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FOR SUCCESS



# READ THROUGH THIS CAREFULLY FOR INFORMATION ON:

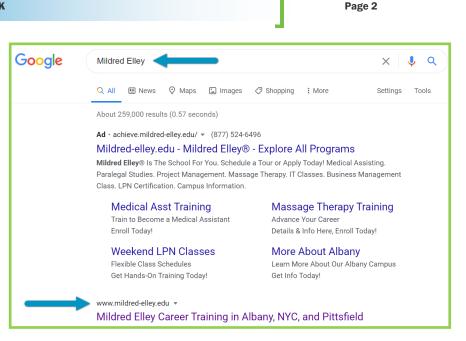
- Where and how to access your online/remote courses
- Making sure you are ready to start an online course
- How to log into your online course
- Finding your way around your online course
- Where to find help for your online course

### **START HERE!**

Google is always a good way to start!

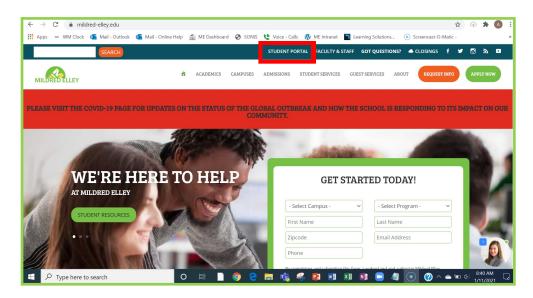
Type in Mildred Elley.

The site is www.mildred-elley.edu



### MILDRED ELLEY WEBSITE

Select **STUDENT PORTAL** in the blue bar at the top of the web page, circled here in red.



### The STUDENT PORTAL is

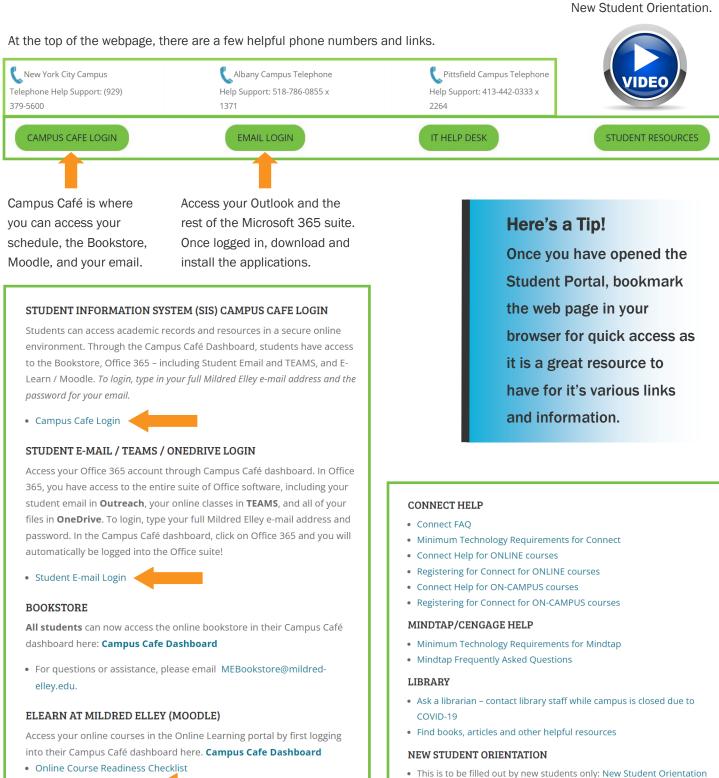
a great resource where you will find the links to your e-Mail, Moodle and Campus Cafe as well as some other helpful information.

Feel free to explore!



### STUDENT PORTAL

#### Page 3



- Student Online Handbook
- Moodle Use Checklist for Enhanced and Hybrid Courses
- Technology Requirements for Online Courses at Mildred Elley
- Check out the Mildred Elley Blog

