



# Online Course Study Guide

Strategies and tools for success in an  
online learning atmosphere.



Having good study habits increases your chance of success in any course you choose to take in life. Here are some tips for Evolve's online courses.

### **Plan and Prepare**

**Schedule time for studying.** Whether you're a fulltime or part-time student, schedule your study time and make sure you stick to it.

**Find the right place.** A desk, a table in a quiet room, a coffee shop, whatever works for you. Be sure to eliminate as many distractions as possible.

**Have your study materials ready.** Laptop, notebook, pen/pencil, a drink, a snack, whatever you may need. Try not to let yourself be distracted by getting up to get things once you sit down to study.

**Plan breaks.** Taking 15 minutes every 2 hours will help material set in, allow you to reset, and provide structure to your study time. Get a snack, watch a funny video, whatever it may be, then get back to studying.



## The Instructors

**Ask for help.** Take advantage of the knowledge of your instructors. Ask questions and get clarifications when you are having difficulties. Our instructors are experienced dental administrators who have in depth knowledge of the course material and the day-to-day operations of a dental office. They can make your learning experience much easier so be sure to reach out with any questions.

**Available when you need it.** Evolve instructors are available weekdays, evenings, and weekends to help our students when they need it most. We recognize that many of our students are taking the course while working, so we ensure that they can access support when needed.

**Instructor feedback.** Assignment and test feedback is provided to ensure students understand questions they answered incorrectly and learn all course concepts before moving on.



## Know What to Expect

**Course milestones.** How much study time will you need? Evolve provides a breakdown of the approximate time to complete each unit to help keep students on track. Plan your studies to achieve the course milestones and avoid cramming too much coursework into short periods of time.

**What type of testing?** Evolve's tests are timed open book exams. Questions are designed to test understanding, not memorization. We want to prepare you for real-world conditions.

**Test location.** Find a place where you won't be disturbed while taking the test. Tests are timed so you want to make sure you can finish all questions.

## Technology

**Good working order computer/laptop.** You don't need anything fancy for most online courses. Evolve's courses require only access to the internet, Adobe Reader, and a word processor like MS Word or Google Docs for assignments.

**Windows-based PC.** In order to run the Dentrix Practice Management Software a Windows-based computer is required. Lender computers are available from Evolve for a fee if you don't have access to one.

