



Advice for Online Learners

Online courses are different than face-to-face courses in some ways. Especially if you're new to online learning, here are some things to keep in mind when preparing to take an online course.

KEYS TO SUCCESS AS AN ONLINE LEARNER:

- 1. Schedule Prep Time:** Navigating an online course can be challenging and takes time. Block out some time prior to the course to READ all the information provided (especially about technical requirements, schedules and procedures for attendance). Take the time to orient yourself and become familiar with the websites where course materials are available.
- 2. Be Flexible and Positive:** An online course is a marathon and not a sprint. Especially if this is new territory, it's important to pace yourself and be sure to maintain a positive, can-do attitude.
- 3. Have a Back-Up Plan:** As great as it is, technology will fail from time to time. Make sure you have an alternative computer (family, friend, public library) in case yours goes down. Be sure to have the call in number handy in case you're unable to attend over the internet, so at a minimum you can attend by phone. Consider access to a landline so you're not charged for minutes, or just wait and view the archived session later.
- 4. Demonstrate Leadership:** Online courses require students to be self-starters. Leadership is about doing whatever you can to make the course and your experience a success. Just as any course, you only get out of an online course what you put into it. It's been said that online doesn't mean easier, it means you don't have to travel or find parking.
- 5. Communicate Proactively:** While you may not be in a classroom full of people, you are not alone. Communicate with your faculty during the presentation or via email if you have a question about the content they provided. Reach out to access technical support if you need them.
- 6. Enjoy Yourself:** The ability to participate in any educational endeavor is a gift. Don't worry if things don't work perfectly. There is something to be gained in every situation, so try to cultivate a positive frame of mind, relax and have a great learning experience!