



How to be SUCCESSFUL in your **online classes!**

Be Prepared for Class

- Read through syllabus before the first day of class.
- Come to class with questions.
- Come to every class with an understanding of how the week will look.
- Have a vague understanding of assignment.
- Know what email your instructor is sending announcements to.

Organization is Key

- Have a daily planner, including assignment due dates, class time, and other important days.
- Make a folder and notebook for each class.
- Find a system that works for you. (What works for someone else might not work for you.)
- If you are taking multiple classes, keep them separate. Work on one class at a time.
- Use different colors in your calendar to identify different class assignments.
- Put your phone away to avoid distractions.

If You Have a Question, ASK!

- Chances are that someone else needs clarification as well.
- You are not alone in an online class.
- Don't be afraid to ask the instructor for more information in class or by email.

Syllabus Key Points

Read over the syllabus early!!

- Understand what happens if you miss a class or are late to class.
- Add due dates to your calendar.
- Identify textbooks needed for class.

Have a System

- Create a schedule to complete homework and readings.
- Repetition is key to help remember due dates.

Class Buddy

- Within the first week find a friend.
- Having a peer helps keep both of you on track.
- You can ask each other questions or just vent.

Discussion Post

- When you have to respond to other students, be respectful by joining the discussion in a timely manner.
- For those students posting late keep an eye on the discussion board and be aware of when students post.

