

Staying on Track in Your Online Classes

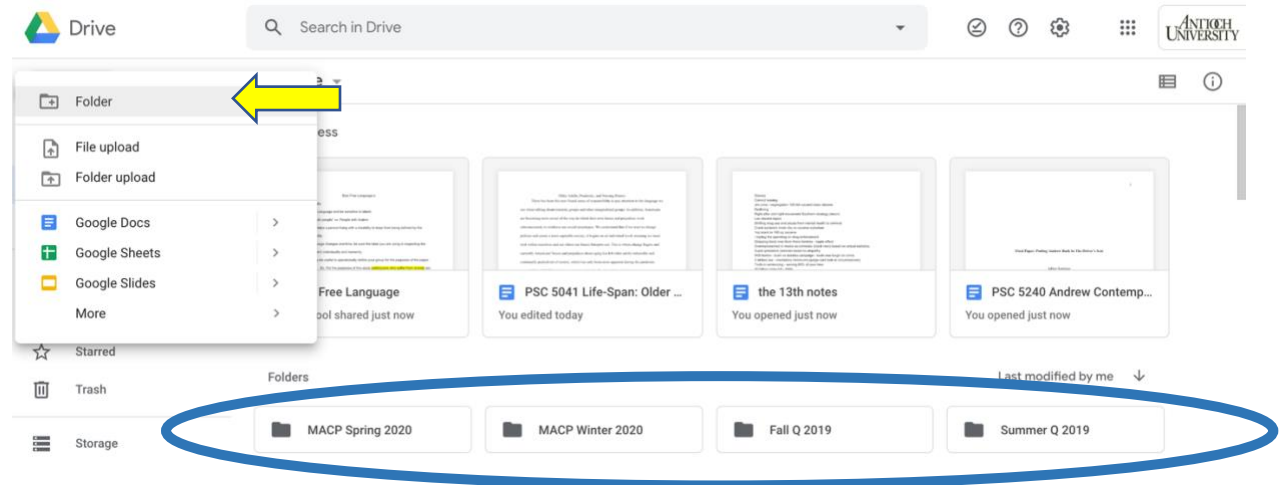


Communication/Class Tips

- Reach out to the instructor the first week to establish rapport and determine what you may need to be successful in the course. Communicate with your instructor about any technology issues or concerns, e.g., if you have an iPad, not a laptop.
- Get contact information from at least two classmates. (Having a support system may help you stay on track and assist you when you're feeling stuck.)
- Make a [Writing Center appointment](#) in the first three weeks to simply brainstorm projects, papers, or presentations so when it comes time to complete them you have already laid the groundwork.

Setting up an Organizational Framework

- Put together a spreadsheet of all assignments for your classes in the first week or prior to the first week
 - Here is an example that you can save to your Google Drive. You can use it to keep track of your assignments: [Template Homework Schedule](#)
- Test out Kindle or online versions of textbooks (not something everyone will prefer). Online textbooks are often quicker to search for information than a physical textbook (see reverse side for the "find" shortcut).
- Organize files in a way that keeps you on track.
 - E.g., create folders for each quarter (in Google Drive – label files with course code)



Staying on Track Tips Throughout the Quarter

- Schedule between 30 minutes to a 1 hour directly before or after class to work on assignments or class readings.
 - Making this a habit will help prevent you from procrastinating until due dates.
- Designate days of the week for the assignments for individual courses. This will allow you to focus on one objective at a time and hopefully lessen feelings of being overwhelmed by course work.
- Open important files before the beginning of class.

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Zoom and General Keyboard Shortcuts

Zoom:

Mute/unmute Audio

(Mac) Command(⌘) + Shift + A

(PC) Alt + A

Start/stop Video

(Mac) Command(⌘) + Shift + V

(PC) Alt + V

Start/stop Screen Share

(Mac) Command(⌘) + Shift + S

(PC) Alt + S

Pause/resume screen share (Temporarily freeze participant view of your screen)

(Mac) Command(⌘) + Shift + T

(PC) Alt + T

Enter or exit Full screen

(Mac) Command(⌘) + Shift + F

(PC) Alt + F

Show/hide in-meeting Chat panel

(Mac) Command(⌘) + Shift + H

(PC) Alt + H

General:

To search ("Find") quickly (in a doc., website, e-textbook, PDF)

(Mac) Command(⌘) + F

(PC) Ctrl + F

Undo last action

(Mac) Command(⌘) + Z

(PC) Ctrl + Z

Switch between applications

(Mac) Command(⌘) + Tab

(PC) Alt + Tab

Close Tab or top Window

(Mac) Command(⌘) + W

(PC) Ctrl + W

Close application

(Mac) Command(⌘) + Q

(PC) Alt + F4

Screenshot full screen

(Mac) Command + Shift + 3

(PC) PrtScn + fn

Screenshot selected area

(Mac) Command + Shift + 4

(PC) [Use "Snipping Tool"]

Some of these shortcuts have mnemonics that make them easy to remember:

Zoom shortcuts:

A for audio

V for video

S for share screen

F for full screen

Keyboard shortcuts:

F for find

Q for quit