

How to Succeed in Cyber

Pleasant Valley Bears Academy

Cyber-schooling platforms offer flexibility and independence, but it also requires strong time management and self-discipline. Keep reading for tips and strategies to help students stay on track and **excel** in their online coursework.

1. Establish a Routine

- a. Set a consistent daily schedule for completing coursework.
- b. Treat online classes like in-person school, by dedicated specific hours to studying.
 - i. Example: Setting a routine where you work from 9am - 12pm daily, and get off every day by lunch-time.
- c. Take regular breaks to stay focused and avoid burnout.
 - i. Get up and move around if you need to - staring at a screen can be tough!
- d. Stick to the schedule - consistency is key!

2. Stay Organized

- a. Use your *Assignment Calendar* in Edgenuity to track assignments, deadlines, and exams. Check the pacing guide to ensure you're staying on track with the course progress.
- b. Get yourself a planner, or start writing out your assignments and due dates in a notebook.
- c. Set reminders for important due dates and teacher office hours.

3. Create a Dedicated Work-Space

- a. Find a quiet, well-lit place to study where you can focus without distractions.
- b. Keep it organized and ensure you have all necessary materials for schoolwork.
- c. Put your phone away/on silent, close unnecessary tabs on your computer, and let family members know you need some quiet time.

4. Prioritize and Manage Time Effectively

- a. Start with the most challenging tasks. Tackle more difficult assignments when you're most alert!
- b. Break down large assignments into smaller, more manageable chunks.
- c. Set daily and weekly goals for yourself, and aim to complete a certain number of activities/lessons each day.
- d. Avoid procrastination; don't put your assignments off until last minute.

5. Stay Connected and Communicate!

- a. CHECK your Edgenuity email and PV email regularly. Stay informed about announcements and assignments.
- b. COMMUNICATE with your teachers - if you are having trouble with an assignment, it is your responsibility to reach out to your teacher via email or the messaging tool in Edgenuity.
 - i. If you struggle getting in contact with them, then you may email me. But ALWAYS ask your teachers first!

- c. Attend your teachers' live office hours. Don't be afraid to ask questions or seek help when needed - take control of your academics!

6. Master Edgenuity

- a. Make good use of your assignment calendar.
- b. Understand PROGRESS bars.
 - i. If your progress bar is RED, you are behind.
 - ii. If your progress bar is BLUE, you are on-pace.
 - iii. If your progress bar is GREEN, you are ahead!
- c. Know what the GRADES mean! There are (3) to pay attention to:
 - i. **Overall Grade:** This is the average of all the assignments you've completed and received a grade for. It shows how well you've done on the work you've turned in.
 - ii. **Actual Grade:** This grade includes any missing assignments as zeros. It shows your current grade if you don't turn in any more missing work.
 - iii. **Relative Grade:** This grade shows how well you're progressing towards finishing the entire course on time. It considers your completed work, missing assignments, and whether you're keeping pace with the course schedule. If you're falling behind the schedule, this grade will be lower, even if you've done well on the assignments you've completed.

7. Technical Difficulties

- a. If students experience technical issues, seek help immediately. DO NOT wait!
- b. If you are missing a class, reach out to me ASAP. Again, do NOT wait!

8. Prioritize Self-Care

- a. Make sure you're getting enough sleep, aiming for 7-9 hours per night.
- b. Eat healthy meals to fuel your body with nutrition.
- c. Stay hydrated; drink plenty of water and fluids throughout the day.
- d. Engage in physical activity; take a break from the screens to move around!

Resources

1. [Varsity Tutor](#) - additional academic help.

- a. Pleasant Valley has partnered with **Varsity Tutors** to provide FREE, unlimited, live support from highly qualified tutors, self-study resources, and engaging extracurricular classes. There is unlimited, real-time tutoring in ALL core subjects - if you are struggling with the asynchronous pace and feel you need additional support, this might be for you!
- b. Students and experts chat LIVE using a shared whiteboard where they can edit documents, calculate equations, share files, and more. This is a *wonderful* resource for students to get additional help for free! For more information, please visit the PVHS website, click on **Academics** and then click on **Varsity Tutors**.
- c. [Please click here to navigate to the Frequently Asked Questions page for Varsity Tutor.](#)

2. Technical Difficulties

- a. If you are experiencing any technical difficulties with your Chromebook or technology, please use the [online ticketing system](#). This will allow you to place a

ticket for any technology related issues that you are experiencing to ensure a prompt response and resolution from the IT team.

