

A Guide to Student Success in Online Courses

Before the Semester Begins

- Double check your class schedule
- Check email periodically for messages from your instructors
- Make sure you have access to [Blackboard](#) and download the [Blackboard app](#)
- Contact [Technology Support](#) if you need to borrow equipment or hot spots
- Test your Wi-Fi and computer's camera and microphone
- Acquire textbooks and access codes
- Create a notebook, binder, or an electronic folder for each class you are taking

First Week

- Read the syllabus carefully
- Create a master calendar with key deadlines
- Start a weekly to-do list and check off items as you complete them
- Set reminders in your phone, Blackboard app, and/or online calendar
- Establish a routine logging into your courses
- Download any software required for the course and make sure it works
- Contact the [Help Desk](#) if you encounter technical challenges

Every Week

- Establish a good study routine and space
- Check emails/announcements regularly
- Log into live class sessions if they are offered
- Take notes during lectures or videos
- Attend instructor's office hours as needed

Midsemester

- Stay motivated—you are halfway to the finish line!
- Use this midpoint of the semester to self-evaluate
- Seek resources and help for improving your performance
- Start end-of-semester projects as soon as possible (if you haven't already) and make progress each day

Last Week

- Make sure you have completed all major assignments
- Check email/course page for any end-of-course information
- Attend review sessions

Finals Week

- Create a schedule for test times and deadlines
- Double check that your technology is working
- Minimize distractions
- Eat well, stay hydrated and rested
- Seek [support](#) if you feel overwhelmed

Smart Tips

Be Informed

- Be attentive to your instructor's guidelines, announcements, and emails
- Learn what constitutes [plagiarism](#) and [other misconduct](#)
- Check in with your instructor and your advisor for clarity and guidance
- Closely track your progress in the course

Be Engaged

- Take notes, watch posted videos, review course material
- Visit your instructor's office hours as needed
- Respond to your classmates' posts
- Actively participate in team work

Do

- Follow directions of a given assignment
- Proofread/edit your work
- Understand the material, rather than memorize
- Ask for help from your instructor and peers
- Access resources and tutoring when needed
- Reserve time for self-care and de-stress

Don't

- Log into the course only occasionally
- Begin a project or test close to the deadline
- Give into distractions
- Give up easily on your course progress

Resources

- [Technology Support Remote Learning Resources](#)
- [University Writing Center](#)
- [Math Resource Center for Students](#)
- [Student Support Services Program](#)
- [Counseling and Psychological Services](#)
- [Student Blackboard Orientation](#)
- [Resources for Students](#)