

STUDY HINTS FOR ONLINE CLASSES

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CSS 104 Handout #23

Online classes require the same amount of time and sometimes, more time, than face-to-face classes. Below I've listed a few tips that may help you with your study time when working in an online class.

SCHEDULE

As soon as you get the syllabus for the class, mark on a calendar or notebook the DUE DATES for each assignment. If you use Moodle, use the calendar that is included in your course to note the dates. Review the calendar each week to make sure you are up to date on all of the assignments. Look ahead a couple of weeks to see the assignments and projects that will soon be due.

STUDY TIME

The general rule for studying is that you will spend two hours studying for each hour you spend in a class. This is true for both face-to-face classes as well as online classes. If your class has a lot of reading involved (most do), then add another hour to your study time. For example, plan on ten (or more) hours of study time EACH WEEK for a five-credit class. Discipline your time and ensure that you are really studying, not just sitting in the study area. Be flexible in your time. You never know when there will be a power outage, a family emergency, or other unplanned events. Be sure to leave extra study time each week to allow for these occurrences.

FORUMS AND CHAT

Most online classes have chat and forums (discussion boards) available. Use these often. You'll meet other people in the class and form relationships, even if you never actually meet the person face to face. These resources are also a great place to ask questions. Most online instructors review all postings daily.

READ READ READ

Since most online classes require a lot of reading, schedule time each day to read every chapter, handout, link, web site, and so on. If you have a book, use a highlighter to mark key concepts. Put sticky notes on pages that you feel will be covered on tests. Take notes as you read and try to restate concepts in your own words. Use your notes and your restatements along with the reading to study for quizzes and tests.

USE OTHER RESOURCES

Make sure you install the information from any CD that comes with your text book and review all the information on that CD. Consider creating an online study group with other students to ensure you understand all of the concepts presented in the class. Consider reviewing any bibliographic references in your text or other material to further understand the subject.

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ORGANIZE

Create a notebook or folder for each class. File any information that pertains to each class in the notebook. Create a study area for all of your papers, text books, notes, flash cards, and other resources. Ensure that no one can access or disturb the supplies. Consider having a special highlighter, flash drive, pens, paper, and so forth in the same location.

ONLINE SHORTCUTS

Create a bookmark or favorite for each online class so you do not need to type information each time you go online. If you have found specific sites that pertain to the class, bookmark them as well. Create an Internet folder in your browser to keep all the bookmarks in one place.

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