



How to succeed in your Online Course.

Complete the Units and Lessons in order:

Read and watch the Lesson materials in each Unit. Make careful notes in your notebook just as you would in a regular school. Record dates and titles and new vocabulary and concepts. Don't skip Lessons.

Complete all Lesson Assignments

At the end of each lesson is a **Lesson Assignment** which will help you consolidate the material presented in the Lesson. Drop your completed Assignment in the **Assignment Dropbox**, or upload it to the appropriate Discussion Forum as required. Label it carefully, and always identify yourself clearly. Your instructor will grade your assignments and provide feedback to help you learn, and you will be able to give feedback to your instructor to help improve your learning.

Complete all the quizzes and tests

Some courses have multiple choice tests. Attempt these test only after you have prepared carefully. Most are timed and allow only one attempt. Read the instructions carefully.

Use the discussion board:

You will be required to post to the discussion board with *meaningful* contributions for each unit. Discussion boards provide you with an opportunity to share information and ask questions. You are graded on these contributions.

Complete the Midterm and Final assignments:

Some courses have Midterm and/or Final Assignments that are often research-based and will help you to develop your inquiry skills. Make sure to read the instructions carefully and consult with your instructor at any point if you need any assistance.

Monitor your own progress

Download the **List of All Course Assignments** from the front page. It lists all the Assignments you need to submit to complete your course. It also gives the precise breakdown of how your Final Grade for the course will be determined. Use it to record the date you complete each Assignment. Create a study schedule for yourself and try to maintain it. For example: Tuesdays and Thursdays 6 to 8 pm, or Saturdays, Sundays and Wednesdays 7 to 9 pm. Aim to complete your course in 12 weeks during the year, or 3 weeks during the summer. Students are most successful at online courses when they create realistic study schedules and stick to them.

Monitor your grades

Your instructor will be upgrading your **Communications** and **Lesson Assignments** grades as the course proceeds. You can view your current grade at any time by scrolling down the left side of the page to the Administration block, then clicking **Course Administration**, then **Grades**.

Communicate with your Instructor.

You should communicate regularly with your instructor via email. Your instructor is here to help guide you through the course and help you succeed. Your instructor will monitor your discussions and communication, and evaluate your assignments.

Use the appropriate Software.

You should have the appropriate software required by your course. For most courses some version of WORD will be all you need. Some assignments require you to scan some handwritten or hand drawn objects: you will need a scanner, or a phone app such as TurboScan to scan and convert the document into a .pdf file to then upload to the Dropbox. Some Mathematics courses require graphing software such as Desmos.com. A useful drawing and image editing program is Paint.NET which can be downloaded for free.

Prepare for your Final Exam.

Most courses require you to complete a Multiple Choice Final Exam. If so, you will need to submit a completed **Proctor Approval Form** to admin@torontoeschool.com at least two weeks before you intend to write your exam. Your chosen proctor will be verified by Toronto Eschool and you will notified by email.

Read your Course Outline

Download and read the Course Outline for your course, found in the **Course Resources** section at the bottom of the front page. It gives you more detailed information about Assessment, Evaluation and School Procedures and Policies.

Have fun, and good luck in your course.