



TIPS FOR ONLINE SUCCESS

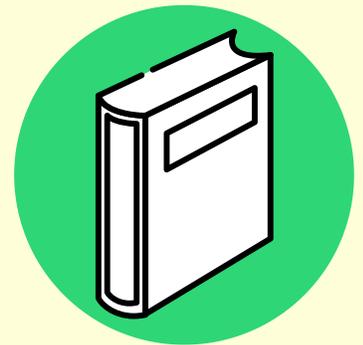
Whether you are new to online learning or just want new strategies for your online courses, consider these tips as a guide to help you achieve better results this semester.



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.