



# Great Software Documentation, Inc.

## Online Class Preference Survey

I finally have all of the kinks worked out of producing online classes and I believe that I am ready to move on to the next step of making the classes a reality. The purpose of asking you to fill out this form is to help me determine when **you** want to attend classes. Give it some thought. What day of the week and what time of day would be best for you? I'm going to give you some choices and I would like you to select your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices for both the time of day and the day of the week. I also need to know which time zone you are in so that I can schedule the classes when **you** are available. I am located on the East Coast of the United States so I am in the time zone known to the world as GMT -5:00. If you are unsure of your GMT time, click on the clock in the lower right corner of your computer screen. A dialog will pop up that allows you to set the time on your computer. What you need to do is to look at which time zone you are presently using. It will read something like this: (GMT -05:00) Eastern Time (US & Canada). So when you enter your time zone just type in the number like **-05:00**. Enter your time zone here: \_\_\_\_\_

## Sending this form by email

If you are using Microsoft Outlook Express or Microsoft Outlook, all you have to do to send this form to me is to click on the **Submit by eMail** button at the bottom of the form.

If you are using what is known as web mail (Yahoo Mail, Gmail, AOL Mail, etc.) then you cannot use the button at the bottom of the form. What you must do in this case is, fill out the form, and then click on **File>Save As** and save a copy of the completed form on your computer after you fill it out. Then, open your email program and address an email to [tim.frost@mrpatience.com](mailto:tim.frost@mrpatience.com) and **attach** the completed form to your email to me.

## Preferences

**Day of the week:** Enter a **1**, a **2**, and a **3** in the day of the week that is your first, second, and third preference:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Time of day:** Enter a **1**, a **2**, and a **3** in the time slot that best fits your schedule. Remember, think **your** local time, not mine):

Mornings (9:00 – Noon)	Afternoons (1:00 pm to 4:00 pm)	Evenings (6:00 pm to 9:00 pm)

Thanks for taking the time to help me out with this.