STRATEGIES FOR SUCCESSFUL ONLINE LEARNING

STAY ORGANIZED
- Organize all files and information in a way that makes sense to you.
- Keep a copy of anything you submit in the event a technology problem requires you to resubmit it – even discussions from posts.
- Take good notes from readings and online lectures, as you would in any class.

WORK SPACE
- Select a quiet and comfortable space to work (do not use your bed as your study or work area).
- The space should be private, well-lit, with a desk and chair.
- Having a regular, designated space devoted to studies can signal to your brain that it's time to study.

MANAGE TIME WISELY
- Just as you attend in-person classes at a regular time each week, be sure to schedule enough time in your calendar or planner to study the materials in your online course, and complete assignments.
- Keep a close eye on assignment due dates. Set specific times to check when work is due and if there are any updates or changes in assignment deadlines. Update your calendar with changes that might occur.
- For more focused learning, try the Pomodoro method: 1) Determine your task, 2) Set a timer for 25 minutes and put away all possible distractions 3) When the timer goes off, take a 5 minute break, 4) Repeat this process 3 more times, then reward yourself with a 30 minute break.

COMMUNICATION
- Use available technology, including email and group chat forums, to stay in regular contact with your professor and classmates should you have questions about content and assignments.

ELIMINATE DISTRACTIONS
- Turn your cell phone off (or at least switch to silent) to avoid losing focus every time a notification or text message pops-up.
- If you can't resist surfing the web or checking email, download a website blocker.

HOW YOU LEARN BEST
- Keep in mind how and when you accomplish your best work.
- Keep a regular sleep-wake schedule to stay alert and focused during your scheduled review of class material and assignments.
- If you're a visual learner, print out materials to lectures to review.
- If you learn best by listening, build time into your schedule to play and replay all audio and video-based content.

ACTIVELY PARTICIPATE
- Contribute to discussion boards or post questions about a project you are working on.
- Read what other students and you professor are saying, and if you have questions, ask for clarification.
- Check in as often as you can. If you feel you're falling behind, speak up. Don't wait until an assignment is almost due to ask for help (this goes for in-person classes as well).

GENERAL HEALTH AND WELLNESS
- Keep a regular sleep-wake cycle and do not use your bed as your study and work space.
- Limit caffeinated beverages including energy drinks, in order to stay up into the early morning hours to complete work. You should be sleeping during this time.
- Taking online classes means that you may be more sedentary than usual. Remember to take breaks and move around however it works best for you.
- Keep healthy snacks on hand including: almonds, fruit salad, Greek yogurt, air-popped popcorn, apples and peanut butter, and homemade trail-mix.

References
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