



Quick Tips

- Log on to your course a minimum of 4-5 days a week.
- Check your e-mail frequently.
- Keep in contact with your instructor.
- Allow a reasonable amount of time for instructor response.
- Interact with your classmates as much as possible.
- Be willing to "speak up" if problems arise.
- Budget your time, set schedules, and complete work on time.
- Keep up with weekly assignments.
When in doubt, ask questions to your instructor or even to your peers.
- Take full advantage of online resources at UNT Dallas.
- Apply what you learn.
- Be open to this new method of instruction and enjoy learning in Cyberspace!



10. Be polite and respectful

Being polite and respectful is not only common sense, it is absolutely essential for a productive and supportive online environment. In a positive online environment, you will be able to express your thoughts and opinions openly and feel your contribution has been valued by both your classmates and your instructor.

Following these 10 best tips for online learning success guidelines above will allow effective online education and avoid some initial challenges.

WE'RE HERE FOR YOU!

**Office of Distance Learning
and Instructional Technologies**

Web: <http://www.untdallas.edu/dlit>

Phone: 972-338-5580

Email: UNTDDistance@unt.edu.

Online Student



For Success

Successful online students have a few things in common. If you want to excel in your assignments, be a productive, contributing member of classroom discussions, and overcome the challenges of learning from a distance, give these tips a try.

Communication

1. Be willing to share your educational experi-



ences as part of the learning process. The online environment is open and friendly, and you will benefit from communicating and sharing your experiences with your fellow students. Because this forum for communication eliminates the visual barriers that hinder some individuals from expressing themselves, it can work well for both introverts and extroverts. In addition, you have time to reflect on the information before responding, which is often easier than having to respond in a traditional, in-person discussion group.

2. Be comfortable and proficient at written communication. Because in the virtual classroom nearly all communication is written, you will be writing quickly and often. If you have limited writing abilities or are uncomfortable expressing yourself in writing, work on improving these skills before or as part of your online experience.

3. Be willing to let your instructor know about problems. Instructors who teach online courses can't see if you're having problems, such as confusion, frustration, boredom, or absence.

If you are experiencing difficulties on any level—either with course content or the technology, communicate this to your instructor immediately. If you don't, your instructor will never know what kinds of problems you may be experiencing.

Motivation and Commitment

4. Be self-motivated and self-disciplined. Because there is freedom and flexibility in the online environment that doesn't exist to such a great extent in a traditional classroom, you need to be particularly responsible and self-disciplined. The online process requires a commitment. Schedule regular study and log-in times for your online courses.

5. Be prepared to spend as much time per week as the course requires—usually 12 to 15 hours per week per course. Online courses are not easier than traditional classroom courses. You may find that they require more time, commitment, and discipline.

6. Be able to meet the requirements. Your online program will have the same require-

ments as any quality educational program. If you want to succeed in your online program, you must view it as

tips

convenient way to receive your education, not an easier way.

7. Be able to apply critical thinking and decision-making skills to the learning process. The online learning process will require you to make decisions based on facts as well as experience. You must be able to use critical thought to assimilate information and make effective decisions.

8. Participate...Participate...Participate. Regular participation is very important to a quality online experience for everyone. Your classmates have a wide variety of background experiences that will naturally come out during discussions and projects, and it's a great way to network with future colleagues. Jump in and contribute!

9. Make sure you have a private space where you can study. Online courses are a convenient way to attend a course that you might otherwise not be able to attend on campus. That being said, don't discount the importance of having a private place to concentrate and work on your course. Coming to campus for a face-to-face course is a great way to get away from the disruptions of work or family for a few hours, and you will need to find a similar space to do the same when you work on your online course.

