Tips for Success in Online Courses: How to go to class when you don’t actually have to go to class

CALCULATE HOW MUCH TIME YOU’LL NEED TO DEDICATE TO YOUR ONLINE CLASS

- For a 3 credit class you should expect to do 18 hours of coursework per week.
- If you sign up for 2 or 3 courses and each course is worth 3 credits, you should expect to spend 36-54 hours a week on coursework.

VIRTUALLY ORGANIZE YOURSELF

Use SMART Info storage

S – Secure
M – Multiple
A – Accessible (from multiple machines)
R – Retrievable (if you have to restore/reset computer)
T – Transformable (not all as pdfs – keep original files)

- Know how to access the course and have the necessary materials (Syllabus, textbooks, etc) that are required
- Use a calendar to keep track of due dates and schedule your work time. Use options like paper wall/desk calendar, google calendar, iCal (for MACs), or other options to not miss due dates
- Create a study zone that will help you study effectively where all your class materials are located

COMMUNICATE WITH PROFESSORS

- Keep in contact with your profession, via email, discussions, or using office hours. Let your presence be known and ask questions after searching for the answer as soon as they arise.
- Use proper email etiquette when contacting faculty
  - Use proper language and titles, including your name, student ID number, course title and section
  - Be positive, self-reflective, and respectful
NAVIGATE THE TECHNOLOGY
• Avoid potential tech pitfalls by installing computer and program updates regularly
• Have multiple browsers available and use the preferred browser for the program you’re using.

LEVERAGE THE ONLINE MEDIUM
• Take advantage of course discussion boards as usable conversation spaces with fellow classmates and instructors
• Connect with your peers outside of class (online or in person)
• Form or join a study groups to review concepts
• Take advantage of other ASU resources like tutoring, SI, career services, academic advising, or other course material review options