

How to be a Successful in an Online or Hybrid Course

Online and hybrid courses offer flexibility for busy students. To make the most of an online or hybrid course, it is important for students to understand that the flexible schedule and location requires additional personal responsibility for their learning and time management. Many of the suggestions for being successful in an online or hybrid course are the same habits and behaviors that would allow you to be successful in a traditional classroom based course.

Read the course syllabus and schedule

The course syllabus and schedule provide the course plan, policy and requirements. It will give you an idea of what will be required to complete the course successfully. Pay special attention to course expectations for communication/participation, due dates, types of weekly activities, assignments or other assessments. It is much easier to be successful if you know what is expected in the course.

Log into your course often

Logging into an online course would be similar to attending class on-campus on a regular basis. Many courses delivered in an online format will have student and instructor discussions to further assist in understanding of textbook material and course topics. Participating in discussion not only adds your personal experience and insight to the course, but also allows you to learn from others.

Schedule time for your class

A traditional on-campus course would have specific times and dates for class meeting times. With an online or hybrid class, it is up to the student to set aside a schedule that works for them. It is recommended that you set up appointments or scheduled time in your personal calendar for working on your online course assignments or participation. Procrastination leads to getting behind very quickly in an online or hybrid course. Pay close attention to due dates and times for each of your courses.

Be familiar with the online course system

If you are new to using the online course system (D2L or Desire2Learn), read the tutorial documents offered for students to use to familiarize themselves with each tool in the course. Another way to learn more about using D2L is to attend an on-campus workshop that the DCTC Instructional Technology department offers at the beginning of each semester (See the schedule at www.onlinedctc.com)

Ask for help

If you are confused about a concept in the course or the assignment instructions seem unclear –ask for assistance either from other students in your class or from your instructor. Many online and hybrid courses have a discussion forum specifically intended to ask for clarification or assistance. Or use the D2L email tool to send email directly to your instructor.

If you are experiencing technical problems using D2L, please contact the OnlineDCTC helpdesk by email: online@dctc.edu or phone: 651.423.8655. Please include your DCTC student/techID number, the course and details about the problem and the helpdesk will respond to you quickly. You can also request assistance at www.onlinedctc.com under the Technical Support link or by reading through the Frequently Asked Questions (FAQ) page.