

TIPS ON HOW TO SUCCEED IN AN ONLINE COURSE

Start off Right

- Check the Technology Requirements and be sure the computer you plan to use meets the requirements for online courses.
- Get acquainted with the Technology Resources and know where to get help: <https://www.fgcu.edu/its/>
- Visit the Canvas Student Demonstration course: <https://fgcu.instructure.com/courses/7692>
- Explore your course(s) - locating the syllabus, materials, and resources.
- Read your syllabus carefully - noting all deadlines, special instructions, and requirements.
- Chat online with FGCU librarians: <https://bit.ly/3oFDi02>
- Understand that group projects or class meetings may be required depending on your course.

Keep up

- Log in to your course daily to check course announcements, discussion forums, and course mail.
- Get organized. Create a calendar for deadlines and online class times.
- Plan ahead. Give yourself plenty of time to complete readings, assignments and prepare for exams.
- Ask for clarification if you need it. Keep in mind, responses may not be immediate.
- Review your syllabus and Eagle mail periodically as changes may occur.
- Contact your professor during scheduled office hours.
- Use campus resources- Writing Center, CAA, tutoring: <https://www.fgcu.edu/academics/caa/>

Know the Rules

- Understand the requirements to meet online at your scheduled meeting time, if applies.
- Review the Student Code of Conduct for academic honesty: <https://bit.ly/33XSjCi>
- Consult the Academic Calendar for add/drop and withdrawal dates.
- Be courteous and professional in your online communication.
- Dress appropriately for any live online video courses, discussions, or recordings. (Zoom, Canvas, etc.)

Finish Strong

- Do a final review of any remaining projects or assignments.
- Check your grades regularly and get in touch with your professors if needed.
- Wellness matters! Take care of yourself, see helpful links below.

Remember

- Ask for help and reach out when needed.
- Contact professor during scheduled office hours.
- Use campus resources: writing center, tutoring, library, help desk.
- Talk to your academic advisor to reflect on your academic progression or to locate resources.

Helpful Resources

- Self-Help Tools: <https://bit.ly/33Z9Rhh>
- CAPS on Camera: <https://www.youtube.com/channel/UCVH0-XlrlB1oaTC5KfKfYfHA>

