

## 8 Strategies for Success in Online and Hybrid Courses



### 1 Familiarize Yourself With the Course Design

- Print the syllabus and read it away from the computer.
- Be aware of class requirements, including the technology used, and your instructor's expectations.
- Record dates for assignments, quizzes, and tests in your agenda.
- Record support contact information (i.e. technology support, instructor, tutoring).

### 2 Log On Daily

- Check Blackboard for important announcements.
- Maintain your email inbox and check your email daily for important announcements.
- Keep up with Blackboard Discussion Board posts and replies.

### 3 Prepare

- Most instructional information will be delivered to you in the form of print, video, and internet.
- Your instructor will guide you in your learning process.
- Your instructor is your coach, but it's up to you to execute the plays.
- Make sure you have a back-up plan to access your course in the event of technology failure.

### 4 Commit Yourself

- An online or hybrid course is more convenient but NOT easier than a face-to-face course.
- Having more freedom and flexibility with the course format also means assuming more responsibility.
- Self-motivation is key; be responsible for keeping up with assignments.
- Be independent; do not expect an online instructor to remind you when assignments are due.

### 5 Plan Your Schedule

- Dedicate a specific amount of time to your course.
- Spend approximately 5 to 10 hours per week on each course.
- Maintain a calendar to keep track of assignment due dates.
- Do not procrastinate.
- Try not to fall behind in the course because it will be very difficult to catch up.

**6 Communicate Clearly With Your Instructor**

- Follow your instructor's directions when sending email. Include your name and section number in the subject line. Take care to include all pertinent details in your question(s).
- Follow your instructor's directions about using the Q&A forum in the Discussion Board.
- Your instructor won't be able to see your facial expression when you don't understand something, so it will be up to you to communicate clearly.
- Be comfortable asking for clarification from your instructor and continue to ask more questions if you need more information.
- Almost all communication is written. Become accustomed to expressing your thoughts in writing.
- Think before you send a message. Review what you have written carefully before you send it to your instructor.

**7 Participate in the Discussion Board**

- You won't be sitting in a classroom, so participation in the Discussion Board is very important.
- Read the instructor's guidelines and/or rubric for discussion participation, so you know what is expected of you.
- Be polite and respectful. You may not see the other students in the course, but they are fellow students too. Maintain a positive online environment.
- Don't expect immediate responses.

**8 Study Skills**

- Take careful notes on all of your reading and course content assignments (review the online Note-Taking Workshop video provided by Tutoring Services).
- Read academic material more than once.
- Set aside time to study each day.
- Let your family or roommates know you will not be accessible during the designated study time.
- Establish small goals for yourself each day to remain focused and to maintain motivation.
- Time management is of the utmost importance in an online or hybrid course. Instructors strictly adhere to all due-dates.