

## Tips for Success in Online Classes

***Familiarize yourself with Blackboard:*** Complete the Blackboard Student Orientation. If you receive a score within the 31-40 point range, then you have successfully passed the Student Orientation. If you score a 30 or below, please continue practicing the assignment you received a low score. The assignment will then be review and a new grade will be given. The Student Orientation allows for multiple attempts, please feel free to continue practicing until you feel comfortable using Blackboard.

***Read the Course Syllabus:*** It is very important to read the course syllabus. All, important class related information will be found in the syllabus. The syllabus will contain information such as the course objectives, instructor information, the beginning and end days for each week, assignments and test schedules, grading criteria, and other course requirements. Also the syllabus will include the required textbook. Students can stop by each campus Bookstore to rent or purchase the needed textbook. Also students can rent or purchase the text over the Internet by going to the EGCC school website and selecting the Bookstore.

***Confirm Technology Requirements:*** Do you have access to the tools necessary to complete the online course work? Do you have access to a high-speed Internet connection? Do you have access to a word processor such as Word? Does your course require additional software?

***Connect with your Instructor:*** Introduce yourself to your instructor. To build a relationship with your instructor in the online setting it is helpful to connect often with he or she.

***Log on Every Day:*** Make sure to log into Blackboard and check your course at least 4-5 days a week. Doing so will help you stay on top of discussion boards, assignments, as well as announcements and messages from your instructor.

***Manage your Time & Set Schedules:*** It is helpful to create a schedule where you block out regular times during the week to complete course work. Make sure you stick to your schedule, as it will help you stay on track through the semester.

***Stay Organized:*** Create a space where you feel comfortable completing the online course work. Make sure this is a space with little or no distractions.