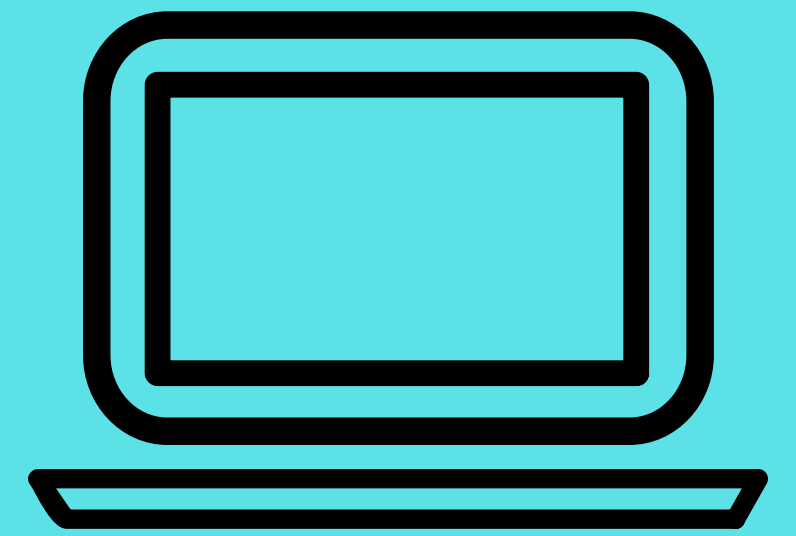


ONLINE COURSES: HOW TO BE SUCCESSFUL!



FOR MORE INFO ON ACADEMICS:

JJAY.CUNY.EDU/ACADEMIC-ADVISEMENT-CENTER

1 ARE YOU TECH SAVVY?

1

- Know your CUNY Login ID, EMPL ID and John Jay email.
- Access to Blackboard and John Jay email is needed to communicate with your professor and classmates.
- Familiarize yourself with Blackboard. You will submit ALL work including but not limited to: discussion responses, daily assignments, quizzes and tests. **Refer to tips #9 & #10 for the Blackboard User Guide and an online course tips video!**
- Access to a computer/laptop (not just a phone or tablet) with reliable internet access is necessary! Your professor may also require audio or video participation.

2 ONLINE COURSES ARE NOT "EASIER" THAN IN-PERSON COURSES!

2

- On the contrary, they may require *more* time and engagement to make up for the lack of in person class time.
- This may mean daily Blackboard use, readings and class mate interaction.
- Writing skills are particularly important for online courses since they will rely more on written work for grading/assessment purposes
- The structure of online courses may be ideal for students who are disciplined, organized and independent learners.
- Remember, for a fully online course, all quizzes and tests will be submitted through the Blackboard website!

3 NETIQUETTE!

3

- Become familiar with "netiquette"- conduct that is socially acceptable in an online setting.
- Treat your fellow classmates and professor with respect.
- Reread your responses before submitting to ensure your tone is coming across professionally.
- For example: TYPING IN ALL CAPS CAN COME ACROSS AS ANGER!
- Any criticism should be *constructive*.
- In addition, respect everyone's privacy by not engaging in harassment/spamming.

4 REACH OUT FOR HELP!

4

- Help is all around you even in an online class! If you are struggling in the online course, **contact the professor directly with any questions concerns.**
- Preferred contact info should be included in the syllabus.
- Build relationships with your classmates by introducing yourself in online discussion boards (most professors will require this). Your classmates can provide helpful feedback and assistance throughout the course.

5 CREATE YOUR STUDY SPACE!

5

- Recommended for all courses, but especially online courses.
- Creating a dedicated learning environment for coursework and repeatedly working there will establish a routine.
- This will help with organization- knowing where all syllabi, files and books are stored will keep you on track.
- Your study space should include: high speed internet connection, up-to-date technology, headphones for lectures/discussions (if you are in a shared space).

ONLINE COURSES: HOW TO BE SUCCESSFUL!

FOR MORE INFO ON ACADEMICS:



JJAY.CUNY.EDU/ACADEMIC-ADVISEMENT-CENTER

6

MANAGE YOUR TIME!

- Time management is crucial for online courses!
- Plan ahead for all assignments/tests by using a planner or calendar reminder.
- Create to-do lists to stay on track with all your competing demands & block out time in your schedule for each task and assignment.
- Be sure to check in with yourself throughout the semester: "Am I dedicating enough time to this course?" "My grades are not what I expected, maybe I've been procrastinating too much."

7

HOLD YOURSELF ACCOUNTABLE!

- In an in person class, you may get verbal/visual reminders from professors about upcoming assignments/tests. Without a professor actively reminding you, you must take on the responsibility and action for your online courses!
- Be sure to allot yourself enough time in a week to complete all readings, necessary assignments and responses to class mates in a *timely manner*.
- Do not start assignments the day before they are due!

8

WANT TO TRY AN ONLINE CLASS? TRY A HYBRID COURSE FIRST!

- If you have no experience with an online course, trying out a hybrid course might be best!
- A hybrid course is 50% in person and 50% online. Meaning, you will attend class only 1x/week and the rest online.
- This will give you the experience of an online course and get you familiar with Blackboard.
- If you enjoy the online portion of the course, and feel comfortable with Blackboard, you can give a fully online course a try!

9

ADDITIONAL RESOURCES JUST FOR YOU!

- **Academic Department Information** (if you are unable to get in contact with your professor directly):
 - <http://www.jjay.cuny.edu/academic-departments-and-interdisciplinary-programs>
- **John Jay Online Blackboard Support Services** located in 07.65.33, 07.65.35 and 7.65.36 NB
 - blackboardstudent@jjay.cuny.edu or 212-484-1197
- **Student User Guide for Blackboard**
 - <http://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/student/>

10

A VIDEO JUST FOR YOU!

Learn more online course tips:

<https://johnjayonline.wistia.com/medias/j50q42ia1q>