

Tips to be a Successful Online Learner

The following successful online learner tips were provided by the N.A.C.A.D.A. (National Academic Advising Association) listserv and Cindy Firestein (Chair – Advising Adult Learner Community)

Treat online and on campus classes the same

- Treat an online class the same way as an on-campus course.
- Be prepared.
- Your professors will have work you'll do on your own time, as well as live, real-time lectures or discussions.
- Be sure to dedicate the time necessary to do work on your own time.

Stay Engaged – It might feel more challenging right now, but our goal is for students to stay connected and engaged with the campus, their classmates, advisor, and faculty.

- Collaborate in online course discussions to better grasp the course materials and connect with classmates.
- Set up a [Google Hangout](#) to have group discussions.
- Request a virtual meeting with your professor if you have questions about the material.
- Reach out to your professor if you are falling behind with the online coursework for any reason. It's better to get the help you need as early as possible.

Time Management

- Plan ahead. Use a day planner or Google calendar to keep track of deadlines and assignments.
- Create a daily and/or weekly schedule that includes online class time and study time.
- Don't multi-task.
- Set a timer. Using a timer or phone alarm for 25-40 minutes allows you to work uninterrupted for a scheduled period of time and will help you stay on track.
- Review each course syllabus to ensure you stay on top of upcoming tests and quizzes.

Practice mental wellness and avoid burnout

- Take short 5-15 minute breaks after working on the computer for 25-40 minutes.
- Move around and stretch.

Relax in ways that de-stress. Get a good night's sleep, 7-8 hours, every day.

Staying focused and eliminating distractions will help you meet deadlines and avoid procrastination.

- Once again, set time aside each week as class time and study time.
- Don't let Netflix, Amazon shopping, or YouTube distract you from meeting course deadlines.
- Figure out what strategy works best for you.

If you need help staying focused, consider creating lists using a project management tool, such as [Trello](#) or [Smartsheet](#), to help organize tasks.

- If you prefer a traditional to-do list, then look at digital notebooks like [Todoist](#) or [Evernote](#).
- [Cold Turkey](#) and [Freedom](#) can help eliminate distractions by blocking the apps and websites such as Youtube, Snapchat, and Twitter.

Academic Advisor

- Reach out to your advisor for guidance and support.
- Advisors are available via email, phone, and Zoom.

Educational Environment

- Wherever you choose to study, organize your space to help you focus on your studies, ensure reliable high-speed internet as best you can.
- Earphones may be helpful if your professor posts a required course video to watch.

Keep your device(s) charged!