

**Online**

**Tips for Success**  
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***College and Career Success Online*** provides the tools for increasing student success and retention. It is a turn key solution that ensures quality research based curriculum across all sections of the course. The resources that accompany provide many options for faculty to match their teaching style and the needs of their students.

1. If possible, before class begins, tell students that they can get a discount on their online textbook by waiting until the first week of class and purchasing it online through Canvas. For students on financial aid or for those without credit cards, they can purchase an access code through your bookstore at a higher price.
2. Remember that the first two weeks of class are critical for student success and retention. The goals for the first two weeks of class include the following. All students:
3. can log into Canvas.
4. have purchased the online textbook
5. have completed the journal entries and quiz in chapter 1.
6. understand how to complete the journal entries.

After the first week, you will find that some students have not purchased the textbook. Meet with these students and ask, “How may I help you?” You will find that some students have issues with logging in, some are not in the habit of purchasing or reading their textbooks, and some have financial issues. If you have students who cannot afford the textbook, remember that you have access codes for two free textbooks for each section. Contact Customer Care ([customercare@humanesources.com](mailto:customercare@humanesources.com)) to request your two free access codes. If you announce the free access codes at the beginning, all students will want them. It is best to wait until after the first week to find out which students have not purchased the text.

1. Flip your class.

Expect students to read the material before your class begins. Focus your class on interactive exercises and discussion that bring the material alive.

1. Have high expectations.

Students rise to the level of your expectations. At a minimum, students should get in the habit of reading, writing, completing assignments, and attending your course. Remember that you are preparing students for more challenging courses in the future.

1. Use a grading rubric for the journal entries. Download a copy at <https://www.collegesuccess1.com/Maricopa.html>

The journal entries are an opportunity for students to read the material and apply it to their personal lives. The journal entries should be a paragraph or list with five ideas and show that students have read the text. Remind students of the requirements before chapter 1. For students who don’t get the message, remind them again after chapter 1. Once students understand the requirements, they will likely be successful in the remaining journal entries.

Copy and paste the content of the rubric onto a page in Canvas. Include this page in the module for Chapter 1.

1. Use the resources at [www.collegesuccess1.com](http://www.collegesuccess1.com) . At this website, you can find the Instructor Manual, PowerPoint, Test Bank, Video suggestions, handouts, interactive exercises, and much more.
2. Materials requested by faculty at the Maricopa College District are posted at: <https://www.collegesuccess1.com/Maricopa.html>
3. You and your students can use Customer Care for technical assistance. Send an email to [customercare@humanesources.com](mailto:customercare@humanesources.com) or call or text 888-295-1520. If you do not get an immediate response, leave a message. Most problems are solved immediately, or at least within 24 hours.