Online Course Checklist

Must Have:

- ☐ Consistent access to a computer (*not a smartphone or tablet*)

- ☐ Consistent access to high speed internet

- ☐ Textbooks for the course

- ☐ Network username and password to access online course at eLearn/Moodle (*This is what you use to log into computers on campus*)

- ☐ TIME - You need just as much time to complete your work for an online course as you would for a course offered on campus.

Must Do:

- ☐ Log into your online course the first day of the mod. You will have work due at the end of the first week - don't wait!

- ☐ Find your instructor. Find their contact information.

- ☐ Read the syllabus carefully

- ☐ Read the Course Introduction carefully (*There will either be a Course Introduction box or this information will be on the top of the main page of your course*)

- ☐ If your course uses Connect, register your textbook through the link next to the green puzzle piece on the main page of the course.

- ☐ Read the make-up work and late work policies in the course syllabus carefully

- ☐ Read through the information provided in the Technical Assistance section of your course to see who to go to when you need help.

- ☐ Go into the Week 1 box and get started!

Must Know:

- ☐ You will have work due every week, just like an on campus course

- ☐ You must regularly check your Mildred Elley email for communication from your instructor and online support staff. *If you do not check your student email, you will miss important information!*

- ☐ The Technical Assistance section at the bottom of the main page of your course has a variety of help documents and videos to help you be successful in your online course. Check it out!

- ☐ If you are having any issues completing your work, email your instructor immediately.

- ☐ If you need your log in credentails to access your online course email support1@mildred-elley.edu

- ☐ If you need help navigating your online course or figuring out how to submit your work, email lrobinson@mildred-elley.edu or tegalite@mildred-elley.edu