



Successful Online Learning Strategies

Set Yourself Up for Success from the Beginning

1. Establish a productive workspace. Some work best listening to music, while others prefer a quiet environment. Determine what setting boosts your productivity. Whether in a library or the corner booth in a local coffee shop, just make sure you have a quiet space to complete your coursework.

Peer students by introducing yourself and engaging in online discussions. Ask questions and answer questions to enhance your understanding of the material. Your peers can be a valuable resource when you need clarification or simply receiving on-the-spot clarifications from them. However, forming virtual interactions through platforms like Teams is a feasible action you could take in order to maintain your community.

Instructor to introduce yourself or ask questions, either. They are available to help you, whether online or in person. And, if you do fall behind, don't be afraid to ask questions or report issues. Email your instructor for help.



4. Set a schedule for completing and reviewing assignments Working on three courses at the same time can cause for an individual to experience a high level of stress, but this can be avoided if you allocate specific times to work on each class. For example, consider working on one class between the hours of 11 a.m. to 3 p.m. This schedule allows students to create a type of structure often seen with traditional, in-person classes.

Along with the time you set aside to complete assignments, it's also suggested to have a set time to look over the tasks for every one of your classes so that you can set up an agenda for each week. In doing this, you won't mistakenly forget to turn something in.

5. Make a schedule. Consider using the 'chunking' strategy to section out tasks

The term "chunking" refers to taking a large task or a large amount of information and dividing it into smaller units. Instead of staring at a computer screen for three hours at a time, "chunk" your time by following a specific pattern.

Work on one class, figure out a task and then reward yourself at the end. Get up, get some coffee, get a snack, go for a run or just get away for a half hour. Then come back and do the next chunk.

Without a professor regularly checking in, it's important to leverage your time management skills. Glance over the syllabus before your first day of class and make note of major assignments. Mark them on a calendar you check regularly so you know what workload is coming in the weeks ahead. Don't forget to factor in prior commitments that may interfere with your regular study schedule, such as weddings or vacations, so you can give yourself enough extra time to complete assignments.

Commit to making your online coursework part of your weekly routine. Break up your workload into chunks by dedicating certain hours each week to reading, watching lectures, writing assignments, studying, and participating in forums. Then, set reminders for yourself to complete the tasks. Treat these blocks of time as seriously as you would a face-to-face lesson by showing up, letting others know you are unavailable during those times, and consistently using your designated workspace. Set a timer and give yourself permission to move on to other tasks once the time is up.