Preparation for Studying Online

- Determine a workplace with a computer and internet connection where you may study without any distractions.

- Have good lighting.

- Set the best time for studying and make this your routine.

- Make sure your computer is in good working order and that you have a reliable and fast enough internet connection.

- Log-in on the first day of class and:
    - Read the 'Course Syllabus' and the 'Getting Started' or 'Read Me First'.
    - Make a note of all assessments (assignments, test, exams) and their due dates. It is good to:
        - Record all due dates on your eLearn Calendar and on a large paper calendar you keep in your study area.
    - Check all your courses and if required download any software (such as Respondus Lock Down Browser, Java, etc.) that will be needed in the course.

- Get to know your instructor. It is good to send an e-mail so your instructor knows you are in the course and ready to begin your learning.

Preparation for Studying Online

- Plan and set your study time routine. A good rule of thumb is to set study time per course that is equal to twice the credit hours per week. For example a 3 credit hour course would need a minimum of 6 hours of study per week.

- Manage your TIME!

- Keep up with your work and assessment, check due dates and plan ahead to have work done before the deadline.

- Participate in Course Discussions. Often these are graded by the instructor. Waiting to be the last one to participate or only participating once, could lower your grade. More importantly, the discussions will help with your learning.

- Ask questions, especially if in doubt. Do not make assumptions or take things for granted. If you have a question, it is likely others will as well.

- Keep your instructor informed about any difficulties, such as work or home problems that might interfere with your study.

Useful Links

How to Be a Successful Online Student —
http://www.elearners.com/guide/how-to-be-a-successful-online-student.pdf

Characteristics of the Successful Online Student —
http://www.gc.maricopa.edu/English/onlinestudent.htm

How to Succeed as an Online Student —
http://distancelearn.about.com/od/distancelearning101/a/studentsuccess.htm

Learn Effectively by Understanding Your Learning Preferences
http://www.mindtools.com/mnemlsty.html

Discover your Learning Styles
http://www.learning-styles-online.com/

Study Guides and Strategies
http://www.studygs.net/

College Survival Skills
http://www.clemson.edu/collegeskills/SEC1PG1.HTM