consist of what you *definitely want or need* to accomplish (e.g., summarize one article). The secondary task would be completing anything beyond the primary task, but not being hard on yourself if you don't.

Reward Your Achievements

Working from home means that you have to combine your work space and leisure space. Don't forget to reward yourself for hard work; relax and have some fun. Having leisure time and rest is just as important as being productive, and crucial for a successful graduate school experience. Make sure to include free time in your daily schedule so you can recharge and clear your mind. Take a weekend off to spend time with your family, get outside on nice days, take time to cook meals and enjoy hobbies, etc.

Check out this article shared by The University of Waterloo titled [Balancing productivity and self-care in grad school during COVID-19](#). You can also view this [TEDx talk](#) by David Allen, author of *Getting Things Done: The Art of Stress-Free Productivity*.

Stay Connected with Others

Remember to stay in touch with friends and family. This is especially important for international students whose sense of isolation may be aggravated by the distance from their homes and loved ones.

For tips on how to stay connected with loved ones via distance, see Section [1.2 Social Wellness](#). This section provides advice on connecting with others and engaging with your community while working remotely.

Also, remember to reach out to your colleagues and professors if you have questions, or feel unsure about any aspect of your work. Remember, they are part of your support network too!

3.3 How to Be an Active Learner

The dynamics of online learning are clearly different from face to face interactions. Nevertheless, the principles of effective learning remain the same. One of the most important aspects of virtual learning is being proactive. So how can you do that?

1. Don't try to passively absorb information: our learning process happens much more effectively when we create summaries of what we're studying; writing them in our own words.
2. Keep in touch with your colleagues: we have discussed the importance of socializing during the pandemic and social distancing times. It is good for us emotionally; it makes us happier and motivated, but there is another important aspect of our learning process that is frequently overlooked by online students. We do not only learn from our professors and tutors, we also learn a lot from our colleagues. When we discuss the subjects we are studying, we are constantly reminded of the information presented in class, and sharing this information may help clarify points that might be obscure to you or others.
3. Explain what you have learned: the process of sharing what we have learned with others is not only helpful to our colleagues but it is also extremely beneficial to ourselves. As we share information we are forced to re-evaluate the ideas that have been presented to us while organizing and presenting them in a coherent manner. As we do so, we create connections that make it easier for us to internalize complex information. If you are on your own, explain the content out loud or write it down on paper.
4. Go beyond what is taught in class: this one goes without saying. Although most libraries are closed, the internet grants us access to uncountable and extremely valuable sources of information. Take advantage of that!

For more more tips on successful learning, check out [Academic Success at Carolina](#).

3.4 Conducting Research From Home

We have to adapt to a new reality while working from home, and most students will have to adapt their research to current conditions as well. Although this situation can be extremely frustrating, there are some steps that we can take to minimize the challenges that we may face.

Remember that much of the information that used to be offline has now been made available online, since most people are now working from home. People are also more active online and more willing to share ideas, images, and engage with others, virtually. Online communities can be a useful source of information, and users are often happy to share their ideas and disseminate information on platforms such as [LinkedIn](#) and [Twitter](#).

Alternatives to Field and In-Person Research Activities

Social isolation and travel restrictions have made traditional fieldwork and in-person participant recruitment virtually impossible. Many students are having difficulty adapting to this new reality. Although research topics vary immensely, changes are being made to almost all research areas. Below are some possibilities that may fit the specificities of your research.

1. Online interviews: whenever possible, face-to-face interaction can be substituted with video interviews. Epistolary or asynchronous interviews are also a possibility; these are interviews in which the interviewer and interviewee do not need to be co-present in time. This can happen using email, or even apps such as WhatsApp, which allows users to record audio messages.
2. Attend online events: while most events have been cancelled, many of them have migrated to the internet and can be accessed online. Often, users are allowed to interact using chat or video interfaces.
3. Analyze audio and video content: depending on your field of research; podcasts, radio shows, and video content can offer a wealth of research material for analysis.
4. Change the focus: students in social sciences can benefit from autoethnographic research, which puts a researcher's experience at the center of his/her research, or duoethnographic research, which happens when two or more students investigate phenomena based on their own experiences and interview each other.

5. Use digital mapping and geospatial technologies: for research involving movement or migration patterns; digital mapping, and geospatial technologies may offer an additional perspective and a possibility of analysis despite the quarantine.
6. Use an online survey platform: Memorial University has a partnership with [Qualtrics survey tool](#), a web platform where you can create surveys that participants can complete at home on a computer, tablet, or smartphone. Participants can be recruited online (e.g., social media) and by advertisements with Quick Response (QR) codes, which can be posted in public spaces. Note that Qualtrics surveys can be used in combination with the [Psychology Research Experience Pool](#) to recruit undergraduate psychology students as participants.

Other resources for at-home research:

- [Doing fieldwork in a pandemic](#) (Professor Deborah Lupton, UNSW Sidney)
- [How to conduct an ethnography during social isolation](#) (Professor Daniel Miller, UCL)
- Check out the [Breaking Methods](#) webinar series for creative and innovative ways of doing research
- McGill University has compiled a list of resources to help students conduct [qualitative research during a pandemic](#)

3.5 Best Practices for Video Conferencing

When taking part in video conferences or online classes, there are a few things that you can do to make the experience better for you and your colleagues.

1. Internet access: make sure you have an internet connection that is fast enough to ensure a good audio and video quality. Some specialists say that you need 8 Mbps download / 1.5 Mbps upload for effective video conferencing. Several websites allow you to test your internet, including [speedtest.net](#), [SpeedOf.me](#) and [Bandwidth Place](#).
2. Environment: try to be in a place that is as silent as possible. Good lighting is also important, as it allows you to communicate better and others to see you properly. Favour frontal or overhead light and avoid backlight, since the latter will make it harder for your colleagues to see you.
3. Preparation: try to connect a few minutes early to make sure that everything is working as is supposed to.

4. Etiquette: make sure to keep your microphone muted if you're not the main speaker, which will guarantee that the noise level in the room is as low as possible. Also, try to provide a visual cue that you wish to speak, such as raising your hand, instead of unmuting and interrupting the flow of conversation. Another possibility is to send a message on the chat, suggesting that you want to contribute to the discussion.

The Centre for Innovation in Teaching and Learning has compiled a list of [best practices for video conferencing](#). You can also check out [five tips for conducting a virtual meeting](#).

Section 4: Managing Your Finances

4.1 Budgeting and Financial Responsibilities

Having financial literacy means having the knowledge and skills to manage money effectively. This can include making choices that will help you budget your income, pay bills on time, manage debt, file taxes, and invest savings. Developing financial literacy is particularly important right now while many students have less financial security.

Learn to Budget your Income and Manage Debt

Budgeting is a skill that we can learn to make the most out of our income and prevent debt accumulation. To get you started with some basic tips for budgeting as a graduate student, check out [surviving on a graduate student budget](#) by Justin Feeney.

When learning how to budget, it is important that you become fully aware of your spending habits. The website and app called [Mint](#) combines information from your banking accounts and automatically determines where you spend your money, allowing you to keep track of spending in different categories (e.g., clothes shopping, eating at restaurants).

Using a budget template is also a great way to organize your budget. For access to budgeting templates (in XLXS and PDF), check out financial planning websites from [McGill University](#) and the [University of British Columbia](#). For more tips and tricks on how to budget on a student income, visit [CampusWell's money website](#).

If you are a new incoming student at Memorial living in St. John's, you can learn about the [cost of living in Newfoundland and Labrador](#) to help you plan a budget. If you reside outside of Newfoundland, you might find information on the cost of living in your city on a local university website. You can also refer to [graduate tuition and fees](#) for information on the cost of attending Memorial as a graduate student.

