

Study for Success in an Online Environment



Student Success Series, No. 2

Study for Success in an Online Environment

First of all:
Don't Worry
We're in this Together!
We're Going to Work Together
We've Got This!

Golden Rules:

Log in to Canvas at least 5 days a week.

Check your email at least twice a day.

Check our website (northshorecollege.edu) for updates at least twice a day.

If your class has a forum or message board, check it twice a day.

Utilize the resources on our website under “Library” and under “Students/Keep Learning.”

There are over 7 million students in the United States taking online courses.¹

You can be successful, too!

In order to *maximize your success*, you will need to

Make Your Own Schedule,

Create Your Own Study Space and Routine, and

Build a Battle Plan!

So . . .

Make a schedule. Stick to your schedule!

Hey, this is *college*. Give your work the time and attention it needs.



Use a Planner. Schedule study and homework time 5-6 days per week. Break assignments down in small chunks. In your schedule, build your assignments so that you complete them **BEFORE** the due date.

We're talking about **Early** and **Often**, not **Late** and **Last Minute**!

¹ U.S. NEWS & WORLD REPORT, <https://www.usnews.com/education/best-colleges/articles/what-to-do-if-your-college-closes-due-to-the-coronavirus> (last visited 3/16/2020).

Make Detailed To-Do Lists. To-Do Lists keep you focused and on task. They reduce your stress level. They keep you organized and enable you to be more efficient. And you get a great sense of accomplishment when you check items off!



Set time limits. Never work more than 45 minutes. Break for 15 and move around, get a healthy snack, etc. Reward yourself for working hard for 45 minutes. Physical movement is important for your mind, body, and eyes during your 15-minute breaks. Don't spend your break on the phone ☺.

Create a dedicated study space and routine.



Dedicate a place for studying at home. It should be quiet and free from distractions. Have all of your “study tools” ready: laptop, notebook, textbook, pens, highlighters, and sticky notes. Spread out your work. Decorate with inspirational quotes and pictures. Write down your GOAL and post it front and center! Natural lighting helps. Do not study in bed—EVER.

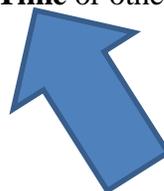
Things you do by ROUTINE become effortless (like fastening your seatbelt, covering your mouth when you cough, getting your keys out when you approach your door—you do these things out of habit, and they become so easy you don't even think about them anymore), so create routine study habits and times.

Build a Battle Plan!

Carefully read your syllabus every week. Put your due dates in your Planner. Schedule routine study times each week. Make detailed to-do lists each day.

Carefully read your assignments. Read and reread instructions. If you are confused or need help, email your instructor for a more detailed explanation and/or connect with fellow students to discuss the assignment.

Form a study group. Always get contact information for other students in the class so you can reach out to discuss material. Utilize **Skype** or **FaceTime** or other **Tools for discussions**. Take advantage of **Shared Documents**.



Never forget the reason WHY you're learning:

Keeping your eye on WHY you're going to school will keep you motivated and successful throughout the course.

What is your GOAL?

Is your goal to earn an education because you realize that education is a tool you can use to improve your quality of life, not just because education almost always leads to better jobs and better pay, but because you want to be educated and knowledgeable about the world around you, and you want to view yourself that way, and you want others to view you that way?

Decide for yourself. Write down your goal. Keep it where you can see it. Read it every day.

Tips

- **Save and Backup your work often!** ALWAYS SAVE before you upload your document.
- **“Writing is the most important aspect of an online course.** It is how you engage with the instructor and other students and finish the work to pass the course.” Amy Ashmore, PhD, *Tips for Successful Online Learning*, PSYCHCENTRAL, <https://psychcentral.com/blog/tips-for-successful-online-learning/> (last visited 3/16/2020).
- **Review your work.** REVIEW, REVIEW, REVIEW—this is what locks information into your long-term memory.
- **When you email your instructor, think first.** Write your question clearly and properly. Reread your question. Ask a friend or classmate if your question is clear and understandable. Make sure your tone is appropriate, whether you're communicating with your instructor or a classmate.

Remember, practice “social distancing.” That means avoid close contact with others as much as possible. Avoid being around people, and when you have to be near others, stay at least 6 feet apart. Wash your hands for at least 20 seconds with soap and water. Wash them often.

SUPER IMPORTANT: If you have questions or need anything, email Student Services at successcoach@northshorecollege.edu.

Whatever you do,
Stay positive and keep your chin up.

We believe in you.
You can do it!