Evaluation

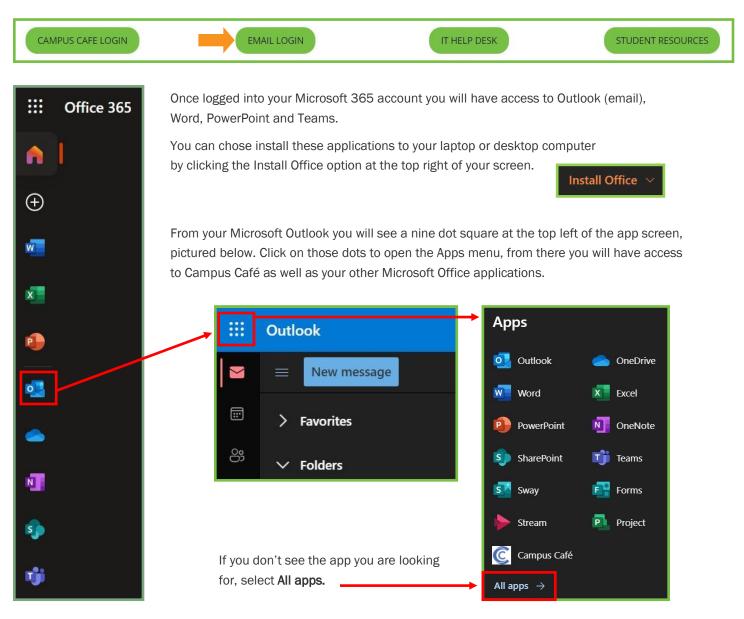
BLOG

ONLINE COURSE HANDBOOK	Page 4
• ·	

### MICROSOFT OFFICE 365

Access your Outlook and the rest of the Microsoft 365 suite by clicking on the EMAIL LOGIN link from the Student Portal.

Log in with your Mildred Elley credentials.



# Watch this!

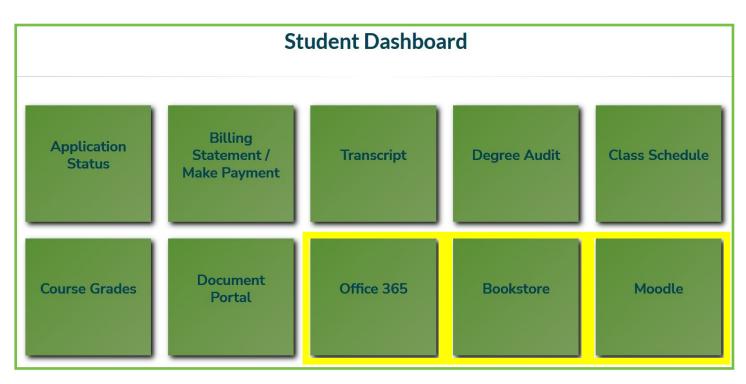
Once you have logged into your Microsoft Office account you will have instant access to or your Campus Café account and Moodle without having to sign in again!



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### CAMPUS CAFE

When logged into Campus Café, you will see your Student Dashboard, pictured below, where you will have instant access to your email (Office 365), the online bookstore and Moodle. These links are highlighted below.



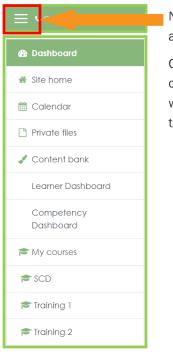
# Here's a Tip!

Once you have logged into your Campus Cafe account you will have instant access to or your Office 365 account and Moodle without having to sign in again!

### MOODLE – DASHBOARD

Log into Moodle, you will start here, at your Dashboard. NOTE: THESE ITEMS AT THE TOP ARE ON EVERY MOODLE PAGE.

🚞 📞 Call us : (518) 786-0855 🖾 E-mail : m	🌲 🗩 Alan Barrett 🐣		
MILDREDELLEY	STUDENT HELP DESK 🔻	STUDENT PORTAL/RESOURCES 🔻	LIVE HELP - TUTORING CENTER
			Customize this pa
Latest news			Calendar
Add a new topic 8:05 AM, Feb 16 Darren Walsh Spring 1 - Week 3 - Need Help, Ask Now Older topics			K         February 2021         >           Sun         Mon         Tue         Wed         Thu         Fri         Sat           1         2         3         4         5         6           7         8         9         10         11         12         13



Notice the three lines at the top left.

Click this to expand or collapse (will be an X when open) to view the quick links.



If you click the logo, it will open an overall course list and links to some resources.

The STUDENT HELP DESK

has a phone number for

each campus.

### STUDENT HELP DESK 🔻

ALBANY (518) 786-0855 x1371 PITTSFIELD (413) 442-0333 x2264 NEW YORK CITY METRO (929) 379-5600 EMAIL: moodle@mildred-elley.edu

STUDENT PORTAL/RESOURCES -

STUDENT RESOURCES

BOOKSTORE

STUDENT ONLINE HANDBOOK

The STUDENT PORTAL/ RESOURCES will link you back to the website.

DURCES - LIVE HELP -

STUDENT LIVE HELP 8-4 M-F

FACULTY LIVE HELP 8-4 M-F

STAFF LIVE HELP 8-4 M-F

The LIVE HELP link provides immediate help, Monday through Friday, 8-4.

