



Online learning comes with a whole new set of etiquette, rules, and expectations. How do I effectively participate in online classes? How do I connect with my professors professionally? Where do I find that elusive academic or administrative information I don't know? This sheet is a good place to start.

### COMMUNICATING ONLINE

#### • Zoom/Teams During Class

- Avoid Personal Discussions: Although class discussions are often casual, they are still taking place in an academic context. Be sure to contribute to the topic you are discussing.
- Keep Your Camera On (if your bandwidth allows): Turning on your camera is a great way to show you are engaged in what your professors and peers have to say. It also helps you stay focused and gives you the chance to get to know your classmates a little.

#### • Forum Posts on Moodle

- Pay Attention to Bias: Forums are often opinion-based, meaning it's important to craft your responses with care and consideration for the topic. It could be helpful to start by clearly outlining your stance or which part of the topic you are addressing.
- Avoid Humour: Intent can be misunderstood, especially in writing. As fun as humour is, it's best practice to remain professional and write clearly.
- Offer Grace: Give your peers the benefit of the doubt. If you read something you find off-putting, ask clarifying questions first and think before replying. Avoid making assumptions. Remember, intent can be misunderstood.

#### • Emailing Professors and Peers

- Be Professional: Offer your professors the same professionalism you would in a work environment. This may mean writing a lengthier email to ensure clarity, but it will generate a respectful and clear response in turn.
- Consider Your Recipient: An email is a written conversation. Use an appropriate greeting (Hello, Hi, Dear), and refrain from using slang, emojis, or text abbreviations.
  - This is especially true when communicating with professors. Greet them by their title (Dr., Professor, etc.) unless they tell you otherwise.



### STAYING CONNECTED

#### • myTyndale Email

- This is how Tyndale offices and faculty contact you. Writing to offices and faculty through this email ensures your message doesn't get sent to junk folders.
- Did you know that you can forward your MyTyndale email account to your "primary" inbox? Check out this link for how to get set up: <https://www.tyndale.ca/it/live-at-edu/advanced-email#forward>.

#### • Moodle ([classes.tyndale.ca/](https://classes.tyndale.ca/))

- Check Moodle everyday. This is where you will find up-to-date course information, announcements, and links to resources.

#### • TyndaleOne ([one.tyndale.ca/](https://one.tyndale.ca/))

- A one-stop-shop for all student websites (Moodle, Library, myTyndale, and more!)

## CAREFUL PLANNING

- Take Advantage of Your Calendar: Microsoft Outlook and Teams both come with a calendar feature where you can add class reminders and links.
- Understand Zoom and Teams: Learn how to change your background, share documents, adjust your display name, etc.



## USEFUL RESOURCES

Academic Calendar	A wide-ranging resource that includes UG/SEM policies, course listings, degree requirements, information about fees, etc. <a href="https://www.tyndale.ca/registrar/calendar">https://www.tyndale.ca/registrar/calendar</a> <a href="mailto:registration@tyndale.ca">registration@tyndale.ca</a>	
Tyndale Library	<a href="https://www.tyndale.ca/library">https://www.tyndale.ca/library</a> <a href="https://www.tyndale.ca/library/contact">https://www.tyndale.ca/library/contact</a>	
Tyndale IT	<a href="https://www.tyndale.ca/it">https://www.tyndale.ca/it</a>	<a href="mailto:StudentITHelp@tyndale.ca">StudentITHelp@tyndale.ca</a>
Centre for Academic Excellence	<a href="https://www.tyndale.ca/academic-excellence">https://www.tyndale.ca/academic-excellence</a> Academic Advising: <a href="mailto:advising@tyndale.ca">advising@tyndale.ca</a> Accessibility Services: <a href="mailto:accessibilityservice@tyndale.ca">accessibilityservice@tyndale.ca</a> Career Services: <a href="mailto:careerservices@tyndale.ca">careerservices@tyndale.ca</a> Writing and Tutoring Services: <a href="mailto:writing@tyndale.ca">writing@tyndale.ca</a>  Book Advising, Careers, and Writing and Tutoring appointments via WC Online, linked on the dashboard of <a href="https://classes.tyndale.ca">classes.tyndale.ca</a> .	
Student Life	<a href="https://www.tyndale.ca/student-life">https://www.tyndale.ca/student-life</a> <a href="https://www.tyndale.ca/student-life/contact">https://www.tyndale.ca/student-life/contact</a>	
Worship & Chapel	<a href="https://www.tyndale.ca/student-life/worship-chapel">https://www.tyndale.ca/student-life/worship-chapel</a> <a href="https://www.tyndale.ca/student-life/contact">https://www.tyndale.ca/student-life/contact</a>	
Student Financial Services	<a href="https://www.tyndale.ca/financial-aid-services">https://www.tyndale.ca/financial-aid-services</a> <a href="mailto:sfs@tyndale.ca">sfs@tyndale.ca</a>	<a href="mailto:financialaid@tyndale.ca">financialaid@tyndale.ca</a>
Tyndale Counselling	<a href="https://www.tyndale.ca/counselling">https://www.tyndale.ca/counselling</a>	<a href="mailto:counselling@tyndale.ca">counselling@tyndale.ca</a>



If there is something you are not sure about, we encourage you to do some exploration of your own. Remember, you only learn more when you instigate looking for answers and solutions, and the Tyndale community is always here to help.