COURSE MANAGEMENT
for Online Students

BEFORE THE COURSE
- Find an appropriate workspace
- Ensure that your hardware and software are up-to-date

THE FIRST WEEK
- Plan family/work/school balance in your schedule
- Print out the syllabus and check it early and often

FIRST THREE WEEKS
- Make a study schedule (note tests & assignments, and set regular, “in-class” sessions and study times
- Watch all of the tutorial videos and get familiar with the platform
- Set personal goals

THROUGHOUT THE COURSE
- Connect with your instructor(s) early and often
- Connect with other students and participate in discussions
- Work in short intervals and give yourself breaks
- Reward yourself for your achievements
- Set short term objectives
- Take notes
- Join a study group

PRE-EXAM PHASE
- Ask for help if needed, and stay ahead of schedule
- Apply “in-class” learning to the real world
- Reward yourself for your achievements

WRAPPING UP
- Analyze your performance and complete course evaluation(s)
- Find out how to continue your learning

FIRST THREE WEEKS
- Introduce yourself to the class
- Connect with your instructor(s) early and often
- Connect with other students and participate in discussions

THE FIRST WEEK
- Plan family/work/school balance in your schedule
- Print out the syllabus and check it early and often

THROUGHOUT THE COURSE
- Work in short intervals and give yourself breaks
- Reward yourself for your achievements
- Set short term objectives
- Take notes
- Join a study group

PRE-EXAM PHASE
- Ask for help if needed, and stay ahead of schedule
- Apply “in-class” learning to the real world
- Reward yourself for your achievements

WRAPPING UP
- Analyze your performance and complete course evaluation(s)
- Find out how to continue your learning