



TIPS FOR **SUCCESS** IN ONLINE COURSES

Contact Information

GCCC Canvas Support

- (620) 276 - 9788
- online@gcccks.edu

GCCC IT Help Desk

- (620) 640 - 1948
- IThelpdesk@gcccks.edu

Cengage 24/7 Tech

- 1 (800)354-9706

Canvas Support

- (877) 259-3991

1. Set up Shop

- You will need access to a computer and internet
 - There are lots of companies providing free internet to those who need it.
- Find a place to work that has minimal distractions
- Turn off social media while studying

2. Be prepared

- Online learning requires organization.
- Read instructors announcements and email.
- Ask for help from your instructor or other resources when you need it.

3. Schedule your studies

- Schedule times to log in and do work for each course.
 - You could use the time that your class was scheduled to meet Face-to-Face.
 - Establish rules for yourself and others for study time.
 - Set an alarm on your phone or other device to signal study time.

4. Breakdown tasks

- Create a detailed calendar of tasks for each course.
- Limit study sessions to 1-hour blocks with 15 minute breaks in between.

5. Take initiative

- Engage in online discussions.
- Use email, chat or phone to ask questions of your instructor or classmates.

6. Login daily

- Set a regular login routine.
- Read your email and announcements for each course.

7. Use your resources

- Tutoring, advising, etc.
- Pay attention to announcements and emails in canvas regarding resources.

8. Connect with others

- You probably already know some people in your classes. Stay in touch with them.
- Set up a study group that meets via facetime or duo.

9. Beat deadlines

- If an assignment is due on Monday, don't wait until Sunday night to do it.
- Plan to complete assignments 2 days before the due date.

10. Reward Yourself

- Treat yourself when you meet a goal or get a good grade on an assignment.

11. Below are some great resources for online learning.

- <https://bit.ly/2w41jlu>
- <https://bit.ly/2TXRZyZ>
- <https://bit.ly/2IPpeOi>