



# Tips for Success in Online Courses



1. **Use Chrome or Safari browsers.** The online portal CANVAS distorts information in Internet Explorer. Be sure you have a reliable internet provider.
2. **Know how to Access CANVAS** online from the website.
3. **DO NOT** share your log in info with anyone.
4. **Check your NCTC email DAILY.**
  - ☞ How instructors will communicate.
  - ☞ Contact instructors using **your NCTC email account or CANVAS** depending on how the instructor requests you to do so in their syllabus. **Most high school email accounts will not send or accept emails from NCTC due to the ISD firewalls.**
5. **Know the course syllabus and calendar for your course(s).**
  - ☞ Instructors give very specific instructions in their syllabus regarding deadlines, emailing them, testing, pacing and what happens if you miss an assignment or grade.
  - ☞ If you take more than 1 course often assignments and tests will overlap. Be sure to print off each syllabus and calendar to keep track of this information. **Planners can be very significant!!**
6. **Questions about your work??**
  - ☞ In online courses the instructor cannot see the confused look on your face if you do not understand something. Do not hesitate to contact the instructor and ask questions.
  - ☞ Be sure when you email the instructor to tell them the course name, number and section you are in. NCTC instructors teach up to seven courses per semester. If you do not let them know which course and section you are in they may not be able to help you.
7. **YOU MUST be self-disciplined and manage your time wisely!**
  - ☞ Unlike a traditional face to face course where you sit in a classroom on specific days and times, an online course requires you to set aside a certain time every day to work on your assignments and read. **Instructors are not required to consider you may have an FFA event, volleyball or football game.**
  - ☞ **YOU MUST MEET THEIR DEADLINES!!!!**
8. **Check your online course frequently.**
  - ☞ Instructors may post announcements for their assignments, changes in due dates or links to assist you. Checking the online portal frequently will probably keep you from getting behind.
  - ☞ Become familiar with all tabs in CANVAS for that course: Discussion Boards, Lessons, Grades.
9. **Please use netiquette!!**
  - ☞ Even though this is an online course remember it is a college course.
  - ☞ Be polite and respectful while posting information and completing assignments.
10. **Technical issues with CANVAS**
  - ☞ Contact NCTC Help Desk 940-668-3335

**GET YOUR TEXTBOOK** as soon as possible **BEFORE** the semester **BEGINS!**

Many instructors will have an **assignment due the first day.**