

HOW TO BE MORE SUCCESSFUL IN AN ONLINE CLASS

“ATTACKING” THE CLASS

- ▶ “Schedule” a time
- ▶ 20-30 minutes EACH day
- ▶ Do weekly assignments
 - ▶ in order
 - ▶ on time
- ▶ Projects, group/partner or long-term assignments
 - ▶ Begin immediately
 - ▶ Communicate with partner(s) at least 2 times each week
 - ▶ Follow directions exactly
- ▶ EVERY ASSIGNMENT COUNTS
 - ▶ Losing by one point - Missed/skipped assignments
 - ▶ Make-up?
 - ▶ Alternative?
- ▶ Communicate with the professor
 - ▶ Assignment tab
 - ▶ Regular email
 - ▶ Office hours

NAVIGATING THE ECOLLEGE WEBSITE

- ▶ Sign in
- ▶ On the dashboard find the student orientation tutorial
 - ▶ A few tips
 - ▶ Online readiness
 - ▶ Syllabus – course expectations and schedule
 - ▶ Using course tools
 - ▶ Gradebook
 - ▶ Email
 - ▶ Doc sharing
 - ▶ Drop box
 - ▶ Discussion/chat
 - ▶ Tech support
 - ▶ Help

NAVIGATING THE SAKAI WEBSITE

- ▶ Syllabus – course expectations and schedule
- ▶ Resources
- ▶ Announcements
- ▶ Assignments
- ▶ Drop box
- ▶ Gradebook
- ▶ Chat
- ▶ Forum
- ▶ Help

ACADEMIC INTEGRITY

- ▶ Plagiarism –
 - ▶ No Copying
 - ▶ No Sharing
 - ▶ No Borrowing
- ▶ Turn-it-in software

TESTS AND QUIZZES

- ▶ Use a hard-wired computer
- ▶ Know the professor's test restrictions
 - ▶ Specific dates/times/locations for the test
 - ▶ Password protected?
 - ▶ Number of attempts
 - ▶ Test closes automatically
 - ▶ Limited time
- ▶ Schedule a block of uninterrupted time
 - ▶ No texts
 - ▶ No tweets
 - ▶ No snap-chats
- ▶ If you have a problem
 - ▶ Contact tech support and the professor IMMEDIATELY

LET'S REVIEW

- ▶ “Schedule” a time
- ▶ 20-30 minutes EACH day
- ▶ Do weekly assignments
 - ▶ in order
 - ▶ on time
- ▶ Projects, group/partner or long-term assignments
 - ▶ Begin immediately
 - ▶ Communicate with partner(s) at least 2 times each week
 - ▶ Follow directions exactly
- ▶ EVERY ASSIGNMENT COUNTS
 - ▶ Losing by one point - Missed/skipped assignments
 - ▶ Make-up?
 - ▶ Alternative?
- ▶ Communicate with the professor
 - ▶ Assignment tab
 - ▶ Regular email
 - ▶ Office hours