

Online Studying Guide

The first thing you should do each time you login is to check the Announcements section for important messages. After reviewing the announcements, go to the module(s)/lesson(s) for the week. Normally, all material will be posted within the module(s)/lesson(s) with accompanying reading materials. Unless otherwise indicated, students should proceed through the module(s)/lesson(s) in the order they are assigned since each one builds toward the next group of concepts and applications.

Good Study Habits

An essential element to succeeding in an online course is to have good study habits. Working on your own in a distance education course means that greater responsibility is placed on you as the student for successful completion of the course. A learner who is motivated, self-disciplined, and has good organizational skills will develop the study habits essential for normal progress in the course.

While it is enjoyable to have the flexibility of scheduling your course study time, some individuals never develop a successful study routine. This pattern can place the student in a position that may result in non-completion of deadlines or "cramming" for major assessments.

Consider the following items when developing good study habits in an online course:

Set aside a certain day or time to work on your course

Try to do this early in the week, so you have time to e-mail your TA if you have any questions. Get into the habit of checking the Announcements section and Module section of the course in order to get a mental picture of what you will need to do during the week.

Do not wait until the last day before a deadline, to study and complete assessments

Remember that even though students are not sitting in a classroom for three hours every week, they will be using the three hours of "classroom" time to read and complete assessments. If students wait until the last minute, they will be stressed when trying to complete the work in an insufficient amount of time.

Odd things happen in cyberspace

E-mails get lost, servers disconnect temporarily, logins are impossible, etc. Do not wait for the last moment to complete your assignments. Allow time to meet deadlines. Reply and check for replies on every e-mail sent and received. Make sure to keep a copy of all assignments (including the midterm exam) in Word format before submitting them online.

Tips for Success

Use the Agenda

The agenda section clearly sets out the various due dates and examination times that pertain to the course. It is strongly recommend that students visit the agenda section TWICE A WEEK and plan out a strategy for tackling the course requirements. There is a significant amount of work expected from students in this course and planning ahead is crucial.

Plan ahead

This is a university level course and there is a considerable amount of very interesting material.

Proper time management and planning will help students succeed

Note that since the final exam is a closed book, in-class exam, it is strongly suggested to study all relevant modules as recommended in the timeline of the agenda section of this course. Waiting until the night before the final exam will surely result in a failure of the course due to the amount of material students must know (remember students will not have their study notes with them!) To keep a handle on the material, it is suggested students write a one-page summary per subject. Having to review only these pages for the final exam will make it much easier.

Be proactive and do not leave things to the last minute

Course Evaluation

Approximately one week prior to the end of the term, you will receive an e-mail message asking you to complete a course evaluation. Click on the link in the e-mail and follow the instructions. Please note that all responses are completely anonymous and will be kept confidential. We value your opinion; your feedback regarding your experience with eConcordia is greatly appreciated. You will be communicating with your assigned Teaching Assistants and eConcordia personnel via e-mail.

Navigating the website

This is an online course. All materials are available to you all the time. Success in an online class depends on your own self-discipline. You have to be self-motivated to read each week's assigned materials and engage your class peers in an online conversation.

Also, review the entire web site to understand its structure and see where different materials and resources are located. Pay special attention to the Assessments section, to clearly understand the tasks you will be required to do.

You should plan to visit this website several times a week. The course outline and agenda is the guide on what is required to be completed on a weekly basis. Each week there are readings and activities to be completed (see your course outline for details). In addition to the readings there are accompanying interactive exercises and additional links which you are strongly encouraged to visit. These exercises will help you gain an applied perspective of some of the concepts you have read about.