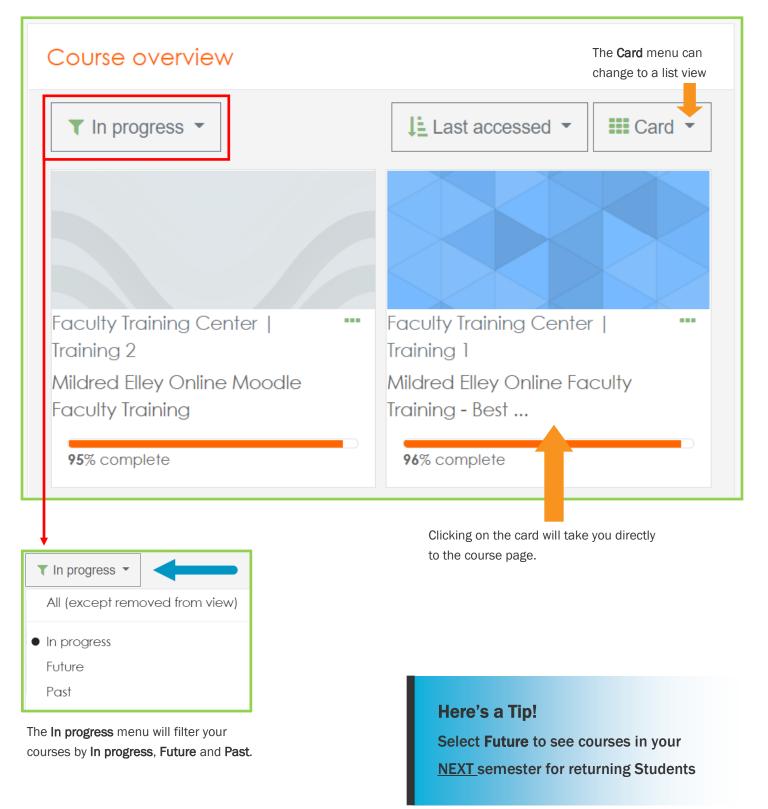
Instant access to TUTORING help.

## TUTORING CENTER -

TUTORING CENTER SCHEDULE AN APPOINTMENT EMAIL: asaptutoring@mildred-elley.edu

### MOODLE-DASHBOARD

Links to your courses will show here.



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**ONLINE COURSE HANDBOOK** Page 8 MOODLE-COURSE PAGE Select one of your courses from your Dashboard. Notice the top of the course page. The help resources are there, same as the dashboard page. MILSREDELLEY STUDENT HELP DESK -STUDENT PORTAL/RESOURCES -LIVE HELP 👻 TUTORING CENTER -Medical Terminology Course name. Breadcrumbs. This is a link path going back to your dashboard. Dashboard / My courses / BIO 112-NY City D1 Spring 1-2021 Search forums BIO112 D1/R1 Medical Terminology This is a campus based course offered by distance education due to COVID-19. All live lectures will meet on Teams as scheduled in Sonis. Visit this online readiness checklist to read about how to get started! Then, read the information in the Course Introduction section below. Go The Online Readiness Checklist is available **Online Course Readiness Checklist** in every course. This is a tool to help you prepare for the course. Must Have: Consistent (will need to use multiple times a week) access to a computer (not a smartphone or tablet) Here's a Tip! 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) Read 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 thoroughly offered on campus. Must Do: and Download Log in to your online course the first day of the mod. You will have work due at the end of the first the **Online** week - don't wait! Find your instructor's name. Find their contact information. Readiness Read the syllabus carefully. Read the Course Introduction carefully. (There will be either a Course Introduction box or this Checklist or 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. print it out for

reference!

### REMOTE VS ONLINE COURSES

Remote courses have regularly scheduled Teams lectures following the Sonis class schedule while fully online courses will have posted live meeting times.

#### Must Know:

□ 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!

Read through the information provided in the Technical Assistance section of your course so you

□ 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.

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.

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

know who to contact for different types of help.

□ 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 <u>dwalsh@mildred-elley.edu</u>.

