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Nota di contenuto	Cover; Half Title; Dedication; Title; Copyright; CONTENTS; Preface; About the Authors; Introduction; SECTION ONE: CONSIDERING ONLINE EDUCATION; Chapter 1 Choosing an Online School and Program; 1.1 Introduction; 1.2 Selecting a School; 1.3 Some Distinctions Between Online Programs; 1.4 Choosing the Right Program; 1.5 Choosing the Best Degree; 1.6 Quality of the School; 1.7 Accreditation; 1.8 Conclusion; 1.9 Concluding Thoughts; Chapter 2 What to Expect in an Online Class and How to Prepare; 2.1 Introduction; 2.2 Navigating the Classroom; 2.3 Organization; 2.4 Syllabus; 2.5 Meet Your Professor 2.6 Class Introductions2.7 Open Discussion Area; 2.8 Questions for the Professor; 2.9 Discussion Boards; 2.10 Class Policies; 2.11 Lectures; 2.12 Announcements; 2.13 E-mail or Messages; 2.14 Assignments; 2.15 Tests and Quizzes; 2.16 Additional or Supplemental Material; 2.17 Concluding Thoughts; Chapter 3 What You Will Miss and How to Make Up for it; 3.1 Introduction; 3.2 Access to Professors; 3.3 Lectures; 3.4 Class Discussion; 3.5 Library; 3.6 Study Groups; 3.7 Friends; 3.8 Student Organizations; 3.9 Concluding Thoughts; SECTION TWO:

## STRATEGIES FOR SUCCESS IN ONLINE EDUCATION

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Chapter 6 How to Approach Classwork to Maximize Your Chances of Success 6.1 Introduction; 6.2 Study Groups; 6.3 Studying for Tests; 6.4 Reviewing Material Method (Flashcards/Recording); 6.5 Writing Good Discussion Board Posts; 6.6 Writing Good Papers; 6.7 Concluding Thoughts; Chapter 7 Effective Research Techniques in Online Education; 7.1 Introduction; 7.2 Leveraging Local Resources; 7.3 Leveraging Online Resources; 7.4 Accessing Professional Online Resources; 7.5 Selecting the Correct Sources to Include; 7.6 Integrating Sources into Your Assignments; 7.7 Tips for Effective Research 7.8 Concluding Thoughts Chapter 8 Writing for Success; 8.1 Introduction; 8.2 Avoid Plagiarism and Self-Plagiarism; 8.3 Prewriting Steps; 8.4 Understand the Requirements; 8.5 Know Your Goal; 8.6 Stages of Writing; 8.7 Drafting; 8.8 Revising; 8.9 Editing; 8.10 Writing Tips; 8.11 Concluding Thoughts; Chapter 9 Common Pitfalls and How to Avoid Them; 9.1 Introduction; 9.2 I Just Started School and I Don't Know What I'm Doing; 9.3 My Class Just Started and I am Already Lost; 9.4 I Keep Losing Points on My Assignments and I Don't Know Why 9.5 I Can't Think of Anything to Write in Response to the Discussion Question

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### Sommario/riassunto

This book is a practical guide for any student considering enrollment in, currently enrolled in, or recently graduated from an online course. The authors, both with substantial online teaching and learning experience as well as seasoned professionals, deliver concise guidance to make the online learning journey enjoyable, productive, and most of all, worthwhile. Major topics include how to identify the best online program; comparing online with traditional education programs; finding an ideal work-life balance; managing time and staying organized; how to form good habits to maximize your chanc

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