

## SUCCESS STRATEGIES FOR ONLINE COURSES

- **Introduce yourself to the instructor:** Send an email introducing yourself to your instructor early in the semester. Read the syllabus and email your instructor with any questions about the course requirements. Be one of the first students to respond to threaded discussions so the instructor recognizes your name and your interest in the course.
- **Participate in threaded discussions or forums:** Read all your classmates' posts and respond to more than the required number of posts by agreeing or disagreeing with a classmate's post and referencing the course material. Continue the online conversation by asking questions after your discussion post. You are graded on your participation in online discussions and forums.
- **Get Organized:** Print a copy of your syllabus which provides information on the course description, objectives, requirements, course meetings, assignments and testing, media and technology, a course calendar or assignment schedule, and contact information. Refer to the syllabus before contacting your instructor.
- **Logon to online course frequently:** Stay involved in reading, viewing, posting, and writing. Your instructor can identify every time you logon to the online course. According to the course schedule, regularly complete a portion of your work to stay on course. Your instructor will post announcements which are time sensitive throughout the semester. A typical 3-hour online class requires a time commitment of 8-10 hours per week.
- **Get to know your classmates:** Becoming a part of the community of scholars in college is a way to develop and strengthen your collaboration skills which are necessary in the workforce. Ask for the contact information of your classmates or team so you can get to know them and work together on class projects and group work.
- **Avoid copying and plagiarism:** Cite all references. After reading assigned material, take a few minutes to summarize the information in your own words. Then return to the material to check for accuracy. Opinions are often requested. However, you will need to back up your opinion from either your past experiences or related journal articles.
- **Perseverance:** Prioritize assignments and stick to your to-do list. Develop a consistent daily study schedule and set up a dedicated study space with few external distractions. Reach out to other classmates to study together through zoom, google meet, or Blackboard Collaborate.