

# TIPS FOR ONLINE LEARNERS

## ✓ HOLD YOURSELF ACCOUNTABLE

Set weekly goals and check those goals throughout the week to make sure you will meet them. In the traditional classroom, you often receive verbal reminders of upcoming due dates, but without your instructor verbally reminding you, it is up to you to make sure you get the assignments completed on time.

## ✓ PRACTICE TIME MANAGEMENT

Not having to go to class at a certain time may sound appealing; however, that freedom can be detrimental if you don't have solid time management skills.

## ✓ CREATE A REGULAR STUDY SPACE

Having a regular study space helps you get into a routine. It will also help keep you organized by having all your materials in one place.

## ✓ AVOID DISTRACTIONS

Treat your online courses just as you would face-to-face courses. Avoid distractions such as playing with your cell phone, watching TV, or listening to music while working on your assignments.

## ✓ COMMUNICATE WITH YOUR INSTRUCTORS

Things come up, and instructors understand this; however, communication is key. Also, if you don't understand an assignment, ask your instructors. Don't wait until the assignment is due to start reaching out for help.

## ✓ MEET DEADLINES

All assignments have due dates. Don't wait until the day assignments are due to start working on them in case problems arise. Waiting until right before assignments are due can create unnecessary stress and anxiety.

## ✓ TAKE BREAKS

Work for a certain amount of time and then take a break. If not, you will get burned out quickly.

## ✓ CONNECT WITH OTHERS

Communication with others in online courses is vital. It helps to create a sense of community. Talking to other students by messaging or posting comments can sometimes open a student's mind to other opinions or help them understand an assignment. Students learn from each other and cooperative learning is the same online as it is in any traditional classroom.

## ✓ REWARD YOURSELF

If you get an A on a paper, treat yourself. If you get an A in the class, go big. You must remember that you do have a life. If you only do homework, you're going to get burned out.

## ✓ CONTACT

Email is the preferred form of communication during these times. If you need help, email your instructors. Or, contact the Office of eLearning at [elearning@ecc.edu](mailto:elearning@ecc.edu).



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