

Continuing Your Studies Online

In the event of an extended college closure due to an emergency event, communication with your instructors and access to technology tools will be crucial for continuing your coursework online.

Here are five things you should be prepared for to successfully participate in your courses: clear communications, reliable internet and device access, knowledge of Canvas, familiarity with creating files for online submission, and a commitment to accessing and completing online assignments daily.

Communication

Contact your instructors via your VCCS email or messaging in Canvas.


- If the college closes or a course has to move online, your instructor will notify you of the instructional plan through your Canvas course and your college email address.
- If you do not have all of the required technology and access and complete online coursework, be proactive in communicating this to your instructor and in finding solutions (see links below).

Internet and Device Access

If a face-to-face class is changed to be offered in an online format, consider the following to be prepared.

- Ensure you have access to a computer or a mobile device that includes reliable access to the Internet.
- Ensure you have speakers and a microphone, or a headset with mic.
- Ensure you have a webcam, either built into your computer/mobile device, or USB webcam.
- Check your internet speed by going to <https://www.speedtest.net/result/9120217916>.

Canvas

- Visit <https://www.danville.edu>; go to MyDCC, login. Once logged in, you will see a big red Canvas button  on the upper left side. Click that and open Canvas. Inside of Canvas, on the left toolbar, click Dashboard. That will be your course list. Click on any of the courses to open a course.
- If you are unfamiliar with Canvas online platform, please first watch the [Canvas for Students video](#) located on the [Distance Learning Support page](#).

- Visit MYDCC email to make sure you are getting instructor notifications and announcements by [checking your notification preferences in Canvas](#).
- Communicate with your instructor and visit <https://danville.edu/accessibility-services> if you need accommodations in terms of due dates, quiz times, or accessibility concerns.
- Your instructor may include links to live online sessions through a resource known as Zoom. To access it these sessions, please click on the link(s) your instructor provides and download Zoom on to your computer. Instructions on this process can be found [here](#) and a resource guide for Zoom can be found [here](#).

Online Files

- **File Types:** You may be asked to submit PDF or MS Office files. Office 365 and Google Docs allow you to save your files as PDF files.
- **Software:** As a DCC student, you have access to free instructional software at <https://resources.vccs.edu/>

Participation

- **Daily Check-in:** Expect to check your email and Canvas courses daily, and be prepared to attend live video sessions online (via the Zoom web conferencing tool) that may be scheduled during your regularly scheduled campus class time.
- **Notifications:** Reading announcements and assignment notifications are crucial to having a successful online learning experience.
- **Time:** Expect to spend as much time with your courses online as you would on-campus.
- **Office Hours:** Take advantage of any online office hours offered.
- **Communicate:** Take the time to promptly communicate via Canvas or email with your instructors. Ask for feedback or clarification, and be open to phone conversations and video conferencing.
- **Course Support:** Before spending too much time on tasks, be sure to reach out for assistance if you have questions or are unable to access course content. Canvas courses need to be published in order for you to see them. If you cannot see your course on your Canvas dashboard or Courses menu, reach out to your instructor to make sure it has been published.