How to be Successful in an Online Class

Students who perform best in online classes are those who are self-disciplined and motivated. According to one study, the factors contributing to success in online courses were time management, study skills, and the ability to focus attention on the assignment (Thiele, 2003). Here are some suggestions for ways to achieve success in your course:

Time Management Guidelines
1. Log into your course at the beginning of each week.
2. Post important due dates on the calendar.
3. Set a schedule to complete all weekly activities.

Discussion Board Guidelines
1. Read the instructions carefully.
2. Post your information by the deadlines (due dates).
3. Answer all of the questions clearly.
4. Use good grammar, spelling, and sentence construction (no IM language).
5. Reply to the required number of classmates.
6. If the instructor replies with information and questions, answer them.
   Participate in the conversation.

Study Skills Guidelines
1. Read the assigned chapter(s) in the textbook.
2. View PowerPoint lectures and videos.
3. Practice grammar and writing skills on supplemental web sites.
4. Review course material by taking practice exams on the textbook web site.
5. Join a study group.
6. Seek additional study help from instructor and fellow students.

If you follow the guidelines above, you will improve your rate of success exponentially. Those who do not maintain regular attendance, miss posted deadlines, and do not follow directions are most likely to fail. You will have the best learning tools at your disposal. Please take advantage of every opportunity to improve your rate of success.