



TIPS FOR SUCCESS IN ONLINE CLASSES

1

MANAGE YOUR TIME EFFECTIVELY

- Be informed about upcoming due dates and plan your time accordingly
- Keep a calendar & maintain a schedule to ensure that all your work is completed on time

2

GET INTO A ROUTINE

- Ask yourself, "What time am I most productive?" and create a study schedule around that

3

TREAT STUDY LIKE A JOB

- Consciously choose to show up
- Schedule in assessments, lectures, and tasks
- Implement firm boundaries and keep those boundaries

4

CLAIM YOUR STUDY SPACE

- Find a place to claim as your own
- Make sure everyone understands it is your sacred spot
 - When doing homework, put up a DO NOT DISTURB sign and enforce it!



ONLINE CLASS ETIQUETTE

1

PRESENT YOURSELF APPROPRIATELY

- Dress appropriately. Please remember you are attending class and you should dress accordingly
- If you are using a webcam, make sure you have an appropriate background

2

COMMUNICATE PROFESSIONALLY

- Use clear and concise language
- When emailing your professor, identify yourself and the class you are in
- Proofread, Proofread, Proofread!

3

STAY CURRENT WITH EMAILS

- Emailing will now be the #1 way people communicate with you. Please check your email at least twice a day.

4

SUBMIT FILES CORRECTLY

- Online course instructors often establish ground rules for file assignment submissions, like naming conventions that help them keep things organized or acceptable file formats.