

NAVIGATING AN ONLINE COURSE



Environment

- Mental: prep for time management, self-discipline, & accountability
- Physical: prioritize productivity over comfortability
- Adjust your mindset & environment as needed to remain consistent & engaged

Resources

- Reliable internet access & an **updated** device that can handle all course requirements (Help tab in Canvas)
- Use the “Canvas Quick Start” guide
- READ THE SYLLABUS!
- Learn how to access tech support & tutoring services

Planning

- Preview assignments before planning
- **Weekly or biweekly** schedule when you'll do course work
- Avoid burnout – plan when to rest & do other things
- Stretch, yet be practical -don't make unrealistic plans

Communication

- Identify how your instructor prefers to communicate (email, phone, or virtual)
- Don't guess! Clarify & ask questions
- Request assignment feedback for continuous improvement
- Use the discussion board as directed

Follow Through

- Follow requirements completely, not partially
- Participate with full engagement, not bare minimum
- Adhere to course deadlines & policies
- Check multiple screens for assignments to ensure you've covered everything (To-Do, Calendar, Grades, Modules, etc.)