

# ONLINE COURSES

Although online classes are convenient, many students find that they can be incredibly challenging to manage. Check out the tips below to stay on track to successfully complete online courses.

1. **Manage your time.** Students find that planning ahead and staying on track are the hardest aspects of online courses. At the beginning of each course, write down all important dates in your planner. These dates may include exam dates and locations, paper deadlines, discussion posts, or any other assignments.
2. **Read the syllabus.** Generally, the syllabus contains all important information for the course, so you have the opportunity to plan in advance. For example, some instructors require that exams are taken in the Testing Center, while others require you to use ICON. You can also find detailed information about assignments and course expectations.
3. **Make time in your schedule.** Create time in your planner that is exclusively dedicated to working on your online course. Spend as much time working on your online course as you do any other course. For example, if you take a 3 semester hour course, you should devote 3- 4 hours each week to learning the material, and about 5- 6 hours each week studying and committing the material to memory.
4. **Consider your personal learning style.** Online courses require a lot of reading and listening to fully grasp the material. If you are someone who can only focus when it's quiet, consider working at the library or another quiet place on campus.
5. **Participate.** Actively participate on the course discussion boards, complete all assignments on time, and keep up with the material.
6. **Taking online tests.** Double check the expectations of test taking. Even if you are able to use your notes, treat the test as it is a closed book exam and prepare in advance. Make sure your internet connection is secure.
7. **What do professors expect from students?** Instructors will expect that you fully participate in the course and that you remain courteous and considerate towards your classmates. Emails, discussion board posts, and assignments should be appropriate, relevant, and demonstrate your knowledge of the material. Avoid inappropriate comments, cyber bullying, and plagiarism.
8. **Communicate with the professor.** If you feel that you are struggling with the material or managing the course load, reach out to your professor. They will be able to offer you support and guidance.

