



## How to Be Successful in an Online Class

1. Manage your time well. Stick to your weekly schedule just as if you were attending your class in person. Log on to your class D2L site at the same time that you normally meet, read all announcements and double-check all deadlines. You may need to listen to lectures, as usual, or your professor may have you read and complete alternative assignments – ones that were originally not part of your syllabus. Keep in mind that you are responsible for your learning. If you aren't sure about what is required, ask your professor for help.
2. Find a distraction-free place to do your work. This is especially important if you are going home during this time instead of staying on campus. Up to this point in the semester, you probably set aside key spaces where you knew you could do focused work. Find a new workspace at home where you are unlikely to be disturbed. Let family members know the time period you would like to be uninterrupted. Again, sticking to a schedule is key to your success.
3. Set goals for each day. With a weekly schedule already in place, each morning you should note your goals for the day. Do you need to read a chapter, watch a lecture or start quizzing yourself in preparation for a test? Every day you should have specific academic goal in mind as you begin your study sessions.
4. Stay motivated and disciplined. If you follow #1-3 above, you will see steady progress toward your goal of a successful semester. Another way to stay motivated & disciplined is to keep yourself accountable by sharing your semester goals with someone else – whether that's a parent, other family member, friend or a professional at the University. Having another person to support you will encourage and motivate you as you progress or when you encounter a stumble or dip in your self-confidence along the way.
5. Ask for help sooner rather than later. Taking an online course can be isolating. Take advantage of your professor's virtual office hours and any discussion boards that are available. Reach out to your Success Coach if you have questions about any area outside the content of the course. We can connect you with the resources that will best fit your need. We here to help you succeed!

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