



# Characteristics of a Successful Online Summer School Student

## CBe-learn Summer School 2025

### Organizational Skills

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.
- 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 on which days, and tests/quizzes that must be taken.
- **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, 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/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 through your work. Don't be afraid to contact them as necessary.
- Keep a **positive attitude** and remember, **help is only a click away!**

### Technology Requirements

Remember, students will need a dedicated laptop to complete their online course. A smartphone is not sufficient for accessing the tools needed to complete the course. The laptop 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.