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# 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



#### Review study notes

- 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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