

SWIC Success Center Online Learning Survival Guide



Online learning offers students flexibility but also requires students to be effective managers of their time, to learn independently and to take initiative for their learning. If you are considering enrolling in an online or hybrid course, arm yourself with these tools for success!

WHO: You

- *A healthy mind and body is vital for learning.*

Take Care of Yourself

- Keep a **regular sleep and wake schedule** to allow your brain time to process information.
- **Eat healthy** foods and stay hydrated.
- **Get up, dress for success, and move**, go outside, play, or exercise daily.
- **Build your support system** and keep in contact with at least two other students in each class.
- **Tell friends and family** you are not available during the time you've scheduled for school work.

WHAT: Online courses move quickly and require more reading and writing than face-to-face classes do.

You may be required to read instructor lectures or view online lectures. Many instructors require students to post written responses to reading assignments before a set deadline, then read and reply to the responses made by classmates.

In addition to the same homework assigned in a traditional class, online students must also write informed responses to Discussion Board questions on Blackboard and comment on other students' posts.

WHEN: Manage Your Time

Flexibility is a big benefit to online learning, but a daily schedule is necessary for success.

"Too much freedom can lead to the development of indiscipline."

- Neeraj Agnihotri, *Procrasdeemon - The Artist's Guide to Liberation From Procrastination*

Begin your school-work early in your day when your mind is fresh, and your brain is rested.

Track your assignments and due dates with your **planner or online calendar**. Add reminders.

Schedule time for learning with a **time management grid**. Add the following:

- Class meeting times: Evaluate time needed for reading, assignments, research, and other requirements
- Employment hours
- Meals, commute, other daily responsibilities, sleep
- 2-3 hours of dedicated study time outside of class per each credit (ENG 101=3 credit hours in class per week requires 6-9 hours of work for ENG 101 outside of class per week.
- Alternate the study of two or more subjects to build new connections. Study one subject for 30-45 minutes. Take a 10 -15 minute break, then work on a different subject or topic for 30-45 minutes followed by a short break.

WHERE: Logistics

- **Create a workspace**
- Claim a spot away from noisy and busy areas of the house.
- **Organize** your space to help you focus on your studies.
- Keep supplies available: headset, paper, pencil/pen, class documents
- Avoid your bed or places where you sleep
- **Ask not to be disturbed** when you are studying in your space.

• **Take Control of Required Technology**


- Ensure you have consistent **access to a high-speed internet** connection. Most communication is written. Microsoft Office 365/Word Online is provided **free to SWIC students**. Some instructors use other programs such as Google Classroom to share and submit documents. Know what is expected.
- **Minimize distractions:** Close web browser window and other screens not relevant to your learning.
- **Check your SWIC email** early and several times throughout each day. Email is the primary form of communication between the college, students, and staff.
- **Explore Brightspace.** Instructors set-up and personalize Brightspace for their courses. Click on the various widgets and links to see what is available and how content is organized.
- If the course requires special software, **download the app and test it** beforehand. If assignments are uploaded to the cloud (e.g., Google Drive, Office 365), make sure you have the accounts and passwords well before deadlines.
- **Always save your work** where you can easily access it. You can also email papers in progress to

HOW: Survival Strategies for Online Courses

Treat an online class the same way as an on-campus course: **show up and be prepared.**

- **Contact your instructor** if you have a question, are unable to sign-in to your class websites or software, or if you are ill. Respond to emails from your instructor ASAP.
- **Create online study groups:** connect with classmates in small study groups through the Success Center online tutoring platform, **SCOTY**.
- **Online class strategies:** For recorded video, pause and write a brief summary of the action or information every few minutes. For live video, especially if it is available later, take fewer notes. Add the time stamp if you want to re-visit.
- Pay close attention and ask questions.
- **Review course syllabi** and assignment guidelines often to stay on top of upcoming assignments.
- **Collaborate in online course discussions** to deepen understanding and connect with classmates.
- Work regularly with Success Center tutors to reinforce course concepts. Free online tutoring and help with papers is available through **SCOTY** – Success Center Online Tutoring for You accessible through Brightspace and the Online Writing Lab (**OWL**) is available through your eSTORM Student Center.

Advocate for yourself. If you have questions or if accommodations are required, ask!

Success Centers	618-235-2700, ext. 5495	SuccessCenters.swic.edu
<ul style="list-style-type: none"> • Free Tutoring through SCOTY – Success Center Online Tutoring for You. Access through Brightspace. • OWL – Online Writing Lab – Drop a paper for feedback. Access through Student Center. • Launch Your Success – Understand your learning process and receive help with academic technology • Success Coaching – 1-on-1 coaching to achieve your goals, achieve balance between school, work, family, and other life commitments. <p>Success Coaching can connect you to campus resources to understand financial aid, tuition, and scholarships, and to explore major and career options that match your interests and strengths.</p> <p>Scan the QR code to schedule your Success Coaching appointment!</p>		
		

Academic Advising	618-235-2700, ext. 5455	Advising@swic.edu
Disability and Access	618-235-2700, ext. 5368	DisabilityandAccessCenter@swic.edu
Enrollment Services	618-235-2700, ext. 5186	EnrollmentServices@swic.edu
Financial Aid & Veteran Services	618-235-2700, ext. 5288	Fin_aid@swic.edu
Student Accounts	618-235-2700, ext. 5313	BusinessOffice@swic.edu
Tech Assistance	618-235-2700, ext. 4357	TechAssistance@swic.edu
Wellness Advocate	618-235-2700, ext. 5290	Ami.LilleyPlexico@swic.edu

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