#### **MOODLE-COURSE PAGE**

Link to Microsoft Teams Meeting

### Instructor Information Instructor: Mohammad Arifuzzaman, PhD Email: marifuzzaman@mildred-elley.edu Office Contact information: Main Campus: Metro Campus, Room 1646 Office hours: Monday & Wednesday: 12:00 PM - 03:00 PM and Tuesday & Thursday: 5:00 PM -6:30 PM You May See the following menu items to guide your progress: 1. Syllabus: Please **READ** the **WHOLE** syllabus to the beginning of the course and refer to it each week. It is your responsibility to know the rules, policies and due dates. 2. On the main page: make sure you check Course Announcement regularly for reminders and updates! 3. Homework: Will be on Moodle. 4. Weeks one - eight: In these sections I will post the Lessons and all learning material 5. Tests: Will be On Moodle 6. Now after reading the syllabus, click on "Week 1" box and see the contents hat needs to be done for the first week. 7. See the last box on the main page called 'Technical Assistance" . He with any issues you might have with Moodle etc. you find useful Technical Assistance: Please refer to the Technical Assistance section in the grid b help you with your online course. ow for a variety resources to Course Announcements Check here regularly for important information! ٢ Optional Student Registration Directions for Additional Re 🌒 Optional Textbook Registration Link for Additional R ources (Optional) Register your textbook through this ik. Be sure to use your Mildred Elley email address or the system will not recognize you! Textbook (introductory chapters) Directions for Instructor Registration: KEEP HIDDEN FROM STUDENTS Hidden from students Directions for Instructors Using Moodle: KEEP HIDDEN FROM STUDENTS Hidden from students **Course Syllabus** Syllabus $\square$ Syllabus Addendum Due to COVID-19 Syllabus Sign Page **Microsoft Teams Meeting Link**

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The **Instructor Information** includes a contact email address, class hours and some general information about the course.

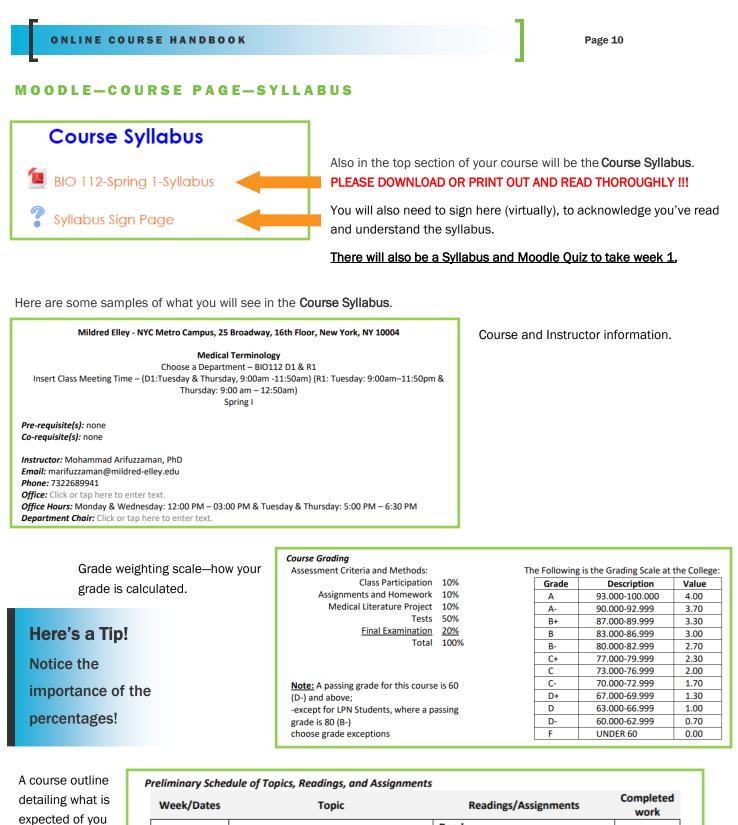
The course may have a Course Announcements forum where the Instructor will post reminders and other information you may need.

Some courses may even give you the introductory chapters of the textbook to help get you started!

> Here's a Tip! Carefully read the information posted here for all of your courses, as this information will vary per course

The Course Syllabus See next page!

Microsoft Teams meeting link for live lectures and open online office hours.



weeky bates	Topic	Readings/Assignments	work
		Read:	
Week 1	Introduction to the course:	Course Syllabus	
Tuesday	Review of the Course Syllabus	Chapter 1- Introduction to Medical	
02/02/2021	MA Course Policies Review	Language and Evolve Student	
&	Lab and Exam Policy	Resources, pp. 1-16	
Thursday		Chapter 2 - Body Structure, Color,	
02/04/2021	Introduction to Medical Language	and Oncology, pp. 17-57	

for each week.

### MOODLE-COURSE PAGE-SYLLABUS AND MOODLE QUIZ

#### Syllabus and Moodle Quiz

You can take this quiz as many times as you need in order to get 100%. This quiz can be used to improve your participation grade if you miss class. The Syllabus and Moodle Quiz is part of the week 1 content for every course.

