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

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