3. Teacher Office Hours

*Students should reach out to their teachers **prior** to attending the live office hours to inform their teachers of their desire to meet.*

- a. [Art and Business](#)
 - i. Jason Shorr (Art) - 3-4pm on Mondays
 - ii. Kelly Skwartz (Business) - 8-9pm on Mondays
 - iii. Erin Schollaert (Business) - 3-4pm on Tuesdays
 - iv. Maria Brooks (Business) - 3-4pm on Thursdays
- b. [Elementary](#)
 - i. Lauren McClain (Elementary) - 7-8pm on Tuesdays
 - ii. Matt Pournaras (Elementary) - 7-8pm on Thursdays
- c. [English and Reading](#)
 - i. Katie Smolter - 7-8pm on Mondays
 - ii. Chris Lantzy - 6-7pm on Tuesdays
 - iii. Alicia Scopellite - 3-4pm on Wednesdays
 - iv. Jamie Lampus - 3-4 pm on Wednesdays
 - v. Heather Melber - 8-9pm on Wednesdays
 - vi. Mike Stebbins - 4- 5pm on Fridays
- d. [Family and Consumer Sciences](#)
 - i. Heather Kusick - 3- 4 pm on Mondays
 - ii. Kara Andres - 8- 9 pm on Wednesdays
- e. [Mathematics](#)
 - i. Jay Roman - 8-9pm on Mondays
 - ii. Cam Palmer - 7-8pm on Tuesdays
 - iii. Katie Langley - 8-9pm on Tuesdays
 - iv. Chad Robertson - 3-4pm on Wednesdays
 - v. Lance Frederick - 5-6pm on Thursdays
 - vi. Larry Wendereusz - 8-9pm on Thursdays
- f. [Physical Education and Health](#)
 - i. Jennifer Durst - 4-5pm on Mondays
 - ii. Jim Pyle - 8-9pm on Mondays
 - iii. Skylar Meier - 7-8pm on Tuesdays
 - iv. Megan Meeder - 7-8pm on Wednesdays
- g. [The Sciences](#)
 - i. Matt Durst - 3-4pm on Mondays
 - ii. Liz Porco - 5-6pm on Mondays
 - iii. Crystal Cypher - 3-4pm on Tuesdays
 - iv. Traci Kuntz - 6-7pm on Wednesdays
 - v. Dean Leventopoulous - 8-9pm on Wednesdays
 - vi. James Comunale - 3-4pm on Thursdays
 - vii. Marlesse Hames - 8-9pm on Thursdays
- h. [Social Studies and History](#)
 - i. Andrew Parker - 3-4pm on Mondays
 - ii. Lilia Pries - 4-5pm on Mondays
 - iii. Dave Zelner - 5-6pm on Mondays
 - iv. J.P. McFeeley - 7-8pm on Tuesdays
 - v. Jim Bull - 3-4pm on Wednesdays
 - vi. Michael Henry - 8-9pm on Wednesdays
 - vii. Jason Farone - 6-7pm on Thursdays

- i. [Technology](#)
 - i. Bruce Clark - 4-5pm on Tuesdays
 - ii. Ken Macek - 4-5pm on Thursdays
 - iii. Steve Wolfe - 5-6pm on Thursdays
- j. [World Languages](#)
 - i. Heather Sibeto (German) - 6-7pm on Mondays
 - ii. Jessica Ott (Spanish) - 3-4pm on Wednesdays
 - iii. Amy Seelbaugh (Latin) - 4-5pm on Tuesdays
 - iv. Andrew Russell (Spanish and French) - 5-6pm on Wednesdays

Note: If your teacher is NOT listed here for office hours, please message them to ask about their live Zoom hours. If they do not get back to you, then please email me at leibenguth.ariana@pvbears.org.

ONLINE MEETINGS WITH THE COUNSELOR

- It's never been easier to book a meeting with your counselor! Use the [Calendar Booking Page](#) to choose an available time. Let me know what you'd like to discuss, and we'll go from there.
- My office hours: 7:30-2:30pm.
- I am always available via email at leibenguth.ariana@pvbears.org and via phone at 570-402-1000 ext 4346.

MENTAL HEALTH

- Please navigate to the Guidance Website to [check for local mental health resources](#).
- Carbon Monroe Pike Mental Health and Development Services - 1-800-338-6467
- New Perspectives Crisis (Local) - 1-570-992-0879
- Suicide Prevention Lifeline - 1-800-273-8255
- Suicide Prevention Text Line - Text "Hello" to 741741
- National Warm Line - 1-855-284-249