Tips for Success in Online Learning

Characteristics of Successful Online Learners

Goal-Oriented

Online courses have deadlines so stay focused on how you will manage your weekly tasks.

Independent

Take responsibility for your learning process.

Group Work

Many of your courses will have a group component. Be open to the various ways that you can work with your group members.

Willingness to Work with Others

Active on the Online Forums

It can be nerve-wracking to be the first one to post to the forum or speak up in a live session, take the risk and you will be rewarded with new knowledge and others will follow your lead.
Time Management and Study Environment Tips

Make the Time to Plan Time!
Collect all your weekly tasks and deadlines for the course in one place — and then transfer to a weekly schedule so that you can settle into a routine.

Schedule Mini-Deadlines
Avoid last-minute rushes by setting mini-deadlines in advance of final projects. Your schoolwork will thank you!

Avoid Common Distractions
Improve your concentration and work pace by managing common distractions (leave phone at home, pick a quiet workspace).

Schedule Relaxation Time
Leave regular relaxation time in your schedule every day to prevent burn-out and reduce stress.

Advice from an Online Student

Support Network at Home
Even though earning your degree online is an individual accomplishment, it is still a group effort. It is important to have the support of family and friends to help you accomplish your goal(s).

Support Network at University
Reach out to your support network at your university - fellow students, instructors, teaching assistants, academic advisors, librarians, and academic support services (e.g. Writing Centre).
Form Online Study Group(s)
Finding study partner(s) can be helpful when you are preparing for Midterms and Finals. Post a message on the online forum and use video chat to set up an online study session. 2-3 people per study group is ideal.

Ask Questions
It is important to ask questions, especially when things are unclear to you. Sometimes you can interpret online instructions in different ways. Reach out to your instructor and other students to help you clarify instructions.

Sources
The section on "Characteristics of Successful Online Learners" was compiled by Wanda Beyer, Instructional Designer (Online Learning) in Continuing and Distance Studies | Arts and Science Online at Queen's University (Canada).

The section on "Time Management and Study Environment Tips" was compiled by Caleigh Minshall, Learning Strategies Outreach Coordinator | Student Academic Success Services at Queen's University (Canada).

The section on "Advice from an Online Student" was compiled by Kevin Vennesland, an online Bachelor of Arts (History) student at Queen's University (Canada).

For additional learning strategies tools, please visit Queen's University's Student Academic Success Services website: http://sass.queensu.ca/learningstrategies/topics/

To learn more about online course offerings and bachelor's degree programs from one of Canada's leading universities, please visit Queen's University's Continuing and Distance Studies | Arts and Science Online website: www.queensu.ca/artsci_online.