Learning in an Online Environment

Success Strategies for the Online Classroom

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Overview

- Self-Awareness
- Time Management
- Communication with Professors
- Practicing Good Study Skills
Be Honest With Yourself!

- Are you good at learning independently?
  - Do you enjoy classes where you teach yourself or do you prefer to learn from class lectures?
  - How do you handle it when you don’t understand a concept?
- Are you a procrastinator?
- Do you need face-to-face contact with other students and teachers?

Online classes aren’t right for all types of learners!
Time Management

- Make a plan that works for you
  - Spend time at the beginning of each week and day to plan & follow up on each day’s plan

- Use a weekly/monthly planner to keep items in front of you
  - ‘At A Glance’ somewhere you won’t be able to ignore

- It’s OK to be flexible & modify your plan when you need to
Time Management

- Revisit:
  - ‘How Are You Spending Your Time?’
  - ‘Setting Priorities’

- Map what you’ve learned/created onto the Weekly/Monthly Planner
  - Monthlies: occur same day every month
  - Weeklies: occur same day of every week
  - Dailies: specifics, do not occur regularly
Time Management

Make a Plan that works for YOU:

- **5-10 minutes:**
  - Beginning of each week - lay out a plan
  - Follow up on the plan each day
  - Modify or add activities through the week as needed

- Reserve large blocks of time: working with complex concepts or new material
  - Divide large blocks of time into smaller blocks to give yourself breaks
Time Management

Make a Plan that works for YOU:

- Leave some ‘room to breathe’ on your schedule
- Accountability: you may need to find a friend who can ask you monthly, weekly or perhaps daily how well you’re doing!
  - Maybe you can get a friend or two to join you in your efforts to establish priorities and better manage your time!
Communicate with your Instructors

- Syllabus
  - Office Hours
  - Email/Canvas Communication
  - Before/After Class

- Formal
  - Doctor (Dr.), Professor, Mr./Mrs.
Communicate

Suggested Conversations

• Use e-mail/Canvas to communicate with an instructor

• Discuss grades or assignments with an instructor

• Talk about career plans

• Discuss ideas from your readings outside of class

• Ask for feedback (written or oral) from instructors on your performance
Common Online Course Components

- **Discussion Postings**
  - Spend time each day reading posts
  - Create your own response AND reply to another student
  - Try to do these early in the week so you have time for responses

- **Tests and Quizzes**
  - **ALWAYS** take tests and quizzes early
  - Instructors can see when quizzes have been attempted
Strategies for Success

- Print out your syllabus
- Keep a calendar or whiteboard handy to write all due dates
- Treat the course as a regular class
  - Spend an hour three times a week doing coursework
- Keep up with reading and assignments
Strategies for Success

- Have a consistent workspace
  - Distraction-free environment
  - Quality/reliable internet access
- Don’t be afraid to ask questions
- Make connections with fellow students
  - Share study tips
  - Utilize as a reference
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