Tips for Online Learning Success

While online courses allow for flexibility, some students find it difficult to stay on track in an online course. Organizational skills, self-discipline and self-motivation are key to success!

Consider these helpful tips at the start of your online class:

1. **Print the course syllabus.**
   Write important dates in your calendar or hang them in the area where you complete your course work. Always keep an eye on upcoming assignments. Due dates are usually found with the assignments in Blackboard. The "My Grades" section is a good place to see your assignments and their due dates.

2. **Develop a regular schedule.**
   Online learning can happen at any time and from many different places. Choose a time during the week that you will dedicate to your online class. Students do better when they set aside the same block of time each week to get work done. Treat this scheduled time with the same importance you would if you were attending a face-to-face course.

3. **Do not procrastinate.**
   Students who fail in online courses usually get behind with their coursework. They take short cuts or do not complete assignments in full. Commit to the day and time you have dedicated to your online course work.

4. **Communication is key.** If you are having an issue with the course material, computer problems or are absent for whatever reason, notify your instructor as soon as possible. Instructors are more likely to accommodate your situation if they are aware of your issue at the time it occurs. In addition, if you contact your instructor with an issue, do not let too much time pass before you check your email for a response. Typically, you will receive a response within 24 hours. Students and instructors are required to communicate using their ECSU email accounts.

5. **Start big assignments early.**
   At the start of the course, identify which assignments are worth the most points or will take the most time to complete. Set your own schedule for these assignments. Your online instructor will probably send reminders regarding your assignments, but you will be most successful if you are organized from the start.

6. **Complete assignments before the due date.**
   In addition to having a regular schedule, completing your assignments early is one of the biggest

secrets to success in online courses. By planning to finish early, issues due to last minute technical problems can be avoided. Finishing an assignment early also allows time for your instructor to review your work before you submit the final version.

Students who are new to online learning are often anxious about the start of the semester. By using the tips above, you will start the semester on the right path towards success!