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.