

BEST PRACTICES FOR WORKING IN YOUR ONLINE COURSES

Getting Started

Create a Study Plan

When will you work?

How often will you work?

When will you take breaks?

Where will you work?

What assignments will you complete each day?

Weekly Study Plan: Week of _____

Course Name:

Monday

Tuesday

Wednesday

Thursday

Friday

Work time

Break time

Location

Assignments to do

Take Notice of Your Target Due Dates

Write them down on a calendar/planner or print a list of your target due dates to check them off as you complete each assignment.

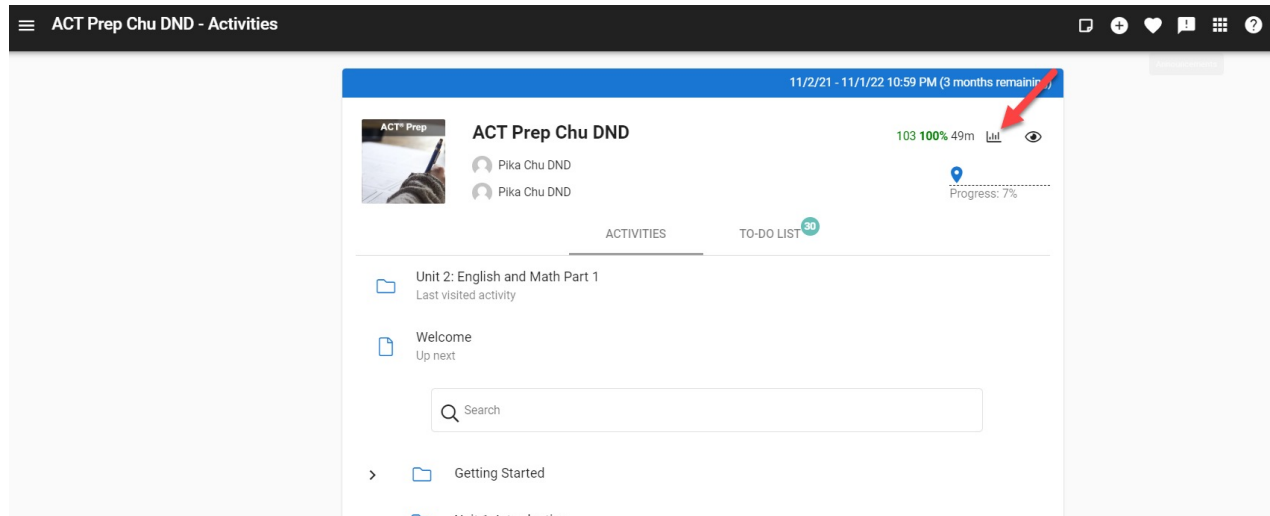
To print target due dates, login to My Course Portal and select "Launch Course".

The screenshot displays the 'My Course Portal' interface. At the top, there are three summary cards: '24 Late and Failed Assignments' with a clipboard icon, '0 Announcements' with a bell icon, and '0 Messages' with a speech bubble icon. Below these is a section titled 'My Active Courses' with a dropdown arrow. To the right of this section are two buttons: 'My Courses Homepage' and 'Progress Report'. A paragraph of text explains that these are all the courses currently enrolled in and provides instructions on how to view course details or progress. Below this is a table with the following columns: 'Course Title', 'Instructor Name', 'Current Sem 1 Grade', 'Current Sem 2 Grade', 'End Date', and 'Action'. The table contains one row for 'ACT Prep' by 'Pika Chu DND' with a grade of '100.00' and an end date of '11-01-2022' (103 days left). In the 'Action' column for this row, there is a 'Launch Course' button, which is highlighted with a red arrow.

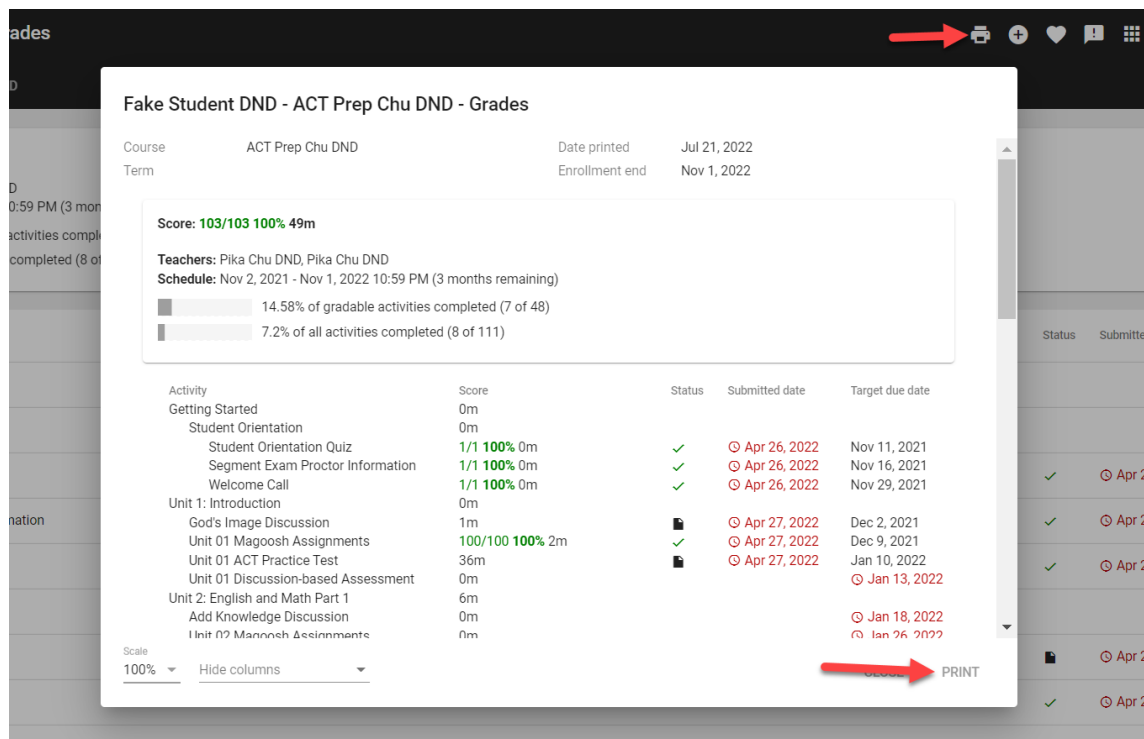
Course Title	Instructor Name	Current Sem 1 Grade	Current Sem 2 Grade	End Date	Action
ACT Prep	Pika Chu DND	100.00		11-01-2022 103 days left	Launch Course

