

## You are now taking online classes, are you prepared to be successful?

**Don't worry!** We are here to help you every step of the way. Friends University has extensive resources to help you remain on track to meet your academic and career goals. Our instructors are available through email, phone and in your Moodle course shell. University staff is available to assist you as well, so please contact us with any questions you may have. You can find resources listed below.

## Time management and organization

Managing your time is key to success in online courses. Students need to plan their time each week in the same way for online courses. The following chart is just an example for how to think about the time commitment for each week of class. This example is for a 3 credit hour, undergraduate course. Actual hours will vary by student, class, number of credits and course number (i.e. 100-level vs 400-level courses).

	16-week course		8-week course	
	In-person course	Online course	In-person course	Online course
Time in the classroom	3 hours	3 hours	3 hours	3 hours
Time outside the classroom	2-3 hours	2-3 hours	2-3 hours	2-3 hours
<b>Hours per week</b>	<b>5-6 hours</b>	<b>5-6 hours</b>	<b>5-6 hours</b>	<b>5-6 hours</b>

## Test your hardware and software

The two main tools for online learning:

- **Moodle** – Friends University's learning management system
  - You are likely already familiar with this tool
  - Access to Moodle is available at [lms.friends.edu](https://lms.friends.edu)
  - There is also a mobile app available for Apple and Android. During set up, you'll be prompted to enter the university's URL, provided above
- **Zoom** – a video conferencing tool
  - Test that you are able to login and download Zoom on your own device
  - Zoom is available as a desktop application for PC and Mac, [friendsu.zoom.us](https://friendsu.zoom.us)
  - It is also available as a mobile application on Apple and Android

If you need assistance, contact Help Desk: [316-295-5767](tel:316-295-5767) | [helpdesk@friends.edu](mailto:helpdesk@friends.edu)

## Definitions for online learning:

**Asynchronous** – The class is fully online. Students access Moodle course shell weekly and complete all required assignments and activities.

**Synchronous** – The class meets at a scheduled time, typically using Zoom conference. Students access Zoom through a website link or using the Zoom conferencing app.

## Tips for Zoom live sessions

- Find a quiet space with limited distractions
- Wear headphones or earbuds to avoid audio interference
- Make sure you are muted when you are not talking
- Don't be afraid to speak up
- Ask your professor how they would prefer you to get their attention if you have a question or comment
- Utilize the chat feature for questions
- Join a meeting by phone if you have limited internet access or are experiencing technical difficulties

## Check for communication often

Instructors will be sending electronic messages to you via your Friends University email and Moodle more often. Make it part of your regular routine to check your inboxes multiple times throughout the day.

## Have a routine

Having a set schedule and space can help you manage the stress of your work and study load. Setup an intentional physical space where you "go to class." Outline a routine for where and when you will join live sessions, work on course work and study.

## Be an active participant

Engagement leads to a better understanding. Comment on discussion boards, pose questions and communicate often with your instructor. Since some activities don't take place in real-time, make an effort to check in often on spaces like discussion boards and email.

## Take advantage of peer tutoring

The Friends University Academic Resource Center provides remote consultation for students. For more information, please visit [friends.edu/resources](https://www.friends.edu/resources).

## Be an effective communicator

Communicating effectively is extremely important to doing well in your online course. Keep in mind that class communications are more formal than texting or conversing with your friends.

When emailing your instructor or another student:

- State the class and section in which you are enrolled
- Be sure to respectfully address your course instructor; check your syllabus for the way they refer to themselves
- Use appropriate language, spelling and grammar (do not use texting short-cuts)
- Communicate in a respectful manner

## Get help

Ask for help right away. If you need clarification on course requirements or have questions about difficult materials reach out to your instructor by e-mail or phone. You can also contact your Academic Advisor or Academic Success Coach. If you do not know where to start, contact:

**Dr. Preston Todd**, Associate Academic Dean

**316-295-5623** | [todd@friends.edu](mailto:todd@friends.edu)

## Resources

For updated information regarding the University's response to the Coronavirus: [friends.edu/coronavirus](https://www.friends.edu/coronavirus)

HelpDesk: **316-295-5000** | [helpdesk@friends.edu](mailto:helpdesk@friends.edu)

Career Services: **316-295-5832** | [career@friends.edu](mailto:career@friends.edu)

ADA Services: **316-295-5522** | [ADA@friends.edu](mailto:ADA@friends.edu)

Academic Resource Center: **316-295-5204** | [ARC@friends.edu](mailto:ARC@friends.edu)

Registrar: **316-295-5400** | [registrar@friends.edu](mailto:registrar@friends.edu)

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