



# Online Learning Readiness

## Framework & Resources

01

## Plan your assignment

Plan out your work prior to starting an assignment.

RESOURCE:  
Planning an Assignment

02

## Break down course workload

Break down your work so that you can manage your workload and not feel overwhelmed.

RESOURCE:  
Breaking Down an Assignment

03

## Use step-by-step approach

Use step-by-step approach to do an assignment so that you stay accomplished and systematically approach the assignments.

RESOURCE:  
Assignment Survival Kit

04

## Set your goals effectively

Set effective goals by using Specific, Measurable, Achievable, Relevant, and Time bound (S.M.A.R.T) principles (e.g., I will finish the second part of this week assignment by Wednesday 10:00 pm.)

RESOURCE:  
S.M.A.R.T. Goals

# Learning Management Goal Setting



Carefully establish goals will guide you to perform intentionally and succeed in online learning. Successful online learners often use the following strategies for goal setting.

01

### **Check your online course regularly**

Check your online course on a regular basis in order to stay up-to-date for your course progress.

02

### **Check the course guidelines**

Check the course guidelines regularly so that your performance meets the course expectations.

RESOURCE:  
Syllabus Mapping (worksheet)

03

### **Check your own progress regularly**

Check your own progress regularly by comparing it to the class goals and goals you set up.

04

### **Check your participation in activities regularly**

Check your participation in online activities such as discussions on a regular basis so that you contribute to the online learning community meaningfully.

## **Learning Management Monitoring**



**Monitoring your learning progress is critical for your success in online learning. Check your own progress to make sure you are on the right track and check your online course on a regular basis to stay up to date. Successful online learners often use the following strategies for monitoring.**

# Resource Management

# Time Management

**Be wise in your time management. In order to succeed in online learning, you are expected to be responsible for your own time management.**

01

## Plan your timeline to complete an online assignment

Plan out your timeline for an assignment completion so you can manage your study time wisely.

02

## Mark online assignments with due dates

Mark down online assignments with due dates in calendar or any other tools you most often use for your time management so that you complete your assignments with excellence on time.

03

## Give top priority on your assignment completion

Put a top priority on your online assignment completion when you manage your time.

**RESOURCE:**  
How to Prioritize Work When Everything is #1

04

## Allot enough time for online learning

Allot enough time for your study. Often times, studying online materials takes more time than you estimated.

**RESOURCE:**  
Video: How to Get Massive Loads of Work Done Every Day

# Resource Management

## Space Management

**Do you study in a place in which you feel comfortable and focus on your study? Finding appropriate space for online learning is critical for your success. Successful online learners often use the following strategies for learning space management.**

01

### Minimize Distractions

Organize a learning space to minimize distraction and increase learning productivity.

**RESOURCE:**

**Video: How to Create an Organized, Productive Study Space**

02

### Find a place in which you study comfortably

Determine a comfortable place to commence study and engage in online learning.

**RESOURCES:**

**General Study Space Tips**

03

### Find a place in which you can focus on your learning

Find a place in which you can focus on your learning so that your work can be completed with quality.

**RESOURCES:**

**7 Tips to Create the Perfect Study Environment for You**

# Resource Management

# Technology Management

Online learning is mediated by diverse technologies. Successful online learners are able to use these technologies skillfully and use the following strategies for their technology management.

01

## Navigate Learning Management System (e.g., Blackboard)

Navigate the interface of Blackboard so that you are familiar with functions necessary for your online learning.

RESOURCE:  
Blackboard Learn for Students

02

## Use Microsoft Office or Google Tools

Use effectively Microsoft office or Google tools including Google docs because a majority of online assignments require you to use these tools for your online learning.

RESOURCES:  
Microsoft Suite Tutorials  
Beginner's Guide to Google Search Basics

03

## Use Suggested Software

Use suggested software actively introduced to enhance your learning such as video conferencing tool so that you can not only learn better the content but also contribute to online learning community.

RESOURCES:  
Blackboard Ultra Tutorial  
Zoom Video Conferencing Tutorial

04

## Troubleshoot technical issues

Troubleshoot technical issues actively by either fixing the issues or asking for assistance so that you can fully engage in online learning.

RESOURCE:  
Getting to know your computer  
TTU IT Help

# Interaction Management

## Instructor Interaction

Online students often reported that interaction with the instructor is critical for their successful learning experiences. They use the following strategies for interaction with the instructor.

1

### Clarify the expectation with your instructor

Ask the instructor questions you may have so that you can meet the instructor's expectation about assignments or activities.

**RESOURCE:**  
Want to Succeed in the Online Classroom? Ask Questions!

2

### Seek assistance from the instructor

Seek assistance from the instructor when needed.

