Ten Tips for Online Success

1. Read the syllabus at the beginning of the course. It is important that you are very familiar with this information. You are solely responsible for understanding the information on it and clarifying unclear information with the professor. It is best to do this before the class begins so as to eliminate surprises.
2. Add all due dates and test dates to your calendar. Plan ahead. Set up calendar reminders on your phone. Without in-person interaction with teachers and classmates, it’s easy to forget an assignment or test.
3. Ensure your computer meets the minimum technology requirements for the online course. This applies to your basic proficiency skills as well as software requirements for your computer.
4. Log into the class prior to the class beginning. Many professors require you to introduce yourself as an assignment within the first few days.
5. Actively communicate with the professor from the start of class. The professor will be more willing to help you when the time arises.
6. Designate a specific study time and place. Try to create a classroom environment that is free of distractions. Establish a regular study schedule.
7. Back up all your coursework. You never know when technology will fail you.
8. Don’t wait until the last minute to submit an online assignment. You never know when you may experience a technical issue, like a power outage or internet connection problem.
9. Buy the book and other required materials.
10. Review your assignments weekly. It is not uncommon for a professor to change due dates or assignments during the semester. Set up a specific day each week to help you stay on track.