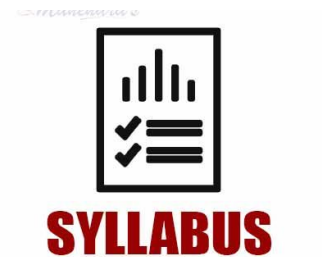# How To Succeed in an Online Class

1.Your Syllabus!

- ➢ Read your syllabus carefully
- ➢ Print out your syllabus
- ➢ Read through all assignments
- ➢ Copy down due dates
- ➢ Read all of the professors' policies

2.Keeping Up With Due Dates!

- ➢ Stay current with all dates
- ➢ Write down reminders
- ➢ Time management

3. Extra Tips!

- ➢ Read the designated chapters on the syllabus
- ➢ Read through the assignment for the week before completing them
- ➢ Check your grammar
- ➢ Make sure all of your citations are correct
- ➢ Keep in contact with the professor