



DAILY TO-DO LIST

OF A SUCCESSFUL ONLINE STUDENT

Completing the following tasks daily will help you be more successful:

- During the academic year, it is important to log in to your course Monday through Friday (and over the weekend to get ahead) to check news items, emails, due dates, and course updates.
- Communicate with your teacher when you need assistance. Know your teacher's office hours.
- Avoid missing an assignment due date listed in your course calendar, as it will be recorded as a zero when the deadline is missed.
- Avoid late work penalties by completing work prior to the due dates listed in the course calendar.
- Plan to spend time on your course during and after school.
- Spend time reading, studying, and self-learning, and allow more time for difficult 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.
- Respect deadlines. This is a real course and cannot be completed at your convenience. Yes, you have freedom each day as to when you work on it, but your course will have set deadlines each week.
- Follow the pace set in the course 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.
- There are no weather-related closings for Virtual Virginia, regardless of your local school's weather policy. Communicate with your instructor and keep up with course deadlines.
- Participate in live sessions when scheduled and be actively engaged in the discussions.
- Return emails and phone calls from your teacher in a timely manner.
- 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.