



NORMANDALE
COMMUNITY COLLEGE

**This brochure is available in
alternate formats upon request.**

Tutoring Center

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Are You Ready for Online Learning?

YOUR COLLEGE. YOUR COMMUNITY.

WWW.NORMANDALE.EDU

What is Online Learning?

Online learning or distance learning is where students take courses purely through the Internet. Students communicate with instructors and classmates by sending emails, uploading assignments, and posting in discussion forums. Students will view lectures, read materials, take tests and quizzes, and complete assignments all online.

Online Learning Requirement

These are the *minimum* equipment requirements for any online learning student:

- A computer capable of running course material
- An Internet service provider
- A valid Normandale email address

Additional course requirements may be necessary, such as purchase of textbooks or software.

Should I take an Online Class?

Ask yourself the following questions to see if online learning is right for you:

- Do I manage my time well?
- Am I self-motivated?
- Do I have a basic knowledge of the subject area?
- Can I devote 10-20 hours per week to complete online tasks?
- Am I able to access a computer with Internet access daily?

Do I Have the Necessary Computer Skills?

- I can craft a well-written email
- I can navigate the Internet well enough to conduct research and/or use online programs
- I know how to create, organize, and upload Microsoft Office files (Word, Excel, PowerPoint)
- I feel confident using D2L
- I know how to spell check, edit, save and upload written materials

Tips for Success in Online Courses

- **Login to your class immediately.** On the first day of class, login to your class to see assignments and due dates. Also, you'll be able to identify software problems early on
- **Check your email and course website routinely** for updates and messages
- **Actively participate** in class by posting in forums, asking questions, and emailing the instructor
- **Take notes** on reading and lectures just as you would in face-to-face courses
- **Set aside time** for assignments and studying for tests. Do not wait until the last minute!
- **Read instructions thoroughly** before beginning assignments or projects
- **Contact your instructor** immediately if instructions are unclear or personal circumstances prohibit course participation
- **Keep a calendar.** Plan for deadlines and identify test and project due dates