Online Classroom Strategies for Success

Get Organized - What is needed to be successful in this class. Notebooks, calendar, graph paper, etc.

Treat an Online Course Like a “Real” Course. Make sure that you treat your classes like you would during face to face classes. Communicate with peers, teachers, and administrators. Complete assignments.

Hold Yourself Accountable - Set goals for yourself- grades, completed assignments, due dates.

Practice Time Management - Create a schedule to do your school work. Set reminders. Know yourself- Are you a morning or night person?

Create a Study Area Free of Distractions. Find your quiet space to complete your work and attend class. You will need a quiet place to work without distractions from things like television, or siblings.

- Turn off your cell phone. Let friends and family members know the hours that you will be "at" school.
- Beware surfing the black hole of the internet. It is easy to lose track of the time as you wander from site to site.
- Consider ergonomics. Adjust the height of your chair, keyboard, and screen so that you are comfortable. Forearms and thighs should be level and parallel to the floor. Wrists should not be bent while typing.
- Set up good lighting and comfortable seating. Lighting in the room should be at least as bright as the computer screen to avoid eye strain.

Actively Participate - Ask questions in discussions, get feedback, work with groups. Stay connected with your teacher and peers. Encourage discussion, complete group assignments, create study groups.

Be Persistent - Persistence is perhaps the biggest key to success in online learning. Students who succeed are those who are willing to tolerate technical problems, seek help when needed, work daily on every class, and persist through challenges. When you run into a challenge, keep trying and ask for help. Set up a manageable study schedule for yourself and stick to it. Students who succeed are those who log in and make progress every day. This is especially important after the novelty of going to school online starts to wear off!

Effective and Appropriate Communication Skills - Communication skills are vital in online learning because students must seek help when they need it. Teachers are willing to help students, but they are unable to pick up on non-verbal cues, such as a look of confusion on a student’s face in an online course. Use the tools provided by the
school to communicate with your teachers. This includes e-mail, discussion groups, office hours, and phone calls. Don't be shy about using those tools to communicate with your teacher. Because of the distance, it's tempting for some students to say things out of anger or frustration that they would never say to a teacher in person. Teachers are professionals. Treat them with respect and courtesy.

**Stay Positive**- continue to try and make the best out of a difficult situation.