

## **Tips for Online Learning Success**

### **Take Responsibility**

There will not be regular class attendance with an online course. You must take responsibility for your learning---to make a firm time commitment to the course and to discipline yourself in studying. You should log onto the course website at least once a day.

### **Be Familiar with Online Tools**

Familiarize yourself with the online tools, requirements, and resources. Get comfortable using multimedia technology. Spend some time exploring the website to become familiar with the various features.

### **Schedule Your Work and Work Your Schedule**

It is important to read the entire course syllabus before starting the course to learn what will be required and what deadlines you will need to meet during the semester. The deadlines will help you set realistic study goals to complete the course assignments and tests on time. Divide the coursework into manageable segments. Set weekly and monthly goals to insure you stay focused. It is important to set aside a specific time each day to devote to the course. It is a good idea to set up a calendar; block off daily hours to focus on the course segments and note your goals, the days when projects are due, and when tests are scheduled. Maintain a balance between work, family, and school obligations.

### **Designate a Study Area**

Arrange to have a private space to study where you can shut the door, leave your papers scattered around, and have quiet time to concentrate.

### **Know Your Learning Style and Use It**

Prior to starting the course, make a realistic assessment of your skills and knowledge and the conditions under which you are most likely to learn. Know your strengths, limitations, and “how” you prefer to learn.

### **Communicate with the Instructor**

You should contact the instructor on a regular basis, especially if you have any questions or concerns. If you find yourself having difficulty with any aspect of the course, you should immediately communicate in a concise manner with the instructor. At a minimum, you should plan to discuss your progress with the instructor at various times during the semester.

### **Have Good Writing Skills**

With an online course almost all communication will be through writing. Be aware the usual nonverbal communication mechanisms that show you may be confused, having problems, attempting humor, etc., will not be available in electronic communication—for this reason it will be especially important that you be able to accurately express yourself by writing clearly and succinctly. If you are concerned that

your current skills may not be “college level”, act soon to seek help to improve your writing.

### **Prepare for Assignments and Tests**

When studying the course material, take notes. From the different sources of information that you are studying, try to imagine what questions will be on the tests. Before taking a test, you should be sure you understand what the covered material was attempting to convey.

### **Periodically Evaluate Your Own Progress**

Review the course objectives and standards often to determine if you are following them accurately. Keep a positive outlook when receiving feedback and in your attitude toward successfully completing the course.

### **Participate in Discussion Groups**

Participating in online discussion groups will give you access to other students taking the course. Contribute any ideas, comments, etc., that you might have about the course material and read those submitted by classmates. This will give you perspectives different from your own and the instructor's.

### **Be Polite and Respectful**

Even though you may remain anonymous in an online course, your fellow students are real people. To be polite, respectful, productive, and supportive will help promote a positive online experience for everyone involved.

### **Have Fun**

Enjoy your course and the knowledge you are gaining. Connect with classmates and engage them in relevant and meaningful discussions. **Take time to enjoy learning!**