Getting Started

Once you are in the gradebook, click on the “Gradebook” icon in the top right corner of Buzz.



Click on the printer icon in the top right corner, and then select the “Print” button.



During The Course

1. Login 4 to 5 times per week.
2. Work for about one hour each day.

*An estimated amount of time for work each week in a regular course is 4 to 6 hours each week. For an honors course, it is 6 to 7 hours. For an AP course, it is 8 to 10 hours.

*Remember this is an estimated amount of time per course. You will need to allot separate study time to work in additional courses.

3. Work through the modules in order from the Activities tab.

*Start with Unit 1 and work in order. Each activity or assignment will be checked off as it is completed. Do not move on to the next activity until the one you are working on has been marked complete.

11/2/21 - 11/1/22 10:59 PM (3 months remaining)

ACT® Prep

ACT Prep Chu DND

103 100% 49m

Pika Chu DND

Pika Chu DND

Progress: 7%

ACTIVITIES

TO-DO LIST 30

Unit 2: English and Math Part 1
Last visited activity

Welcome
Up next

Search

> Getting Started

Unit 1: Introduction

4. Read all material and complete all assignments before taking your modular quizzes.
5. Complete all semester assignments before taking the semester exam.
6. Pay attention to your target due dates and stay on track with turning in your assignments on time.

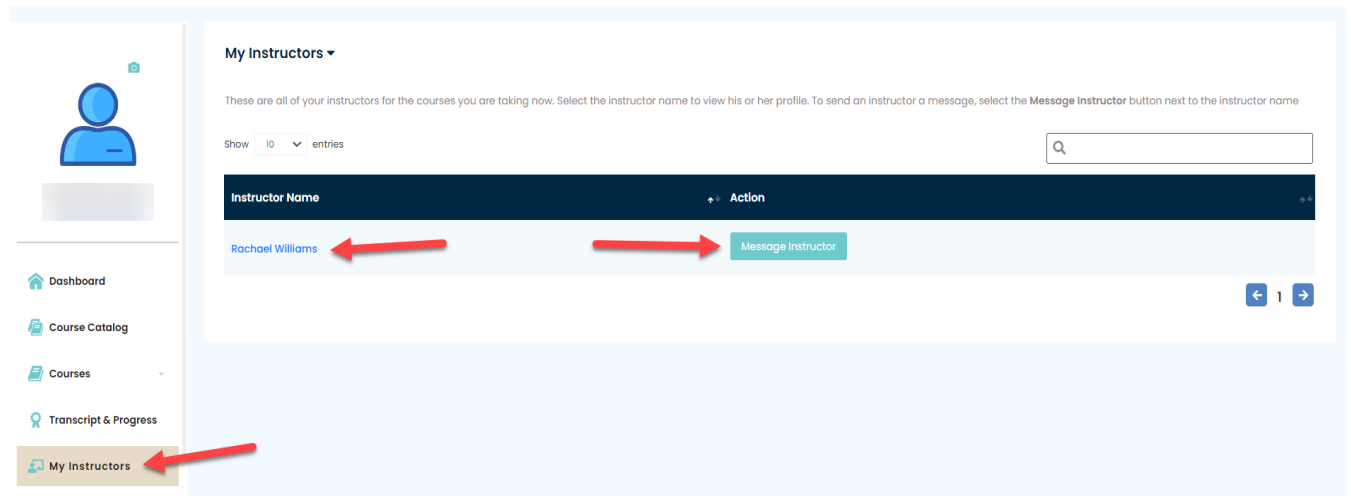
During The Course

7. Communicate with your instructor regularly by email or by setting up a zoom call.

*The Welcome Call will be the first meeting you need to schedule with your instructor. You will need to complete the Welcome Call assignment in Buzz. Use your instructor's scheduling app to schedule your appointment.

*Take note of your instructor's office hours and schedule your DBAs in advance to get a time slot that will work for you.

To access your instructor's information or send them a message, click on the "My Instructors" tab, find your instructor's name, and click on the instructor name or "Message Instructor".



8. Reach out through the Help Desk for technical support if needed.