

TIPS FOR SUCCESSFUL ONLINE LEARNING

1. Create an Atmosphere Conducive to Learning

First, ensure that you have reliable access to the internet. (As VBCI is in the process of transitioning to a video format, a fast and reliable internet connection is a must.) Choose a time and a place where you'll remain free from distractions. Print the syllabus and review the course requirements. (If you have any questions, contact the Registrar.) Purchase your textbooks (if they are required) and begin reading them promptly. A little investment of time on the front-end of the course can save you both time and frustration later.

2. Develop a Time-Management Strategy

Plan regular study times and be faithful to them (as much as possible). Create a schedule that can take your other responsibilities into consideration, (as well as the time of day when you are most productive). Recognize that situations come up that may require you to adjust your schedule. But don't allow flexibility to turn into procrastination.

3. Stay organized

Create desktop folders for your course materials and assignments. Clearly name your documents for easy access. **Retain digital copies of all materials submitted for grading. Do not delete your assignments until you have received a final mark from the registrar's office.** (Materials sent in the mail or submitted online have the potential of going missing. Retaining a soft copy ensures that you will not have to repeat assignments unnecessarily.)

4. Flow With Your Natural Ability to Learn

There are primarily three types of “learners”: Visual learners (you learn by seeing), Auditory Learners (you learn by hearing), and Kinesthetic Learners (you learn by doing). Most of VBCI’s online curriculum will be presented in video and/or print format. If the material presented in a course doesn’t match your learning style, there are several things you can do that will enhance your experience.

Auditory Learners might consider making an audio recording of key points, and then playing the tape as they prepare for exams.

Visual Learners should take good notes and highlight them. Diagrams are also helpful. (You might consider using flashcards to help you remember important points.)

Kinesthetic Learners should break reading tasks into manageable sections. (Then, after each section, visualize how you can apply the information outside of the classroom. Think about what you’ve learned in each lesson and write a brief summary.)

5. Participate Wholeheartedly

If the course is in video format, take good notes (just as you would if you were sitting in a “live” class). Remember: The primary goal of your studies is not to get a diploma – it’s to learn the material. Taking notes ensures that you will have a copy of the material long after your access to the online course has expired. Paul encouraged Timothy to provide himself with a “collection of the sound teaching which you have heard from my lips” (2 Tim. 1:13). If Paul thought it would be beneficial to Timothy, then surely it will help us.

6. Do Not Plagiarize

All quoted material included in your assignments must be enclosed in quotation marks, and accompanied by accurate footnotes. **DO NOT** copy someone else`s work from the internet and attempt to pass it off as your own. Work submitted to VBCI may be scanned using plagiarism detection software at the discretion of the course instructor. Confirmed instances of plagiarism will result in a failing mark for that assignment, and repeated infractions may result in expulsion from the College.

7. Ask questions When Necessary

All questions should be directed to the registrar through email. The registrar will then forward your question to the appropriate instructor or to the academic dean. (Keep a copy of all correspondence that you submit. You may want to “cc” yourself to be sure that your mail is being delivered and received.) Or, if you prefer, you may call our office at 403.286.8337.

We are delighted you have decided to pursue your educational goals at Victory Bible College. If you keep these things in mind, we believe they will result in a rewarding on-line study experience.