

tips for taking online courses



Time Management

1. Block off specific time to work on classes.
2. A block of time can be as short as 15-10 minutes; the length of the block depends on what you are studying.
3. Make a study schedule for each day and stick to it.

STUDY ENVIRONMENT

1. SPACE:

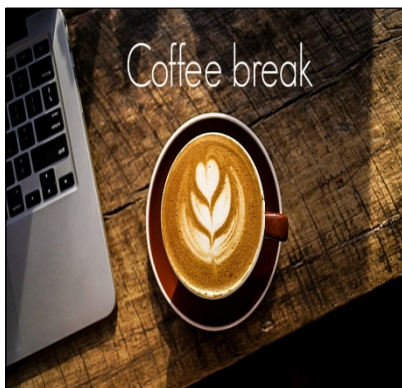
- Consider the space you study in and how it makes you feel. Some people prefer a clean and distraction free environment, whereas others can study any almost any space.
- Some people get tired if they lay down or sit in a comfortable chair/couch, so they prefer studying at a table.

2. TIME:

- Are you a morning or an evening person?
- What time of day do you feel most focused?
- Try to study during the periods of time when you are most energized and focused.

3. SOUND:

- Some people like it to be very quiet when they are studying.
- Other people cannot study if it is too quiet – especially if they are tired.
- Considerations for background noise:
 - TV: make sure you are not watching a show you enjoy
 - Music: classical music works well as a background noise; popular songs may distract you



Study Strategies

1. Set specific study goals for each study session. Goals should be realistic to the time you have allotted for the study session.
2. Make learning relevant and fun: Try to access websites, documentaries, movies, YouTube clips on topics you are studying.
3. Be an Active Learner: Take notes, create mind maps, use highlighters, print off images for visual information, etc.
4. Take regular study breaks. Research shows our brain works best in 25-minute increments with brief breaks.

The online classroom

1. Read instructions carefully.
2. Don't be afraid to contact the instructor for help! Ask questions when you do not understand.
3. Use any additional resources, such as online tutoring services (Smarthinking – located in Canvas course).
4. Log on to your online course several times / week. Make note of due dates.