

Tips for Succeeding in an Online Course

After Registering:

- Pay for your course or get financial options sorted out (i.e. financial aid, payment plan, VA benefits, etc.)
 - Financial Aid questions can be directed to financial.aid@moody.edu or 312-329-4184
 - It is recommended that you pay for your course at least one week before the start date
- Find out which textbooks are required and purchase them before the course begins
 - [Undergraduate Online Courses- Textbooks](#)
 - [Graduate Online Courses- Textbooks](#)

Once you Have Access to the Course:

- Watch the Blackboard Tutorial Video: <http://youtu.be/ftSLCzvla9s>
- Know your syllabus and course schedule: your syllabus will tell you what kind of online class you are in as well as give you guidelines for discussion and any assignments you have. The course schedule will show you what is due week-by-week.
 - Print out a hardcopy of your syllabus and course schedule so that you can make notes and highlights and check off assignments as you complete them.
- Find the “Your Instructor” section to meet your professor and to learn how to contact him or her

How to Manage an Online Course:

- In order to keep up with announcements and assignments, log into Blackboard at least twice a week
- Discussion boards: Make sure to always post on discussion boards when required. More often than not, these discussion boards are included in your participation grade
 - Make sure to read other peoples’ posts as well to understand material better and see what other people are getting out of readings and class assignments. You may also be required to respond to these posts.
 - **Note:** If you do not have access to the discussion board by the end of the first week of classes contact your professor or the Distance Learning office immediately
- Online Tests:
 - Prepare your notes/books if it’s an open book test
 - Format: Make sure you know as much as possible about the test before you take it
 - Is there a time limit to the test?
 - Can you save and return if interrupted?
- Most quizzes, tests, and reading reports are only available for the assigned week. You will be unable to access them after the assigned date has passed
- Questions regarding course content, assignments, and grades should be directed to your professor
- Questions regarding technical issues or general Distance Learning questions should be directed to Distance Learning Office at 1-800-758-6352 or mdlc@moody.edu