

Excellence In Online Learning

New to online learning? St. Athanasius College has prepared the following document to help you succeed in our self-paced learning environment.

Many Items are taken from the article “21 Study Tips for Online Classes Success” (<https://goodcolleges.online/study-tips-for-success/>).

The following six major points consistently appear in articles about how to achieve success in online class settings.

1. Stay on task by setting major goals

- a. “When you set goals that are personally important, you’re more likely to manage your time in a way to accomplish them.”
- b. Working toward a certificate or degree? Keep the finish line and big picture in focus to help you stay on track.

2. Manage your time well

“Success in online study boils down to one skill that can be applied to everything you do in life: Time Management. Make a schedule that you can quickly check to see what you need to accomplish and when those tasks need to be complete. Set aside time for yourself and for your studies. During your dedicated study time, try to disconnect from distractions like social media, your phone, or television so that you are able to focus on what you really need to get done.”

Students ages 18-28 typically spend about 80-90 hours total working on each course. Older adult students (late 20s and older) typically spend about 45-55 hours total working on each course. Our teachers have created content and assignments in a way that will make the courses manageable for both younger and older students based on the expectations

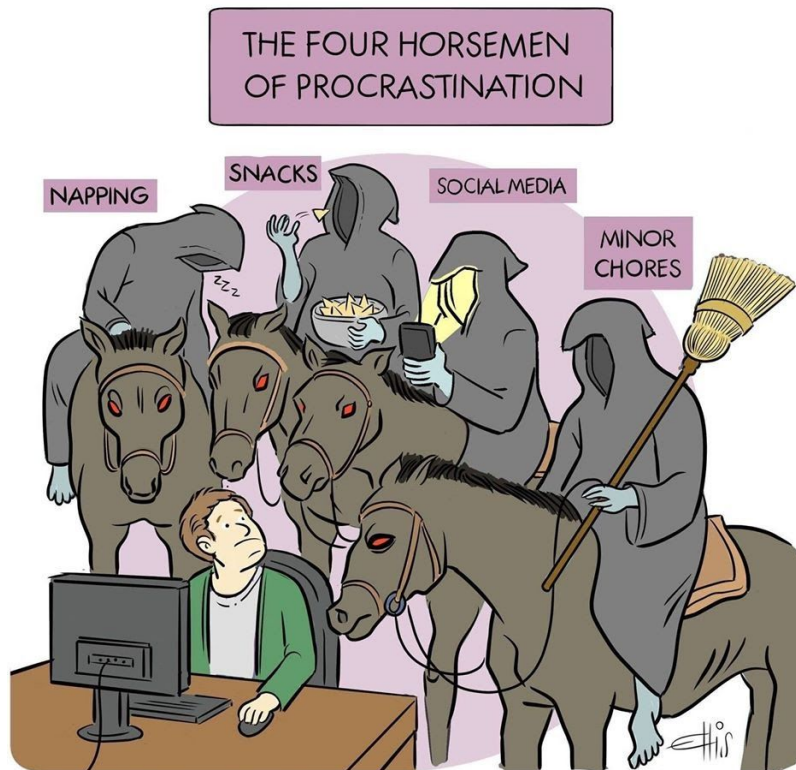
Add table for course finishing timeline - if you spend this much time per week, you’ll finish the

- a. Make a plan (a schedule) to study at designated times of the week
- b. Treat Studying Like a Job. Clock in, clock out, and be vigilant about your study boundaries when scheduling non-school events.
 - i. “Create a timetable which breaks your study schedule up into 1-hour study blocks with 15 minute breaks in between. This style of studying will seem less daunting and allow for you to keep on top of your work. By studying in small blocks, your brain is also better able to consolidate and understand the information – thus facilitating an enriched learning experience, as opposed to rote learning, where you essentially forget all the information after or even during the assessment.”

- ii. Use the app *Todoist* to organize and prioritize your tasks, then check them off as you complete them.
- c. Each Lesson in St. Athanasius College courses should take no more than 6-8 hours to complete (many will take less time). Full time students can plan on finishing a course every 3-4 weeks if they diligently work through each lesson. Therefore, every module would take 12-16 weeks for a full-time student.
- d. Full-time college students at traditional universities are expected to spend 25-30 hours per week in class or doing homework for a 12 unit semester.

3. Eliminate distractions

- a. Create a quiet space conducive to reading, writing, and studying
- b. Log off social media sites during study time -- stay focused on your assignment
- c. Turn off your phone while studying
- d. Plan well in Step 2 to avoid the Four Horsemen of Procrastination:



4. Use Online Resources

- a. Task Management - *Todoist*
- b. Google Resources:
 - i. Docs (word processing)
 - ii. Sheets (spreadsheets)
 - iii. Google Drive to access your documents across devices (storage)
- c. Grammarly
 - i. Download Grammarly to your browser to help with your writing ([grammarly.com](https://www.grammarly.com))

- ii. Every course at St. Athanasius College assesses students via written assignments.
- iii. Similar to the spell-checker tool in Google Docs or Microsoft Word, Grammarly cleans up your text without removing your authentic voice.
- d. Reach out to your instructors if you have any questions about the material or assignment.
- e. Participate in the online Forum on Moodle. This is not only a requirement for each class but is helpful in absorbing not only the information in the course but also the ethos of the course.

5. Be healthy in Body, Soul, and Mind

Stay healthy! “Mens sana in corpore sano: A healthy mind in a healthy body”.

- a. Pray before beginning your work
- b. Stay connected to your church and to God
- c. Have a balanced, healthy diet
- d. Get enough sleep
- e. Take scheduled breaks (see Step 2)
- f. Exercise regularly
- g. Don't overdo it. Remember to spend time with friends and family. It is good to have some balance. It's good for your overall happiness, sanity and for the preservation of relationships.

6. Make Learning Enjoyable

- a. Take Notes -- even though there may not be lectures, notetaking will help you remember major points from your reading and will help with your assignments
- b. Reserve your favorite coffee or tea for studying
- c. Find someone to talk to each week so you can share what you are learning with them
- d. Some students enjoy forming study teams that study at the same time each week and keep each other accountable
- e. Reward yourself when you complete a group of lessons or a course

SUGGESTIONS FOR STUDYING

Proper study habits are essential if you hope to receive maximum benefits from this course (or any other). We suggest you set aside a time and place to study on a regular basis. A comfortable schedule might be one lesson a week -- or, for the more difficult courses, one lesson every two weeks. You will undoubtedly find a rhythm that fits for you.

We especially urge you to build up a small home library in Christian doctrine, Scripture,

liturgy, etc. You must, of course, have a copy of the Bible, a good English dictionary and a biblical concordance. Beyond that, if you will write, describing your background and desires, we will attempt to recommend useful and valuable books.

Before you begin to study the subject matter for this course, you should read the introductory material -- first, the Course Objective, and then the rest of the title pages. Become acquainted with the textbook(s) -- spending some time getting a general idea of the contents and arrangement. Read the Introduction to each textbook and examine the Table of Contents -- noting the general scheme or pattern of the work.

After you have carried out these general introductory activities, go to the first lesson. The written assignment should not be tackled before you have gone through all the rest. Then, do the assignment and send it to us as soon as you have completed it. Do not hold your lessons till you have completed them all! Each assignment will be graded and commented upon by your instructor.

When Lesson 10 has been completed, you will be sent a final examination. Then, upon successful completion of the lessons and the final examination, you will be sent a Certificate of Achievement. We will maintain a record of the courses you have taken and successfully completed.