

ONLINE COURSE HANDBOOK

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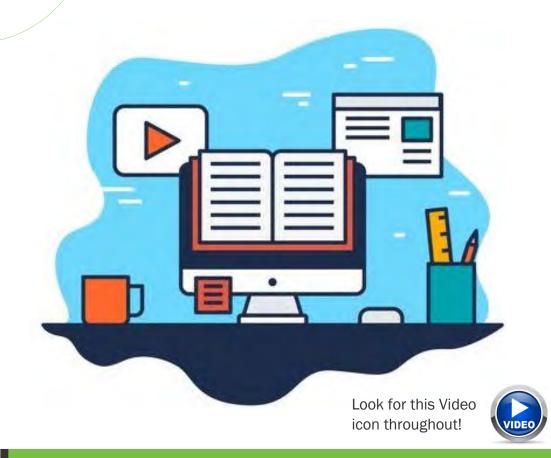
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READ THROUGH THIS CAREFULLY FOR INFORMATION ON:

- 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

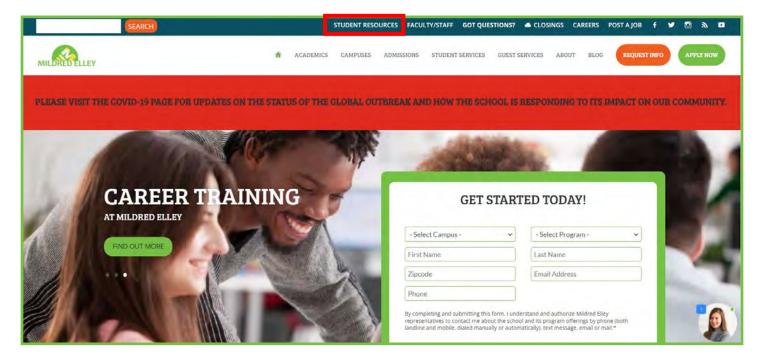
START HERE!

Google is always a good way to start! Type in Mildred Elley. The site is www.mildred-elley.edu



MILDRED ELLEY WEBSITE

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



page 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!

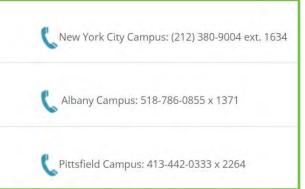


STUDENT RESOURCES

At the top of the webpage, there are a few helpful phone numbers and links.

TELEPHONE HELP SUPPORT:

If you are having technical difficulty setting up your computer or logging on to Campus Cafe or your email, you can contact one of the telephone help support numbers listed here. Please note that telephone help support is generally available during normal hours of operation. If a technician is unavailable to assist you, you can leave a voicemail message and your telephone call will be returned as soon as practical.





Campus Café is where you can access your schedule, the Bookstore, Moodle, and your email. Access your Outlook and the rest of the Microsoft 365 suite. Once logged in, download and install the applications.



Watch this video on accessing these sites!

This PDF is a great resource with stepby-step instructions on everything you

ELEARN AT MILDRED ELLEY (MOODLE)

Moodle is your online learning portal. In it, you can find your online course pages, campus library page, and links for tutoring and advising. You can find it by logging into your Campus Café dashboard here: **Campus Cafe Dashboard**.

- Online Course Readiness Checklist
- This checklist will help ensure you have what you need.

will be doing.

- Student Online Handbook
 - the same of the sa
- Moodle Use Checklist for Enhanced and Hybrid Courses
- Technology Requirements for Online Courses at Mildred Elley
- Quick Moodle Directions
- Online Learning Tips for Success
- The Moodle App Instructions
- If you are having issues while on Moodle, please see the Moodle Help section in your course. If you are unable to resolve your issues, email moodle@mildred-elley.edu

The **STUDENT RESOURCES** page goes on to give you even more information on things like **CONNECT** and **MindTap** and **Evolve**, The Online **Bookstore**, the **Library**. How-To videos and an Academic Calendar.

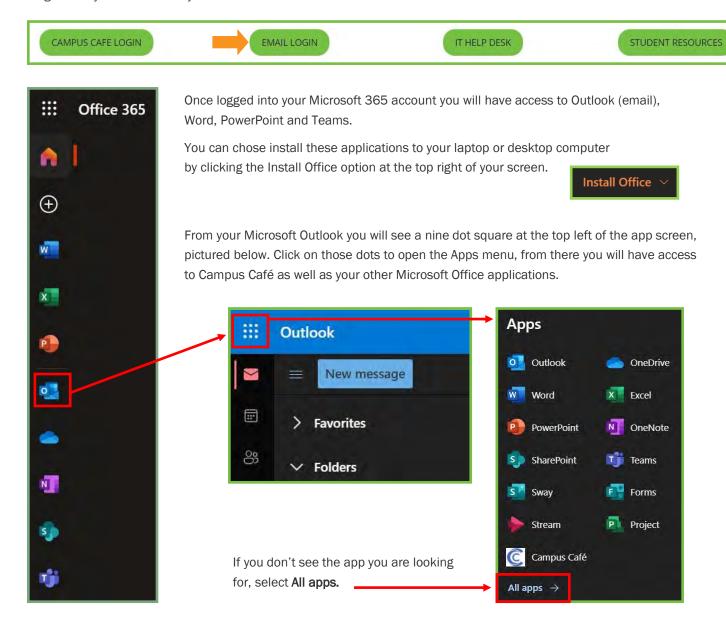
Here's a Tip!

