

Online Course Readiness Checklist

Must Have:

- Consistent (will need to use multiple times a week) access to a computer (*not a smartphone or tablet*)
- Consistent (will need to use multiple times a week) 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 an online course as you would for a course offered on campus.

Must Do:

- Log in to 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's name. Find their contact information.
- Read the syllabus carefully.
- Read the Course Introduction carefully. (There will be either a Course Introduction box or this information will be on the top of the main page of your course.)
- 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.
- 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.
- Go into the Week 1 box and get started. Everyone should read and print the syllabus, read and print the Weekly To Do List, complete the Moodle quiz and complete the Week 1 forum.

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 having issues getting into your course and need you log in credentials 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 the Director of Online Education at dwalsh@mildred-elley.edu.