

Checklist for Being a Successful Hybrid/Online Learner

BEFORE THE START OF THE SEMESTER

- 1. Confirm technical requirements.**
Make sure you have access to a computer on a regular basis to login and complete your online work. Molloy College's Technology Support Services can be reached online, in-person or by phone. Canvas, our learning management system, can be accessed at <https://molloy.instructure.com/login>. 24/7 Canvas support is available for students at 1-844-408-6455. For live chat, login to Canvas and click on the Help link.
- 2. Create a schedule and stay organized.**
Time management is very important when learning online. Note due dates for assignments, online discussions and any other online activities while accounting for hours of work required for your course.
- 3. Establish a study routine.**
Find a quiet area free from distractions is integral to being a successful learner.

DURING THE SEMESTER

- 4. Read all course materials carefully.**
Read the syllabus and Canvas course content.
- 5. Login to your course and Molloy email frequently.**
Stay updated on announcements, discussions and due dates by logging in to your online course and checking your Molloy email account frequently.
- 6. Ask questions and stay connected.**
Reach out to your instructor if you have any questions about your course. Most instructors will respond within 36 hours.
- 7. Submit your work early, if possible.**
Don't wait until the last minute to submit your work and keep copies of work submitted.
- 8. Monitor your performance.**
Access the Canvas gradebook to keep track of your progress and or contact your instructor.
- 9. Download the Canvas mobile app.**
Download the Canvas app to stay on top of your course work.
- 10. Know what resources are available to you.**
Check out our webpage about student services and support at <https://www.molloy.edu/flo>, click on Student Services and Support link.

*Note: Attendance policies apply to all courses at Molloy College, including hybrid and online.