Bookmark this web page in your browser for quick access!

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.



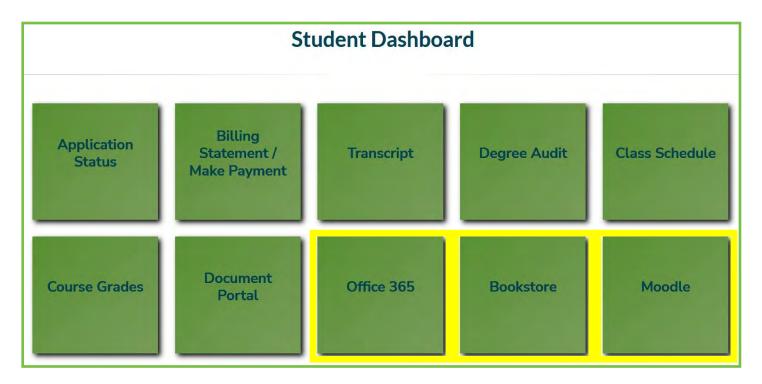
Watch this!

If you are not familiar with Microsoft Office, or you are are and need a refresher, watch this video as it gives a good overall view of everything you now have access to as a Mildred Elley student!



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.



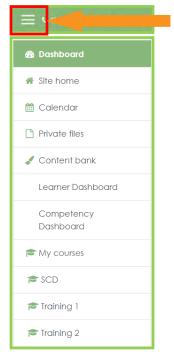
Here's a Tip!

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.





Notice the three lines at the top left.

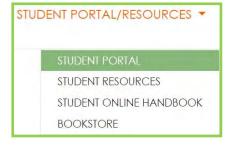
Click this to expand or collapse (will be an X when open) to view the quick links.



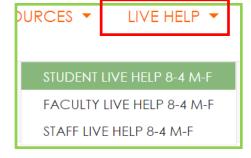
If you click the logo, it will open an overall course list and links to some resources.



The STUDENT HELP DESK has a phone number for each campus.



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



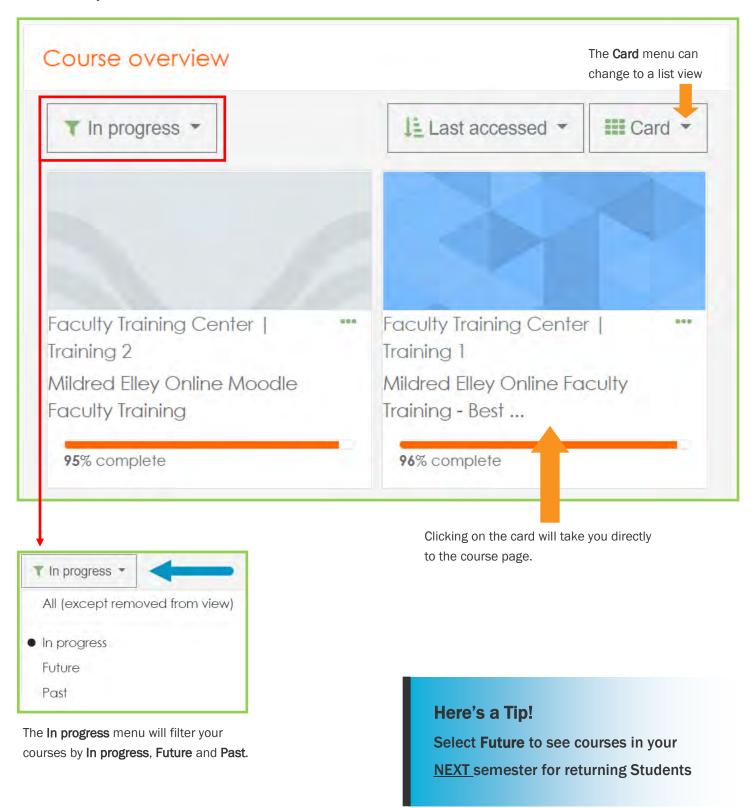
The LIVE HELP link provides immediate help, Monday through Friday, 8-4.

Instant access to TUTORING help.



MOODLE-DASHBOARD

Links to your courses will show here.



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.

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.

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 its soiline readiness checklist to the information in the Course Introduction section below.

