

# 5 Requirements for Successful Online Education

start



College of  
**media**

# Contents

- 5 Requirements for Successful Online Education • 1
- Devote Time • 3
- Know Your Tools • 5
- Do The Work • 7
- Communicate • 9
- Log In To Class Every Single Day • 11
- Congratulations! • 13

[next](#)

# Devote Time

Online classes are more flexible than their classroom counterparts. This means that they also require more effort to excel in them: more self-discipline, more time management, and more writing.

On average, for every **1** credit hour, expect to work **3** hours. Each 4-credit class, then, requires 12 hours of work per week. A compressed summer class requires even more focus and discipline to excel.



[next](#)

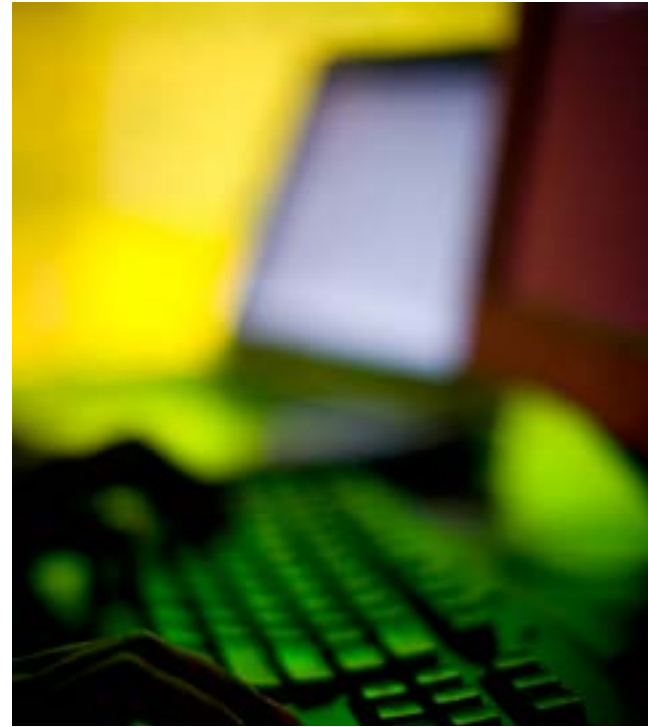
**Are you able to work at least 12 hours per week for each on-line class?**

Yes, continue on!

No, take me back; this isn't the class for me.

# Know Your Tools

Online classes require **hardware** and **software**. Make sure you have the following equipment and arrive early for synchronous sessions to make sure you have time to trouble shoot.



[next](#)

**Do you have the hardware and software required to complete your online classes?**

Yes, continue on!

No, take me back; this isn't the class for me.

# Do The Work

Take **control** of your assignments. Create a folder in Box, label it the course name and number, and fill it with course material.

Download and read the syllabus.

Download and read/watch the assigned materials. Illinois Compass 2g logs who downloaded what materials when, so your professor knows if you haven't been keeping up.

Mark assignment due dates on your online calendar and set up reminders so that you don't forget.

Start work early so that you can turn in rough drafts for feedback from the professor and your peers.

Ask questions if you need help.



[next](#)

**Are you able to create a Box folder for each online class, download and read course material, and start work early?**

Yes, continue on!

No, take me back; this isn't the class for me.



# Communicate

Regular communication is even more important than in traditional classes. Communicate **regularly** with your professor via his or her preferred method (discussion forum, Skype, email).

Ask and answer questions about the class, voice problems or concerns, and participate fully in group projects.

Commit to saying at least one thing—asking 1 question or making 1 comment—during every synchronous class session.

Remember: dropping out of the conversation is really dropping out of the class.



next

**Are you able to communicate regularly with your professor and peers through discussions forums, Skype, and email?**

Yes, continue on!

No, take me back; this isn't the class for me.

# Log In To Class Every Single Day

Stay on top of your classes and demonstrate your commitment by doing a quick **check-in** everyday.

If new materials have been added, download and read/watch them.

If new assignments have been added, start working on them.

If new discussion posts have been added, read and respond to them.

Never be surprised by a due date.



next

**Are you able to log in to your online classes every single day?**

Yes, continue on!

No, take me back; this isn't the class for me.

**Congratulations!**

**You're ready to succeed in the Illinois online learning experience. We look forward to seeing you in class!**

[back to beginning](#)