Stay on Top of Paying Bills and Filing Taxes

It is important that graduate students take the initiative to ensure that loans, bills, and taxes are taken care of on time. Incorporating important dates into your calendar is a good way to make sure you don't miss deadlines. Using automatic transfer features on online banking websites and smartphone apps can also help you stay up-to-date with your payments. Try exploring your bank's website to learn more about online banking.

While filing your taxes may seem daunting, there are resources that can help you learn why you need to file your taxes and how to go about the process. Memorial's Internationalization Office has established an [income tax program](#) to help students with tax filing. This website includes step-by-step instructions, videos, answers to frequently asked questions, support contacts, and access to a free online tax filing system called UFILE. This program is targeted toward helping international students learn about taxes, but is also useful for Canadian students. Additionally, The Canada Revenue Agency website contains a [doing your taxes webpage](#) which includes access to support contacts and a free online tax filing system called NETFILE.

It is normal to feel confused and overwhelmed when learning about paying bills and filing your taxes for the first time. It is important to remember that with patience and persistence you have the power to learn about these processes, and you can reach out for help when you need it.

4.2 Tips for Virtual Networking

Social capital refers to the benefits we gain from developing networks with people who share our interests. Building social capital can help us create new job opportunities and collaborate with others. This is an important step for graduate students as we prepare to enter careers in industry, academia, or become entrepreneurs. During the pandemic, many public events have been cancelled or moved online, making it difficult to network like we used to. Here are some resources to help you continue to build social capital while working remotely:

[Ten Thousand Coffees](#) is a program that connects people within a field of interest who can then schedule a time to meet and chat (virtually) about shared interests and career opportunities. Ten Thousand Coffees is a great way to continue meeting new people from a distance.

Another way to network is by attending job fairs. Memorial hosted a [virtual job fair](#) in the spring of 2020, and many job fairs that would normally happen in person will likely be virtual in the 2020-2021 academic year as well. Stay up-to-date on upcoming job fairs at Memorial by checking out the [Student Life events calendar](#).

Another way to stay connected is by engaging with online communities on social networking websites such as LinkedIn and Twitter. [LinkedIn](#) is a professional networking website where you can promote your work and build employment connections. Creating a profile on LinkedIn is akin to a 'virtual resume' that allows you to make your skills and credentials accessible to potential employers. On [Twitter](#), you can engage with academics and professionals in your field by using field-specific hashtags. For example, many academics use the hashtags #AcademicTwitter and #AcademicChatter to discuss issues related to research. Within the graduate student community, popular hashtags include #PhDChat and #PhDAdvice. There are

also a number of Twitter accounts you can follow to engage with the Memorial graduate student community: check out [@MemorialU](#), [@gradstudies](#), and [@sgsdean](#).

4.3 Finding Employment

MUN Graduate Assistantships (GAs), Teaching Assistantships (TAs), and Research Assistantships (RAs)

Full-time master's and doctoral students at Memorial often obtain employment through GAs, TAs, and RAs. Students who hold these positions can become members of the [Teaching Assistants' Union of Memorial University of Newfoundland \(TAUMUN\)](#). Many GA, TA, and RA positions may be advertised through your department at the beginning of each semester, but you can also keep an eye out for general positions advertised on the TAUMUN website (see [TAUMUN job postings](#)) and on the School of Graduate Studies website (see [Graduate Assistantships](#)).

As a member of TAUMUN, you may be eligible for the [employee assistance fund](#) which is designed to assist members with expenses related to child healthcare expenses and personal healthcare expenses (up to \$100 per year). If you have questions about TAUMUN opportunities, check out [TAUMUN frequently asked questions](#) or email taumun@mun.ca.

MUN Graduate Student Work Experience Program (GradSWEP)

[GradSWEP](#) offers graduate students the opportunity to participate in 75-hour job placements. To apply for a GradSWEP, log into your [my.mun.ca](#) account, go to the Student tab, click 'Launch' in the Student Services area, and then select 'My MUNLife' in the popup list. Then select 'Career' and then 'GradSWEP' and follow the instructions. If you have any questions regarding GradSWEP positions, contact careerdevelopment@mun.ca.

Finding a Job in the Community

During this time, some job positions are no longer available due to the shut down of businesses throughout Newfoundland. Although it may seem like options for employment are minimal, many companies and organizations are still hiring. You can look for off-campus employment by searching [Canada's online job bank](#) and [Facebook jobs search](#). The government has also created a webpage on [jobs and career opportunities during the Coronavirus pandemic](#).

4.4 Tips for Getting Scholarships

How to Find Scholarships

The best thing you can do to optimize your chances of being awarded a scholarship is to apply for as many as possible. Many students refrain from applying to scholarships because they do not think their application is competitive enough. Remember that most students will receive more scholarship rejections than acceptances, but if you consistently apply and understand that rejections are a part of the process, you will increase your chances of being awarded a scholarship (and improve your application writing skills).

The easiest way to find scholarships is to look through the School of Graduate Studies [searchable awards and scholarships database](#). This database includes internal awards (i.e., awards offered by MUN) and external awards (i.e., awards offered through community or government organizations). Within the database, you can select different criteria to refine your search by selecting 'Filters' on the left side of the screen. To obtain information on eligibility criteria, award amount, and the application process for an award, click on the name of the award. It is a good idea to set aside some time every four-to-six weeks to go through the scholarships in this list, determine which awards you are eligible for, and record the deadlines for those applications. You can also keep a list of awards with deadlines that have already passed and apply for them in the following year.

Another useful resource for locating scholarships for Canadian residents and international students is available on the [Government of Canada website](#). For more information on finding scholarships, contact the [Scholarships, Awards, and Financial Aid Office](#).

How to Apply for Scholarships

Application instructions for scholarships listed in the MUN searchable database can be found by clicking on the name of the award. The instructions listed here are often simplified, and in many cases, you may need to seek additional information to obtain details on a specific scholarship. For details on internal awards, contact the [graduate officer for your department](#). For details on external awards, check out these MUN webpages: [Tri Council scholarships](#), [external awards](#), and [awards administered by other authorities](#).

The School of Graduate Studies also hosts a number of scholarship [information and application writing sessions](#) for major external scholarships. In these sessions, you can learn about the application process for awards offered by federal granting agencies. These sessions are also a great opportunity to ask specific questions related to your applications.

Tips for Optimizing Scholarship Applications

Many internal scholarships at MUN require a Curriculum Vitae and a cover letter, and some may require a research proposal. Many external awards require a Curriculum Vitae and a research proposal. Most scholarships will also require one to three letters of recommendation. Here are some general guidelines for optimizing scholarship applications:

1. Be aware of deadlines at least one month in advance, so you have ample time to request letters of recommendation. It is a good idea to request these letters from your referees about one month before a scholarship deadline.
2. When you request a letter of recommendation, provide your referees with a summary of the scholarship, the deadline, and instructions for how they will submit your letters (remember, if you aren't sure, contact your graduate officer or organization offering the award). If letters must be submitted as hard copies, it is courteous to provide your referees with envelopes that already have the address written on them.
3. To assist your referees in writing their reference letters for you, send them a list of work you have completed under their supervision and/or a copy of your Curriculum Vitae with relevant content highlighted. This makes their job easier and increases the likelihood that they will include the information you want them to include in their letters.
4. If an award's instructions include limited information about what you should include in a cover letter, a good structure to follow is: (1) introduce yourself - state your program of study and what award you are applying for; (2) discuss any research experiences/skills you have obtained; (3) highlight any academic successes you have achieved; (4) discuss any volunteer/community involvement you have engaged in; (5) discuss your financial need, if applicable; (6) include a summary/closing paragraph. For smaller, internal scholarships, one page is usually sufficient for a cover letter.
5. Write a rough draft of your cover letter first, then give yourself a few days without looking at it. When you return to the document, editing will come naturally after you have spent some time away from it. Always edit and review your cover letters at least twice. Do the same with any research proposals or CV documents required.
6. Have a mentor, labmate, or classmate review your cover letter and/or research proposal (tip: swap proposals with a friend if you are applying to the same award).

