ONLINE COURSES: HOW TO BE SUCCESSFUL!

ARE YOU TECH SAVVY?

1. Know your CUNY Login ID, EMPL ID and John Jay email.
2. Access to Blackboard and John Jay email is needed to communicate with your professor and classmates.
3. 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!
4. 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.

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

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

NETIQUETTE!

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

REACH OUT FOR HELP!

1. 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.
2. Preferred contact info should be included in the syllabus.
3. 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.

CREATE YOUR STUDY SPACE!

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

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!

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!

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/

A VIDEO JUST FOR YOU!
Learn more online course tips:
https://johnjayonline.wistia.com/medias/j50q42ia1q