

# 5 TIPS FOR STUDENT SUCCESS IN ONLINE LEARNING

## 1 READ THE SYLLABUS

- Make note of assignment due dates.
- Add these dates to a calendar that you check regularly.

## 2 PLAN AHEAD

- Block off a regular study time for each class.
- Create daily/weekly to-do lists.
- Keep organized notes.
- Work ahead when possible.

## 3 ELIMINATE DISTRACTIONS

- Consider turning off your phone to avoid losing focus.
- Apps such as Freedom can help block notifications on your devices while you study.
- Choose a designated study space that has limited distractions.

## 4 COMMUNICATE

- Message your instructor with questions when you do not understand an assignment.
- Be clear and concise with your message.
- Proofread your message.

## 5 BE ACTIVE IN THE CLASS

- Log into your classes at least 3 times each week.
- Read instructor announcements.
- Review all course materials.
- Submit all assignments by the posted due date.

