How to Succeed in Online Classes

Many students enjoy the flexibility and convenience of online classes. However, online classes are neither easier nor less time-consuming than traditional face-to-face courses. Online classes do require a different kind of learning, but the curriculum offered in an online course is the same as a traditional class. Here are some tips to help you to achieve success in online classes.

HELPFUL TIPS

- Check with the instructor to see if the class has mandatory on-campus meetings or orientations.
- Online classes require you to be disciplined and to arrange time to work on the classes. Self-motivation, self-reliance, and time management skills are key to your success! Block out time each week to complete assignments, tests, and readings.
- Most online classes are not self-paced - they have regularly scheduled due dates and deadlines. It is your responsibility to complete assignments and tests on time.
- Save and print the syllabus or other course documents and refer to them often. Calendar the due dates/deadlines and strategize ways to stay on task.
- Log-in to the class at least 2-3 times per week and check for messages, assignments, readings, tests, and due dates. Participation is required. You can expect to participate in discussion boards, chat rooms, tests, readings, lectures, websites, videos, audio recordings, individual and group work, and social media.
- Online classes are not all alike. The requirements vary from class to class. Instructors may communicate with you in a variety of ways, including discussion boards, chat rooms, news or message boards, social media, and email.
- Assignments and tests are submitted online. Online work may be submitted in drop boxes, discussions boards, quizzes, social media, and other areas.
- Instructors provide their contact information. If you need help, be proactive and contact them.
- Check your email often and respond promptly to email messages. If you can't respond immediately, send a quick reply stating that you received the message and when you will get back to them.
- An online buddy or study group can be tremendously beneficial to your learning. Be willing to reach out to your peers for support.
- Be respectful in all online interactions. If you have concerns about something that has been said, please contact your instructor.
- Familiarize yourself with the technology needed to successfully complete the class. You will need access to a computer and the Internet, an email account, and a word processing program such as Microsoft Word or Apple Pages. Free word processing programs are available via Open Office at www.openoffice.org and Google Docs at www.docs.google.com. You need to be comfortable using computers for a variety of tasks including internet searches, uploading and downloading documents, installing programs and browser plug-ins, and playing audio/video files.
- Use a reliable computer when completing tests and homework. If you do not have access to a reliable computer, you may use one in the Folsom Lake College computer labs. Data is deleted from these computers each night. Flash drives are recommended for saving your work.

For help with D2L:
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