Practical Tips for Developing Online Learning Skills

1. Develop your own time management strategy: setting back specific days and times to study based on due dates on the course schedule.
2. Make the most of online discussions: many students often believe the online discussions are not important or have an effect on the overall grade. Students who incorporate a plan to participate on a regular basis in the discussion areas have a greater success in the online classroom
3. Ask questions: students should use the discussion and email tools provided in the online class to communicate with their instructor when they have a question.
4. Use it or lose it: As soon as you read your text and other course material, put it to use and begin the assignments and discussions
5. Stay motivated: Set personal goals for the current term and look ahead for the next set of courses that will help you achieve your educational goals.
6. Make suggestions: often time's instructors will ask the students how they are doing and ask for feedback, chime in, and give your opinion. Studies show this technique worked well with a variety of learners.
7. Connect with your classmates: get to know your classmates through the discussion boards that can go beyond the traditional boundaries of most on campus classrooms.
8. Make sure you have everything you need! This includes access to a computer and a word processing program and a connection to the internet. Most of the software needed for online classes can be downloaded free. (Adobe PDF, Open Office and Internet 7 or Firefox).
9. Keep organized at your workspace: print off any schedule and tape to your monitor. Save your work to a jump drive if you use multiple computers
10. So you are an online student, you are still a part of HCC. Browse the HCC website to see what other information and opportunities are available to you as an HCC student including the Writing and Math tutors online!
11. All of the online courses at HCC require a textbook. Your textbook can be purchased at the HCC Campus store
12. Each online course should have a "Start Here" folder. This folder should have a link for other important campus numbers.