

# TIPS ON HOW TO SUCCEED IN AN ONLINE COURSE

## Start off Right

- Check the Technology Requirements and be sure the computer you plan to use meets the requirements for online courses.
  - Don't have a computer? Visit the library to use the computer lab.
- Get acquainted with the Technology Resources and know where to get technology help.
- Visit the Canvas Student Demonstration course: <https://fgcu.instructure.com/courses/7692>
- Explore your course(s) - locating the syllabus, materials, and resources.
- Read your syllabus carefully - noting all deadlines, special instructions, or requirements.
- Locate online FGCU library: [https://fgcu.libguides.com/Library\\_Remote\\_Access](https://fgcu.libguides.com/Library_Remote_Access)
- Understand that group projects or class meetings may be required depending on your course.

## Keep up

- Log in to your course daily to check course announcements, discussion forums, and course mail.
- Get organized. Create a calendar for deadlines and online class times.
- Plan ahead. Give yourself plenty of time to complete readings, assignments and prepare for exams.
- Ask for clarification after you have reviewed the online meeting times, syllabus, assignments, videos, and course communication. Keep in mind, responses may not be immediate.
- Review your syllabus and Eagle mail periodically to see if any changes occur.
- Contact your professor during scheduled office hours.
- Use campus resources such as the Writing Center, CAA, tutoring, etc.
  - <https://www.fgcu.edu/academics/caa/>

## Know the Rules

- Understand the requirements to meet online at your scheduled meeting time, if applies.
- Review the Student Code of Conduct for academic honesty online.
- Consult the Academic Calendar for add/drop and withdrawal dates.
- Be courteous and professional in your online communication.
- Dress appropriately for any live online video courses, discussions, or recordings. (Zoom, Skype, etc.)

## Finish Strong

- Do a final review of any remaining projects or assignments.
- Check your grades regularly and get in touch with your professors if needed.
- Wellness matters! Take care of yourself, see helpful links below.

## Remember

- Ask for help and reach out when needed.
- Contact professor during scheduled office hours.
- Use campus resources: writing center, tutoring, library help desk.
- Talk to your academic advisor to reflect on your academic progression or to locate resources.
- Be patient with your peers, advisors, professors, and the university during this transition to temporary online classes.

## Helpful Links from MCHHS Advising

- Deep Breathing video: <https://www.youtube.com/watch?v=EYQsRBNYdPk>
- Time management: [https://www.fgcu.edu/studentlife/healthandsafety/caps/files/selfhelp/time\\_management.pdf](https://www.fgcu.edu/studentlife/healthandsafety/caps/files/selfhelp/time_management.pdf)
- The Struggle Switch: Anxiety and Acceptance Metaphor: <https://www.youtube.com/watch?v=rCp1I16GCXI>