4.5 Getting Student Grants and Loans

Graduate Students' Union Grants

The Graduate Students' Union (GSU) offers three grants for graduate student activities:

1. The Professional Development Grant offers up to \$200 for Masters students and up to \$400 for PhD students to pay for professional development activities (e.g., mental health workshops).
2. The Professional Membership Grant offers up to \$50 per academic year for students to pay for a membership to a professional organization (e.g., the Canadian Psychological Association).
3. The Conference Funding Grant offers up to \$250 for Masters students and up to \$500 for a PhD student to pay for fees associated with attending a conference, with an additional \$50 available for students travelling to international conferences.

Details and application forms can be found at [GSU funding](#).

Canada Student Grants and Loans

Canadian students can obtain student aid in the form of grants and/or loans from the federal and provincial governments. Students must apply through the student aid office located in their province or territory of residence, and applications each year typically open around June:

- [Alberta Student Aid](#)
- [British Columbia Student Aid](#)
- [Manitoba Student Aid](#)
- [New Brunswick Student Financial Services](#)
- [Newfoundland and Labrador Student Financial Services](#)
- [Northwest Territories Student Financial Assistance](#)
- [Nova Scotia Student Assistance](#)
- [Nunavut Student Funding](#)
- [Ontario Student Assistance Program \(OSAP\)](#)
- [Prince Edward Island Student Financial Services](#)
- [Quebec Student Financial Aid](#)
- [Saskatchewan Student Loans](#)
- [Yukon Student Financial Assistance](#)

The government has introduced a program called the [repayment assistance plan](#) to help students in need reduce monthly student loan payments and/or have a portion of their loans forgiven. You can apply for this plan as soon as you start to repay your student loans.

4.6 Getting Emergency Financial Support

If you are still having financial trouble during this time, there are emergency supports to assist students meet basic needs. If you are having trouble paying rent, consider speaking with your landlord about deferring a portion of your rent payment. You should also review the [revised measures provided for landlords and tenants in response to COVID-19](#), which includes 30-day extensions for tenants who have experienced a reduction in income due to COVID-19.

For those who are in need of additional or other funding to meet basic needs, you can contact the School of Graduate students by emailing sgs@mun.ca to apply for the Memorial University Graduate Student Emergency Fund. Examples of students who avail of this support may include those who are unable to financially support themselves and their families due to job loss and who are ineligible for government supports, individuals facing housing and/or food insecurity, individuals with extenuating medical conditions, and individuals whose basic needs cost more than the amount offered from the federal government.

Section 5: Instruction Guide for WebEx Meetings



Webex Meetings

5.1 Introductions and Requirements for WebEx

This content outlines the steps required to join a video conference call as an external guest. Cisco WebEx Teams is a cloud-based service that enables you to message, voice call, and video call. Memorial University obtained a WebEx license that allows faculty and staff to host meetings that students can attend for free.

Memorial has purchased an enterprise license for Cisco WebEx. Webex can be used as an alternative to [online rooms](#) for teaching an online synchronous session.

WebEx can be integrated directly into Brightspace for instructors and students. This is not currently enabled by default. Once you have a WebEx account, you can request the WebEx integration with Brightspace to be enabled by submitting a request to the [CITL Support Centre](#), noting the courses you would like to have WebEx enabled for. If you have received your account from ITS and would like to [integrate it with Brightspace, you can view information on how to do so here](#). The following instructions highlight how to first set up your account and show you the WebEx dashboard, which is important to know for both integrated and non-integrated Webex usage.

5.2 Getting Started

All Memorial faculty and staff may [request a WebEx host account](#) to host meetings and other online events. Users other than faculty and staff (e.g. students) require the approval of a faculty or staff sponsor.

Once you have requested your account from ITS, you will receive an email from webex_comm@webex.com indicating that Memorial University of Newfoundland has invited you to Cisco Webex. Review the email. You will be asked to activate the account, and there is a link in the email to complete the activation process. Once complete, you will be redirected to the domain <https://mun.webex.com/>. This is your jumping-off point for creating and hosting sessions.

You will want to determine if your desktop computer meets the networking requirements to participate in meetings. Cisco has developed an online utility called the [Cisco Webex Network Test](#). Access the test and follow the steps indicated. The test results page will provide a summary of your computer's performance.

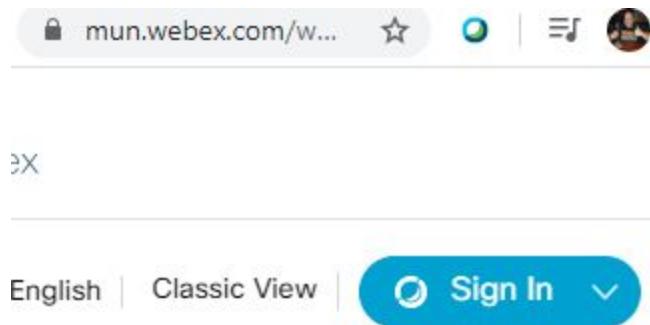
Category	Result
App	Successful
Room System	Successful
Call	Successful

TCP Connectivity	Passed
TCP Delay	57.35 ms
TCP Download speed	110.30 Mbits/s
TCP Upload speed	19.20 Mbits/s
UDP Connectivity	Passed
UDP Delay	54.00 ms
UDP Jitter (delay variation)	↓2.55 ms ↑2.47 ms
UDP Loss Rate	↓0.00% ↑0.00%

Retest | Copy Results to Clipboard | More Details

5.3 Authentication for MUN Users

At the top right of the mun.webex.com landing page, you will see a 'Sign In' button.



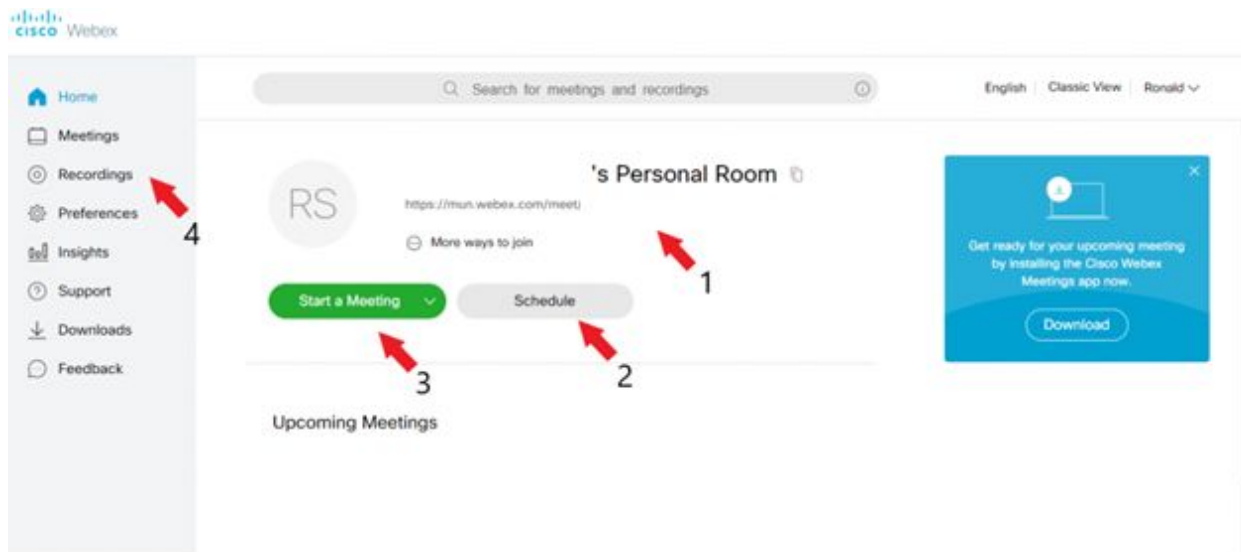
Sign In! You will be asked to enter your email address. This will be your @mun address. Please use your MUN Login ID version, not your alias or nice name.



