

How can I be successful in my online course?

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Navigating an online course can be a bit different from a traditional classroom, but the keys to success are similar. This guide provides answers to common questions about thriving in an online learning environment.

- **Submit all assignments on time, have a time management strategy.** Meeting deadlines is crucial for keeping up with the course and receiving timely feedback in accelerated (8-week) online courses.
- **Regularly read the Announcements section of your course.** Instructors use this space to post important updates, reminders, and information about upcoming course materials.
- **Know how to contact your instructor.** Check the "Welcome Announcement" in Canvas for the instructor's preferred contact methods. These may include the Canvas messaging system, university email, or phone calls during designated office hours.
- **Actively participate.** Engage with the [weekly discussion forums](#) by posting an initial response and thoughtfully replying to your peers each week.
- **Adhere to academic integrity.** Submit original work with an acceptable similarity score, following [CSU Global's academic honesty policies](#). A high similarity score often indicates that the work contains a significant amount of content from other sources without proper citation, which can be a form of plagiarism. You can use the [draft submission](#) option in Canvas to check your similarity score before submitting a final assignment.
- **Follow assignment guidelines.** Ensure your assignments meet all requirements for length, formatting (e.g., [APA style](#)), grammar, and content. The [rubric](#) explains criteria required for each assignment. Once an assignment has been submitted and graded, resubmissions are generally not allowed unless the instructor has given you prior approval. All grades are final unless stated otherwise.
- **Ask questions and use your resources.** If you're unsure about something, reach out to your instructor, your Success Counselor and utilize all available resources, such as the online library or tutoring services.
- **Understand how the late policy works.** Be sure to check your course syllabus, assignment descriptions or the announcements section for details on how late submissions will be handled for each type of assignment.
- **Be Respectful and Professional.** Use professional titles for your instructors and correct names for your classmates. When disagreeing with a peer's idea, do so respectfully. Focus on the idea, not the person. Phrases like "I see your point, but I'd like to offer a different perspective..." are much more effective than "You're wrong." Ask yourself, "How would I feel if I received this message?" This simple step can prevent misunderstandings.
- **Reach out if technical assistance is needed** For [any technical problems](#), such as issues with the learning platform or accessing course materials, contact the IT support team, linked in the student portal, or your Student Success Counselor. Your instructor may not have the technical skills to resolve these issues.
- **Share your experience.** Participate in the end-of-course survey through the student portal. This is your chance to provide anonymous feedback on the course and the instructor, and it helps CSU Global improve its offerings.

If you want additional information on any topic above, contact your [Student Success Counselor](#).
