

Netiquette, General Tips, and Resources

Netiquette

This open and interactive learning environment provides several opportunities for communication among students and online instructors in discussion boards, chat, and emails. Online communication should be conducted in a professional and courteous manner at all times; you should be guided by common sense, respect for your instructor and classmates, and basic rules of etiquette. Students are expected to communicate respectfully with each other and with the instructor at all times and to refrain from making inappropriate comments.

Tips for Success in Online Classes

Before the semester begins:

1. Obtain admission to UNM, UNM-LA or another branch campus of UNM. Link to start application process: <http://losalamos.unm.edu/admissions/apply-now.html>
2. Obtain a UNM NetID: <https://netid.unm.edu/> and make sure that you can log in to <http://my.unm.edu>.
3. Register for your online course. Steps are at: <https://losalamos.unm.edu/students/registration-and-records/index.html>
4. Ensure that you can login to Lobomail (<https://Lobomail.unm.edu>). This is where you will receive campus-wide notifications and notifications from your online courses.
5. Set up your computer to be ready to use Canvas.
6. Read about how to use Canvas at <https://losalamos.unm.edu/academics/online-learning/students/index.html>
7. Purchase textbooks here: https://bncvirtual.com/vb_buy2.php?FVCUSNO=36685&ACTION=chooseCourses

During the first week of the semester:

1. Log into your course and begin familiarizing yourself with the environment, location of syllabus and schedule, course materials, the course orientation, announcements from your instructor.
2. If your instructor offers a virtual orientation, be sure to attend it if possible.
3. Understand due dates for all your courses on a weekly basis so that you do not get behind.
4. Set goals and deadlines to manage your time effectively.

5. Connect with your classmates via discussions and group assignments. You can learn a lot from your peers as well!

During the semester:

1. Log into the environment regularly. Check announcements from your instructor when you log in.
2. Complete assigned work in a timely fashion.
3. Check your grades regularly to see feedback from your instructor, as well as how you are doing in the class.
4. Make sure you understand what items are required, and which are optional or for extra credit.
5. If you have questions, **message or email your instructor!**
6. Participate genuinely in discussion boards and the course.

Resources for Online Learning

UNM Los Alamos Library

For information about using UNM-LA's library services, see the library's website at <http://losalamos.unm.edu/library/index.html>. In particular, note the library's resources links on that page. Computers are available for student use in the library. Laptops are also available for rent for students who need them. For questions, call **505-662-0343** or email ulalib@unm.edu.

Purchasing Textbooks

The UNM-LA bookstore is online, and its website is here: <https://losalamos.unm.edu/campus-life/ordering-books.html>. You may also purchase your textbooks from a seller of your choice.

Support

If this is your first time using Canvas, you will need to learn how to use the environment, and you may run into difficulties. Even if you're an old hand at taking courses online, you may still experience occasional problems. If you do have a problem, don't hesitate to ask for help. Here are some resources:

For questions and problems in Canvas

1. Use the **Help** section in Canvas.
2. Email Kevin Rosenberger: rosenbergerkm@unm.edu. Or visit his Open Zoom hours. Link listed at <https://losalamos.unm.edu/academics/online-learning/students/index.html>
3. For IT Support, email UNMLA_ITSUPPORT-L@list.unm.edu