Once you enter your email address, you will be directed to the MUN Login page to enter your username and password to complete the authentication process.

Your WebEx Dashboard

This is where you are going to create and host Webex meetings. Here are some of the major functions of the dashboard.



1. This is the URL to your room. You can share this with people for ad-hoc (unscheduled) meetings. Once the user browses to this link, they will be directed to enter their name and email address, test their connection, and will then be directed to your room.
2. A schedule is used to create meetings that will occur in the future. You can optionally enable a repeating meeting schedule. You will be asked for some information about the room including: date/time, name, password, upload agendas, invitations, email reminders, as well as other options.

3. Starting a meeting will jump you into your room. This is useful for ad-hoc meetings. There are no passwords or schedules to manage; just share your room URL.
4. You will find recorded sessions here.

5.4 (New Students) Quickstart Guide

Memorial's Webex service can be accessed by going to <https://mun.webex.com/>. First-time users should follow these instructions:

1. Once your account is created, you will receive an activation email from Cisco.com
2. Click on 'Activate'
3. Click on 'Sign In'
4. Enter your MUN e-mail address as your MUN Login ID followed by @mun.ca and select 'Next'
5. Log in using your MUN Login credentials

You may find the Cisco Webex Meeting Center and Cisco Webex Productivity Tools improves your Webex experience. These are applications for meeting management as well as Microsoft Outlook Calendar integration. They can be installed from Windows devices using the Microsoft Software Center (for domain-connected devices). Alternatively, you may be able to download and install them directly from <https://mun.webex.com/> (under 'Downloads' on the left navigation bar). For assistance, please contact the [ITS Service Desk](#).

The QuickStart Window

When you launch a WebEx Meeting, you will initially see the WebEx Quick Start Window.

Take some time to explore the menu items, buttons, and tabs, which contain many different options and tools that you can make use of in your meetings.

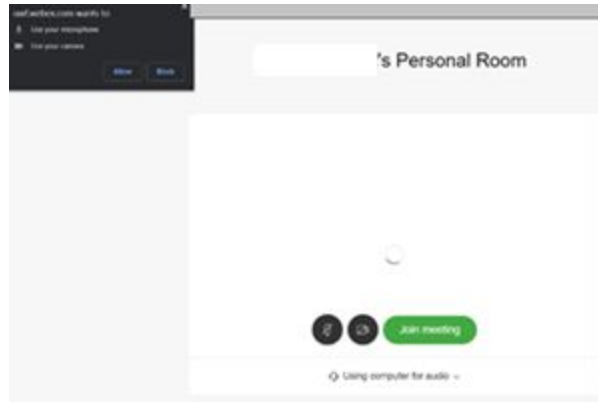
When you schedule a meeting, you are automatically the Host of the meeting, and you can start the meeting. However, depending upon your meeting settings, participants may have joined your meeting before you actually start it.

Once you start the meeting, you are also the Presenter by default, so if you choose to share your desktop, an application, or a file, your participants will see what you present. There are a

number of different options available for presenting information in your meeting. The following is not a comprehensive list, but these are the most common options used.

5.5 Meeting Controls

Once a meeting has started, you should see a screen similar to the following:



Select 'Allow' to allow the WebEx session to use your microphone and webcam.

From this screen, you can select your privacy, microphone, speaker, and webcam settings.

You should have at least three options for your audio connection:

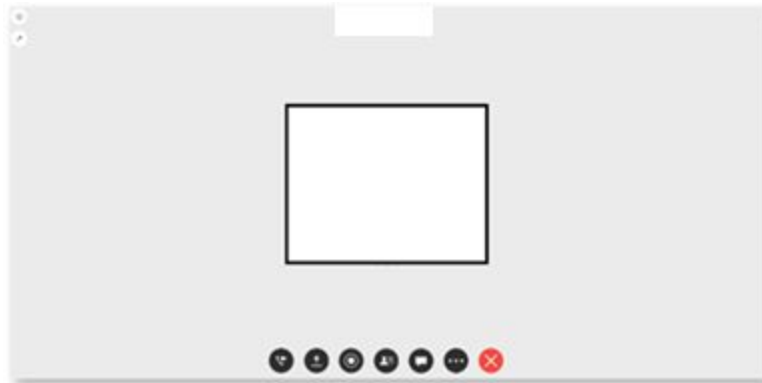
- 'Using a computer for audio' - Choose this option if you will use an internal or external microphone to talk during the WebEx session.
- 'Call in' - Choose this option if you will use your phone to talk during the WebEx session, or if your computer doesn't have working speakers/microphone.
- 'Don't connect audio' - Choose this option if you will not speak during the WebEx session. You will still be able to listen to the session, so long as you have working speakers.

For 'Using the computer for audio' you have two options:

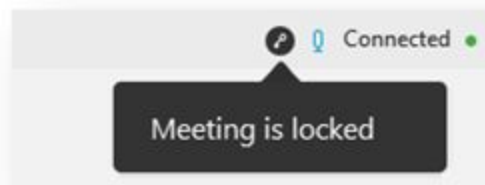
- Speaker - Choose the speakers from which you would like to hear the meeting audio.
- Microphone - Choose the microphone with which you would like to speak to the meeting.



You should now see the screen below:

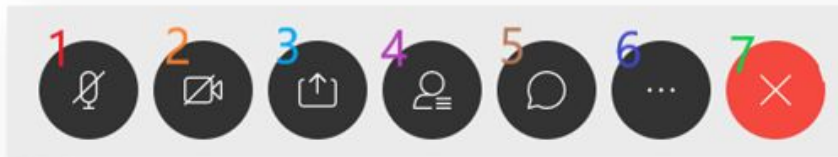


Hosts will have the option of locking the meeting from the 'More Options' menu. Selecting the 'Lock Meeting' from the 'More Options' menu will lock/unlock the meeting. When participants attempt to join a locked meeting, they will be placed into the meeting's waiting room. The host will be notified that someone is in the waiting room and will be able to admit them into the meeting.



Clicking the information icon at the upper left will allow you to view the meeting details.

The bottom bar will display a few buttons you can use to control the meeting:



1. Mute Microphone - Toggling this will mute your microphone and prevent participants from hearing you.
2. Stop My Video - Toggling this will stop your video and prevent participants from seeing you.
3. Share Content - Broadcasts your content to all participants.
4. Participants - This allows you to view active participants and to invite participants in the 'waiting room' to the meeting. As a host, you may also change the speaker of the meeting on this menu.
5. Chat With All - Chat with meeting participants.
6. More Options - Check meeting performance, change audio connection, or change speaker/microphone/webcam settings.
7. Leave - Disconnect from the meeting.

