



# Quick start guide for online success time, project & self- management tips

especially for students with a lot on their plates!

Success tips for online success



**Don't be fooled by its flexibility** – online learning takes as great an investment of your time and energy as does a traditional classroom course.







image: presta

What follows are some **best\*practices for online student success**, gathered from around the web.

\* (of course, every class is unique—check with your instructor about requirements & expectations)

## Ensure you meet the technology & connectivity requirements.

Technogitches happen. If your computer crashes or your connectivity fails, have a back-up plan. Keep extra copies of your work submitted online. If possible, line up access to a backup computer.

If a course requires high-speed connectivity for live meetings, large file downloads, or video streaming—save yourself the frustration and don't attempt it on dial-up or sketchy wi-fi.



# Set up your study spots.

at home, the library, a cafe...

Whether you prefer absolute silence or ambient background noise, solitude or company, **stake out your ideal *connected* study spots.**







# study spaces & content retention:

You'll make better use of thirty minutes of disruption-free study than an hour's worth of commotion-filled learning. A distraction-free environment will likely **decrease the amount of time you need to devote to your course—and improve your success rate.**

time



# Check in daily.

Spend time with your online course everyday.

See what's new with your peers, and never miss a course update.





# set up **your study calendar**

Map out your designated study times, scheduling them into your timetable on your desk calendar or phone, or both. Having a visual reminder will help prevent procrastination. Once you have your course outlines, add assignment deadlines to your calendar, then calculate your own personal production schedule reflecting your performance goals.







Do yourself a favor,  
**set up a fairly  
strict study  
schedule.**

Do not allow any  
distractions to  
disrupt your plan.

Think of it as **an  
appointment you  
cannot miss.**



# Keep a **weekly to-do** study list.



List **exactly** what you need to cover during each study session.

If you have just a few minutes to study, you'll know where to start. When you come back to the books, you'll know what's next.

The list will help you track your progress, and give you a sense of accomplishment as you **cross everything off**.



# Create **content morsels** to avoid cramming.

Doing a small amount of studying every day, **even just 15 minutes every night before you go to sleep**, will help you to retain material.



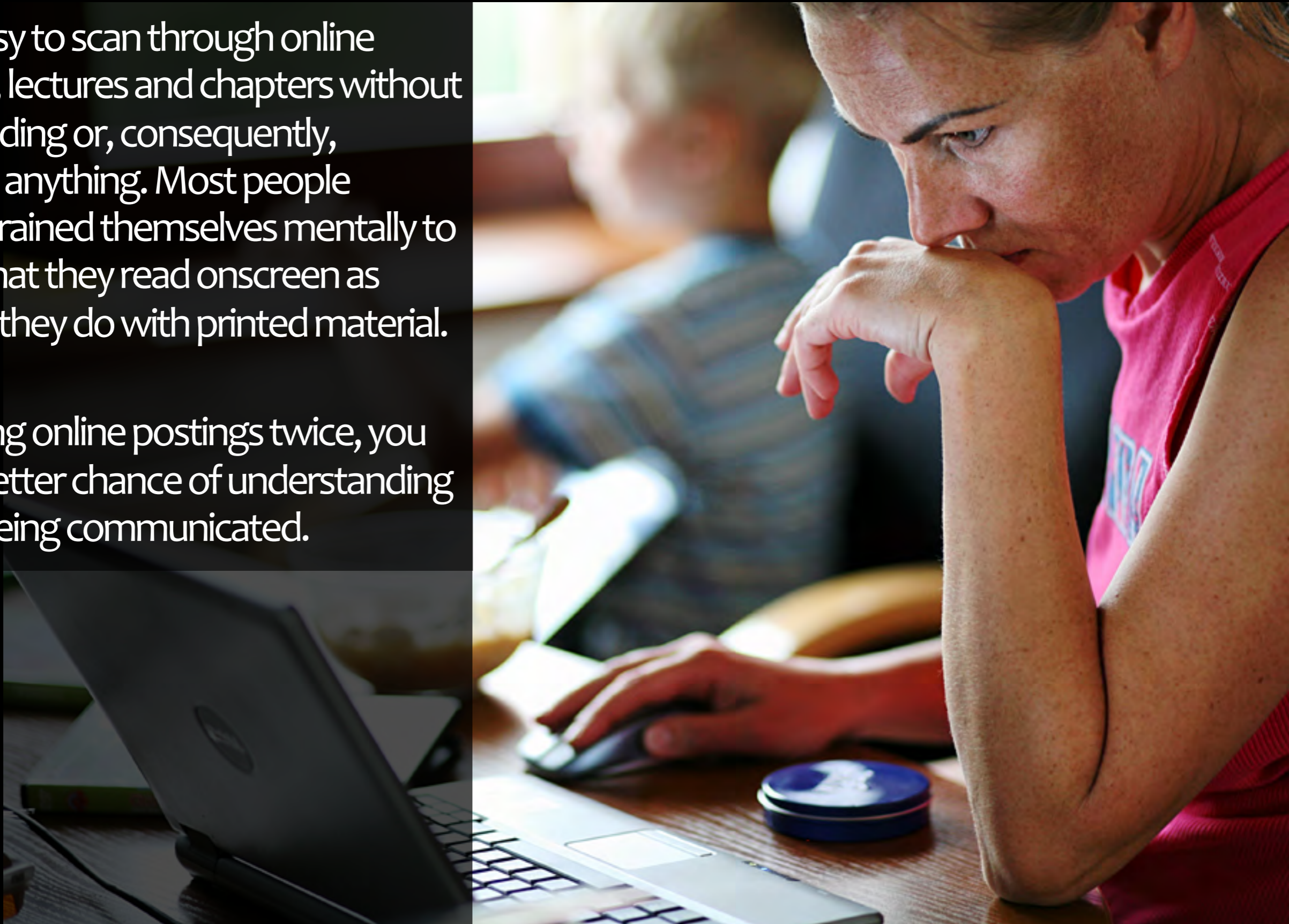
Come final exams, you'll have a very good base of knowledge before you begin serious prep.



If you've budgeted enough time... **read everything twice.**

It's so easy to scan through online postings, lectures and chapters without really reading or, consequently, retaining anything. Most people haven't trained themselves mentally to retain what they read onscreen as much as they do with printed material.

By reading online postings twice, you have a better chance of understanding what's being communicated.





Online courses do **not** have to mean isolation.

**community**



image: sally\_monster

To build class  
**camaraderie**

be proactive in your contributions to the course. Make the most of online discussions. Use them to develop relationships with peers. Post value-added, thoughtful replies to discussion threads, comments designed to inspire engagement, and check back for replies frequently, to keep conversations alive.





# Make **connections** with fellow students.

Meaningful connections with your online classmates can translate into important career networking opportunities later.





# Build your **personal learning network.**

Without direct physical contact or interaction with other students and the instructor, you risk losing interest or motivation by midterm week. Plan regular communication with classmates (face-to face, text chat, or email) as part of a weekly study schedule will have greater success in an online course.



# Team up with a classmate and **motivate** each other.

Research shows the best way to learn something is to teach it to someone else, so grab a friend and explain to them what you've learned.

Bounce your ideas off other students and ask them to explain tricky material. If meeting in person isn't possible, ask your instructor if you can do a virtual meeting.







# Ask for help when you need it.

Don't hesitate to email the instructor or ask classmates for help **sooner** rather than later.





Don't forget to take regular **study breaks.**



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