



# Online Learning Strategies

---

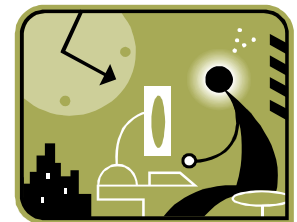
**Strategies for:**

Time Management	1
Realistic Expectations	1
Organization	2
Communication Skills	2
Self-evaluation of Strengths	2

---

## Time Management

- Review online policies before class begins
- Become familiar with Blackboard early
- Become familiar with the university library online resources before class begins
- Familiar with the course set-up
- Understand course requirements and expectations
- Read syllabus—print and make notes
- Create a calendar in accordance to syllabus and/or course schedule
- Schedule yourself by creating a study routine
- Unscheduled time for flexibility
- Use small windows of time that appear in the day
- Log on every day if at all possible
- Online does not mean easier and will require more TIME
- Don't forget to include some time for recreation



## Realistic Expectations

- Find your key productivity periods and places
- Estimate time per week need to spend on the course
- Don't wait to last minute on assignments
- Keep track of assignment progress
- Give yourself rewards to stay motivated
- Take the program and yourself seriously
- Apply what you learn





## Organization

- Notice how instructor organizes course
- Organize folders on own computer
- Check announcements daily
- Discussion posts—  
Use of Word
- File name procedures
- Have YOUR own space for studying



## Good Communication Skills

- Note office hours and response time of instructor
- Know communications expectations
- Understand others, then try to be understood
- Different solutions for problems: instructor, tutor, study group, specialty centers
- Ask for help
- E-mail purpose
- Professional Code of Conduct
- Copyright, plagiarism
- Courtesy
- Confidentiality

## Online Discussion

- Participate
- Emoticons, if allowed
- Stay on-topic for required forums
- Open social forums for community and assistance
- “Lurkers” - not a bad word
- Depth of discussions
- Anonymity has advantages
- Note expectations
- Learn from each other



## Self-evaluation of Strengths & Weaknesses

Writing abilities

Technology skills and comfort level

Don't panic

Find the tech helper in the group, family/friends or Helpdesk

Procrastination

<http://ub-counseling.buffalo.edu/stressprocrast.shtml>