Question 1	How long will it take you to hear back from your instructor after you email them?
Not yet answered	Select one:
Points out of 1.00	$\odot$ a. Within 12 hours on weekdays and 24 hours on weekends
r Flag	$\odot$ b. Within 24 hours on weekdays and 48 hours on weekends
question	$\odot$ c. Within 1 hour on weekdays and 5 hours on weekends
question	O d. Within 24 hours on weekdays and weekends

### Question 2 Not yet answered Points out of 1.00 V Flag question Edit

question

True or False? An online course requires less of your time than an on campus course would.

Select one: O a. True

O b. False

You can take this quiz as many times as you want to get the best

Here's a Tip!

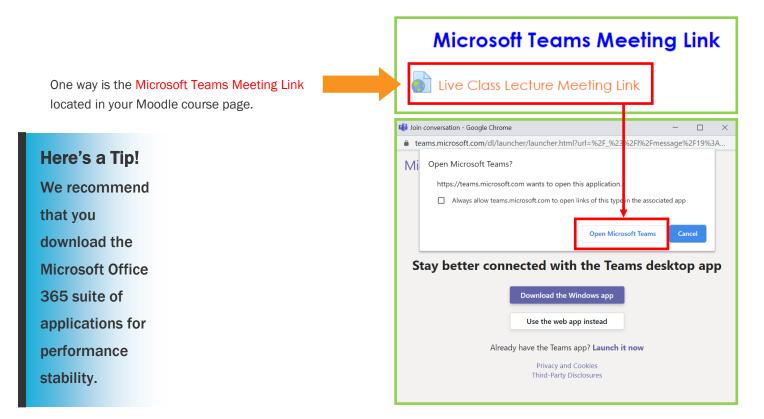
grade possible! You will also gain attendance for the course!

Question <b>5</b> Not yet	What can you find in the Technical Assistance area in your course?
answered	Select one:
Points out of 1.00	$\bigcirc$ a. Who to contact for help
r Flag	$\odot$ b. How to access and use Sonis
question	○ c. How to post to discussion forums
question	$\bigcirc$ d. All of the above
	<ul> <li>e. How to submit an assignment in Moodle</li> </ul>

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### **MOODLE-COURSE PAGE-MICROSOFT TEAMS**

**Microsoft Teams** is where your live course lectures will take place. There are a few different ways to connect to your live lectures.



Activity Tab shows all Teams activities joined.

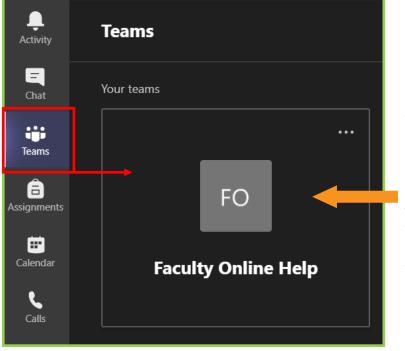
**Chat** Tab shows all Teams message conversations.

**Teams** Tab shows all Teams you are a member of.

Assignments Tab shows files tied to a lecture/meeting.

**Calendar** Tab shows all lectures and meetings.

**Calls** Tab shows call history, contacts and offers speed dial setup.

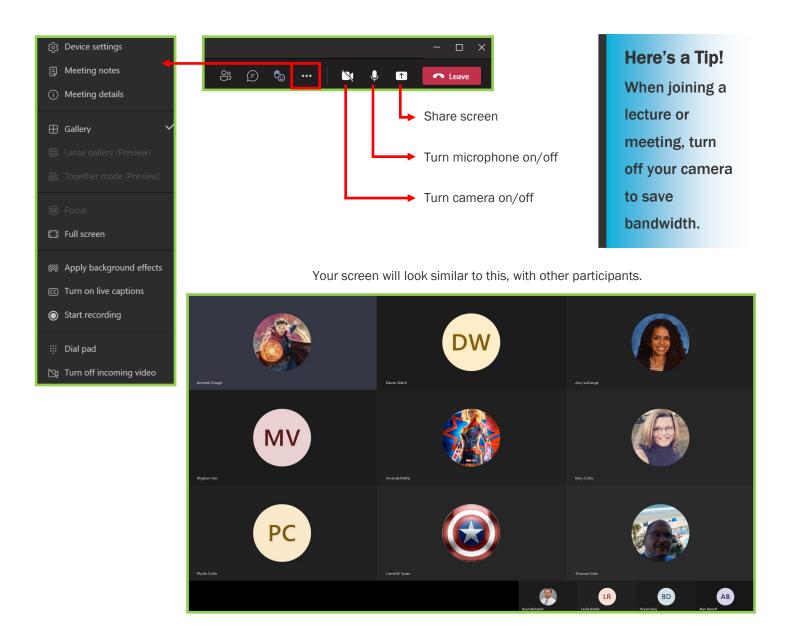


Another way to connect is right from the **Microsoft Teams app.** Launch the application, select the Teams tab, there should be a Team Block for your course, click on the Team Block.

