

# Moodle Use Checklist

## Must Have:

- Regular access to a computer (*not a smartphone or tablet*)
- Regular access to high speed Internet
- Textbooks for the course
- Network username and password to access online courses at eLearn/Moodle (*This is the same information you use to log into computers on campus.*)
- TIME - You need just as much time to complete your work for a course with an online component as you would for a course offered on campus.

## Must Do:

- Follow instructions provided by your instructor. 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 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 so you know who to contact for different types of help.
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- If your course uses Connect, Evolve or GDP, register your code or textbook through the link provided on your course homepage or follow the appropriate instructions in the course.

## Must Know:

- Your class meets on campus and you will have work due every week.
- You must regularly check your Mildred Elley email for communication from your instructor. *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 having issues getting into your course and need you log in credentials to access your online course email [support1@mildred-elley.edu](mailto:support1@mildred-elley.edu).
- If you need help navigating your online course or figuring out how to submit your work, email the Director of Online Education at [dwalsh@mildred-elley.edu](mailto:dwalsh@mildred-elley.edu).