Access the text version by selecting the following link: [Text Version: Helpful Tips for Course Completion.](#)

HELPFUL TIPS
for
COURSE COMPLETION

1. FAMILIARIZE YOURSELF WITH THE COURSE CONTENT

- Browse module overviews and objectives
- Understand topics and associated assets
- Familiarize yourself with the content order
- Identify upcoming topics
- Connect ideas to create a completion plan for the course

2. FORM YOUR PLAN AND MAKE A ROUGH TIMELINE FOR COURSE COMPLETION

- Review completion time estimates for module assets
- Set reasonable time goal for each module
- Determine course completion deadline
- Schedule daily study time

3. ACTIVELY MANAGE YOUR LEARNING

Complete your independent tasks:
- Take notes during the course
- Download transcripts for reference
- Highlight important parts in transcripts
- Complete all labs
- Review terms using glossaries

Get support:
- Actively participate in discussion forums

Pass your quizzes:
- Review study notes
- Complete practice quizzes. Review feedback

- Complete practice quizzes, Review feedback
- Complete graded quizzes
- Review related videos or readings for incorrect answers
- Review video/transcript/reading for correct answers
- Retake quizzes until you pass them

4. TALK WITH YOUR FRIENDS AND FAMILY ABOUT THE COURSE

- Stay accountable, commit to the course
- Talk to friends and family about it
- Engage in conversations about interesting topics
- Seek beneficial perspectives from others

5. FOLLOW YOUR PLAN

- Stay motivated with your plan
- Set achievable goals in step 2
- Reward yourself upon achieving the goals

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