Tips for Classroom Success

Be Prepared for Class
Complete your homework and read prior to class. Some classes require a computer or textbook. Make sure you have all items needed for class.

Know Your Faculty
Professors can help you; they may serve as references, write letters of recommendation, serve as advocates or bring attention to research/work experience opportunities. Faculty can best do these things for you if you engage with them and the course.

Attend Class - Be On Time
Attend class regularly! Your attendance and timeliness lead to your success in the course.

Actively Participate
Actively engage in discussions during class and discussion boards on Blackboard. Participate by listening to your professor and other students. Ask questions to help better understand what is being taught.

Electronic Devices
It’s likely you need to have your phone on for emergency purposes, put it on vibrate and step into the hall to take a call. If you use a computer during class, only use it for class purposes.

Classroom Engagement
Learning is an interactive event! Treat others as you would like to be treated. Take this time to get to know a fellow student. That will support both of you as you move through the semester.
Tips for Online Success

Time Management
Using a calendar on your phone, on your computer, or a paper calendar will help you to schedule time each week to review your read/watch resources and the time needed to complete all graded assignments and discussions for EACH of your courses.

Late Work Policy
Be sure to be familiar with your faculty’s late submissions policy.

Online Community
Seek out virtual interactions with your peers – create your “community”. You can support each other when motivation is running low or you need some help with something. Sometimes your classmates can help you reduce feelings of being overwhelmed and provide helpful tips.

Participation
In an online course, participation is measured by your submission of your activities (assignments and discussions) on time.

Check Grades Regularly
If you need to reach out to your faculty for clarity or how you can improve your grade it is better to do it earlier in the course rather than later.

Ask for Help
For help with course content, reach out to your faculty. They are invested in your success and want you to do well. For technology or Blackboard assistance, contact the helpdesk at helpdesk@mwcc.mass.edu. Should you require some additional supports contact Amy LaBarge at A_LaBarge@mwcc.mass.edu.

Computer
Have a computer or tablet with internet connection to access your Blackboard course(s). You can use a computer at the library. Remember to have a thumb drive or use your Google Drive to save your work. Note: a cell phone will not provide all the accessible resources you require to succeed.

Your Learning Environment
Create a location at home that is free from distraction.

The Golden Rule
Treat others as you wish to be treated. Be respectful, kind and have compassion for others.

Take good care of yourself
Pulling “all-nighters” to get the work done can do more damage. It is well known that your quality of work suffers and then you are exhausted the next day putting yourself further behind.

Your Netiquette Tone
Avoid using all caps! It is perceived that you are yelling. Using profanity is not considered academic excellence.

Proofread!
Auto correct does not always have your best interest at heart!

Not everyone will agree with you
You are in a program of higher learning. When engaging in intellectual discussions, not everyone will agree with you. If that happens, try not to take this as a personal attack, but as an opportunity to exchange different perspectives and points of view.