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### MOODLE-COURSE PAGE-MICROSOFT TEAMS

When in a lecture or meeting, here's what you will see.



### MOODLE-COURSE PAGE-MICROSOFT TEAMS ON MOBILE DEVICES

While we recommend using a laptop or desktop computer for all online coursework, you can attend your Microsoft Teams meetings and lectures from a smartphone or tablet. Just install Microsoft Teams on your device. See the video!



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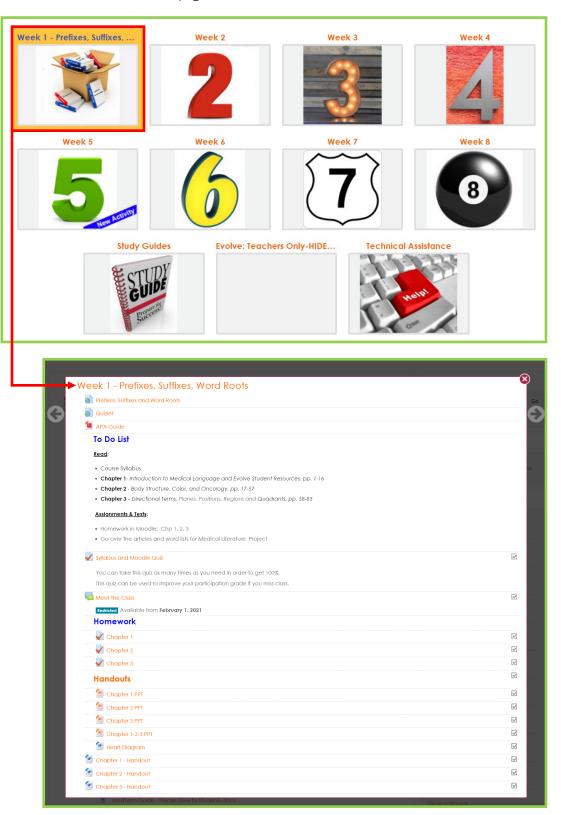
### **MOODLE-COURSE PAGE-WEKLY CONTENT MODULES**

The course content is located in the bottom half of the course page.

The assigned course work is broken up over 8 weekly modules, as outlined in the course syllabus.

Also included are Study Guide and a Technical Assistance modules.

> Here's a Tip! Don't fall behind! Each week has it's own content. Stay on top of your weekly course work.

