



5 Ways to Get the Most from Your Online Learning Experience

Of course, our faculty and staff undergo extensive training to make your online education experience a successful one, but to further ensure that you get the very most out of your online learning with New Horizons, we've compiled a list of five guidelines.

1. Test Your System Ahead of Time (Virtual Classroom and Labs)

When you receive the pre-class emails that advises you to test your system before class (Virtual Classroom Environment), take the advice, and click the test link several days before your class. Taking the time beforehand to ensure that your desktop has the latest plugins for your training software will save valuable time and stress on the first day of class. If your class will include virtual labs, test this ahead of time as well, and launch the test lab (Virtual Lab Environment) from the PC and network from which you plan to attend class.

2. Consider How You Will Communicate with Your Instructor & Classmates

To communicate with your instructor and classmates, you can either use your computer's microphone/audio system, or you can use the chat box window. If you choose to use your computers audio system, having a headset is ideal. Again, take the time before class and test your headset for properly functioning volumes—both the headset earphone and the headset microphone. **Note: Those who have a microphone are much more likely to ask questions and participate in discussion than those who are using chat only.**

3. Courseware

Review your courseware email prior to class. These emails contain the access keys and instructions on how to redeem your e-book prior to class. If you have not received your courseware email two days prior to class, contact your Account Executive.

4. Set-up Your Own Classroom Environment

If you are attending class from work, let your coworkers know that you are training and will be unavailable during the day. Change your voicemail to indicate that you will be in training for the week and available on a limited basis, and set up your email to automatically reply to all emails that you are in class for the week.

If you are taking the class from home, set up a separate work space away from your normal household traffic. If you have an office, that would be ideal. If not, be creative. Figure out where you will be interrupted the least and set up your classroom there.

5. Use the Step-Away Icon in the "Attendee Status"

If you have to step away from the class for an unplanned interruption, use the step-away icon. In addition, if you're going to be gone for more than 10 or 15 minutes, type a quick note to the instructor via the chat box to let him or her know when you will return. This is important to the instructor for a couple of reasons:

- If the instructor asks a question, he or she will not expect a reply from you.
- Some labs require a lab partner to be present. If you are not present when a lab begins, your instructor can determine the best way to handle the situation.

Remember to participate, stay focused and log into your class at least 15 minutes early. Understand that Online Learning takes as much commitment as a traditional classroom. Plan to put the same time aside that you would for a face-to-face class. That way, you will be able to get the most out of your class, so you can and will enjoy it!

Technical issues during testing prior to class?

Contact us at 646.695.5777, OLLHelpDesk@globalmcowl.com or Lync us at OLLHelpDesk@NHLS.com