

TOP TEN TIPS FOR SUCCESS IN ONLINE LEARNING

- 1. Get to Know the Technology:** Familiarize yourself with the course technology and confirm the technical requirements before your first assignment is due.
TIP: If you're new to eLC, [check out these tips and step-by-step tutorials](#).
- 2. Stay Organized:** By establishing a dedicated space to complete your online coursework, you'll have greater focus to the task at hand. Talk with roommates about your expectations of keeping the space neat enough to maintain productivity.
TIP: When submitting work online (via eLC or email), take the time to confirm uploads are complete.
- 3. Be Present Daily:** Establish a regular routine that supports online learning to avoid the danger of "out of sight, out of mind". Communicate your routine with roommates or family, if appropriate. Check deadlines. Use a calendar.
TIP: If using a calendar is a new practice, start with time management tools in the [DAE App Warehouse](#).
- 4. Participate in Online Communities:** While technology can create flexibility while learning, it can also create a sense of isolation and disconnectedness.
TIP: Commit to staying connected to your online community by seeking out eLC chat rooms, opportunities for Zoom-based study groups, or booking [an online appointment with a Peer Tutor](#), etc.
- 5. Learn About Commonly Used Online Resources:** The most common online resources at UGA are Zoom, eLC Discussions, and eLC Collaborate Ultra. A learning curve when using new technology is normal. Read the instructions and practice before using any new resource.
TIP: YouTube has instructional technology how-to videos to assist with getting started.
- 6. Optimize Video Lectures:** Your instructor may record lectures and post them online for viewing. Make sure you've given each lecture video the proper amount of time and focus like you would in a face-to-face class. Remember to take notes while viewing!
TIP: You can pause or rewind videos at any moment in order to capture or note information delivered.
- 7. Practice Critical Thinking:** When working to create a product that meets the academic standards of collegiate work, the credibility of online documents can be difficult to distinguish.
TIP: UGA Libraries has [great resources on source reliability](#).
- 8. Embrace Group-based Learning:** Communication is key for everyone (students and faculty) to contribute to a larger project/task. When working together online, ask questions but give others time to respond. Be sure to include your instructor in communications you feel warrant their attention, e.g., deadline or final projects.
TIP: Groups can make online appointments in the [DAE's Presentation Collaboratory](#).
- 9. Communicate, Communicate, Communicate:** Online learning depends on asking questions, checking online platforms, and sharing needs with faculty or peers, as appropriate.
TIP: Stress and anxiety has direct impact on everyone's ability to learn. Consider chatting online with an [Academic Coach](#).
- 10. Remember:** This is a moment and we will get through it, together.
TIP: Bulldogs #neverbarkalone, but they do wash their paws.

