

# How to Survive Online Classes

## During the Zombie Apocalypse or Covid-19 Outbreak

### #1 YOU MUST Be Proactive

- **\*\*\*Start work as soon as it's available\*\*\***– There's always a reason it's available when it is– even if your teacher doesn't tell you. Also it's easy to get behind and that's when you start to feel overwhelmed.
- **Complete work the day before it is due**– "Due Date" is for uploading and trouble shooting problems.
- **Due Dates are more like Do-or-Die Dates**– ok, not really that extreme but you get the idea: *they are important*. "Due Dates" are *usually* the last day you'll be able to submit work online. If you don't, it can make *a lot* of extra work for the instructor to make it so you can submit it late, which is why a lot of instructors won't accept late online work.

### #2 Plan for Stuff to Go WRONG– procrastination is NOT an option

- **Set up a daily/weekly schedule and expect uploading and down loading to take 3X longer than you think it will**– Instructors give you a week to complete assignments *because it will likely take a week to do it*. Also you're tempting the internet Gods when you wait till the last minute to do stuff– that's usually the time you will have an outage or the website might be slow or down.
- **Start work as soon as work is available**– There's always a reason it's available when it is– even if your teacher doesn't tell you. Also it's easy to get behind and that's when you start to feel overwhelmed.
- **Complete work the day before it is due**– "Due Date" is for uploading and trouble shooting problems.
- **Treat "Due Dates" are more like "Do-or-Die Dates"**– ok not really that extreme but you get the idea they are important. However "Due Dates" are *usually* the last day you'll be able to submit work online. If you don't it can make *a lot* of extra work for the instructor to make it so you can submit it late.
- **Don't expect help from instructors after business hours**– another reason to plan! Your procrastination is your problem– not theirs. Instructors love you and want to help you *but we also have lives, families, pets, etc.*

### #3 Understand–don't just know– the Basics...

- **EMAIL:** How to send/reply and generally navigate your email platform– seems obvious but google basic email etiquette and how to write effective emails! Everyone should be doing this every once in a while– especially if you are wordy with writing.
- **ONLINE LEARNING PLATFORM (aka OLP):** what it is and how to generally navigate it– Google is awesome. For Canvas stuff go here: <https://sites.google.com/cms.k12.nc.us/canvas-tips-for-students/home>
- **FILE FORMATS:** know what they are, how to make them, and what kinds of files the OLP will accept for uploading/downloading.
  - The most common text/written format: .doc (Google doc or Word doc)
  - Most common image file formats: .jpeg or .pdf (note most computers have an option to print to a .pdf and is the most common file format to be accepted for online stuff)

### #4 Over Communication is the answer to life, the universe, and everything – sadly, not 42

- **Stuff will go wrong, mistakes can be made, people get sick, JUST TELL THE INSTRUCTORS IT ASAP!** Everyone makes mistakes– including instructors. People may not know about issues and can only fix them if they know about them.
- **Report issues you are having asap!** It might be you, it might be the instructor, it might be the program, it might be zombies getting into the servers and breaking the internet. In any case they can't be fixed if the people who can fix it don't know about it!
- **Tone matters– Avoid Blaming!** No-one likes to be wrong and usually people just get defensive when people start finger pointing. **Instead use "I" statements and avoid using "you" in any form of communication.** For Example:
  - **Poor Communication** = "why did you give me a zero on yesterday's assignment?"
    - **First off**– never assume educators "give" grades, *you earn them*.
    - **Second**– **Do your due diligence to try and figure it out on your own first!** check the due date and the title of the assignment– maybe you misread stuff, it may have been turned in late. If that's the case check with the instructor about trying to make it up.
    - **Third**– the instructor appreciates more specific information– which assignment specifically are you having issues with so they don't have to try and dig as much to figure it out.
  - **Effective Communication** = "I saw I ended up with a zero for yesterday's assignment and didn't see any comments. I'm trying to figure out why I got a zero since I thought I uploaded the assignment on time. I checked it again and looks like the file was there and the correct format. I'm not sure what to do next, can you help me figure it? Is there still time to fix it?"
    - **Explaining why you are concerned, what you did do, and what you tried to do to resolve the issue on your own will help get you get the problem resolved faster and avoid extra back and forth messaging.**