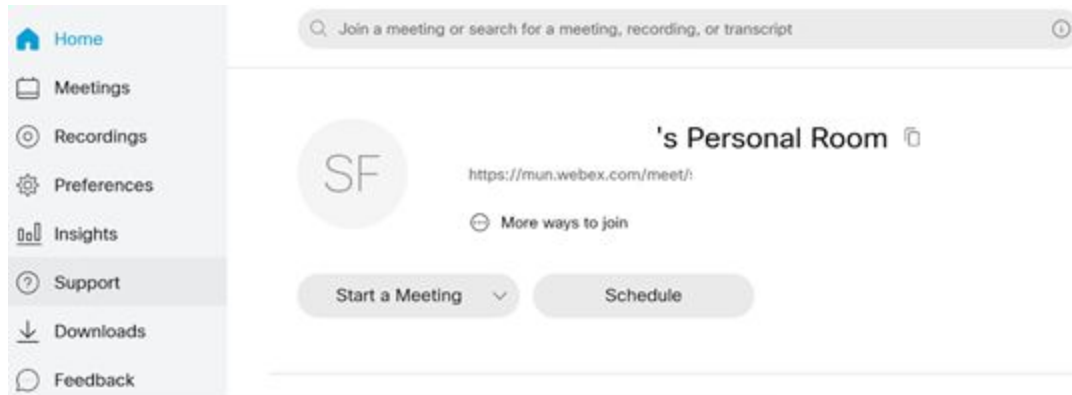
5.6 Starting/Joining a Meeting

You have a number of options for starting a meeting as a host or joining a meeting as a participant, depending on how the meeting was created. If you have the Webex application installed, you can join any meeting when the button next to the meeting name becomes a green 'Join' button.

There are a number of other ways to start or join a meeting if you do not have the application installed. These are listed below. Please select the option that applies to your situation.

Starting Your Personal Room from the Dashboard

Make your way to your [Cisco WebEx dashboard](#) and sign in. If you want to start an ad-hoc meeting (one where you only have to send a meeting URL and nothing else) choose 'Personal Room'.



Press the 'copy' button to the right of your Personal room and send that link to whomever you want to join.

Next, select 'Start a Meeting,' and you will be directed to your room.

Then, wait for people to join. You will have to admit them into the room as they arrive. WebEx will prompt you to admit them.

Note: You and your users may have to install an app depending on what device you are using to connect. You will have to admit each user before they can enter the room.

Starting a Scheduled Meeting from the Dashboard

Meetings that have been scheduled will appear in the 'Upcoming Meetings' section of your Dashboard. To start your meeting, click 'Start' and this will launch your meeting space.

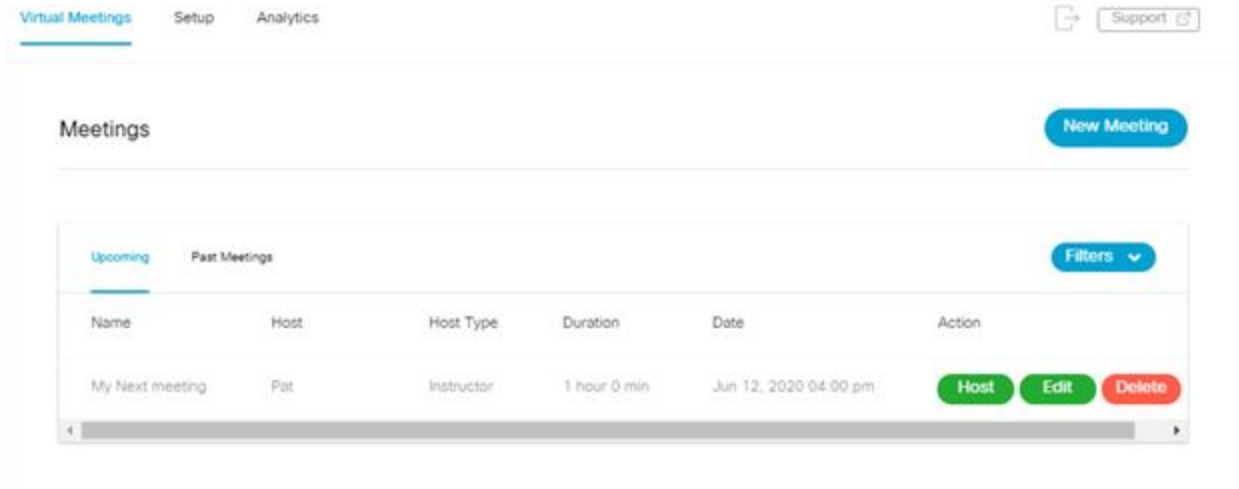
Upcoming Meetings

RS	10:10 AM - 11:10 AM Thu, Mar 19	CITL Meeting Ronald Shanahan	Start
RS	10:20 AM - 11:20 AM Fri, Mar 20	CITL Meeting Ronald Shanahan	Start
RS	10:10 AM - 11:10 AM Tue, Mar 24	CITL Meeting Ronald Shanahan	
RS	10:10 AM - 11:10 AM Thu, Mar 26	CITL Meeting Ronald Shanahan	

[View all meetings](#)

Starting a Meeting from Brightspace

The Webex Integration will allow you to launch your meetings from your upcoming meetings section within your Brightspace course site. From your Brightspace course site, click on WebEx and select the 'Virtual Meetings' tab. Your upcoming meetings will appear here.



Select the 'Upcoming tab' to view your upcoming meetings. To Launch your meeting, press [Host](#). The Webex application will begin to load on your device. Once your meeting has loaded, students will be able to join.

Joining a Meeting from Brightspace

Students who are members of a Brightspace course site will be able to join meetings created within the site.

From the course, make your way to the Webex integration. This is typically located in the navigation bar at the top of the course site, or within the 'Content' tool. Students will have access to 'Upcoming' and 'Past Meetings'.

Virtual Meetings Support

Meetings New Meeting

Upcoming Past Meetings Filters

Name	Host	Host Type	Duration	Date	Action
My Next meeting	Pat	Instructor	1 hour 0 min	Jun 12, 2020 04:00 pm	Join

To join a meeting, press Join.

Note: Participants will not be able to join a room until it is first started by the host. They will receive an error message indicating that the meeting has not yet started, or has ended.

Please check the errors below

- My Next meeting either hasn't started or has ended. Please try joining during the session's scheduled start and end times.

Joining from an Email Invitation

If you have received an invitation via email, you can simply click on the Join meeting button.

Ronald invites you to join this Webex meeting.

Meeting number (access code): 793 417 168

Meeting password: P@ssword

Thursday, March 19, 2020

8:10 pm | (UTC-02:30) Newfoundland | 1 hr

Join meeting 

Follow the prompts to join the session. You may have to download the software depending on the type of device you are connecting with.

Note: If you are apprehensive about clicking links in emails, review the ‘Joining with a Meeting Number (Access Code) and Password’ section below.

Joining a Meeting with a Meeting Number (Access Code) and Password

You can also join a meeting with a Meeting Number (access code) and password. Browse to <https://mun.webex.com>, find ‘Join a Meeting’ on the page and enter your meeting number and press enter.


