

ONLINE SURVIVAL GUIDE

3 THINGS IN THIS CLASS STUDENTS ARE NOT USED TO

1. **10:00 P.M.** On the day something is due or when a quiz/exam occurs, you have until 10:00 p.m. exact to finish. **NO EXCEPTIONS, EVER!**
2. **TIME.** All quizzes/exams are timed, just as if you were in a regular class. This is the most difficult one for students to get used to. You have a strict time limit when taking quizzes/exams (on average, you have around 30-60 seconds per question). It might not seem like much to you, but wait until you see that clock on the right hand side of your browser ticking down every single second: Five, four, three...
3. **QUIZZES/EXAMS** are always closed-notes, closed-books. You cannot receive assistance from anyone, anything, physical/spiritual, or anything else you can conjure up when doing ANYTHING for this class. This means for those of you used to taking classes where you could look things up and make it a free-for-all, be warned!

CLASS STRUCTURE

Each week you should always do the following things:

1. Log into your class via Etudes
2. Check the "module." This is your bible; it tells you exactly what to do, how to do it, where to go, and everything in between.
3. Check your course syllabus to make sure you did not miss anything.
4. Read the assigned readings
5. Watch/listen to the online lectures, Powerpoints, etc.
6. If there is a quiz, exam, or assignment be sure to complete and submit them in on time.
7. Do the practice test for the week
8. Post on the discussion board for the week
9. Complete anything else that is required from the modules
10. Keep up with your participation points

7-STEP SURVIVAL GUIDE

1. The module is the main source. Your syllabus is a just a guide. When in doubt go with the module.
2. Follow the above class structure
4. When in doubt, ask
5. Always turn in assignments before the due date; technical issues are never an excuse. In fact, there are no excuses for late work ever
6. ALWAYS follow the modules. Stay on task with deadlines
7. Have fun! If you can!!