

To: Melbourne Law School Students
From: Legal Academic Skills Centre
Date: Last revised March 2020
Re: Guide to Academic Success: top 10 tips for successful participation in online subjects

Dear MLS Students

Classes are designed for you and your success in law school. This is where your teachers have an opportunity to explain what is important about the assigned readings, model the kinds of reasoning and logic they expect to see in exams and essays, and answer your questions.

Please don't miss out on this learning opportunity just because we've gone online.

We still expect students to attend class through the online platform. Your responsibilities for preparing for class, participating in class, and mastering the course subject matter are similar to a traditional classroom.

Here are some tips to help you succeed in this new environment and avoid some of the more common (and embarrassing) mistakes of those who have gone before you.

Keep in mind, not all the tips will apply to all the subjects (for example, in some cases you are asked NOT to use video in order to minimise the burden on the system).

In all cases, start with the advice from your teacher and then keep these 10 tips in mind:

1. Make sure you are in a space where you can focus on the content.
2. You should be in a space without any distractions and able to access your course materials, notes, etc.
3. Think about how you are going to take notes on the session. If you are watching the video, you won't see the word document on your computer screen and you might want to switch to handwritten notes for these sessions.
4. Join early and make sure your tech works. Check the video and sound; ensure you are lit well enough to be seen in the video; sit at a chair so you are comfortable and upright.
5. Remember that the mike picks up the sounds around you. Try to find a quiet place so when you do participate, we can hear you (and not the piano being practiced in the background).
6. Please silence your notifications. Silence your mobile too.
7. When you join the session, turn your video camera on (when appropriate) but mute your microphone.

8. If you want to ask a question, click the “raise your hand button.” When your teacher calls on you, unmute your microphone and talk. After the question is answered, mute your microphone again.
9. Be respectful of others. If you are in a shared space, use your headphones to listen.
10. Remember we can see you. Dress and behave as if you are in the classroom.

Final thoughts:

Many of your teachers and your colleagues are new to online learning. Mistakes may be made. Keep in mind everyone is doing their best and try to receive and respond to their efforts with generosity and goodwill.

All the best from the LASC