Join a Meeting ⓘ

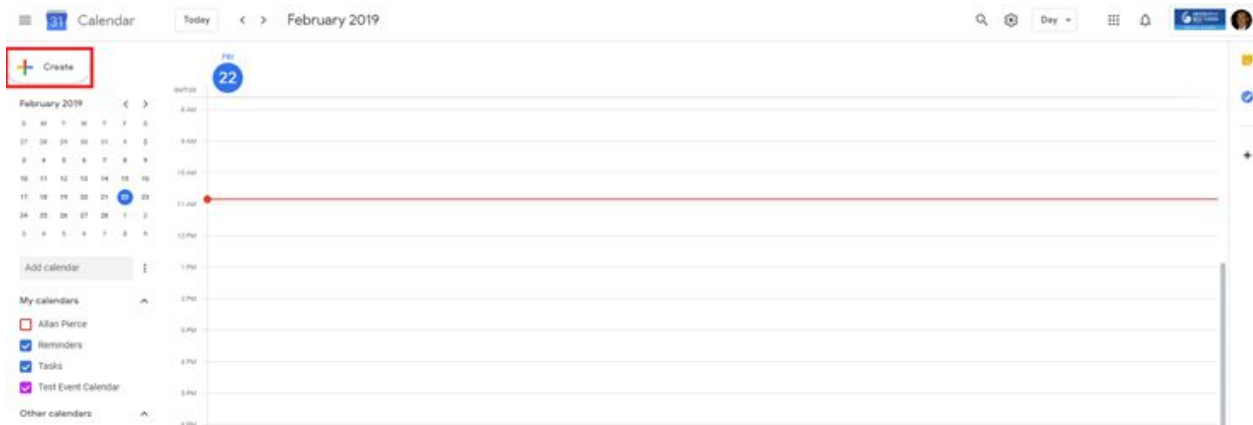
If a password is required, you will be asked to enter it, if not then Webex will start the process of joining the meeting.

Joining a Meeting With a URL

If all you receive is a URL to join a meeting, then you likely have been asked to join someone’s personal room. This is a type of room that typically is not scheduled and is meant for ad-hoc meetings. The URL will likely look something like <https://mun.webex.com/meet/USERNAME>. Make sure that the beginning of the URL looks like <https://mun.webex.com>.

5.7 How to Add a WebEx Meeting to Your Google Calendar

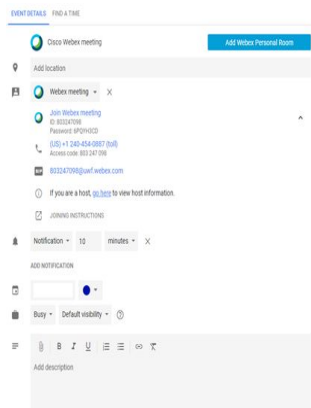
1. Log into your [MUN Gmail Account](#)
2. Go directly to your calendar by selecting the ‘Google Apps’ icon  located in the upper right of your email and select ‘Calendar’.
3. Begin creating a new ‘Google Calendar’ event by clicking the ‘Create’ icon.



4. Click the 'Add Conferencing' dropdown menu and select 'Choose a WebEx meeting'

- If the login button is displayed to the right of the add conferencing dropdown menu, click it and log into your Gmail account; a new window should appear.
- In the new window, press 'Allow' permitting Cisco WebEx to access your calendar.
- Make sure <https://mun.webex.com> is selected as the hosting site by checking its respective radio button in the new window.

5. The meeting details should now be populated within the calendar editing menu.



6. Provide the other necessary details about the Google Calendar event (such as the name, date, and time). Also, provide the email addresses of your attendees to invite them to the session.

7. Send the meeting invitation to the recipients on your calendar event. Check the calendar event by clicking on the event located in the calendar. Invited guests may receive an

updated invite via email. Your event should now have WebEx connection details that include information to join the meeting.

8. Participants may join the meeting by hovering over and clicking the Join WebEx meeting hyperlinked text within the calendar event.

JOIN WEBEX MEETING
[https://mun.webex.com/mun/j.php?
MTID=](https://mun.webex.com/mun/j.php?MTID=)

Meeting number (access code): 795 519 214

Meeting password: mT4FBrHGK33

JOIN BY PHONE
+1-416-915-6530 Canada Toll
Tap here to call (mobile phones only, hosts not supported): tel:%2B1-416-915-6530,*01*795519214%23%23*01*
+1-415-655-0002 United States Toll
Tap here to call (mobile phones only, hosts not supported): tel:%2B1-415-655-0002,*01*795519214%23%23*01*

9. After joining the meeting, the WebEx portal may appear. This portal has a 'Join Meeting' button which participants will need to click on after providing their name and email address.

SF

SGS meeting
Host: Sarah

Meeting number:
132 226 7095

Host key:
536735


Video address:
1322267095@mun.webex.com

Audio connection:
Canada Toll +1-416-915-6530
United States Toll +1-415-655-0002

[Show all global call-in numbers](#)

Access code:
132 226 7095

5.8 Recorded Sessions

Hosts will also see this button  which will allow you to record the session. Recorded sessions will be delivered via email once the session has been processed.

- It may take some time for the recording to finish processing before it is available to download. Participants will be sent an email once the recording is available to be viewed/downloaded through WebEx.
- WebEx may ask if you want to save the recording to the cloud or directly to your computer. Save the recording to the cloud. This is the only way for you to be emailed a direct download link to the .mp4 version of your recording.

For more information, please see [getting started with Cisco WebEx meetings for attendees](#).

5.9 Schedule your Meeting

WebEx has the capability to schedule meetings. Therefore, If you are a Teaching Assistant or Graduate Assistant, you might use WebEx to host meetings with students. Firstly you need to send an email to the School of Graduate Studies (sgs@mun.ca or akim@mun.ca) and ask for access to WebEx as a student. Once you have been given access you will be able to schedule a meeting from your Dashboard located at <https://mun.webex.com/> or you will be able to schedule your meeting through the Brightspace integration. For virtual classroom purposes, we suggest using Webex integrated with Brightspace. The Brightspace integration provides a few advantages for scheduling:

- Students are automatically added and removed from the invite list based on your course registrations;
- The 'Join' link for students is always available within Brightspace in the same location - no need to share links and passwords;
- You can easily set up recurring sessions;
- Your recordings appear here automatically for your students.

Schedule a Meeting Using Brightspace

Before you can use the Brightspace integration, you must enable it within your course. Visit our [integration page](#) for more information.

On the 'Virtual Meetings' tab in the WebEx integration, select 'New Meeting'. You will be brought to the 'New Meeting' setup page. From here you can enter the details of your meeting.

New Meeting Cancel

Name

Meeting date

Duration
 -

Create Meeting

Choose Host Center
 Meeting Training Event

Recurrence
 No Repeat Daily Weekly
 Monthly

Every week(s) on:
 Sun Mon Tue Wed Thu Fri Sat

Ending
 Ending date

 After meetings

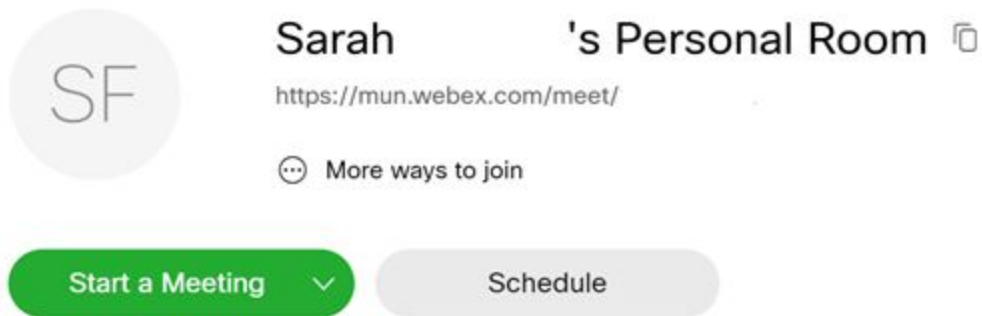
Meeting details:

- Name - enter a descriptive name of the meeting
- Meeting date - select the date and time of your meeting
- Duration - select the duration of your meeting
 - Note: Webex will not necessarily shut down your meeting if you exceed the duration, this is mostly for scheduling purposes
- Choose a Host Center - choose the host that best fits your needs for your meeting
 - The main difference between ‘Meeting’ and ‘Event’ is the number of potential participants
 - Events can support up to 3000 participants and are geared toward broadcasting sessions whereas Meetings are geared toward being more interactive
 - ‘Training’ has some learning tools (e.g., breakout rooms) that are missing from the other options
- Recurrence - you can set your meeting to reoccur daily, weekly, or monthly at the meeting date or time
- Ending - if you set your meeting to reoccur, you will need to specify an end date

Once you have the details entered, select ‘Create Meeting’. Your new meeting will appear in the ‘Upcoming Meetings’ section of the ‘Virtual Meetings’ tab.

