

## ONLINE LEARNING GUIDE

### What do I need to do to be a Successful Online Learner?

Great question! Your professor will be connecting with you, until then, here are some thoughts on preparing yourself to succeed:

#### 1. Persist

Persistence is perhaps the biggest key to success in online learning. Students who succeed are those who are willing to tolerate technical problems, seek help when needed, work daily on every class, and persist through challenges. When you run into a challenge, keep trying and ask for help.

#### 2. Manage your Time

You must be able to manage your time well. Review the syllabus for each of your courses. Develop a plan for completing your major assignments. And Make a daily "To Do" list. Have fun checking things off the list as you complete them.

#### 3. Communicate

Communication is vital in online learning because you must seek help when you need it. Professors are willing to help, but they need your help in knowing you need help: Here are some tips:

**Use the tools provided by the school to communicate with your professors.**

Brightspace, e-mail, discussion groups, chat room office hours, cell phones, and even text messaging. We want to help you to succeed in your classes and will answer your questions. It may feel awkward to talk with your teachers this way, but don't worry. If your teacher has chat room or cell phone office hours, don't be shy about using those tools to communicate with your teacher.

**Use appropriate style and language for Ancilla.** When communicating with teachers and other staff, you should write in full, grammatically correct sentences and with a respectful tone. Because of the distance, it's tempting for some students to say things out of anger or frustration that they would never say to a teacher in person. Please treat all with respect and courtesy.

#### 4. Motivation and Independence

To be successful, you have to want to want to succeed. Online learning requires independence, internal motivation, responsibility, and a certain level of maturity. Have you given some thought to your own personal reasons for attending school? Are you determined and self-motivated to succeed in school?

#### 5. Additional Library Resources

[Library homepage](#) (EBSCOhost and Gale databases, textbook information, etc.)

[Library tutorials](#) ([Searching Simplified](#) for EBSCOhost searching)

[VitalSource](#) (for access to up to 7 of your textbooks in eBook format)