To see if online classes are for you, answer the following questions:

• Do you like to work independently?

• Are you persistent?

• Do you need convenience and an adjustable schedule?

• Are you comfortable asking for clarification and continuing to ask when you need more information?

• Are you comfortable working at a computer?

• Are you comfortable working primarily with a text-based medium?

• Would you be comfortable phoning or faxing your instructor if you had problems with anything in the course?

Learning online can require some new strategies. Generally you should:

Familiarize yourself with the course's delivery system Take the time to go through the tutorial and learn how to use all the options you will use in your daily class work. For example: Upload a sample document to the DropBox for the instructor and ask them to e-mail you that they received the document.

Remember that you are not alone in the class and participate Learn to use the communication options available to you and participate fully in class discussions and chats. Get to know the students in your online class and ask your online classmates questions much like you would in a face to face class.

Communication is an important key to your success. As an online student you need to communicate with your instructor to ask questions concerning your class work. Especially, if you are having problems understanding how to do the class work. When you do not say anything your problem will have a snowball effect as you get further and further behind. Communicate technical problems (ie. Getting logged on, unable to open class, etc) to Jan Hartmann at the Distance Education office during regularly scheduled hours or click on the Tech Support button on the upper right corner of eCollege.

Take the process of taking an online class and yourself seriously Elicit the support of your family and friends before you start your online class journey. There will be times when you will be sitting at a computer for hours in the evenings and weekends. This is the time when most people are ready to relax and enjoy some time off from work. It helps to surround yourself with people that understand and respect what you are trying to do.

Make sure you have a private space where you can study Create a space that you can call your own for doing your online class. A quiet private place that you can work uninterrupted as much as possible.

Log on to your course every single day Logging on to your course every day will ensure that you will not miss any important announcements or discussions going on with your online class. Maybe there is a problem with the homework and you can save yourself a lot of frustration trying to do something that has a problem. By doing this you may also find that you will want to do some class work and spread out the workload so that you are not up all night the day before an assignment is due

Be polite and respectful Keep in mind that many times the written work can be misunderstood without the benefit of body language. Treat others as you would like to be treated. Expect to have classmates with a lot of diversity from different cultures and backgrounds taking your online class with you.

Speak up if you are having problems Communication is an important key to your success when taking an online course. Miles Community College has a very strong support system for you to reach out to. The Distance Education Department, Student Services, eCollege technical support and your instructor are there for you. Avoid letting the problem get worse by ignoring it.

Apply what you learn Apply what you learn as you learn it and you will more readily remember it. Try to make connections with what you are learning and what you do or will do on the job. Sharing real world experiences you have had as it applies to the subject matter of your class is invaluable to your classmates.