Tens Ways to be Successful in Online Courses

1. Complete OSO101 Online Student Orientation prior to your first online class.
2. Plan on spending 12-15 hours per week studying for and participating in your online course. This includes time online and time offline.
3. Print a copy of the syllabus for your online course. Make sure you are familiar with course requirements, due dates, and how to contact your instructor.
4. Participate in discussion forums throughout the week. Post on several different days and strive for at least 4 to 6 posts each week.
5. Review upcoming assignments at the beginning of each week so that you can ask your instructor questions well in advance of the assignment deadline. Asking early allows your instructor the opportunity to respond.
6. Send all communication to your instructor through the Inbox found inside your class on baystate.itslearning.com
7. Check your baystate.itslearning.com Inbox and your Bay State College email daily. Respond to any communications from your instructor in a timely manner.
8. If you have a technical issue while submitting an assignment or a quiz, inform the instructor of the issue immediately and/or contact the 24 hour helpdesk at 1-877-362-2638 or embanet.frontlinesvc.com/app/home/p/199.
9. Schedule specific days and times to go online to participate in your online course, so that you create structure for yourself.
10. Check the gradebook on a weekly basis so that you are aware of how you are doing in your online course. You can check the gradebook by clicking on “Follow-Up and Reports” within your course and then clicking on “Gradebook.”

Need Help?

If you feel yourself struggling and feel like you need additional help in a course, access tutoring through smarthinking.com online or visit the Center for Learning and Academic Support (CLAS) if you are on the Boston Campus.

If you need help using any of the baystate.itslearning.com features to participate in your course, contact Barbara Weninger, Online Student Coordinator at bweninger@baystate.edu or (617)217-9738, Online Student Coordinator or Jonathan Small, Director of Online Programs at jsmall@baystate.edu or (617)217-9210. You can also contact the 24 Hour Helpdesk at 1-877-362-2638 or embanet.frontlinesvc.com/app/home/p/199.