

Three Keys to Online Student Success



Time Management



- a. **Organize your time:** Use a planner to make a schedule for this course including all due dates and exam dates. Include your fixed responsibilities such as work, family obligations, and any personal appointments in your calendar as well.
- b. **Self-awareness:** Don't overschedule your time. Be realistic and allow for breaks and free time so that you don't feel guilty taking breaks and to ensure you do not get burnt out. The best time to do your virtual coursework is when you have the most energy. Distance learning is difficult enough without trying to accomplish it while not at your peak performance level.
- c. **Commitment:** Making your course a routine and plan time to check your course consistently throughout the week (3 credit course = 9 hours dedicated to the course each week).

Computer Requirements



- a. **Access to computer and internet:** Be sure to familiarize yourself with the basic technological skills necessary for success. Ensure you are comfortable with navigating the internet, using a word processor, using your campus email, and other basic computer functions. In addition, be sure to familiarize yourself with My Canyons, COC Student Email, and Canvas.
- b. **Canvas (cv.canyons.edu):** Your course will be hosted through our online learning management system, Canvas. Your course should be available on the first day of the term. Make sure to bookmark the Canvas website as you will need it often throughout the term. For Canvas help, these two numbers will come in handy: Business hours/ weekdays call (661)362-3344; After-hours/ weekends call: (877)889-9052.

Communication Online



- a. **Netiquette** is a set of reminders as to how to behave in an online setting.
 1. Adhere to the same standards of behavior online that you would follow in person.
 2. Remember that there are real people behind the computer and be respectful and responsible both with your classmates and your instructors.
 3. Know that you are in cyberspace and your work is permanent, so take the time to proofread before you hit submit.
- b. **Contacting your professor:** When emailing your instructor or classmates, please remember that your instructor will have many emails to respond to, so they may not get back to you right away. Also, if you have a question about a specific assignment, reference both your class title and the assignment title as your instructor likely has multiple classes with many assignments. If you look at assignment ahead of time, you will have more time to wait for a response from your instructor and still complete your assignment on time.