## Prepare for Online Learning: Resources, Tools & Information for Your Success!

This short self-assessment survey will help you determine your readiness for online learning. It will also provide you with resources and information to get ready for your online experience and success.

### Personal Skills

- What type of course should I take?  Face-to-Face, Blended, or Online
- Using Search Engines from GCFGlobal
- Study Space from the University of Southern Queensland
- Computer Requirements & more at QCC Time Management & Effective Reading
  - Effective Reading from UNC Learning Center
  - Time Management Tips from Purdue Global
  - Time Management worksheet adapted from Think Plan Launch
- Online Communication and Connections
  - Email Basics from GCFGlobal
  - Beyond Email, all about online communication from GCFGlobal
  - Text, Chat & Email Etiquette from GCFGlobal

### Technical/Computing Skills

- Attaching files and images to an email
  - Using Microsoft M365 from Microsoft
  - Using Google  from GCFGlobal
- How to Use common software like Word Processing & PowerPoint
  - Microsoft M365 QuickStart Guides (Word, Excel, PowerPoint & more)
  - Microsoft M365 Office Cheat Sheets
- How to Install Software (or updates) on your Computer and Learning New Skills & Applications
  - Install Software on Your PC  from GCFGlobal
  - Install Software on Your Mac  from GCFGlobal
- Using Your Phone for Photos & Videos and uploading to your computer
  - Transfer Photos (or videos) from your Phone to Your Computer from Lifewire

### Academic Skills

- Finding Help at QCC and beyond
  - QCC Help website, self-service with contact information for the QCC IT Service Desk
  - Student Guide with a list of focused resources (pdf view or download)
- Keeping Yourself Organized and Submitting Assignments On Time
  - Using the Calendar Feature in Blackboard Learn (Anthology video, 01:51)
  - Review the Time Management Plan information in the Personal Skills section for great information and resources

**Academic Skills (cont.)**

- Attention to Details
    - Review the Time Management Plan information in the Personal Skills section for great information and resources
    - Leverage your online community of classmates by introducing yourself online in Discussion Boards (posted by Blackboard/Anthology). These classmates can be a valuable resource when verifying information, preparing for exams, or asking for feedback on assignments.
- Professional and Respectful Communication with Colleagues from Indeed.com
  Enrolling in a course, whether face-to-face, online, or blended, is joining a community of colleagues who are also seeking a similar goal of skills or knowledge. Being respectful of one another in this shared community is essential to everyone's success. Your colleagues will become part of your future network or in future classes and sometimes throughout your career!