STUDENT SUCCESS GUIDE ON TAKING AN ONLINE COURSE

BE ACCOUNTABLE

Set a realistic schedule and stick to it (set yourself to be accountable).



CONNECT

Make connections with fellow students. You can form study groups and keep each other accountable.



SCHEDULE

Try designating a day for reading/working on assignments, a day for participating in discussions, and a day at the end of the week to reply to classmates and revise your posted assignment.



Don't wait to ask questions, or ask for help. Be proactive and reach out. Explain your confusion as clearly as possible so others can respond. It is likely that your confusion can be cleared up easily, even though it

feels easier to just give up when you are alone.

LISTS, LISTS, LISTS

Make to-do lists.



BREAKTIME!

Do your best to be aware of fatigue, step away from the screen, and go on a walk, meditate, or have a snack!



COMMUNICATE

Communicate with your housemate when you will be doing schoolwork or joining Zoom meetings.

Credits: Center for the Advancement of Teaching UCLA WI+RE www.canva.com