



TOP TIPS FOR *Online Student Success*

1

KEEP IT "REAL"

Even though you can be flexible as to when you choose to complete your work throughout the week, you can't put it off forever. Remember, you still paid to take this course and you must "show up" if you're going to continue to get real value out of your class.

2

CREATE A WORKSPACE

It can be tempting to be a little too relaxed about creating a dedicated workspace for your school work. Set up a dedicated learning environment for studying. The more time you spend in it, the stronger the association will become. Eventually, you will find yourself feeling more focused as soon as you enter the space.

3

BE ORGANIZED

Setting up a regular workspace or office will also help you to stay organized. Knowing exactly where important dates, files, forms, syllabi, books, and assignments live will help keep you on track towards hitting your goals.

4

SET A SCHEDULE

It can be tempting to procrastinate or take advantage of the flexibility that comes with being an online student, but that can easily backfire. Instead, designate specific times every day to work on assignments or study for each course. Making a schedule isn't enough; it's equally important to stick to it, as staying consistent can combat procrastination.

5

ELIMINATE DISTRACTIONS

Make sure to avoid surfing the web excessively. It's easy to become distracted by the news or Netflix. Stay focused, and avoid Facebook, Instagram, and other social media sites when you need to concentrate on your studies. Consider turning your cell phone off to avoid losing focus every time a text message or notification pops up.

6

STAY CONNECTED

Online classes may sometimes make you feel like you are learning on your own, but this couldn't be further from the truth. Continue to build relationships with other students and your professors by engaging through Moodle or email throughout the week. Your peers can still be a valuable resource when preparing for exams or asking for feedback on assignments. Don't hesitate to turn to them to create a virtual study group.

7

ACTIVELY PARTICIPATE

Actively participating in the course's online forum will help you better understand your course materials. This might involve commenting on a discussion board or posting a question about a project you're working on. Set a goal to check in on the class discussion threads every day. If you feel yourself falling behind, email your professor and be proactive in asking for help.

8

REWARD YOURSELF

Create incentives for completing assignments, responding to a discussion thread, or completing a module. It's important to reward yourself after a job well done in order to avoid burnout. Otherwise, it will be difficult to concentrate on even the simplest tasks.