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TIPS FOR

ONLINE

RAVEN SUCCESS



1

DEDICATED STUDY TIME

First and foremost, you need to set aside time each day, without interruptions, to fully focus on your work.



2

FIND A QUIET SPACE & LIMIT DISTRACTIONS

A space where you can be comfortable and focus is important. Remove the clutter, both physical and mental and see what a difference it makes.



3

LIMIT SOCIAL MEDIA

It's very easy to get lost in that black hole, resist the temptation completely and do not open social media sites while working on your online class.



4

BEAT DEADLINES

Do NOT procrastinate! Set your own due dates ahead of the instructor's deadlines to give yourself time to finish the project, then ask questions and tweak if you need to.



5

ACTIVELY PARTICIPATE & BE ENGAGED

Participating in online forums will help you stay connected. Discussion with other students and instructors gives you a sense of community and can make online learning more enjoyable. Check in often and if you feel yourself falling behind speak up.



6

TAKE STUDY BREAKS

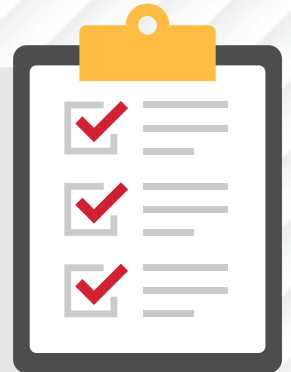
Studying too long can lead to insomnia, inability to focus, eyestrain, and fatigue. Study in blocks and take frequent breaks to stretch, relax, get a drink and snacks are always good!



7

MANAGE TIME WISELY

Just as you would attend a face to face class each week you will need to set aside time for class, the assignments, and study time. Let your friends and family know when you will be working on your classes so they won't interrupt you. Add due dates to your google calendar. This will help you stay organized and on track. Reminders are always good!



8

SWITCH BETWEEN CLASSES

Spending hours on one class might get very tiring. Instead, study material for each of your classes for short blocks of time and alternate between them. This gives your brain a break from one subject, which helps hold your attention.

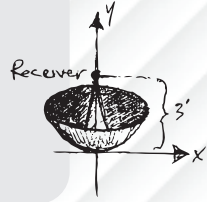
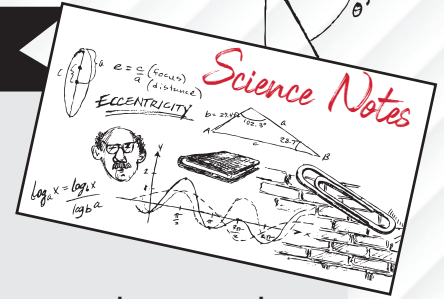
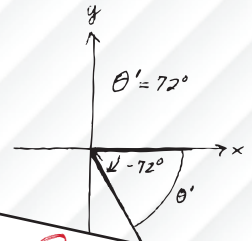


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TAKE NOTES & USE FLASH CARDS

Even though your course information is online and stored digitally, it's still important to take notes. Writing down information is a great way to help you remember and retain it. Flash cards may seem juvenile but they are a great study tool.

$$\frac{(x')^2}{(\sqrt{2})^2} - \frac{(y')^2}{(\sqrt{2})^2} = 1$$



10

KNOW YOUR RESOURCES

If you have not taken an online course make sure you watch the tutorials for Moodle. Learn how to navigate the CCC website and Raven Access. Our tutors are still here to help. You can **email us** at **studentsuccess@coffeyville.edu**. Or use the google hangout links listed on the resource page. The CCC Graham Library also has online resources for students here :



<https://www.coffeyville.edu/academics/graham-library/online-resources>



Good Luck Ravens