Organizational skills are essential to success in an online learning environment. CBe-learn teachers have come up with some suggestions that may help:

- The student workspace should be in a place in the house that is away from daily distractions.

- If other family members use this workspace, students need a dedicated space for their school materials.

- While online learning provides incredible flexibility throughout the school day, it still requires regular participation and engagement. Students learning online must develop strong **organizational and time management** skills:

  - Keep a weekly calendar/whiteboard/agenda at the workstation.

  - Prior to the start of classes each week, look through each course's news item and write the priorities for the week on the weekly agenda.

  - For example, record all the synchronous class sessions that must be attended, all assignments that are due and on which days, and tests/quizzes that must be taken.

  - Log in to their course(s) daily and consistently engage in coursework. If a student expects to be offline or unable to participate for more than a few days, they should contact their teacher.

  - Courses are not designed to be completed all at once at the end of the term. Our goal is to support student success, and regular communication is key. If something is getting in the way of engagement, reaching out sooner rather than later allows teachers to better support student learning.

- **Keep a regular schedule.** Set your alarm clock to go off at the same time each day. This is healthier for your body and will foster good daily habits.

- **Take breaks during the day.** It is very important for you to get up and move regularly. Take your dog for a walk, stretch, or do a physical activity. It is also important for your eyes to have a break from the computer monitor. Don't forget to come back to work!

- **Keep your work area tidy.**

- **Work on one project or course at a time.**

- If you have any questions, **ask them immediately.** Don't wait as it could put you behind in your assignment completion. The teachers are there to help you with your work. Don't be afraid to contact them when necessary.

- Keep a **positive attitude** and remember; **help is only a click away**!

Technology Requirements

Remember, students will need a dedicated laptop or desktop computer to complete their online course. A smartphone is not sufficient to access the tools needed to complete the course. The computer should have a working microphone and camera for any online meetings with the teacher.

The CBE cannot guarantee access to D2L if students leave the country. Students should plan on staying within Canada for the duration of their online course.