

Succeeding in an Online Class

SUCCEEDING IN AN ONLINE CLASS

Many students are new to online classes. If you have never taken an online course before, here are some tips and suggestions to make your online learning experience a positive one.

- 1. *Check email regularly!* I've had students fail the course for failing to submit assignments because they were using an email for this class they did not check on a regular basis.**
- 2. There are no "dumb" questions!* If you feel confused or hesitant about any aspect of this course, you should email me at najohnson@tribalpolicy.com. I will respond to you within 24 hours. If you are not online when a question arises, please contact me by telephone or via text at (760) 844-2402.
- 3. Use a printer!* Printing out the assignments and websites will allow you to study while away from the computer, and can be much easier on your eyes. In addition, printing out the materials will allow you to maintain an archive of class readings for future use.
- 4. Use a word processor!* For longer writing assignments, it is very important that you maintain a copy of your work. Because internet connections can sometimes be unreliable, typing your assignment or reaction directly into the online Blackboard environment is generally not recommended. (Create a document file on your computer, and then use "cut and paste" to submit in Blackboard.) Be sure to save a copy of your file on your hard drive, and consider backing up your work on disk or jump drive – and print out a copy of your work!

If you are using Google Docs, you must be sure that any file you send me is shared. If not, I will not be able to access the file.

- 4. Don't worry about sounding "academic" enough.* Plain language is key in quality legal writing. Focus on completing the assignment in a clear, concise language. If you would like an assignment reviewed prior to submission, you can email it to me up to 24 hours before its due date and I will provide comments.

Contact me if you experience any technology glitches that prevent you from completing an assignment. Please be assured that you will not be penalized for any computer problems. The goal of this class is to increase your substantive knowledge on the topic – not to create more computer anxiety in your life. I generally allow extra time to complete an assignment if you have experienced a computer malfunction.