Optimize Your Remote Learning Experience

Tip 1. Get Organized/Establish a Schedule

Familiarize yourself with the course material; it is important to have a clear understanding of the course layout, learning objectives and deadlines. Make sure you record all important dates in your calendar and keep your objectives and deadlines in mind as you plan your daily and weekly schedules. Remember to familiarize yourself with the programs and software used to attend class and complete coursework.

Tip 2. Establish an Adequate Workspace

An adequate workspace will allow you to study more comfortably and focus more easily. If at all possible, set up a comfortable chair at a desk or table. Remember that an ideal workspace is well lit, comfortable, and far from noises and distractions.

Tip 3. Establish Clear Goals and Objectives

It is important to have a clear understanding of what your goals are for each term. Keep these in mind as you make your plans and schedules. Remember that not everything can be planned, and unforeseen circumstances do happen. Set realistic goals for yourself and adjust your expectations to your own reality.

Tip 4. Discover What Works Best For You

Consider how you work best, and if possible, have study time slots that suit your personality and preferences. Remember to schedule breaks and time to relax.

Tip 5. Be an Active Learner

Take responsibility for your studies and go beyond what is taught in class. Read about what interests you online and deepen your knowledge in your areas of interest. Keep in mind that a lot can be learned through conversations with professors and colleagues. Remember to ask questions and seek support when necessary.

Tip 6. Think Outside the Box to Conduct Your Research Via Distance

Not all research can be conducted online, but plenty of useful information can be found on the internet. If possible, search for alternative possibilities for online research and consider doing online interviews and fieldwork.

Tips for Financial Wellness

Tip 1. Set up a Budget using a Budget Template

Consider developing a budget for non-essential spendings, such as eating out, social events, and luxury items. You can swap expensive social activities for low-cost alternatives such as having a picnic, going to a free museum, or having a coffee with friends. Most universities have a website to assist students with budgeting, including budget templates. You can also try an app to track your daily spending habits, such as the app 'Mint'.

Tip 2. File Your Own Taxes Online for Free

At Memorial, you can access step-by-step video instructions on how to file your own taxes online for free, available on the [Internationalization Office website](). There, you will also find FAQs, support contacts, and access to a free online tax filing system called UFILE. The [Canada Revenue Agency website]() also contains instructions for doing your own taxes and provides access to a free online tax filing system called NETFILE.

Tip 3. Practice Virtual Networking

There are a number of ways to network virtually, including using websites such as LinkedIn and Twitter. You can also search for interactive webinars or live events hosted by different groups at MUN. Networking programs are also helpful, such as [Ten Thousand Coffees](), which connect people within a common field who can then schedule a time to chat (virtually) about shared interests and career opportunities. You can also keep an eye out for virtual job fairs at MUN.

Tip 4. Find Employment on Campus or Search a Job Bank

Explore employment opportunities at MUN through [Graduate Assistantships](), the [Graduate Student Work Experience Program](), and [Teaching Assistantships](). If you want to work off-campus, consider searching Canada's online job bank or using Facebook jobs search.

Tip 5. Apply for as Many Scholarships as Possible

Regularly check the School of Graduate Studies'[searchable awards and scholarships database]() for internal and external award criteria and deadlines. You can also search online for organizations that may offer scholarships to students in specific fields of study.

Optimize your scholarship applications by attending scholarship information and cover letter writing sessions, having someone else review your cover letters, requesting letters of recommendation at least once a month in advance, and giving your referees a list of work you have completed under their supervision and a copy of your CV to help them write their letters.

Tips for Fostering Wellness

Tip 1. Take Care of Your Mental Wellness

Mental health is a state of psychological and emotional well-being. Tips for maintaining and improving your mental health:

- Having a good sense of self (your values, goals, likes/dislikes, strengths/weaknesses, etc.)
- Having good social relationships and networks
- Having skills for coping with stress and for managing stress, anxiety, and emotions
- Having enjoyment and contentment in your life
- Setting attainable goals
- Having skills for practicing self-care, self-acceptance, and self-compassion
- Practicing healthy eating habits, healthy thinking, and strategies that foster mental wellness
- Asking for help
- For more resources, visit Bridge the gapp and Get Help | Choices for Youth

Tip 2. Take Care of Your Social Wellness

Social wellness refers to the ability to develop and maintain meaningful relationships and networks with the people in your life. Tips for maintaining and improving social wellness:

- Building and maintaining healthy relationships and a healthy social support system
- Balancing your needs with the needs of others — this includes taking time for yourself and feeling confident/comfortable in sharing your values, beliefs, opinions with others
- Treating others with respect and valuing their diversity
- Get Involved: build your skills and network by volunteering and joining societies
- Being aware of ongoing social matters in your community and in the world
- Being open to meeting new people, sharing your skills with others, and trying new things
- Being an active listener and a support system for others

Tip 3. Take Care of Your Physical Wellness

Physical wellness means taking care of your body by making choices that maintain or improve your physical health. Having good physical wellness improves mental health (reduces stress, anxiety, and depression) and physical health (reduces the risk of death, chronic disease, and disability). Try these tips:

- Participate in regular physical activity and exercise
- Get 7-9 hours of sleep per night, eat nutritious foods, and stay hydrated
- Practice good hygiene
- Limit intake of alcohol and tobacco, especially if consumption causes you distress
- Get annual medical checkups and screenings, and medical attention when necessary

Instruction Guide for WebEx Meetings

Cisco WebEx Teams is a cloud-based service that enables you to message, voice calls, and video calls. 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. The following instructions highlight how first to set up your account, and show you the WebEx dashboard, which is important to know for both integrated and non-integrated Webex usage.

Tip 1. Getting Started (Brightspace Webex Integrations): An integration exists between Brightspace and Webex, wherein you can create meetings and have your students join all from within your Brightspace course. The following will take you through configuring your course and Webex. Please check the following link to learn more about it.
https://blog.citl.mun.ca/technologyresources/other-edtech/webex-getting-started/brightspace-webex-integrations-getting-started/

Tip 2. 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. 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.

Tip 3. 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. By check this link to learn how to do that.
https://blog.citl.mun.ca/technologyresources/other-edtech/webex-getting-started/webex-starting-your-meeting/

Tip 4. Sharing Content: Webex has the ability for the meeting host to share content. This content could be an application open on your desktop, a web browser or some other media. Please check the link for how to do that.
https://blog.citl.mun.ca/technologyresources/other-edtech/webex-getting-started/webex-sharing-content/

Tip 5. Cisco WebEx meetings video tutorials include videos to assist with the following topics
- How to join your first WebEx meeting, and manage audio and video settings during meetings.
- Using WebEx Assistant, Joining meetings from the WebEx desktop app, the web app, an iPhone, and an Android Phone.
- Scheduling meetings in the modern view, Google Calendar, Microsoft Office 365, and Sharing videos and other content during meetings