Tips for Successful Online Learning

1 **Set a time for coursework**
Block off time for each class so you *don't rush*. Use this time to *check for updates*, read course materials, and do assignments.

2 Get rid of distractions like your phone and outside noises.

3 **Ask questions**
Your teacher doesn't know what you don't understand unless you ask. Use class time to benefit others or email your teacher.

4 Take breaks to stay focused.

5 **Find a good study and project partner**
Find a partner who is motivated, does their share, and is willing to work with you. Take the time to go over content and study.

6 Don't wait until the last minute!

7 **Explore the technology ahead of time**
Take the time to get used to Blackboard, Collaborate, and any other conferencing tools you'll need to use as well as other apps.

8 Set alarms or use a calendar to keep track of due dates.

Information Technology