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.