

TIPS FOR ONLINE SUCCESS

Online classes take an entirely different format and require a new skillset to succeed. Check out the study tips, frequently asked questions, and Ohio University resources specifically for online learners.

Map out your success

DETERMINE GOALS FOR COURSE-RELATED TASKS.

Set deadlines for each goal. You may wish to share your deadlines with someone who will encourage you to meet them.

Specifically schedule time to work on a course.

Possible examples are listed below:

- Set aside 10 hours a week to work on my course.
- Work on my course for 3 hours each Tuesday and Saturday.
- Spend my lunch hour each day reading a chapter from the textbook

Follow through on completing goals.

You could set up a checklist to check off each goal as it is finished.



YOUR STUDY GUIDE TO ONLINE STUDY

Participate. It's not enough to show up! We need to hear "your voice" to feel your presence, and we especially need your comments to add to the shared learning and the sense of community in each class.

Ask for help. If you run into any difficulties, don't wait! Send a note immediately to the instructor of the course listed on the syllabus and to the Ohio University Online staff. Most problems are easily solved, but we have to hear from you before we can help.

Share tips, suggestions, and questions. Whatever you can do to avoid feeling isolated is important, so take advantage of the discussions in order to gain access to other students in your class.

Think before you send a message. Did you say just what you meant? How will the person on the other end read the words? Please read over what you've written before you send it to ensure that you aren't implying something you don't mean.

Be persistent. Log on to your course every single day. If you go too many days without logging in, you will get behind and find it difficult to catch up.

Create a private space to lend importance to what you are doing. Your own space where you can shut the door and work in peace is necessary.

Apply what you learn in your workplace and personal life in order to remember it more easily.

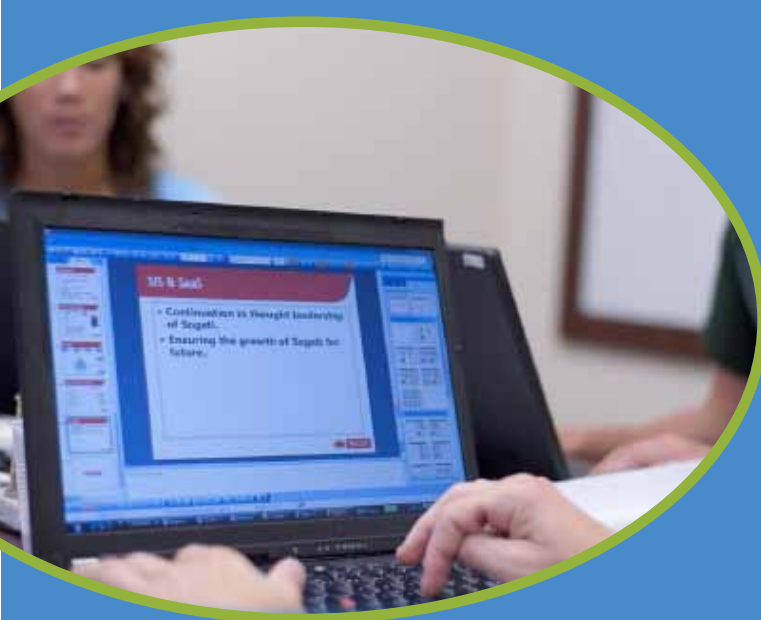
Get support from your family and friends before you start your online class. This support will help you tremendously when you have to sit in front of the computer for long periods of time.

Inappropriate or derogatory comments are unacceptable and subject to the same disciplinary action as those occurring within physical classrooms. Remember, there's a person on the other end. Ask for feedback if you're not sure how your ideas and comments will be taken. Express your opinions respectfully to faculty and students alike.

Plagiarism and cheating are serious actions in a learning community and are subject to the disciplinary policies outlined in the [Ohio University Undergraduate Catalog](#).

COMPLETING & SENDING ASSIGNMENTS

1. **Read instructions carefully.** Ask any questions as soon as possible.
2. **Apply critical thinking and decision-making skills** instead of simply providing newly learned facts.
3. **Keep electronic and paper copies of your completed assignments.** It's rare, but there have been times when assignments have gotten "lost in space." Keep a back-up copy.
4. **Likewise, when you are emailing to your instructor or peers, send a copy to yourself as well.** That way, you'll know your email was sent successfully.



TAKE ADVANTAGE OF ONLINE RESOURCES

READINESS FOR EDUCATION AT A DISTANCE INDICATOR (READI): <http://ohio.readi.info/>

Take this test to make sure online classes are right for you.

BLACKBOARD BROWSER CHECKER: http://www.citl.ohio.edu/blackboard7/index.cfm?action=syscheck_js

Use this to ensure you'll be able to access your coursework from that computer you are using.

OU LIBRARIES DISTANCE EDUCATION BLOG: <http://www.library.ohiou.edu/subjects/distedblog/>

Stay updated with the latest tips for distance learners from OU librarians.

LIBRARY DISTANCE SERVICES: <http://www.library.ohiou.edu/subjects/distedblog/?cat=9>

Check out this database to see all available services for distance learners.

INTERLIBRARY LOAN: <http://www.library.ohiou.edu/serv/illiad.html>

Use OU library sources from anywhere!



FAQ

Can anyone take an online course?

Our online courses are open to anyone. Individual courses sometimes have specific enrollment requirements or prerequisites, but those will be indicated in the course descriptions.

Where do classes take place?

Ohio University Online courses take place wherever your computer is: at home, at work, on the road — anywhere you can connect to the Internet. No campus visits are required except in some cases to take a proctored exam at a location convenient to you.

When does my class meet?

Technically, there are no class meeting times. Online courses are conducted "asynchronously," which means individuals "take turns" sending messages back and forth between students and instructors.

Most instructors require frequent participation online, but not face to face.

Do Ohio University Online Courses have instructors?

Yes! Just like a traditional course, your online course has an instructor who will communicate directly with you often, and indirectly with the class regularly.

Will millions of other people be taking my class at the same time as me?

No, enrollment in each online class is limited. Most classes are no larger than 25 students, allowing for one-on-one attention from your instructor.

Will I be able to communicate with the instructor or other students?

A lot of people mistakenly assume that they'll feel isolated in an online course. To their surprise, most find that online courses actually provide a high degree of personal contact with faculty and students.

What kind of computer or other hardware do I need?

Most any newer Windows or Macintosh

computer will be just fine. You'll also need a connection to the Internet. Check out the specific technical and hardware requirements here.

How much time do I get to complete a course?

Each course has a start date and an end date and most run for 10 weeks. The schedule of coursework, assignments and due dates are determined by each instructor and are listed on each syllabus.

What if I start a class and decide it's just not for me?

Students have access to the course website for which they've registered about one week before the official "start" of class. This should help you decide if the course isn't for you and whether you need to drop it.

If you have questions or concerns about Ohio University Online, please let us know. We're here to help with office hours from 8am-5pm, Monday-Friday. E-mail OU.Online@ohio.edu, call (888) 551-6446 or (740) 593-2583, fax (740) 593-2901, or stop by 205 Haning Hall, Athens, OH 45701.