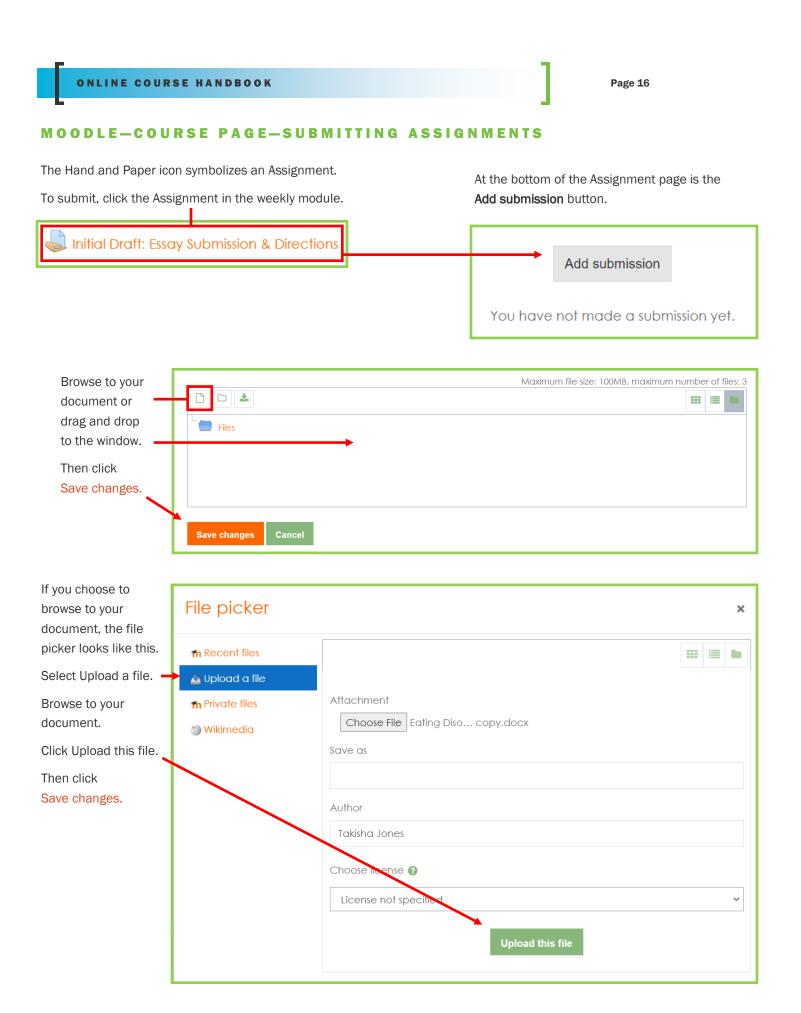


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# MOODLE-COURSE PAGE-FORUMS

Here's a closer look at some Week 1 content.

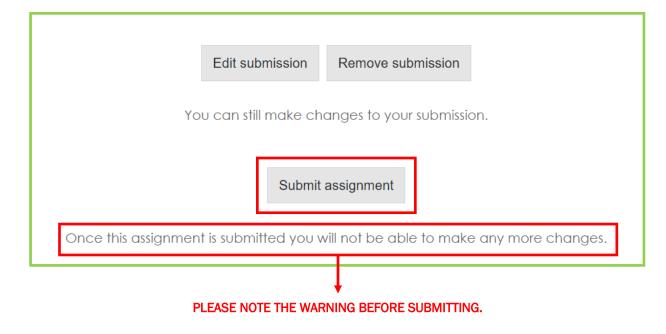
Meet the Class	Meet the Class is a f	orum. Your courses may also have subject specific	c weekly forums.
	-		
Meet the Class			
Welcome to class!			
This is your chance to interact with	your instructor and fellow classmates.		
In this forum, write a paragraph to	introduce yourself to the class.		
- Let us know who you are			
- Where you are from			
- What you want to get out of this a	class		
	of your schoolwork or a fun fact about you the		
	hope to achieve by enrolling in your current pr		
		inimum of 2 replies to different students in your class in Week 1.	Here's a Tip!
Any posis made after the stated	ave date/time will not be graded, but teel li	ee to keep the conversation going and connect with your classmates and instructor.	The blue and green
Add a new discussion topic			The blue and green
Add a new discussion topic			conversation
			bubbles icon seen
			bubbles icoli seeli
Add a new discussion topic			next to "Meet the
Subject	0		
500,001	My Name is		Class" will always
Message	9 1 A- B I ≔ ≔	% % 🖾 🖻 🖢 🕶 🖓 ₩-9	indicate a forum.
	I am excited to get started!		
	Post to forum Cancel Adva	nced	
		Post to the forum,	
	Add a new discussion topic	as shown above.	
-	+	as shown above.	
	Discussion		
	☆ Meet the class		See the process!
	Mineer the cidss		
	☆ Meet me!	Click on a discussion	
		to respond to a post.	
	A Most the Class	ιο τεορύπα το α ρύσι.	VIDEO
	☆ Meet the Class		
	A bio 110		
	☆ bio 112		

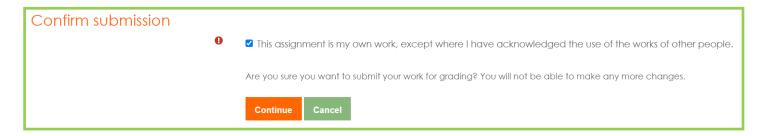


### MOODLE-COURSE PAGE-SUBMITTING ASSIGNMENTS

At this point, you can make changes or remove the submission.

If the document is final, select the **Submit assignment** button.





After you select the **Submit assignment** button, scroll down and you will need to check the acknowledgement box, then click Continue.

