

# Tips for Taking Online Classes



## SET UP A STUDY SPACE

Decide where you can focus and work online and consider what tools you will need for your study space.



## AVOID PROCRASTINATION

Put all due dates into your calendar(s). Break larger assignments into smaller tasks to complete. Reward yourself when you accomplish a goal.



## USE MOBILE LEARNING

Consider using your phone or tablet to learn if there is a mobile app. This will help you maximize your study time.

## ASK QUESTIONS & USE RESOURCES

Find out when your instructor holds virtual office hours. Ask questions and seek help, as needed. Make use of all resources.



## CONNECT WITH CLASSMATES

Find a "study buddy" in the class. You can hold each other accountable and remind each other of due dates.



## WORK AHEAD WHEN POSSIBLE

Depending on how your course is set up, it may be possible to read ahead and study ahead.

