Top 10 Best Practice for Taking Online Courses

Students:

- Be prepared to be seen and heard as you join live meetings.
- Make a schedule and stick to it.
- If you get behind keep up with your current work before working backwards to missed work if possible.
- Communicate with your instructors before due dates with difficulties, not after with excuses.
- Ask questions about assignment instructions before starting your work.
- Go through the modules in order. Don't skip around and search for point opportunities.
- Don't rely on your to-do list as a source for 100% of what is due.
- The "Help menu" in Canvas is your friend. It has links to a Student Guide, ask questions to your instructor, and 24/7 Canvas help chat or phone numbers. (If you talk to tech support for any program or app get a ticket number.)
- Consider limiting screen time or add breaks away from you screen throughout the day.
- Don't wait until the last minute to turn in your assignments. There would be no time to address technical issues.

***For more information also watch Stephanie Joiner's (Director of Student Academic Development) presentation - Finding Success in Changing Course Formats.

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