



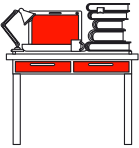
# A GUIDE TO **LEARNING** **ONLINE!**



## *How to be a Successful Online Learner!*

### **A QUIET WORKSPACE IS IMPORTANT!**

**Find a quiet, distraction free,  
place to work each day!**



### **BRING ALL OF YOUR MATERIALS TO CLASS EACH DAY!**

**Have all of your materials when you log in for class. Make a  
check list of the things you need!**



### **ASK QUESTIONS!**

**Participate in class discussions and ask questions when  
you are confused. Your teacher is there to help!**



### **GIVE ONLINE LEARNING YOUR BEST EFFORT!**

**Learning at home can be just as rewarding as face-to-  
face learning. Give it your all! When you are online, you  
are in class! You are expected to complete your  
assignments, participate in class, be online on time, and  
stay for the entire class.**

### **MANAGE YOUR TIME WISELY**

**Set timers, write down assignment due dates, create a  
schedule and stick to it. Time management is important  
when learning online.**

