



Succeeding in Online Classes

Purpose: Help you reflect on your learning habits and build strategies for thriving in online courses at the U.

Part 1: Self-Assessment — Where Are You Now?

Instructions: Check the box that best describes your current habits.

Statement	Always	Sometimes	Rarely
I log into Canvas daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I set a weekly study schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I participate actively in discussion boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I read/watch all required materials before assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I reach out to instructors or classmates when I have questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reflection:

What are two habits you could improve to be more successful online?

1. _____

2. _____

Part 2: Time Management Challenge

Online classes require strong time management skills.

Instructions: Create a mini schedule for one week of your online class. Use the example below as a model.

Example:

Day	Activity	Time
Monday	Watch lecture video	10:00–10:45 AM
Tuesday	Read assigned chapter	2:00–3:00 PM
Wednesday	Participate in discussion board	1:00–1:30 PM
Thursday	Review quiz materials	11:00–12:00 PM
Friday	Take quiz	9:00–9:30 AM

Your Turn:

Day	Activity	Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Part 3: Engagement & Communication Plan

Prompt: Online learning can feel isolating—but it doesn't have to be.

Answer the following:

1. What are two ways you can stay connected to your instructors?

○ a. _____

○ b. _____

2. What are two ways you can engage with classmates?

- a. _____
 - b. _____
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Part 4: Top 5 Online Success Tips at the U

Matching!

Tip	Strategy
1. Set SMART goals each week	___ a. Don't wait until the last minute to ask questions
2. Create a consistent workspace	___ b. Organize your Canvas dashboard and email notifications
3. Communicate proactively	___ c. Make your study area distraction-free
4. Use U resources	___ d. Set goals that are specific and achievable
5. Stay organized	___ e. Use the Marriott Library, Learning Center, and tutoring services

Final Reflection

What's one change you'll make this semester to improve your online learning experience? Why?
