HOW TO DO WELL IN AN ONLINE COURSE

Establish a Good Workplace

Set up a work location that is comfortable and that has good lighting - a place where you will not get easily distracted.

Create a Schedule

Establish a routine by scheduling time for:
• Coursework including class readings;
• Assignments; and
• Studying for tests and exams.

Stay Organized

Use a calendar to help you keep track of assignments and tests. Be sure to keep an organized notebook as well.

Understand the Course Expectations

Ensure that you know:
• What the format of the course will be (e.g. will there be online discussions or group work, etc.);
• What the course syllabus says (how you will be graded); and
• What technology is needed to participate in the class (e.g. will you need specific software).

Stay Motivated

• Find a way to personally connect with what you are learning.
• If you are able to stay motivated it will be much easier to stay on task and to work independently. This is very important when taking online courses.

Know What Resources are Available

• Be aware of teacher recommended resources.
• Learn how to use the VLC for research (ask your LCI).
• Know about other school services.

Know Who to Ask for Help

Know who you can ask for help, when they are available, & how to contact them.

For more information contact your school Learning Commons Informationist.