

TRiO Tips for Online Classes

1. Treat an online course like a “real” course

When it comes to online classes, you need to have the discipline to sit down and say, “I am going to work on this,” as well as the dedication to actually follow through.

2. Hold yourself accountable

Set goals at the beginning of the semester, and check in with yourself weekly. If you’re having trouble holding yourself responsible, pair up with a fellow classmate, or enlist the help of a spouse or friend to check in as an accountability partner.

3. Practice time management

- Use the syllabus to *make note of major assignments*. Mark them on a calendar you check regularly. *Factor in prior commitments* such as weddings or vacations.
- *Create a weekly schedule that you follow*, designating certain hours each week for reading, watching lectures, completing assignments, studying, and participating in forum, and *set reminders for yourself* to complete these tasks.
- Try *time-blocking*, allotting yourself a certain amount of time for each task before moving on to the next one and setting a timer to keep yourself accountable.
- *Check in periodically throughout the term*, and look at how you’re spending your time. A little self-reflection and adjustment can go a long way.

4. Create a regular study space and stay organized

Set up a dedicated learning environment for studying. By completing your work there repeatedly, you’ll begin to establish a routine.

5. Eliminate distractions

From Netflix to social media to dishes piling up in the sink, you’ll be faced with many distractions that can easily derail your studies. Figure out how to lessen these distractions and set aside time to focus.

6. Figure Out How You Learn Best

Think about when and how you accomplish your best work. Not everyone learns the same way, so think about what types of information help you best grasp new concepts and employ relevant study strategies.

7. Actively participate

Participate in the course’s online forum to help you better understand course materials and engage with fellow classmates. Make sure you are checking in as often as you can and if you do feel yourself falling behind, speak up. Don’t wait until an assignment is almost due to ask questions or report issues. *Email your professor and be proactive in asking for help.*

8. Leverage your network

Build relationships with other students by introducing yourself and engaging in online discussion boards. Your peers can be a valuable resource when preparing for exams or asking for feedback on assignments. Don’t be afraid to turn to them to create a virtual study group. Chances are good that they will appreciate it just as much as you will.

For more information visit:

<https://www.northeastern.edu/graduate/blog/tips-for-taking-online-classes/>

