

Student Tips for Online Success!!

Prepare Ahead for Your Online Class

- **Understand and Confirm Technology Requirements**

Make sure you have the appropriate technology for completing an online course set up prior to the start of the course – Check technical requirements.

Find out which computer(s) and web browser(s) will work for the course and ANGEL.

- **Familiarize Yourself with the Course Requirements**

Spend time looking over the course syllabus and other important course materials. Make sure you understand the course objectives, the scope of the material you will cover, and when assignments are due.

- **Be Familiar with Computer Basics**

You should know how to write an email, upload software, and use the Internet. Many instructors will also require that you use Microsoft Word

- **Become Familiar with ANGEL**

ANGEL is our online learning management system. Think of it as your classroom. Check the WVC eLearning page for reference guides and tips on using ANGEL.

- **Order Textbooks**

Check the bookstore or contact the instructor and purchase your books prior to the beginning of the online course.

- **Connect with Instructors Early**

Most have their emails listed in the schedule of classes.

Succeeding in Your Online Class

- **Understand Instructor Response**

Verify how frequently the instructor responds to email or discussion forum questions and don't wait until the last minute to clarify any questions you might have.

If your instructor does not have live-synchronous discussion time on the syllabus, ask the instructor for a live, office-hour window.

Set aside time to communicate with the instructor on assignments/topics covered in class.

- **Log In Daily**

Log in to the class as soon as it begins read the course syllabus and note any dates. Try to log in on a daily basis and read all instructor email and announcements as they often give important information on assignments, tests, etc.

- **Create an Appropriate Study Environment**

Create a space in which to work that is free from distractions and will allow you to concentrate.

- **Manage Your Time Wisely**

You cannot afford to get behind in an online class. Know the deadlines and meet them

Create a schedule in accordance with class deadlines and plan to set aside adequate time to complete assignments. Complete all reading and homework assignments on time.

Expect to spend nine hours per week for a 3 unit course.

- **Be Self-motivated**

Online courses require a lot of self-discipline and motivation to be successful.

- **Don't Wait Until the Last Minute**

Don't wait until the last minute to submit assignments. Try to submit your assignments or take quizzes and tests early enough that if you experience any technical difficulties your assignment will not be late.

- **Create an Appropriate Study Environment**

Create a space in which to work that is free from distractions and will allow you to concentrate.

- **Participate**

Most online instructors require that students participate in discussion forums. Think carefully about the posts that you write and create thoughtful comments that will enhance the class discussions.

Understand deadlines and grading criteria for posting to forums.

- **Be Polite and Respectful**

When responding to posts or expressing opinions online use the same etiquette you would in a face-to-face classroom. Respond thoughtfully and try to make a substantial contribution to the discussion.

- **Speak Up if You are Having Problems**

Remember that your professor cannot see you, so you must be absolutely explicit with your comments and requests.

Communicate with fellow students as they are probably having the same challenges and questions.

- **Achieve Family / School Balance**

Anticipate family scheduling that may interfere with your course work and create solutions that work for everyone. Work ahead if you anticipate being out of town, on vacation, etc.

- **Take Responsibility**

Even though you don't see instructors and classmates -- taking classes via the Web is still going to school. You need to take online courses as seriously as you would any traditional courses. If you're struggling, you need to let your instructor know right away so he or she can get you the help you need.

**Remember...the key to online success is Self-motivation,
Discipline and Commitment!**