Tips for Success Online

Though there are similarities, there are some important differences between taking classes online and being in a traditional class. These tips will help you make the most out of your online efforts.

1 Get Oriented

As soon as possible, look over your course and get the "lay of the land." Read the syllabus and note the schedule. Then make sure you know where to find the things you will need in the course. Get help understanding GeorgiaVIEW on our main page.

2 Schedule time to study

One of the great things about taking an online class is that you "go to school" on your own schedule. But for some people, this means not going regularly at all. Just because you don't have a 9 o'clock class doesn't mean you can go a week or two without doing your class work. You have to be disciplined about setting aside time for school work every week.

3 Watch that calendar

Along with time management, you have to manage the calendar too. Look at when all your assignments are due and make sure you have time scheduled to complete them.

4 Read

In most online classes, it is going to be very important that you read the material provided. In a traditional class, you may pick-up a lot from lectures and discussions. But online, even the discussions require that you read them. Take the time to read your learning materials carefully and thoughtfully. Print out important ones to review away from the computer.

5 Write

An online course also depends greatly on your ability to write. Whether it is through written discussions or papers, you will need to consider your writing carefully. Before hitting the "send" button, make sure you are saying what you need to say. You may try writing your responses offline and then copying them into GeorgiaVIEW as needed.

6 Take Responsibility

More than in a traditional class, you are responsible for your learning. If you are not understanding concepts or how to do assignments, the instructor cannot see your confused face. You have to seek out answers, ask questions, get help. And don't wait until it is too late to do so.

7 Stay Connected

Even if you never see a fellow classmate in person, other students in your class can be a great source of help.
Connect through email, chat, and discussions to help with course work. And stay connected to your instructor too. Let him or her know if you are struggling and where you need help.

8 Be Patient

Your instructor doesn't work 24 hours a day, seven days-a-week. So you may not get a response to an email or an assignment as fast as you would like. Your instructor should provide you with some idea about how long to allow them to respond to you.

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