Online Learning Strategies Checklist

- calendars and organizers
- self-imposed deadlines
- reducing distractions
- printing out and marking up instructional materials
- note taking
- keeping records of completed assignments
- assignment criteria, checklists or rubrics
- instructor comments and grades
- peer feedback to make judgments about the quality of your work
- daily logons to course Web site
- creating a psychological space like it is being in the classroom
- weekly plans for coordinating offline and online work
- planning for technical problems
- drawing on other students’ posts as models
- composing posts offline and then copying and pasting into the online forum
- tracking the number of comments or replies received on postings
- rereading and editing posts so that other students will want to comment
- frequent checks of the electronic grade book
- backing up any assignments submitted or posted to the electronic classroom, email it to yourself
- reaching out to others to keep motivated