



Successful Online Learning

ATTITUDE - Maintain valid 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.

Attend mandatory orientations or campus meetings

- Realize that when 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.

COMMUNICATION - Cultivate effective online communication skills

Commit to the online class community

- Participate in online discussions to help create a dynamic online community which replaces classroom discussion

Be a "squeaky wheel" when unmotivated or procrastinating or need help

- Email instructor immediately for missed work, extra feedback, anticipated absences or other problems .

INSTRUCTIONS - Follow online directions carefully

- Read carefully and follow all printed instructions for every lesson. Print out and check off completed tasks.

PREPAREDNESS - Understand online class expectations

Have your computer and textbook ready before class starts

- Visit the CCSF Distance Learning website at www.ccsf.edu/online Check computer and software requirements.
- Secure a home computer with Internet access. Have a computer contingency plan as well.
- Purchase the textbook early. You will have to find another solution if there is a delay in getting the textbook.

Read the course syllabus or course information page before starting class

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

TECHNOLOGY SKILLS – Catch up on Internet skills prior to taking online classes

- Know how to use the Internet, word processing, email, attachments and course navigation instruments.

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
- Consider signing up for LERN 55 - Successful Online Learning.