HOW TO FIND SUCCESS IN ONLINE COURSES AT USF

1. **Treat an online course like a real course.**
   - Just as you would plan to attend an on campus course several times a week for a set block of time each day, plan to set aside the same timeframe to work on assignments, participate in online discussions, and study for your online courses. Hold yourself accountable, and don't allow yourself to be "late to school" or reschedule class time. Your instructors will likely be online during the same timeframe, so you can more easily reach them for questions if you block off time for each course.

2. **Make sure you are familiar with using MyUSF.**
   - Log into MyUSF to make sure that you feel comfortable with accessing each of your courses, submitting assignments online, completing online forum posts, and taking quizzes and exams online. Browse the tabs within each course to ensure you know where course content and the course syllabus are located. View this helpful YouTube video for a step-by-step guide of how to navigate an online course in MyUSF – **https://screencast-o-matic.com/watch/cYeqF7xW7g**

3. **Complete the required readings.**
   - Reading assignments from the textbook are essential to understanding course material, especially in an online setting. If you left your books on campus or previously shared books with a classmate, you can visit **bookshelf.vitalsource.com** and/or **https://studentresponse.redshelf.com/accounts/login/** to access FREE ebooks through May 25th. Many of the textbooks required by USF professors are available through these sites! Students may also contact their Resident Directors to gain access to their residence halls to retrieve textbooks and study materials.

4. **Take notes.**
   - Write down important points. Just like in a traditional classroom setting, taking notes may make it easier to remember the important pieces of information you will need to retain.

5. **Login often and participate frequently.**
   - You should get in a habit of checking MyUSF for each of your courses at least twice per day. Feedback from faculty, posted grades, announcements, and course updates will occur often, so it's essential that you keep up with what is going on in each course. Set reminders in your phone to check MyUSF several times each day.

6. **Find a quiet and consistent workspace, and eliminate distractions.**
   - Determine your specific needs for a productive study environment to boost productivity. Make sure your space is well lit, has reliable internet access, and is free of distractions. Limit social media use during your study times to give your full attention to your courses, ensuring your best quality of work.

7. **Create a schedule and stick to it.**
   - Set up a weekly schedule to help manage your time well. Utilize a planner to organize daily tasks or assignments that need to be completed, and estimate how much time you'll need for each course. Without verbal or visual reminders of an assignment's upcoming due date from a professor in a classroom setting, it is your responsibility to make sure you've allotted enough time to complete the work.

8. **Save your work frequently.**
   - While completing each assignment or discussion post, compose your assignment within a word document first, saving often. Then transfer your responses into the appropriate online space. A lost internet connection or computer malfunction could result in hours of lost work.

9. **Beat deadlines.**
   - Set strict guidelines on assignments. Waiting until the last minute to complete an assignment creates unnecessary stress and anxiety. Finishing work early means you have more time to ask questions and make improvements.

10. Ask questions
- If you are confused about a course or have questions about an assignment, do not hesitate to ask your instructor. They are there to guide students in the learning process and want to help you succeed. Also, contact the Academic Success Center for questions regarding academic success strategies, note-taking tips, time management techniques, and effective study methods.

11. Utilize online tutoring.
- Tutoring is being offered in various online formats during the regularly scheduled tutoring hours. Connect with USF tutors to review challenging material, ask questions about course content, and receive feedback on papers. Be sure to check your USF email for the updated tutoring schedule.

12. Connect with others.
- During this time of recommended social distancing, form virtual study groups and connect with one another from a distance. Compare notes, quiz one another over course content, and build relationships with fellow students.

13. Take breaks, reward yourself, and stay healthy.
- When creating your weekly schedule, make time for breaks to take a walk outdoors, watch an episode of your favorite show, or talk with a friend to refresh your brain and revitalize yourself to continue coursework. When you receive a good grade on an assignment, treat yourself! Eat healthy foods and implement exercise to keep your mind sharp.

Sources
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