

Tips for Online Student Success

1. Set Daily/Weekly Goals

The most important tip for students taking online courses is to set daily and/or weekly completion goals and stay on task.

2. Make a Study Plan

Create a clear and achievable study plan and stick to it 95% of the time, allowing yourself some time for breaks or the unexpected. Write out a weekly schedule with dates and times. Make sure to set aside enough time to focus only on school work with no distractions.

3. Manage Time Carefully

Set a structured schedule and stick with your schedule. People function better in a structured environment.

4. Find a Quiet Space & Eliminate Distractions

Create a quiet work space in your home. Designate an area that is free of distractions. Discuss your "quiet zone" with your family so they understand that your "school" time is crucial to your academic success. Remove all electronics or put them on silent. A distraction-free environment focuses your thinking and helps you feel more at ease because you are no longer distracted by other things.

5. Limit Social Media

Log off all social media accounts and put your electronics in another part of your home. It's easy to lose track of time scrolling through your friend's memes or reading all of your favorite comedian's hilarious tweets. Since the computer screen is an online student's classroom, it may be difficult to resist the temptation to see how many "Likes" your latest post received, but by logging off and not having my social media pages up, you will be able to focus better.

6. Use Online Resources

Use any of the student resources that are available. Learn how to navigate around your online classrooms home tabs. This is where you will find your weekly assignments and activities. You will also find your teacher's contact information. Learn your school and district website so you know how to access your library's digital resources, website information, technical support, and more.

7. Be Mentally Engaged

Quiz yourself when you are studying. This act of retrieving information you learned earlier helps you check what you retained and what you might need to review. It will also help you feel more confident deciding when it is time for a quiz or test. Go back and either watch the video or read the chapter again. If you do not understand it, do not just keep going and hope it makes sense. Going back helps because repetition always makes it stick.

8. Take Notes

Write down important points. Just like in a traditional classroom setting, taking notes makes it easier to remember the important pieces of information you will need to review. Writing information down also helps you retain information. Keep notes on a regular Word document or in Google Docs and click on the "Ctrl" & "F" key to find information. Then your notes are all available on the same document and easier to find when needed, rather than having your information scattered in various areas.

9. Make Online Learning Enjoyable

Play upbeat music to stay alert and maintain a good mood. Keep good vibes going while you study, it will make the studying go by faster, and will be much more enjoyable. Have fun! It is exciting and rewarding to be in school and learn about new topics of interest.

10. Take Breaks

Take frequent, short breaks. Looking at a computer screen can be mind numbing, so stepping away is a good way to rejuvenate your brain. Maintain regular breaks to avoid strain (and make sure your study space is set up

correctly). A quick break and a walk outside can revitalize you to continue studies. And don't force it. Do the work when you are in the right frame of mind.

11. Stay Healthy

Stay healthy! Our brain can only work to its fullest if our body is well. Take regular breaks that involve exercise and fresh air, eat well and establish a regular sleep schedule. Preparing a healthy meal or going for a run is not a waste of your time.

12. Ask Questions

It's important if you're struggling with a topic to be proactive and seek out help. Ask questions as soon as you have them. Don't be afraid to ask for help. If you don't understand, just ask. Your teachers are here to help.

13. Reward Yourself

If you get an A on an assignment, treat yourself! You have to remember that you do have a life. It's easier to motivate ourselves when we know there's something waiting for us at the finish line.