



NORTHERN MICHIGAN UNIVERSITY  
GLOBAL CAMPUS

# TIPS FOR ONLINE LEARNING SUCCESS

## BE KIND TO YOURSELF

**Don't expect that you should have this all figured out by now.** While some of the principals you're used to with face-to-face learning can apply to online, it's really a whole different kind of learning. Give yourself some time to adjust to fitting this into your new routine.

## LEAVE ROOM FOR THE UNEXPECTED

You never know what will interrupt your schedule. Maybe you experience technical difficulties. **Learning to plan a flexible schedule can be helpful.** Always add a day or two to the ideal as a safety net. If nothing comes up, you can still meet your ideal goal. If life throws you a curveball, you've built in a buffer and can still get the assignment done by the due date. It's a win-win!

## TAKE BREAKS

**Consider this your permission to get away from your study area.** Go for a run, fold laundry, grab a snack, take a short nap, call a friend. Did you know that studying for too long can lead to insomnia, eye strain and poor knowledge retention?

## DONT PROCRASTINATE

Even more so than in a face-to-face class...don't put off your work until the last minute. **Planning ahead ensures that you have plenty of time to send questions to your professors and have time to receive a response.**

## ENGAGE WITH YOUR PEERS

Discussion forums are one of the most useful tools for connecting with your classmates. Reading and responding to posts (even if you're not assigned to do so) is an important part of engaging and becoming part of a conversation and community. Participation is the key to online learning success. If you're attending a Zoom meeting – ask questions and share your perspective. **It's only awkward to be in a video conference when no one participates.**

## COMMUNICATE WITH ADVISERS, PROFESSORS AND STAFF

There's always someone on the other end of an email, phone call or video chat. You're not alone. Ask questions. Check in. Make sure you have what you need to get your work done. **Often, professors will identify their preferred method of communication; email, phone, direct message etc. If they identify it, use it.**

# TECHNOLOGY



"I do the bulk of my work on my laptop but I'm able to keep tabs on my upcoming tasks through email and the [NMU mobile] app on my phone. Leveraging technology really helps me stay on top of things." **Jackie Cato | Loss Prevention Management | Nashville, TN**



"Interact with others using video conferencing. It's a great way to peer review and access some of the resources that Northern has." **Jeff Ferrington | Applied Workplace Leadership | Macomb, MI**

## FORUM ETTIQUETTE

Use the first few assignments to gauge the feel of online discussions for each class. Are others posting professionally with proper grammar and including links to scholarly references; or are they using emojis adding appropriate joking comments in their posts? Are posts generally long paragraphs or short and to the point? **Observe what's acceptable in each given group to be sure you're contributing in the most effective way to maintain a sense of community.**

## VIDEO CONFERENCING

Remember to check your video and audio when joining a meeting. Is your camera pointed at you or are others getting a view up your nose? Is your audio microphone muted when you're not contributing verbally? Is your microphone on when you want to contribute?

## FILE UPLOADS

Be sure to pay attention to any instructions given for which file type professors expect when you submit your assignments.

## NMU GLOBAL CAMPUS (906) 227-1200 | [online@nmu.edu](mailto:online@nmu.edu)

We facilitate online learning opportunities for students enrolled in programs offered exclusively online. Feel free to contact us if you have questions about how to be successful in the online learning environment.



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