



# TIPS FOR ONLINE SUCCESS

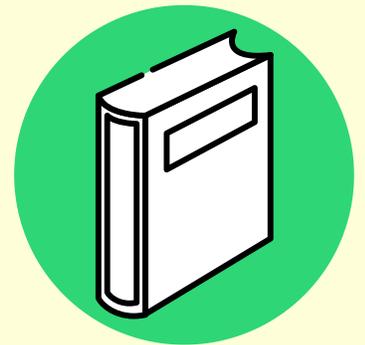
Whether you are new to online learning or just want new strategies for your online courses, consider these tips as a guide to help you achieve better results this semester.



Practice time management



Communicate with your instructors & classmates



Utilize available support & resources



Do your best to limit distractions



Stay organized

Reach out to the Success Coaches for information about these tips and other helpful resources.

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## **Practice time management:**

- Create a schedule and add in your classes, study blocks, and other obligations. Stick to it!
- Make a daily goals and tasks list and cross things off as you complete them.
- Spread out assignments and review throughout the week to give yourself enough time to complete them. Don't wait until the day they are due.
- Plan ahead! Read your class syllabus and take note of the upcoming work and expectations from your instructor(s).

## **Communicate with your instructors & classmates:**

- Interact with classmates and instructors as though you were still on campus. Form a virtual study group, post on the discussion boards, and ask for clarification when you have questions.
- Make it a daily habit to check-in with your online courses. There might be a new message from your instructor or classmates, a change to an assignment, or an opportunity to post on a discussion board.
- If you start falling behind, reach out to your instructor. Don't wait until an assignment is almost due to ask questions or report issues. Be proactive in asking for help.

## **Utilize available support & resources:**

- Many departments offer their free services online like Tutoring, Mental Health Counseling, Accessibility Resource Center, Library, and more. Information on how to access online resources can be found here: <https://www.grossmont.edu/covid19/student-resources.aspx>
- Bookmark department pages to help you easily find the information again when you need it.
- Download *Zoom* for classes and counseling sessions and create an account on [grossmont.mywconline.com](https://www.grossmont.edu/mywconline.com) for your tutoring and Success Coach appointments.

## **Do your best to limit distractions:**

- When doing classwork or studying, sign off of social media until you are finished.
- Let family and roommates know when you need quiet time to focus. Dedicating a specified amount of time in your day for schoolwork will help it become part of your household's routine, making it easier to maintain.
- Don't clutter your work area.

## **Stay organized:**

- Keep a notebook or file folder specifically dedicated for each class you are taking.
- When you are taking notes in a notebook: date the top of the page and write the name of the lecture or topics covered along with your summary of the day. Use a different colored pen or highlighter to mark important information or vocabulary words.
- When taking notes on a Microsoft Word Document or Google Doc: name and date the file (example: Psych lecture 4.16.2020) to make it easier to find later.
- Save a copy of all discussion boards, chat messages, and emails to instructors and classmates. They could be useful to refer back to.