

New Website!

Extended Learning has re-launched their website. Visit <http://www.indstate.edu/extendedLearning/> and check out the new distance learning tab.

Tool of the Month:

Dropbox

Dropbox is a virtual file storage unit similar to Google docs, and is free to use. This online tool is awesome because you can access it anywhere including your laptop, smartphone, desk top or any accessible computer. Make your documents mobile with this impressive application. Visit dropbox.com for more details!

ISU Distance Student Blog!

Visit our blog for insightful articles, updates and more!

<http://blogs.indstate.edu/dls/>



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How to Succeed as an Online Student

Written by Taylor Shine

Online students embark on a different way of learning that allows flexibility, but also requires focus and discipline. Distance learning is an innovative form of education, and its tools and technologies are constantly evolving. Although online learning is an alternative to traditional classroom learning, virtual courses require just as much, if not more, time and energy as on-campus courses. Everything from the way you complete course work deadlines to the way you interact with your professors differs in a virtual classroom. In order to succeed as an online student, one must prioritize. Here are three major tips to help students make the most of online learning.

1. Manage Your Time

Acquiring effective time management skills is essential to online learning success. Flexibility is one of the greatest benefits to online learning. This benefit can also be a disadvantage to a student who procrastinates or is unable to com-

plete assignments without reminders from teachers. Reviewing the syllabus for each course and developing a completion plan for course work will aid students in online learning success.

2. Ask Questions When They Arise

If a problem or question arises, inform your instructor immediately. Confusion about course content, technical issues or other problems that keep students from completing their course work on time should be addressed the moment they arise. Don't wait until an assignment is due or past due to seek help.

3. Choose The Right Study Environment

Study environments play a key role in successful online learning. Some students prefer silence while others work best with some type of noise in the background. Students should schedule their designated study time in an area that is free of distractions that will enable them to be productive.

Interesting Facts About Distance Learning

- * A study by Thompson Learning, claims that online students tend to have higher intelligence, more emotional stability, and are more compulsive, self-sufficient and introverted than traditional on-campus students. (sucessdegree.com)
- * The first distance education program began in the 1830s with the advent of commercial correspondence classes. (jobmonkey.com)
- * Studies show that the rate of distance learning registrations has increased 2-5% each year over the last ten years. (jobmonkey.com)
- * In 2000, there was a 70% success rate for distance learning students versus a 74% success rate for those attending a traditional learning institution, (Virginia Western Community College Student Assessment Report, 2001).

Personal Branding: Cleaning Up Your Social Networks



Written by Taylor Shine

While pursuing your degree it is very important to remember why you are doing it—to land a job. Students often fail to realize that employers and internships managers may use candidates' personal social networking sites as informal reference checks. Creating a unique, clean identity on social networking sites can set you apart from the competition both personally and professionally.

What's Personal Branding?

Personal branding can be described as the online identity we create in order to be noticed by the public. Personal branding allows you to distinguish and yourself from the competition in the job market and also serves as a platform for other endeavors.

Cleaning Up Your Social Networks

Although social networks are customized and created to be a place where you can socialize

and interact at your discretion, realizing social networks are a part of your personal brand will help you monitor the content you post. Yes you have the right to post and display whatever you want; however, cleaning up your social networks will only add to your personal brand and give you a professional edge when seeking employment.

Google Yourself

A great way to see how you are being portrayed online is to type in your name and see what pops up. If the results are unprofessional or something you would not want future employers to see, you may need to clean up your social network.

Update The Bio

Your biography on your profile is the most important description of yourself. It is essentially a selling point to viewers. Your bio should include a clear concise summary of who you are and what you have to offer.

Remove Questionable Photos

Go through the images you are tagged in as well as the photos you post yourself. Are these images embarrassing? Do they portray you in a negative way? If the answer is yes you should remove them. A indiscreet photo can cost you a potential job.

Separating Business from Pleasure

Cleaning up your social networks is a great way to maintain a professional personal brand. However, balancing your personal interest with your professional pursuit can sometimes conflict. It is best to set up two different social network types. One can be dedicated strictly to promote your professional brand, while the other can be dedicated to friends, family and other social interest. This may call for a bit more labor, but it will help ensure effective professional social networking.

WHO YOU SHOULD KNOW

Written by Amy Taylor

Your professor should be your first line of contact. Creating a good relationship with your professor is key to a successful online education experience. If he/she is unable to help you, he/she will connect you to the correct person or department.

In some cases you may want to contact me directly. I am Amy Taylor, your Student Services Assistant for Extended Learning. I can help you by answering basic questions regarding Distance Education, and helping your find the correct

department for specific issues or questions you may have.

Basic questions can be answered by searching Sycamore Express, <http://www.indstate.edu/express/menu.htm>. This is an ISU website that contains links to all areas from admissions to financial aid.

You can reach me by phone: (812) 237-2245, Monday-Friday, 8-4:30pm (EST) or you may email your questions and concerns to:

ISU-distancestudent@mail.indstate.edu