

Tips for taking On-line Courses



1. **Remember to use your testing accommodations.** If you are entitled to extended testing time, you may use this accommodation for online courses. Please check the following site http://www.canton.edu/accommodative_services/procedures.html for information on registering with the Office of Accommodative Services (ADS) to obtain the academic accommodations to which you may be legally entitled.
2. **Familiarize yourself with the course design.** When you log into your course in Blackboard, open all folders in this course. Do this on the first day.
3. **Read all of the course syllabus.** Print off the course syllabus. Make sure you understand what is required, when it is required, and how to do each requirement. The syllabus contains all of the information the student needs to progress through a course. This includes information about the course description, objectives, and requirements, course meetings, assignments and testing, media and technology used, a course calendar or assignment schedule, and support contact information.
4. **Be Realistic.** You should keep a regular class attendance schedule; the instructor is able to monitor your attendance. You will have to do regular academic work. Remember you should be spending at least three study hours each week for every credit you are taking.
5. **Set goals and deadlines for yourself, and stick to them.** Keep a calendar showing the number of weeks in the semester and mark it off with the amount of work you need to do each week. Mark in the days when you will expect to take tests, submit projects, contact the instructor. Don't fall behind in your work!
6. **Organize your goals in a study schedule.** Identify study times when you are fresh and attentive and stick to those times every week. Think of the study times as "reserved time." If you miss too many study times, revise your schedule.
7. **Avoid interruptions.** Avoid all interruptions and distractions while you are viewing a video program, listening to a cassette, reading the textbook, or studying.
8. **Know where to study.** Find a place that is free from distractions. You might consider work--before or after hours and on your lunch hour—a campus or public library, or a separate room in your home.
9. **Stay in touch with your instructor.** Contact your instructor regularly, especially when you have questions about course content materials. Instructors are available by phone and/or email, or you may make an appointment for an on-campus meeting.
10. **Prepare for assignments and tests.** In the on-line learning environment, course assignments could involve the use from different mediums: print, videos, audios, and the Internet. Remember you are not just watching or listening. You are learning from the information on those various mediums. Take notes. Imagine questions that might be on a test from your study guide, from your textbook, from videos or audiotapes, or from the Internet course assignments.
11. **Use good communication skills.** Pay careful attention to instructions and be certain that you understand what is being asked when submitting assignments. It often helps to develop a brief outline before responding to questions whether they are submitted in

writing, via e-mail, orally or on video/audio tape. Answer all posts in proper English format; remember you are not texting your classmates or instructor.

12. **Stay Connected.** Consider having regular academic counseling skype or phone sessions with the Office of Accommodative Disability Services. Remember this office can assist and advocate with your instructors should personal or technical problems interfere with your online course work. The campus Tutoring Office also provides online tutoring for students in most courses. Check out their website at: <http://www.canton.edu/tutoring/>