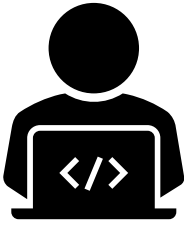


Top Ten Tips for Success in Online Courses

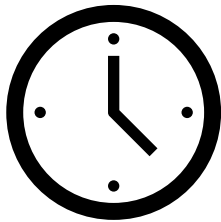
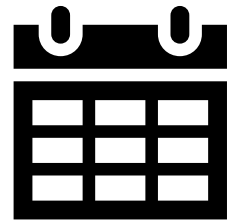


Create a comfortable space to work & eliminate distractions

While space may be limited, having a designated area for your work is important. Wear headphones if you need to eliminate background noise.

Create a schedule & stick with it

If your online course does not have a set meeting day/time, create one for yourself! Use that time to focus only on that course. Build time into your schedule for each course and any other responsibilities.

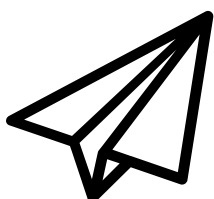
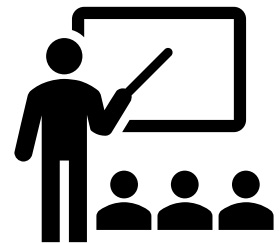


Practice good time management & be realistic about the time required to complete coursework

Don't wait until the last minute to complete your work. Staying on top of expectations is vital to your success.

Treat your online courses the same as you would a face-to-face course

If you are meeting via Zoom, be sure you are attentive & ready to be engaged in class. Stay up-to-date in the course by completing the readings and activities. Protect your class/study time.



Read all communication from your instructors carefully

Read your syllabus, the course announcements, & check your email daily.

Make sure you have the required technology

Some courses may require streaming videos or participate in live Zoom sessions. Be sure you have these capabilities & have a webcam if one is needed.



Be willing to ask if you have questions & know where to get help

Use your resources in solving problems. Visit [Technology Services](#) for tech help. Ask questions of your professor via their desired form of communication. Remember that the discussion board and email are not instant forms of communication; allow at least 24 hours for a reply.

Stay motivated – remember the goal you are working toward

This can be a challenge at times with all the demands on your time. Reward yourself for small accomplishments and keep working hard. Use the buddy system to help create accountability.



Keep a positive attitude & a growth mindset

[\(learn more about growth mindset here\)](#)

Learn from your classmates and incorporate feedback from your professors with a desire to improve and do your best.

Take care of yourself – build a network of support, get some exercise, eat right & take time to relax & unwind

Create a self-care plan that's right for you!