**RESOURCE:**  
Guide to Communicating with Professors

3

### Ask for clarification

Ask for clarification whenever needed so that you can fully engage in learning

4

### Timely inform the instructor when issues arise

Maintain timely communication with the instructor when you have issues that may prohibit you from participating in an online course

**RESOURCE:**  
Communicating and Interacting with instructors.

# Interaction Management

## Peer Interaction

Online students often interact with other students for learning. Successful online students use the following strategies when interacting with the classmates.

1

### Respond to others in a timely manner

Respond to other students in a timely manner instead of responding to them at the last minute.

RESOURCE:  
Why and How to Communicate in Online Classes

2

### Seek assistance from other students

Seek assistance from other students when they can help.

RESOURCE:  
4 Easy Ways to Connect with Your Online Classmates

3

### Help other students

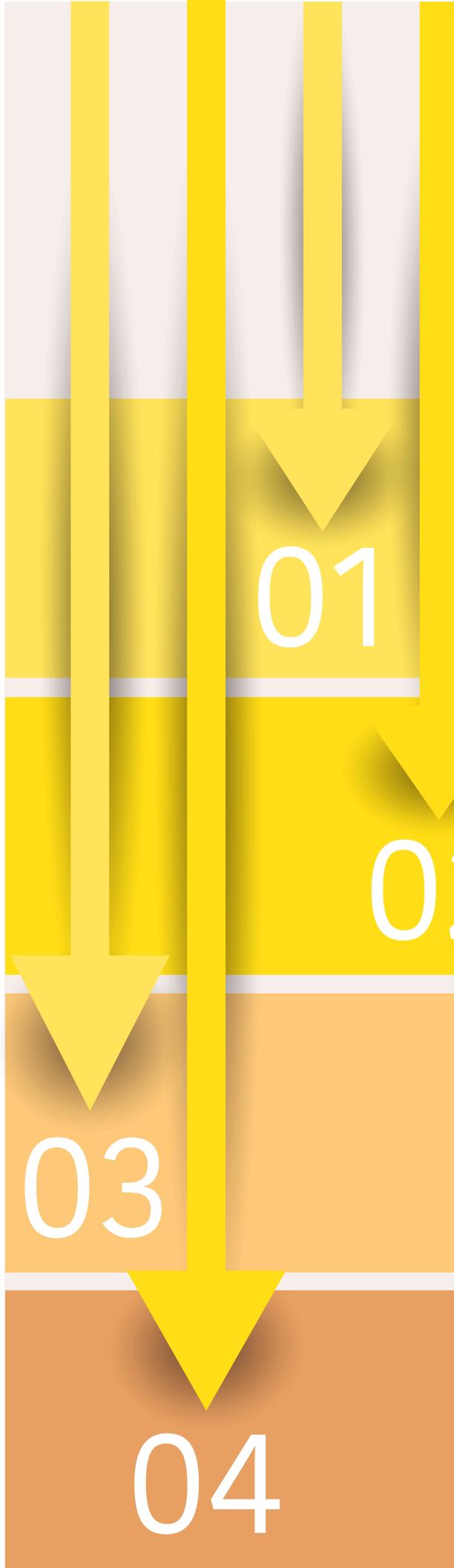
Help other students when you can even if it looks like a minimal assistance.

4

### Express your opinions to other students

Express your opinions to other students in an appropriate way so that other students understand you better.

RESOURCE:  
10 Netiquette Tips for Online Discussions



# Motivational Management

## Effort Regulation

Online learning is challenging to many students. Successful online students regulate their effort and use the following strategies to manage their effort.

01

### Work hard to do well

Work hard to do well even if you don't like what you are expected to do.

02

### Complete the assignment or activity

Complete your assignment or participation in an online course even if course materials are dull or uninteresting.

RESOURCES:

Seeing Is Believing: The Power of Visualization

03

### Be persistence

Be persistent even if learning progress is slow or the task is challenging to complete.

RESOURCES:

How do you reward yourself after finishing?

04

### Do your best to meet the learning goals

Do your best to achieve what is expected of you in an online course.

RESOURCE:  
Staying Motivated

# Motivational Management

## Mastery Self Talk

Your wiliness to master the learning is critical for your success in online. Below are strategies successful online students use to master their learning in an online course

01

### Persuade yourself to master course content

Persuade yourself to keep mastering the content.

02

### Challenge yourself

Challenge yourself to finish the online learning tasks thoroughly so you can truly learn from it.

03

### Self-talk

Tell yourself that you should keep learning to increase your knowledge and experiences.

#### RESOURCES:

4 Steps to Managing Your Self-Talk  
The Self-Talk Struggle Is Real