How to Succeed in an Online Course

GET TO KNOW THE TECHNOLOGY

Before the course begins make sure:

- You are able to login to all accounts needed for the course.
- Your computer is compatible with the online tools necessary to complete the course.
- The technology works from your home or someplace that will make it easy for you to have access. If you have to go to the library to do your coursework this may limit the times you are able to work.

THOROUGHLY READ THE COURSE SYLLABUS

- Pay attention to deadlines and create a calendar with due-dates.

GET ORGANIZED

- Create a binder or folder for each course with the class syllabus, course schedule, major assignments and deadlines.

CREATE A SCHEDULE

- Pick 3 -5 days per week to make it a habit to "go to class."
- Dedicate a few times throughout the week to work on online coursework.
    - For example: Sundays from 5:00 p.m. – 9:00 p.m., and Wednesdays from 4:00 p.m. – 8:00 p.m. Block off these times in your mind and calendar as times you are busy so you don't make other plans.

GET TO KNOW YOUR INSTRUCTOR

- Don't forget that there is a live person behind the computer screen! Reach out for help when you need it.

DO NOT PROCRASTINATE

- Online classes depend on technology – There could be a glitch that prevents you from getting your work in on time if you wait until the last minute to complete and/or turn-in an assignment.

CONTACT THE LRC FOR HELP

- Did you know we offer FREE, online tutoring 24/7 for online students? It is called Smarthinking and there is a link for you to get started on Blackboard!
- The Online Writing Lab (OWL) is also available for online students.
- Contact the ARC at arc-as@cuw.edu or 262-242-2623 for more information.