

## **Navigate Learner Orientation**

Skills needed to be a successful online (Distributed Learning) student:

- Time management - ability to develop and follow schedules for completing course(s)
- Self-discipline - scheduled time each day to work on course(s)
- Resourcefulness - use of internet reference materials and willingness to e-mail teachers for clarification and assistance with assignments

In the online environment, the more computer-literate you are, the less time you will spend learning to manage the environment and the more time you will have to focus on the course content. To be successful in an online course, you need to be familiar with:

- Sending and receiving e-mail with attachments
- Searching the web
- Creating, formatting, opening, downloading, scanning documents in various formats (Word, PDF, etc...)

Successful online learners have the following attributes:

- Able to manage time
- Able to complete necessary tasks within a scheduled timeframe
- Able to work independently with minimal external direction
- Have the necessary literacy skills to work through the curriculum with a strong ability to work independently
- Able to set short and long term goals and persevere until successful
- Willing to ask for help when difficulties are encountered with the curriculum or technology
- Computer literacy
- Have the available time to commit to a new learning challenge

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