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| **Online Learning Success Tips** |

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| **Organizing Your Workspace**  |
| **Before you start doing work.....*** Get a notebook for your hard copies that you are instructed to keep throughout the course.
* Create a folder on your computer to keep your assignments. You will file documents that are submitted throughout the course. If you do not know how to set up new folders on your hard drive, please ask the tech expert in your household or call your teacher.
* Make sure you have a space to work at home. Be sure to stock your workspace with pencils, pens, paper, a calculator and a printer. If you are working in a lab at school, be sure that you bring all your materials with you so you will be able to work efficiently during your time in the lab.
* There are three items you will want to always have at your fingertips…know how to access the Course Map and the Assignment Calendar and have a contact sheet for your instructors. These items will answer the three most often asked questions, "What have I done in the course?", "Where am I supposed to be in the course?" and "How can I reach my instructor?"
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| **Organizing Your Time**  |
| The most common mistake of online students is to mismanage their time. When you are working independently, it becomes your responsibility to manage your learning. This is probably a new experience for most of you. Here are some **tips for making the most of your time.**1. **Make a schedule.** This is particularly important if you are involved in a lot of school or extracurricular activities. You can plan that it will take you about four to five hours per week to do your required assignments. This can be managed in a lot of ways. Use a large desk calendar, a small pocket calendar, your phone, or other device to set dates and times for working. Give yourself alarms for starting and stopping different classes.
2. **Become familiar with your teacher's schedule.** It may not always be possible for you to work during your teacher's hours, BUT if you know your teacher's schedule, you can plan your need for help accordingly.
3. **Stay focused on the task at hand**.Do not search the web, play games, chat with your friends, or watch TV while you are working. All of these activities may make it seem that you are "working" on your computer, but in actuality, you will not be getting anywhere in the course.
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| Working in the Course |
| You probably were never aware of the "order of things" in your classroom. Since your teacher was doing the "guiding," you may not have realized that reviewing the homework came before a new lesson for a reason. There are ways to maximize your learning in an online classroom. Here are some tips:* **ALWAYS Check your e-mail** before you start working. You may have a note from your teacher that will explain something or addresses a question you asked. This is the instructors primary means of communicating with you, and like any means of communicating, you have to be a participant for it to work.
* **Check your announcements DAILY.** This is your instructor's way to communicate and will answer many questions you have about events, testing, field experiences, and technical issues with the platform.
* **Look in your reviewed work.** Any work with a zero or low grade probably has comments on how to make it better. Writing assignments may offer an opportunity for revision. Never miss chances to improve!
* **Look at your assignment calendar** and decide what lesson you need to complete during your work time. Be sure you have completed the viewing of the lecture of the lesson before working on the assignment.
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