

**Words of collective wisdom for future online students
(submitted by current AGS online students)**

1.

Remember that you must be self-motivated, online windows open and close, just like deadlines in the traditional classroom. Read all the news updates on the forums to keep track of due dates.

Don't put assignments and papers off until the last minute.

Always try and have assignments done a few days ahead of the due date, just in case there is a "cyber" error, website down, computer not working right, internet down temporarily, all the things you wouldn't consider in the traditional setting can happen.

2.

Make sure to do the readings. It is very difficult to post discussions or answer the discussions unless you have read. Read ahead of time and if you can, write ahead. Get it done when you can. I found that by reading ahead helped me get my posts done on time and allowed for question I had if any to the instructor.

Also it is a good idea to prioritize your time for these online. It takes up a lot more time than I thought it would, and the best way for me was to make sure I set aside enough time for the class.

3.

Online classes can be convenient and an equally rewarding and beneficial experience.

To prepare:

Moodle is the interface, so getting to know it is key. I believe guests can access certain courses even before registering to get a feel for the format. So try it out.

Things to do and not do:

One just has to make certain to keep up with the readings each week, especially in light of the fact that weekly postings and outlines are due every few days. For classroom courses, one may be able to once in a while put off the assigned readings for another week, but this is not possible for online courses. Finishing the assigned readings in a timely fashion is of the utmost importance. Finishing the readings a few days in advance and having a general plan for your "significant posting" is ideal.

Helpful and not helpful:

Pay especially close attention to the ancillary resources your instructor provides. There may be glossaries, quizzes, links to videos, etc. Taking advantage of these resources will only help in the

long run. They are easy to neglect, but doing so is not wise. Think of them as handouts one would receive in the classroom. Nothing as yet has been unhelpful for me when it comes to online courses at AGS.

Single most useful thing to know:

You will have postings and/or outlines to do right off the bat. This may not be the case in the classroom. Expect to devote a couple of hours each day for readings, planning, postings, supplementary resources, etc.

Finally, in-person interaction with students and instructors may be minimal. All of the coursework can be done online, though you may sometimes want to meet other students in-person for projects. Keep in mind that the instructors and students are very helpful and accommodating. Inquiries may take some time to be answered, but they will be. If you work and learn much better face-to-face, you may find online courses a bit limiting.

Good luck to all.

4.

Make a schedule of when you plan to do items for the week and stick to it! Schedule time for reading and time for writing, it is best to finish early in case of Internet glitches
I spent quite a bit of time finding additional resources for answering the questions. Make sure you allow time for research. Try to site resources to substantiate your ideas and remarks to others.

Remember to list references it is easy to forget when working on-line in this format

5.

Learn to limit your responses to the two questions each unit. It's easy to get sucked into spending a few hours researching your short responses, and it can really add up to burnout.
Decide on your word count, and keep it brief because although we only need to reply to two other student's responses, it helps to skim through them all before choosing which two for your replies. I had a tendency to skip the longer ones, unless one paragraph really caught my eye. We all end up doing a LOT of online reading, between our own short responses, reading what others wrote about our stuff, and the online articles included each week. Be concise! (Which I wasn't in this paragraph...)

Take note of what materials catch your eye, touch you motivationally, etc. by using a post-it note. It's much easier to write about something which has heart in it for you.

Bring something new to the powerpoint project. I personally am only two courses away from finishing at Adler, so repeating something I've already had in class a couple of times is simply not inspiring - I'm here to learn something new!

I feel that it's helpful to balance purely intellectual response material to the readings, and personal experience and insight. We are all human and have had relevant experiences, and including some of them in our online postings helps us to get to know one another. Otherwise, I feel like I'm trying to relate to an encyclopedia.

6.

Make sure to schedule ahead for the postings and getting information other than that from the readings for postings. Also make sure to give yourself about an hour or so to do the postings, as well as schedule time for you to do all the readings. Internet classes are very convenient, but they require a lot of self-discipline. An individual taking this class, can learn a ton, but they have to be willing to put the time and effort forth, to get all the work done.

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