

## 10 WAYS ON “HOW” TO SUCCEED IN YOUR COURSE.....

**Welcome aboard** .....this document provides a quick overview of a few key points to manage your successful completion of your course.

1. **Read** and become familiar with the course outline (syllabus).
2. When you **navigate** through the course you will typically find several areas on your computer screen related to our web page. In the middle you should see general information – NOTE & FORMAT and a listing of courses. Below you will see the current courses that are available. Click on your course and it will ask you for a “**username and password**”. Your instructor or system administrator will provide you with that information. Then, just “**log in**”.
3. **Read** the course notes/modules in advance of the online web session. That way you are getting reinforcement of what you have learned, and need to know. Look at the General Posts – an area for discussion, help etc.
4. Be aware that instructors may need to send a request for an acceptance to connect with you online. It is best that you contact your instructors for **online sessions**, since from time to time one may need to fill in for your main instructor.
5. **Attend and participate** the best you can in the online sessions. This way you will always get more information and have an opportunity to clarify anything from the course notes, but you also have an opportunity to connect with your peers. Ask questions and bring up any need to clarify what is provided in the learning materials.
6. The **quizzes and activities** are intended to help prepare you for the final exam or project.
7. Courses often contain a series of **quizzes or mini projects** that count towards your **final grade**, as well as your final exam and/or project. The quizzes may be attempted more than once to help reinforce your learning.
8. **Ask questions** if you have them. You have experienced professionals available to help answer your questions. Why not tap into their collective years of experience.
9. Stay **organized**.
10. Create a **schedule** and stick to it!