

# ONLINE LEARNING SUCCESS GUIDE

## FOR NEW MEXICO STUDENTS

GRADES  
6-12

### STEP 1 Be self-motivated & self-disciplined

**Learning in a virtual world is not quite the same as the classroom.** You are going to have to take a lot of responsibility for your learning. The first thing to do is stay organized and on task. You may need to use an electronic calendar to help you organize your classes, assignments, and deadlines. The cool thing about an e-calendar is that you can set reminders for yourself. Successful online students are independent, so do as much as you can on your own and reach out for help when you need it.



### STEP 2 Ask for help when necessary

**Asking for help in an online setting may seem intimidating, but this is how you take ownership of your learning.** Your teacher will provide different opportunities for you to seek help and support, but you have a lot of tools available depending on the platform from which you are learning. You can conduct a private chat with your teacher, or you can reach out during virtual office hours. If you have any issues with the technology or the content that is being taught, you must inform your teacher immediately. This will let the teacher know about the challenge you are dealing with and help you find a solution, like if you have limited access to the computer then perhaps the school can provide you with another one.

**Secret tip:** Teachers really like it when students reach out for more support, this communicates that you are engaged and want to learn.

### STEP 3 Read & write at grade level, use academic vocabulary, keep a growth mindset

**In a virtual classroom, a lot of communication is written, and it is critical that you write and communicate in a way that would be expected of you in the regular classroom.**

You should avoid writing the way you would to your friends on social media because you are expected to write using academic vocabulary that is appropriate to the content you are studying. In addition, you should be able to comprehend grade-level content materials, but if you are being challenged by what is being provided, then communicate that directly to your teacher. There is something that teachers like to refer to as “productive struggle,” when school work becomes a little challenging, which goes hand in hand with your growth mindset. If you think it is hard and say, “I can’t do it,” then you probably won’t do it. However, if you say, “this looks challenging but I want to give it a try,” then you most likely will be successful and will also feel good about yourself because you gave it your best shot.

### STEP 4 Meet the deadlines that teachers set

**Have you ever heard the word procrastination?** It means to put off or delay. The hardest part of being a student is balancing all your requirements, whether they are from your parents or guardians or from your coach, dance instructor, or teachers. A successful online student does NOT procrastinate but sets up short-term goals to help meet the deadlines that are looming. When you meet a deadline that you set for yourself, reward yourself with a treat or take a break and do something active. Do assignments when they are assigned or at least start them the day they are assigned. You will feel more confident in your ability to meet the deadline if you start the assignment on time. This will eliminate unnecessary stress in your life. And seriously, who needs more stress?

### STEP 5 Attend your classes daily

**While you may think no one will notice if you miss a class, remember your teachers are required to take attendance daily.** And, they are worried when you are not online. If you are sick, then have your parents communicate that with your teacher/s. You are an important part of the class, and your presence will be missed, so show up not just for your teacher but for you. This is your education and you are the one to benefit.

# DAILY TO-DO LIST OF A SUCCESSFUL ONLINE STUDENT

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**COMPLETING THESE  
TASKS DAILY WILL  
HELP YOU BE MORE  
SUCCESSFUL!**

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- During the school year, it is important to log in to your classes Monday through Friday (and over the weekend to get ahead) to check for emails, due dates, and course updates.
- Communicate with your teacher when you need assistance. Know your teacher's office hours.
- Avoid late work penalties by completing work prior to the due dates listed in the class calendar.
- Spend time reading, studying, and self-learning, and allow more time for difficult skills and/or concepts.
- Work ahead on assignments (starting them days before the due dates) to allow time for questions and responses from your teacher. Working on assignments last-minute does not allow much time for help if needed.
- Follow the pace set in the class by your teacher, as it is designed to lead you to effectively learn the material. Avoid jumping around, clicking through items out of order, and working too fast just to get something done.
- Participate in live sessions when scheduled and be actively engaged in the discussions. If you don't wish to speak, you can always share your ideas in the chat.
- Return emails, texts and/or phone calls from your teacher in a timely manner (general rule is to respond within 24 hours, but if they are reaching out to provide requested support, then reply immediately).
- If you are required to work independently on an assignment, then do not share work with other students, copy work, or participate in activities that could jeopardize your learning and success in this course.
- Work hard to learn the material and not just to make an A. Working only to earn a grade can lead to a gap in your overall understanding of the material.