

## TIPS FOR SUCCESS IN AN ONLINE CLASS

1. Online coursework is different because you are the person responsible for staying on track. Attendance in the online classroom is just as important as in the traditional classroom. Find a physical space where you can be productive, and create a schedule for yourself to establish a routine.
2. Stay current on coursework. Log in and complete work regularly. Stay on pace. The classes become much more difficult, and in some cases impossible, to complete if you fall too far behind.
3. When submitting an assignment that you've created on G Suite (Google Docs, Slides, Sheets, etc.), please be sure to share it with the teacher AND submit it to the dropbox in Buzz. Sharing gives us access to the document, while submitting to Buzz allows us to grade it.
4. Please check your email daily, as this will be our primary form of communication. If you have questions, contact your teacher immediately. You may also schedule a video conference during office hours.
5. Complete all of the sections of your class. Don't skip around in an attempt to get the work done as quickly as possible. Remember that this is another class in your schedule and will require some thought, time, and effort to complete.
6. Read directions carefully and complete the assignment according to the directions. If it asks for a paragraph, don't answer with one sentence.
7. Submit work that is your own, online plagiarism is unacceptable and can be detected by instructors through tools such as TURNITIN; academic consequences such as a failing grade on an assignment or for the entire course is possible.
8. Communicate effectively and with integrity with other students in your class on group discussion boards and well as with your instructor; use proper grammar, correct spelling and punctuation as well as respectful language.
9. If you have required Discussion Based Assessments/Reviews in your online course to complete, it is your responsibility to schedule those with your instructor, be timely and keep your scheduled appointments.
10. Finally, do your best, work hard, work consistently and success in online learning WILL happen!