Schedule a Meeting Using Your Dashboard

Your Dashboard is located at <https://mun.webex.com>. From your Dashboard, select the ‘Schedule’ button.



You will be directed to a page where you can fill out the details of your meeting(s). Please review the options on this page carefully. Below is a description of some of the choices you can make:

1. WebEx Meetings Pro Meeting - you can send invitations, set room passwords and upload agendas, and people can only join at the scheduled time
 2. WebEx Personal Conference - Intended for ad-hoc meetings, there are no invitations or passwords, you share the unique URL and people can come and go (this option requires a personal conferencing account)
- Meeting Topic - this is the name of the meeting
 - Password - This password is required to join your meeting and is optional
 - Date/Time/Duration - the duration can be from 1-24 hours
 - Recurrence - select this option if you want to host the meeting at the same time on a regular basis
 - Attendees - this is for the email addresses of the people you want to invite
 - Advanced options - here you can include an agenda, specify audio connection requirements and some other scheduling details

Once you have filled out the pertinent information, press 'Schedule'. You will be presented with a summary of your meeting and it will appear in the 'Upcoming Meetings' section of your Dashboard. Press the 'Copy' button to the right of your meeting name to copy your meeting information. You can send your meeting details to whomever you want to join the session. Note: do not send the 'Host Key'. Make sure it is removed from the information you send. Using the 'Copy' button does not include the 'Host key'.

CITL Meeting

Hosted by Ronald

10:20 AM - 11:20 AM | Friday, Mar 20 2020 | (UTC-02:30) Newfoundland

Recurrence: Occurs every Friday effective 3/20/2020 from 10:20 AM to 11:20 AM, (UTC-02:30) Newfoundland

Start Meeting

Meeting Information

Meeting link:	https://mun.webex.com/mun/j.php?MTID=m09
Meeting number:	791 688 774
Password:	P@ssword
Host key:	137128

More ways to join

Join by phone	None
---------------	------

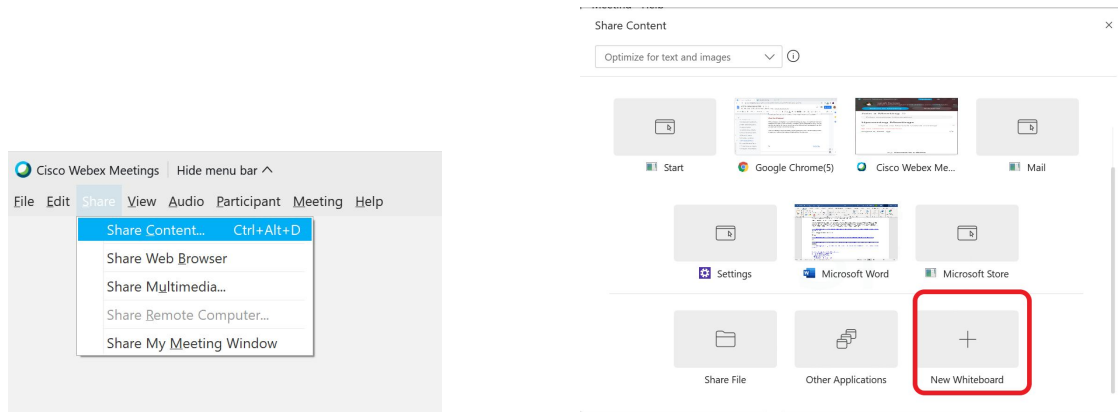
As the host, you will be emailed the meeting information automatically.

5.10 Presentation Options

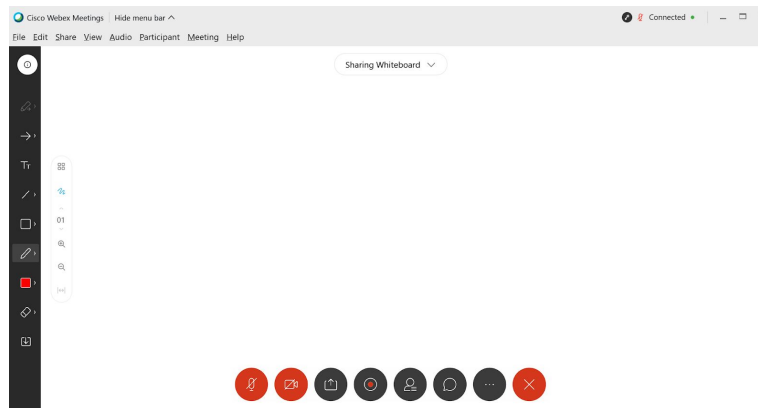
There are a number of different ways that you can share information in WebEx. Experiment a little and you'll discover them all! To get you started, here are the most popular options:

Share Your Whiteboard

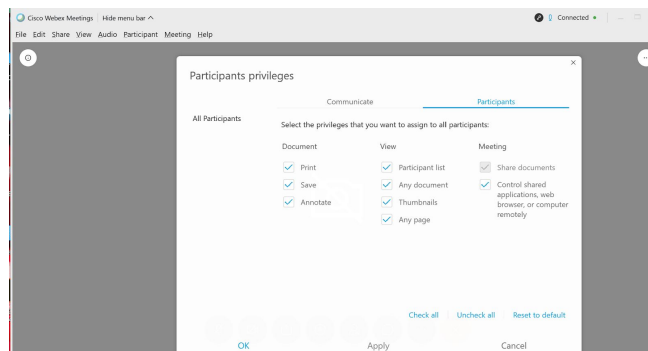
While participants are logging in, but before the meeting has begun, you might want to set up a Whiteboard and type in some introductory information that all participants will see as soon as they join the meeting. As long as you are seeing that whiteboard tab, participants will see what you have typed as they come into the meeting (Press Share/Share Content/New whiteboard).



If you are planning to record the meeting, this is a good time to add a note to that effect, so that everyone who is entering the meeting immediately sees this information.



You can enable all participants to annotate whiteboards by clicking the menu item 'Participants > Assign Privileges', or you can right-click on a particular participant and change their role to allow that one person to annotate.

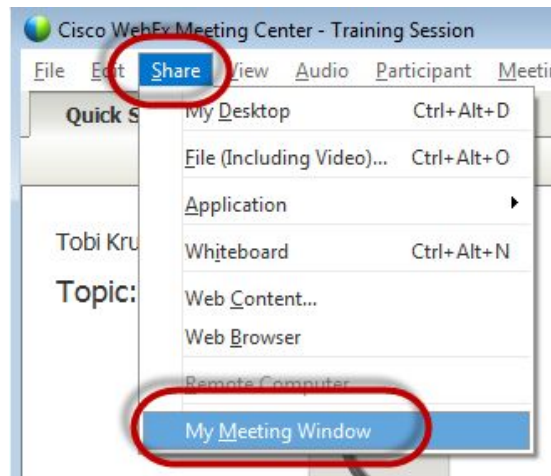


You can have multiple whiteboards open during a meeting, you can rename whiteboards, and you can save them as PDFs by clicking the 'File' menu item and selecting 'Save All' or 'Save As'.