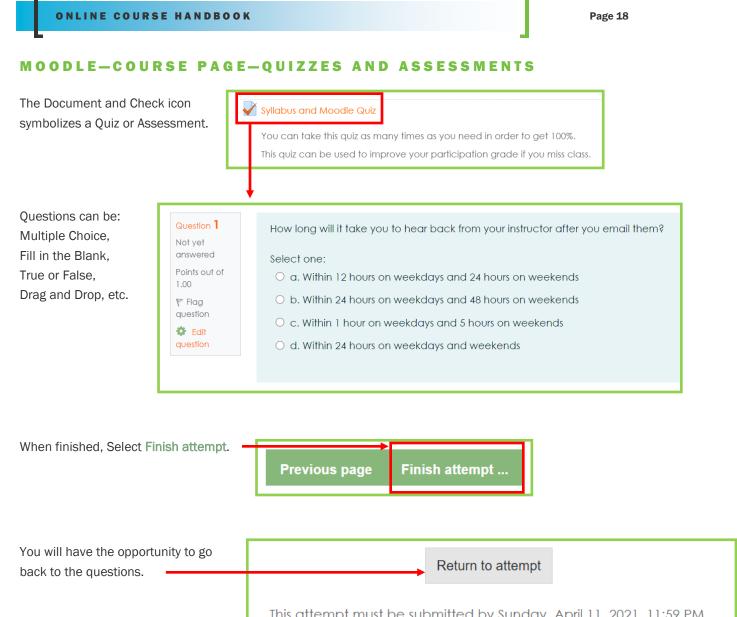
While this is the case for most writing assignments, it may not be required for other assignments.

See the process!

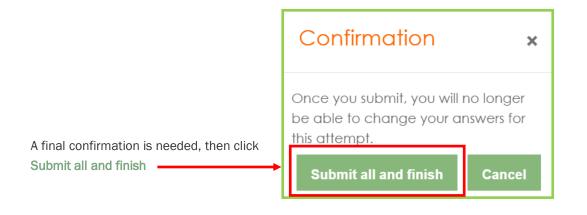


### Here's a Tip!

Save all of your document work to your OneDrive or to a folder on your desktop or hard drive for easy retrieval when submitting assignments.

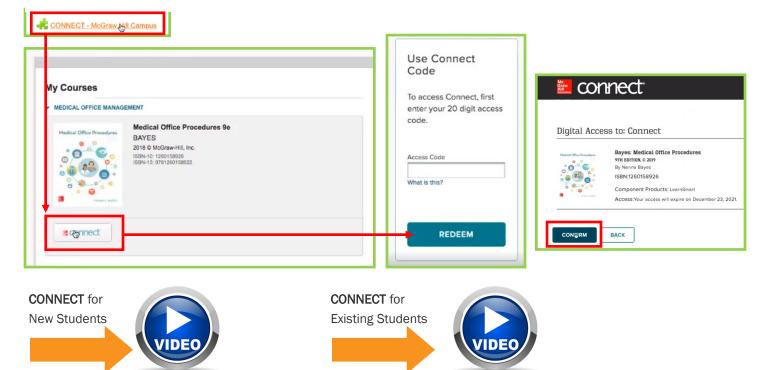


If you are satisfied with your answers,	sobrinica by soliday, A	oni 11, 2021, 11.07 FM.
then select Submit all and finish	 Submit all and finish	



### **MOODLE-COURSE PAGE-CONNECT**

The CONNECT link is in your Moodle course.



#### MOODLE-COURSE PAGE-GDP





### **EVOLVE SIMCHART**



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### **TOOLS FOR SUCCESS**

Use a Laptop or Desktop computer!

Do NOT use Tablets or Smart Phones for work in Moodle as they have limited functionality.

Chromebooks are also NOT recommended as they have limited disk space.

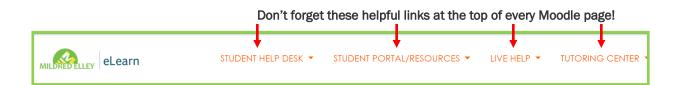






We recommend using **Google Chrome** for your browser. <u>https://www.google.com/chrome/</u>

> MAC USERS NOTE: YOU SHOULD ONLY USE GOOGLE CHROME! SAFARI and FIREFOX ARE NOT COMPATIBLE WITH MOODLE, TEAMS or MOST TEXTBOOK PUBLISHER PLATFORMS.



### **Tips For Success!**

- An Online Course is a REAL course! Online courses require just as much work, time, and effort as a face-to-face courses.
- Know Your Instructor! The Instructor's name and contact info are at the top of every course page.
- Good Time Management! Set a schedule for your coursework. Each week has its own workload. Stay on top of your assignments and don't fall behind.
- Do Your Own Work!

Do not copy and paste from the internet or another student. Students will receive a grade/score of "0" on plagiarized/copied work. The School's policy on plagiarism (submitting work that isn't your own) states:

"ACADEMIC DISHONESTY: Mildred-Elley is a community of learners, and takes violations of academic honesty and integrity seriously. Academic dishonesty is basis for disciplinary action. Any work turned in for individual credit must be entirely the work of the student submitting the work."