

# Student Guide to Achieving Success in Online Learning

This document covers fundamental concepts designed to help you to be successful in studying your course online and provides links out to practical support resources. Studying online requires more active participation than traditional classroom learning but also provides you with the freedom to set your own schedule and study from the comfort of your own space instead of a classroom.

To be successful in learning online, you will need to be self-motivated, engaged and most importantly, have a study plan. This guide is aimed to give you tips and to help you create your plan for success. It complements the [Remote Learning and Covid-19](#) page on Moodle.

## Getting Started with Online Learning

- Aim for regular and frequent internet access. Since almost everything you will be doing for your course will be online, regular Internet access will be important. However, it is recognised that not everyone will have continual access to a good Internet connection. Therefore, plan when you can get access and note times when you might need to be online. Our modules are also designed to allow flexible access to fit your needs as much as possible
- Take some time to become familiar with the tools you will need to participate in your online courses. Explore the tools provided to ensure that the technology works on the computer you will be using
- Refer to the module guide and course materials frequently to become familiar with the learning outcomes, objectives, assessments, and deadlines. Print or download the guide and file it somewhere where it can be quickly reviewed
- Establish an understanding of the lecturer's office hours and response times. Clarify with your tutor if the times are not clear
- Online learning requires self-motivation. Take some time to develop habits that work for you specifically when it comes to time management and study practices
- Review your assignments and get started on the work as soon as possible. Starting early on in your tasks will ensure that you have time to study, review properly and complete on time

## Study Tips

- As much as possible set up a dedicated workspace that is distraction-free, well-lit, and comfortable
- Gather your supplies and a beverage or snack before sitting down to study

- Close all distractions on the computer, including social media sites and chat programs
- Take breaks to maintain focus and avoid fatigue. Studying for 30-45 minutes and then taking a short break away from the computer will help you stay focused and retain the information you're learning
- Offline study tactics such as writing notes down or creating visual aids can help you retain the information covered when working online
- Make a plan by creating a weekly schedule of your deadlines and study hours to make sure you have time set aside to complete your assignments on time. Use colour-coding system in your study plan to allow you to identify different due dates quickly
- Be aware of procrastination and address the risk immediately
- Find a study partner who you can discuss ideas with, clarify requirements and who can help provide well-being support.
- Bookmark any resources you have found helpful on your computer so you can easily access them later

## Effective Communication

- Online learning may cause challenges often not faced during in-person classes. However, by participating in online discussions you have an opportunity to review your learning, your knowledge about the topic and to be actively involved in your class. Online learning is beneficial if you find that some in-person discussions move too quickly for some students to participate
- Participate in online group discussions because becoming an active member of your class learning community can make you feel less isolated and this can help you expand your knowledge and understanding
- Share expert knowledge. Participate respectfully, provide links to follow-up resources, and be tactful about other people's lack of understanding, knowledge or mistakes
- Online communication can easily create misunderstandings, since it removes facial expressions, gestures, and tone of voice. Be clear and concise, sarcasm and humour do not translate well when used in online discussions, and it's easy to be misinterpreted
- Respect online privacy, including your own. Do not post personal information in a public forum
- Consider the best method of communication to use based on what you want to accomplish. In cases when you want to share concerns or discuss private matters, emailing someone is a better option than posting in a community

See [Explorer Skills Guide](#)

See [Social Media Guidelines for Students](#)

## Preparing for Success

- Striking a work-life balance is critical to your success. Stick to your study schedule and when you have finished, walk away from studying and focus on your personal life and activities
- Use the available resources to get assistance when necessary. Your lecturers will be available for course-related questions. [ITS](#) are available for technical support. Fellow students are an excellent resource to look to for study tips and support
- You should remember that learning is both challenging and enjoyable, especially when learning new knowledge and skills. Don't get discouraged when you run into a challenge: keep trying, and do not be afraid to ask for help
- If you are unable to meet a deadline, make sure you communicate with your lecturer as soon as possible. Do not wait until the deadline passes to reach out to your lecturer. They will be more likely to work with you if you are upfront and honest about the challenges you face

Good luck in your studies