Share Your Meeting Window

Sometimes at the beginning of a meeting, one or more participants may have trouble locating something on their screen after they've joined the meeting. For example, they may not know how to find their audio options or where to look for the 'Chat' panel. In such instances, it's often helpful for the Host to share their 'Meeting Window'. Once the participant is back on track, use one of the other sharing methods below to share other types of content.

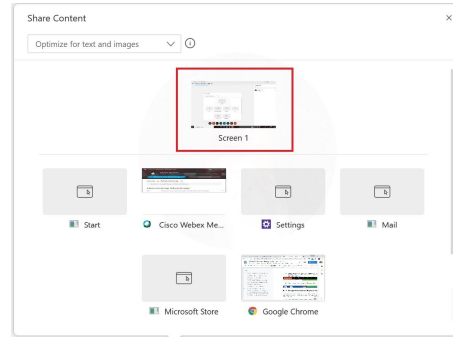
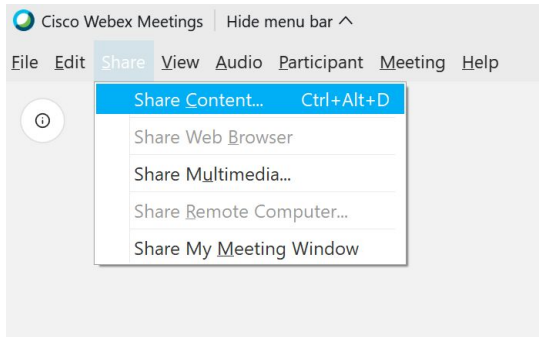
1. Select 'Share' from the menu, then 'My Meeting Window'



2. When you no longer need to share your Meeting Window, just click the 'Stop Sharing' button on your Control Palette.

Share Your Desktop or Applications

1. To share everything that you open on your computer desktop, or just a single application (such as one web browser), click the 'Quick Start' tab and then click either the 'Share Screen' button or three dots below it, to select a specific application.
2. If you share only a specific application, participants will see a pattern when you click out of that application. If you share your desktop, they will see everything as you move across applications, windows, etc.



3. Once you have shared your desktop or an application, the WebEx Control Palette will display (usually at the top of your screen). If you mouse over the green tab you will see a number of options.



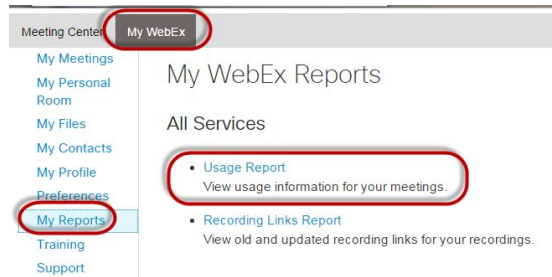
4. If you move your mouse off the green tab the Control Palette will automatically collapse.



5.11 Usage/Attendance Reports for Meetings You Host

Hosts can easily view usage for meetings they schedule, such as attendance, duration, and more, across all meetings. Hosts can generate a report for any dates up to three months prior to today.

1. Go to the [WebEx Portal](#) and log in using your Host account
2. Click on 'MyWebEx' and then on 'My Reports'
3. Click on 'Usage Report' and enter the parameters to run your report



5.12 Useful Videos for Learning WebEx

[Cisco WebEx meetings video tutorials](#) includes videos to assist with the following topics:

- How to join your first WebEx meeting
- Manage audio and video settings during meetings
- Using WebEx Assistant
- Joining meetings from the WebEx desktop app
- Joining meetings from the web app
- Join meetings from an iPhone
- Join meetings from an Android Phone
- Scheduling meetings in the modern view
- Scheduling meetings in Google Calendar
- Scheduling meetings in Microsoft Office 365
- Sharing videos and other content during meetings

5.13 Frequently Asked Questions about WebEx

1. *How do I start a meeting recording?*

To start a meeting recording, you must be in the web meeting room. Once you are in the web meeting room, select the 'Record' button to record the meeting.

2. *Is there an option to use WebEx Scheduler?*

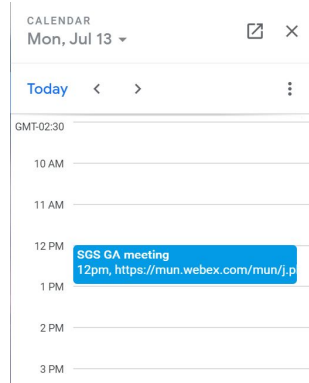
Users can install WebEx Scheduler via Google Chrome by [installing and configuring the Cisco WebEx scheduler](#).

3. *How do I add WebEx to an already existing Google Calendar meeting?*

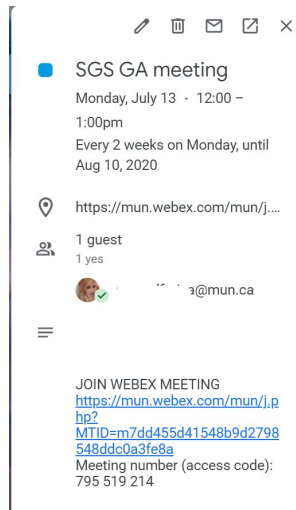
- 1) Log into your [MUN Gmail account](#)

- 2) Go directly to your calendar by selecting the 'Google Apps' icon located in the upper right of your email and select 'Calendar'
- 3) Locate and click on the existing meeting you would like to modify within Google

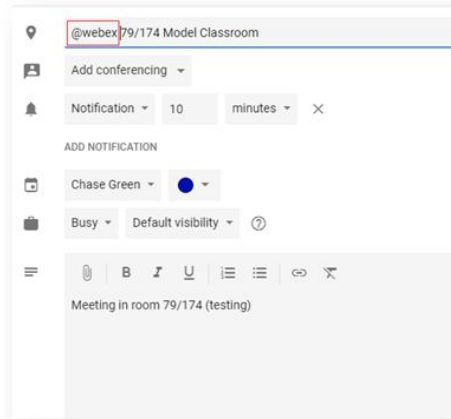
Calendar 



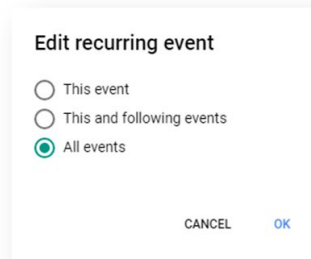
- 4) Click the pencil icon at the top left to open up the meeting editor window



- 5) Add @webex or @spark in the meeting location field before the existing text and then click 'Save'



6) Select All events in the Edit recurring event window. Click 'OK'



- 7) Click 'Yes' on any prompts which notify the user of the event that the event has been modified
- 8) The existing recurring event should now be updated and WebEx will populate the meeting information directly in the Google Calendar invitation
- 9) Check the calendar event by clicking on the event located on the calendar - your event should now have WebEx connection details that include information to join the meeting

4. *How can I access further information about how to schedule a WebEx meeting in Google Calendar?*

For more information, visit [schedule and join meetings with Cisco WebEx for G Suite](#).

5. *How do I give another user permission to schedule a meeting for me?*

In WebEx Meeting Center, go to 'My WebEx' > 'My Profile', or in Microsoft Outlook, from the toolbar select 'WebEx' > 'Set Scheduling Permissions'. Under 'Session Options', click 'Select From Hosts List'. Then select one or more email addresses and add them to

the scheduling permission field. The selected user(s) will then have permission to schedule a meeting on your behalf.

6. *Where can I find more information?*

From the Cisco WebEx Meeting Center select 'Support' > 'User Guides or Support' > 'Training' or visit [getting started with Cisco WebEx training](#).
