



# Essentials for succeeding

## Online Learning – Study Guide

**Engage** Check your IDC E-mail and course Model every day and look for instructor's emails, announcements, and communications. Set a reminder so you won't miss important deadlines, to do's, assignment instructions, etc.

**Create a study space** that is organized and comfortable for you. Use headphones to focus quietly or study with music. Pay attention to your preferences like light, air, seat or desk they all are part of studying.

**Use IDC academic services and ask for help-** ask your professor or instructor for help. Contact the Study Skills Center, IDC writing Center, and your classmates for help.

**Act and participate-** in class, in forms, with classmates.

**Plan class and homework times** - plan to spend a minimum of 2-3 hours additional for each 1 hour of class time for the readings, assignments and participate in class discussion.

**Schedule a weekly routine** of "in class" and "out class" regular weekly study times.

**Create a course folder on your desktop or Google drive** keep all files and documents for your course in one place.

**Backup important files** consistently use a strategy (flash drive, Cloud, Google docs) for backing up important files.

**Join a study group** online or meet in person. Studying even once a week with others can help reduce procrastination, enjoy the class more and study better.

**Adjusting to (online) Learning-** Just like any academic learning it will take time to adjust to online learning- look for study skills that can help and be aware of what works for you best.

Reference

<https://www.unlv.edu/learn-online/tips>

<https://www.gvsu.edu/online/essential-skills-for-online-learning-14.htm>