***TIPS FOR SUCCESS WITH THE NCDA CDF COURSE***

**Familiarize yourself with the course’s online delivery system (e.g., Moodle).** Learn what modules and links you have access to and how can you use them to get to where you want to go. Find the course syllabus, schedule, calendar, requirements, methods of communication, resources and where you go for help, etc.

1. Create a folder on your computer labeled CDF. Type and save each journal entry, forum discussion posting, and assignment so nothing is lost and can be easily retrieved.
2. It is important to type your responses in Word and save them. Post them on the online platform after saving them. Sometimes you may post an item to the online platform and forget to save it. If this happens, you can easily retrieve your response from your Word file.
3. **Be persistent.** For many of us, this is the first time we are taking a hybrid course. If you run into any difficulties, don't wait! Email the instructor immediately so they can solve the problem. Most problems are easily solved, but you have to communicate with your instructor so they can help.
4. **Stay in touch with your instructor**. Contact your instructor regularly, especially when you have questions about course content materials. Your instructor will provide you with contact information and availability. Keep this information handy.
5. **Set interim goals and deadlines for yourself, and stick to them. Set a time each day to work on the course.** Keep a calendar showing the work to complete each week. Mark the days when you plan to complete and submit projects, answer forum discussions, etc. Don't fall behind in your work! Keep reminding yourself that there will be more to do near the end of a course than at the beginning.
6. **Be patient**. Please do not expect instantaneous responses to your queries. If you are not sure about something in the material, make a note so you can return to it once your question is answered. A typical answer can take anywhere from 24-36 hours depending on the availability of your instructor. Be patient with yourself.
7. **Log on to your course at least every other day..**.or a minimum of 4 days a week. Once you get into the online platform you will be eager to see who has commented on your postings and read the feedback. You will also be curious to see who has posted something new that you can comment on. Don’t let too many days go by before logging on or you may fall behind and find it very difficult to catch up. You are expected to contribute to and learn as much from an online class as you would from a traditional face-to-face class.
8. **Take the program and yourself seriously.**Obtain the support of your colleagues, family, and friends before you start on your hybrid NCDA CDF course. This built-in support system will help you tremendously since there will be times when you will be trying to balance work, family, and this NCDA CDF course. It helps to surround yourself with people who understand and respect what you are trying to do.

Good luck in your career journey and the hybrid NCDA CDF course!!