

## Do's and Don'ts for Student Success in Online Classes

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Online education is an increasing part of US higher education, both in hybrid (mixed classroom and online) and in fully online courses. Online courses present some different demands than face-to-face courses do. This presentation will suggest ways that participants can prepare students for success in the online environment.

### OUTLINE

Characteristics of online classes – fully online and hybrid

Common fallacies

- Digital natives

- Multitasking

- Chat-speak

- Privacy

Role of the advisor

Do's for students

- Have good time-management skills – this will help more than anything else

- Read the course description and weekly assignments carefully

- Post early in discussions

- Look back later to see what others (and the teacher) have said

- Use good grammar and spelling in class posts

- Cite your sources!

- Email the teacher with questions

Don'ts for students

- Don't wait until the last minute

- Don't use chat-speak in class posts

- Don't think that you can copy and paste (plagiarize) without getting caught

- Don't be afraid to ask for help

References

Allen, I.E., Seaman, J., and Garrett, R. (2007). Blending in: The extent and promise of blended education in the United States. Available online at

[http://www.sloanconsortium.org/publications/survey/pdf/Blending\\_In.pdf](http://www.sloanconsortium.org/publications/survey/pdf/Blending_In.pdf)

Bauerline, M. (2008). The myth of the techno-wizard freshman. Available online at

<http://chronicle.com/blogPost/The-Myth-of-the-Techno-Wiza/5627/>

Hamilton, J. (2008). Think you're multitasking? Think again. Available online at

<http://www.npr.org/templates/story/story.php?storyId=95256794>

Katz, I.R. & Macklin, A.S. (2007). Information and communication technology (ICT) literacy:

Integration and assessment in higher education. In *Systemics, Cybernetics and Informatics*, 5

(4). Available online at <http://www.iiisci.org/Journal/SCI/Abstract.asp?var=&id=P890541>

Sloan Consortium (2005). Growing by degrees: Online education in the United States, 2005.

[http://www.sloan-c.org/resources/growing\\_by\\_degrees.pdf](http://www.sloan-c.org/resources/growing_by_degrees.pdf)

## Resources

### Learner autonomy

EduGains (n.d.). Study guides: Learning strategically. Available online at [www.edugains.ca/resourcesLIT/DualCredits/Unit\\_1/1.4\\_Study\\_Guides.pdf](http://www.edugains.ca/resourcesLIT/DualCredits/Unit_1/1.4_Study_Guides.pdf)

### Learning styles

Felder, R.M. (n.d.). Index of learning styles. Available online at <http://www4.ncsu.edu/unity/lockers/users/f/felder/public/ILSpage.html>. This gives some background about what learning styles are and how they can be useful.

Soloman, B.A. & Felder, R.M. (n.d.). Learning styles questionnaire. Available online at <http://www.engr.ncsu.edu/learningstyles/ilsweb.html>. This will help students know how they learn best, which is useful in both online and face-to-face classes.

### Online learning

Illinois Online Network (2007). What makes a successful online student? Available online at <http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>. This is probably the most useful of the resources listed in terms of what students need to do to be successful online.

Opp-Beckman, L. (2008). Take the self-quiz: Am I ready for e-learning? Available online at [http://aei.uoregon.edu/de/iraqeltsu/handouts/INT\\_ENG\\_ready\\_for\\_e-learning\\_quiz\\_items\\_20080926.pdf](http://aei.uoregon.edu/de/iraqeltsu/handouts/INT_ENG_ready_for_e-learning_quiz_items_20080926.pdf). This is simple, but it can give students some ideas about the basic requirements for success online.

### Plagiarism

Plagiarism FAQ (n.d.). Available online at [http://www.plagiarism.org/plag\\_article\\_plagiarism\\_faq.html](http://www.plagiarism.org/plag_article_plagiarism_faq.html)

Purdue OWL (2008). Avoiding plagiarism. Available online at <http://owl.english.purdue.edu/owl/resource/589/01/>.

### Time management

Achievement Center (2006). Time management principles. Available online at [http://www.d.umn.edu/kmc/student/loon/acad/strat/time\\_man\\_princ.html](http://www.d.umn.edu/kmc/student/loon/acad/strat/time_man_princ.html)

York University (n.d.). Time management. Available online at <http://www.yorku.ca/yulearn/universityskills/TimeManagement.html>