Learning Support Centre

KEYS TO SUCCESS
Being a successful online learner

Be flexible	Adjustments are being made by students, peers, staff, and faculty. Being flexible, patient and open to changes will help everyone work together.
Create a structure	Without the structure of classes, you will need to create your own study schedule. Otherwise, procrastination can creep in and motivation can fall.
Be realistic	Be realistic about how much work you are able to accomplish in one day. Don't overload yourself!
Plan your time	Block out time to review materials from each class; this may mean an increased amount of time for reading assignments or to review lecture slides. Try to block out five one-hour periods for each course per week. Use a calendar (digital or print) to keep track of your assignments.
Set boundaries	Discuss schedules, boundaries and expectations with family or roommates. Allow yourself time to relax and be with others, but make them aware of your new schedule.
Prepare your study space	Set up a dedicated space for studying; choose a space that offers limited distractions. Keep your learning materials handy, and form online study groups to stay connected to peers.
Take part in online discussions	• Make a "class in session" sign for your door so others will know not to disturb you. • Remember to mute your microphone as needed. • Think of discussion boards as a chance to share your ideas and show your professor your critical thinking skills. • Be professional with your interactions and language. • Engage as much as possible!
Ask for help	Be open about problems you are encountering and ask for assistance. If you are in distress or need help, please connect with Counselling Services: • Available Monday to Friday • Email counselling@mohawkcollege.ca or call 905-575-2211.

Adapted from Mohawk Library website

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