



House
of Learning

Tips for taking
online classes:
**8 Strategies
for success**



Content Overview

1. Time Management Is Key
2. Hold Yourself Accountable
3. Let People Know About Your Study Plans
4. Get Your Study Space Right
5. Eliminate Distractions
6. Actively Participate
7. Utilise The Services Available To You
8. Other Study Tips, Tricks And Hacks



Tip 1: Time management is key

- Build a strategy to study
- Unpack your day, week and month
- Let's get out the diary
- 14 - 24 hours per week minimum
- When are you most productive?
- What can move out, in and around?

Tip 2: Hold yourself accountable

- Set goals at the beginning of the course
- Check in with yourself weekly.
- Create visual reminders of when you want to submit your assessments
- Pair up with a fellow classmate, or enlist the help of a spouse or friend to check in as an accountability partner.

Tip 3: Let people know about your study plans

- Talk to your boss
- Have a chat to your friends and family
- What events do you have on?
- Do you have any holidays coming up?



Tip 4: Get your study space right

- Have a dedicated room or space to study in
- Get comfortable
- Internet connection
- Don't procrastinate

Tip 5: Eliminate distractions

- Lessen distractions when you have set time to focus
- Turn your phone to silent to avoid social media notifications, sms and calls from friends/ family
- Avoid the temptation to check your email or surf the web



Tip 6: Actively participate

- Participate in the online forum
- Engage with fellow classmates.
- Keep up on what's happening on the discussion board
- Post questions about a project you're working on.
- If you do feel yourself falling behind, speak up.
- Be proactive and utilize the support services available to you

Tip 7: Utilise the services available to you

- Online resources
- Student Engagement team
- IT issues? Contact our team
- We are always here to help you. The House of Learning team are dedicated to your success



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Tip 8: Other study tips, tricks and hacks

- Don't give up
- Don't be afraid to ask questions
- Take breaks
- Confidence comes in time
- Keep your eyes on the prize
- We are only a phone call away

Now's the time to speak to a course
advisor about your career options.

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