

WELCOME TO GCCC ONLINE



Prepare Yourself First

- ❑ Do you know what steps to take should you feel ill?
 - ❑ Review the steps here
--> <https://www.gcccks.edu/news/covid19.aspx>
 - ❑ Communicate by phone or e-mail with your instructors as soon as you are able.
 - ❑ Extended periods of not participating in canvas will be considered absences unless documentation is provided.
- ❑ Is your computer updated? Do you have a charger cable?
- ❑ Can you access all of your GCCC platforms (Canvas, Cengage, Bustermail, Busterweb) ?
 - ❑ Your username and password are the SAME for all GCCC Platforms.
 - ❑ If you need to reset your password fill out a form here
--> <https://bit.ly/2INKRUB> <--
- ❑ Do you have important contact information (Instructors, advisors, Canvas Administrator)?
 - ❑ If you have any accommodation needs please contact Kari Adams at 620.276.9638 or kari.adams@gcccks.edu
- ❑ Make sure you know your instructor's expectations and due dates!
 - ❑ If you have labs, please contact your instructor.

Technology Questions

- ❑ Minimum System Requirements
 - ❑ Zoom --> <https://bit.ly/3b1SDkI>
 - ❑ Canvas --> <https://bit.ly/2IT3vW0>
 - ❑ Cengage --> <https://bit.ly/3d6hV2D>
 - ❑ *Make sure you have Flash Installed and allow pop-ups as necessary*
- ❑ Internet Access - The offerings from Spectrum and Comcast are only available to households that don't already have a subscription.
 - ❑ Comcast's Offer:
 - ❑ Be an eligible "qualified low-income household"
 - ❑ Go to [InternetEssentials.com](https://www.internetessentials.com) or call 855-846-8376 for English or call 855-765-6995 for Spanish
 - ❑ Spectrum's offer:
 - ❑ Be a household with a student enrolled in a K-12 school or college
 - ❑ Call 844-488-8395; installation fees will be waived for eligible households.

Next Steps

1. Is your computer
Updated?
2. Can you access all
of your GCCC
platforms?
3. Do you have your
instructors' contact
information?
4. Check out Tips for
Online Success on
Page 2



Contact Information

GCCC Canvas Support

- (620) 276 - 9788
- online@gcccks.edu

GCCC IT Help Desk

- (620) 640 - 1948
- IThelpdesk@gcccks.edu

Cengage 24/7 Tech

- 1 (800)354-9706

Canvas Support

- (877) 259-3991

TIPS FOR SUCCESS IN ONLINE COURSES

1. Set up Shop

- a. You will need access to a computer and internet
 - i. There are lots of companies providing free internet to those who need it.
- b. Find a place to work that has minimal distractions
- c. Turn off social media while studying

2. Be prepared

- a. Online learning requires organization.
- b. Read instructors announcements and email.
- c. Ask for help from your instructor or other resources when you need it.

3. Schedule your studies

- a. Schedule times to log in and do work for each course.
 - i. You could use the time that your class was scheduled to meet Face-to-Face.
 - ii. Establish rules for yourself and others for study time.
 - iii. Set an alarm on your phone or other device to signal study time.

4. Breakdown tasks

- a. Create a detailed calendar of tasks for each course.
- b. Limit study sessions to 1-hour blocks with 15 minute breaks in between.

5. Take initiative

- a. Engage in online discussions.
- b. Use email, chat or phone to ask questions of your instructor or classmates.

6. Login daily

- a. Set a regular login routine.
- b. Read your email and announcements for each course.

7. Use your resources

- a. Tutoring, advising, etc.
- b. Pay attention to announcements and emails in canvas regarding resources.

8. Connect with others

- a. You probably already know some people in your classes. Stay in touch with them.
- b. Set up a study group that meets via facetime or duo.

9. Beat deadlines

- a. If an assignment is due on Monday, don't wait until Sunday night to do it.
- b. Plan to complete assignments 2 days before the due date.

10. Reward Yourself

- a. Treat yourself when you meet a goal or get a good grade on an assignment.

11. Below are some great resources for online learning.

- a. <https://bit.ly/2w41jlu>
- b. <https://bit.ly/2TXRZyZ>
- c. <https://bit.ly/2IPpeOi>