

SUGGESTIONS FOR SUCCESS ONLINE

BEST STUDY PRACTICES

1. Take notes
2. Study at least three times EACH week to imprint information
3. Make-up practice study questions
4. Don't let your work pile up or you will get behind
5. Leave the TV, DVD, iPod, etc. off
6. Close the door—minimize distractions
7. Use the library
8. Read the material—highlight/take notes as you read
9. Use bullets as you take notes; leave white space to add key points
10. Follow class syllabus
11. Read the chapters
12. Scan chapters/material—pay attention to bold topics
13. Select a time to study and be faithful to that time
14. Know in advance what will be on the test so you don't over study
15. Read out loud the material, not just once but many times
16. Follow directions
17. 19. READ questions carefully so that you don't misread words or skip over words
18. 20. Write down and/or highlight key words & points in class during lecture.
19. 21. Re-write key points from class each day.
20. 22. Do assigned Homework; repetition is the key to making the information a part of your memory banks.

BEST WAY TO STUDY FOR EXAMS

1. Don't cram at the last minute
2. Review material—notes, chapters, etc.—daily
3. Don't —read into the test question—first impressions are usually correct
4. Set a time limit
5. Minimize distractions
6. Take frequent breaks
7. Use the practice quizzes
8. Review material—again
9. Know what kind of questions—TF, MC, short answer, fill-in
10. Study daily—don't cram at the last minute. That's not studying...it's regurgitating.
11. Sleep well the night before
12. Look for key points and phrases
13. Try to come with analogies or build connections between what you know and new material.
14. Make an outline

15. Quiz someone else
16. Form a study group
17. Repetition, repetition, repetition
18. Re-read the chapter; re-read the Outline & associated Key Points
19. Flash cards are helpful because they can be carried & studied anywhere

BEST THINGS TO DO IN AN ONLINE CLASS

1. Keep an open mind
2. Try to see the big picture—don't get lost in details
3. LOG IN
4. Stay alert!
5. Take notes
6. Read assignments —refer to syllabus
7. Come to online class prepared
8. Come to online class ready to work/learn
9. Ask questions
10. Ask your fellow students via email
11. Read announcements and emails
12. Leave iPod, phones, games, etc. off
13. Participate
14. Communicate with the instructor
15. Read, listen, take notes, ask questions
16. Know what type of learner you are
17. Review study material
18. Sit where there are few distractions
19. Request meeting if necessary
20. Develop relationship with instructor
21. Turn off the cell phone & computer
22. Sit in the same place to study
23. Pay attention to the instructions

BEST RESOURCES

1. Textbook--Read the material prior to class
2. Prepare for unit work
3. Refer to syllabus
4. Good nutrition
5. Get enough sleep
6. Read with pen in hand to make notes or underline
7. Use the library
8. Make friends in class and study with them

9. The study material in the class
10. Your instructor
11. The Internet
12. A good attitude—an attitude that wants to learn and one that understands the **value** of the education you are earning
13. The Tutoring Center

BEST WAY TO FAIL MY CLASS

1. Don't log in
2. Don't turn in assignments
3. Don't prepare for tests
4. Don't follow instructions
5. Don't follow syllabus or rubric
6. Don't read my expectations at the beginning of the quarter
7. Don't take notes
8. Don't participate
9. Have a bad attitude
10. Don't let me know if you're having a problem that prevents you from performing your best
11. Be unwilling to try something new
12. Don't ask questions
13. Get behind on Homework and/or exams