



HOW TO BE A SUCCESSFUL ONLINE STUDENT

Step 1

Be self-motivated and self-disciplined.

Freedom and flexibility requires responsibility. You should take ownership of the learning process and stay organized and on task. Successful online students are independent!

Step 2

Ask for help when necessary.

Many of the nonverbal cues that instructors use in a physical classroom are not visible in an online class. If you have issues with the technology or the course content, you must communicate this concern immediately.

Step 3

Read and write at grade level, and communicate effectively through writing.

In a virtual classroom, most communication is written, so it is critical that you feel comfortable expressing yourself in writing.

Step 4

Meet the requirements of the program.

Online courses are flexible and convenient—but that does not mean they are easy. Online courses offer the same content and rigor as courses in a physical classroom setting.

Step 5

Have regular, daily access to a computer with internet connectivity.

The online course activities, homework and assessments are all accessed and completed via the internet. Basic computer skills are essential. Some courses may require you to use Zoom to access the live content.

DAILY TO-DO LIST

OF A SUCCESSFUL ONLINE STUDENT



Completing the following tasks daily will help you be more successful:

- ❑ During the course, it is important to log in to your course **daily** to check news items, emails, due dates, and course updates.
- ❑ Communicate with your teacher when you need assistance. Know your teacher's contact information and use office/work hours.
- ❑ Avoid missing an assignment due date listed in your course calendar, as it will be recorded as a zero when the deadline is missed.
- ❑ Avoid late work penalties by completing work prior to the due dates given.
- ❑ Plan to spend time on your course during and after school.
- ❑ Spend time reading, studying, and self-learning, and allow more time for difficult concepts.
- ❑ Work ahead on assignments (starting them days before the due dates) to allow time for questions and responses from your teacher. Working on assignments last-minute does not allow much time for help if needed.
- ❑ Respect deadlines. This is a real course and cannot be completed at your convenience. Yes, you have freedom each day as to when you work on it, but your course will have set deadlines each week.
- ❑ Follow the pace set in the course by your teacher, as it is designed to lead you to effectively learn the material. Avoid jumping around, clicking through items out of order, and working too fast just to get something done.
- ❑ Communicate with your instructor and ask questions when you don't understand.
- ❑ Participate in live sessions when scheduled and be actively engaged in the discussions.
- ❑ Return emails and phone calls from your teacher in a timely manner.
- ❑ Do not share work with other students, copy work, or participate in activities that could jeopardize your learning and success in this course.
- ❑ Work hard to learn the material and not just to make an A. What you put into it, you'll get out of it. Remember - this is your future career!