

How to Succeed in Online Classes

Setup a dedicated learning environment

Make sure you have a quiet and distraction free space to work on your classes. Try not to study with a TV nearby or around people who may cause a lot of noise. Try to find an area at home that no one visits and use that as your learning area. Or you may want to ask everyone in your household to keep it down and avoid interacting with you during the time you are working on your classes.

Treat your classes as if they're still face-to-face

Work on your classes during the time you would normally meet. This way you are dedicating a certain amount of time each week for classwork. However, don't let this be the only time you work on the class. You still need to dedicate time to study and review materials. It's easy to completely forget about your classes since they are now online, so it is very important you "show-up" and take things seriously. It may help to make a daily time log where you can track how much time you are dedicating to each class.

Login

Log into your class every day to check for any updates. Also, check your email throughout the day. Things can easily change so it's important you are continuously checking to make sure you are informed. A lot of online classes require discussion boards to supplement class participation. By logging in daily, you're more likely to participate and be more involved with the class.

Practice Time Management

Sometimes the flexibility that comes with online classes can backfire and negatively impact you academically. It's easy to put everything off and forget deadlines or have to cram at the last minute. Make sure you enter all test dates, due dates, deadlines, etc. into your planner, calendar or phone alarms. Try making a routine. Create a weekly schedule and block off time each day to work on class, study, etc.

Utilize all Resources

One of the best things about online classes are that they are typically built for collaboration. Communicate with professors and other students to get a better perspective and understanding of class materials. There are also tons of online resources the institution will connect you to in order to make sure you are successful in your online courses.

Proofread EVERYTHING!!!

Since most of your communication in an online course will be written, it is vital you use proper grammar and punctuation. Make sure you are not submitting any coursework or discussion threads in a way that you would text your friends. Check for clarity and conciseness before submitting anything.

Don't be afraid to ask for help

We are all navigating uncharted waters and the college is here to support you. If you are not understanding material, having difficulties, or anything else please ask for help.



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