HOW TO SUCCEED AT ONLINE LEARNING

Persistence, Motivation & Independence

Online learning requires independence, internal motivation, responsibility, and a certain level of maturity. Be patient and willing to tolerate technical problems, seek help when needed, work daily on every class, and persist through challenges. Be determined to succeed in your online classes.

Time-Management

This flexibility of online learning can also be a drawback. Set up a manageable study schedule for yourself and stick to it. Avoid procrastinating. Review the syllabus for each of your courses. Develop a long-term plan for completing your major assignments. Make a daily "To Do" list. It might take time, but you'll benefit from being well-organized.

Appropriate Communication

Communication skills are vital in online learning. But when instructors and students are unable to pick up on non-verbal cues, misunderstandings can take place. Make sure to use the tools provided by the school to communicate with your teachers Use appropriate style and language, mind your grammar and use a respectful tone.

Basic Technical Skills

Online learning basic technical skills include the ability to create new documents, use a word processing program, navigate the Internet, and download software. If you lack basic computer skills, you may want to find an online tutorial or check the college's website for information.
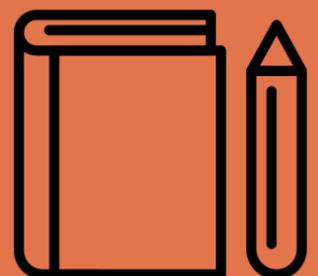
Reading and Writing Skills

Reading and writing are the main ways you'll communicate in an online class. Although you might have textbooks, you should be comfortable reading a lot of documents on a computer screen and able to type. Some tests and quizzes have multiple choice questions, but many of your assignments will involve writing short or long answers.

A Good Study Environment

Get some peace and quiet, without distractions. Avoid games in your study space. Turn off your cell phone. Beware surfing the black hole of the Internet. Adjust the height of your chair, keyboard, and screen so that you are comfortable. Forearms and thighs should be level and parallel to the floor. Wrists should not be bent while typing. Set up good lighting.

Keep calm and stay positive!