

TIPS FOR SUCCESS WITH ONLINE LEARNING

Three of the biggest challenges in online learning are **procrastination**, **isolation**, and **use of technology**. Here are some quick tips on how to overcome these challenges:

- Get going online as soon as possible. You will be able to access your online course through **econcordia** as soon as the semester session begins. For MOODLE/ FIRSTCLASS-supported courses your professor will usually activate the website the first day of class
- Give yourself enough time to post assignments well in advance for a deadline—technical glitches can happen with your computer or your network. You don't want to wait until last minute and miss the deadline
- Explore the course's web environment to become familiar with it
- Participation helps you learn better. Post useful comments to the message board/ online discussions: bring up questions; explain why you agree/disagree with an idea
- Remember your professor can and most likely will monitor and may grade your online activity: what and how you post, when and how often you go on-line
- As soon as you have questions or don't understand something, be proactive--contact your professor or TA through the message board or course contact information. If/when you need to, request a time to meet. Most often, eConcordia professors hold office hours at Concordia

TROUBLE MANAGING YOUR TIME FOR AN ONLINE COURSE?

- Research shows that it is easier to fall behind in an online course than in a face-to-face course. Set aside regular times per week to work on the course
- Read your course outline at the beginning of the semester. Make a study schedule based on the course outline
- In your schedule build in the same amount of studying time you would need for a face-to-face course, plus time to actually understand the course content. The time spent on understanding the course content should be equal if not more than the time you spend attending classes for a course. For example, **estimate 8 hours a week**, 3 hours for course content and 5 hours for studying and learning material
- Do your readings and assignments on time and keep careful track of deadlines
- Break assignments down into specific tasks

PROBLEMS WITH TECHNOLOGY?

(logging in, setting passwords, downloading programs, navigating the course website)

- Technical difficulties can affect your learning experience. So, get rid of any technical glitches as soon as possible
- Get help: for on-line courses contact econcordia at helpdesk@econcordia.com or contact the course TA
- For Moodle/First Class questions contact the IITS help line at 514-848-2424, ext. 7613, email help@concordia.ca, or download IITS handout on moodle FAQs

HAVING DIFFICULTY UNDERSTANDING COURSE REQUIREMENTS?

- Read course outline carefully to know what's expected of you in the course
- Double check requirements with professor/TA: in your own words, tell your professor what you think the goal of the course is and what each assignment entails. This will bring any misunderstandings to light

STRUGGLING WITH A BADLY DESIGNED COURSE?

- Let professor know what problems you're encountering
- Discuss problems with TA
- Form a small study group. Most of your online classmates are Concordia students taking other courses at Concordia

FINDING THE COURSE UNMOTIVATING/BORING?

- Set yourself a personal goal related to the course
- Discuss content with friends, family, fellow classmates
- Use a study journal to explore ideas beyond course parameters
- Apply course principles on your own
- **Choose topics, assignment projects that really interest you**

PROBLEMS UNDERSTANDING COURSE CONCEPTS?

- Treat the course as any other face-to-face course
- Go over every screen, not just the graded assignment directions
- Discuss problems with professor, TA, other classmates via email, Message board, Chat Lines or your in-person study group
- Come see a Learning Specialist at Student Learning Services to find out creative ways to study the content
- Learn to apply the course theory, not just restate it
- Do review questions and anything else that will help you apply and reinforce knowledge
- Get a textbook on the same topic out of the library to help guide you through the content