



# Successful Online Learning

## **ATTITUDE: Online students fail because of false expectations about online learning**

### **Commit to a schedule**

- Schedule three hours of online time and six hours of assignment time per week for online courses.

### **Be realistic when signing up for online courses**

- Balance academic and personal commitments

### **Study during your prime time**

- Avoid putting off online coursework until you have completed everything else.
- Study when you are most alert and benefit the most from learning.

### **Be a "squeaky wheel" when unmotivated or procrastinating**

- Email your instructor immediately with questions and concerns. Email a classmate and ask for support.

### **Attend mandatory orientations or campus meetings**

- If the instructor says the orientation is mandatory, she or he has a reason.

### **Honor assignment due dates**

- Pay attention to due dates posted by the instructor. If you post late, you may get less credit or NO credit.

## **PREPAREDNESS: Online students fail because they don't understand class expectations**

### **Have your computer and textbook ready before class starts**

- Visit the *CCSF Distance Learning Website* at [www.ccsf.edu/online](http://www.ccsf.edu/online) to check computer and software requirements for online classes.
- You need a home computer with Internet access. Have a computer contingency plan as well. If your computer breaks down it is your responsibility to use a campus computer or some other alternative.
- Purchase the textbook early. It is your responsibility to use the reserve copy in the library or find another solution if there is a delay in getting the textbook.

### **Read the course Syllabus or Course Information Page before or upon starting class**

- The course syllabus is on your instructor's website, and is linked on the homepage of your online course.

## **TECHNOLOGY SKILLS: Online students fail because they lack sufficient technology skills**

- You need to be able to access the Internet, use the computer keyboard for word processing, send and receive email, and upload and download attachments. You need to be able to navigate online courses.

## **SELF-CHECK: If you have doubts that you can be a successful online student**

- Take the Self-Readiness Test on the CCSF Distance Learning website at [www.ccsf.edu/online](http://www.ccsf.edu/online)
- Consider signing up for LERN 55 - Successful Online Learning.