The Online Readiness Checklist is available in every course. This is a tool to help you prepare for the course.

Here's a Tip!

Read

thoroughly

and Download

the Online

Readiness

Checklist or

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.

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.

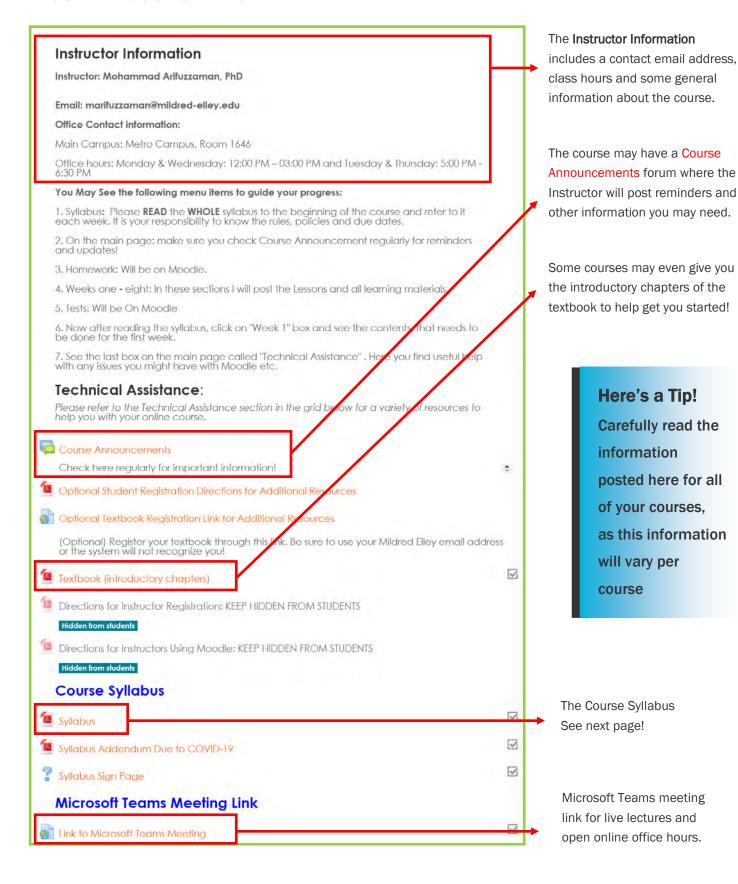
Must Do:

- ☐ 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 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.

MOODLE-COURSE PAGE



MOODLE-COURSE PAGE-SYLLABUS



Also in the top section of your course will be the Course Syllabus.

PLEASE DOWNLOAD OR PRINT OUT AND READ THOROUGHLY !!!

You will also need to sign here (virtually), to acknowledge you've read and understand the syllabus.

There will also be a Syllabus and Moodle Quiz to take week 1.

Here are some samples of what you will see in the Course Syllabus.

Mildred Elley - NYC Metro Campus, 25 Broadway, 16th Floor, New York, NY 10004

Medical Terminology

Choose a Department – BIO112 D1 & R1
Insert Class Meeting Time – (D1:Tuesday & Thursday, 9:00am -11:50am) (R1: Tuesday: 9:00am-11:50pm &
Thursday: 9:00 am – 12:50am)
Spring I

Pre-requisite(s): none Co-requisite(s): none

Instructor: Mohammad Arifuzzaman, PhD Email: marifuzzaman@mildred-elley.edu

Phone: 7322689941

Office: Click or tap here to enter text.

 $\textbf{\it Office Hours:} \ \ \text{Monday \& Wednesday: 12:00 PM-03:00 PM \& Tuesday \& Thursday: 5:00 PM-6:30 PM-03:00 PM$

Department Chair: Click or tap here to enter text.

Course and Instructor information.

Grade weighting scale—how your grade is calculated.

Here's a Tip!

Notice the importance of the percentages!

Course Grading

Assessment Criteria and Methods:
Class Participation
Assignments and Homework
Medical Literature Project
Tests
Final Examination
Total
100%

Note: A passing grade for this course is 60 (D-) and above; -except for LPN Students, where a passing grade is 80 (B-) choose grade exceptions The Following is the Grading Scale at the College:

Grade	Description	Value
Α	93.000-100.000	4.00
A-	90.000-92.999	3.70
B+	87.000-89.999	3.30
В	83.000-86.999	3.00
B-	80.000-82.999	2.70
C+	77.000-79.999	2.30
C	73.000-76.999	2.00
C-	70.000-72.999	1.70
D+	67.000-69.999	1.30
D	63.000-66.999	1.00
D-	60.000-62.999	0.70
F	UNDER 60	0.00

A course outline detailing what is expected of you for each week.

Week/Dates	Topic	Readings/Assignments	Completed
4.5	the state of the s	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	F	Chapter 2 - Body Structure, Color,	
02/04/2021	Introduction to Medical Language	and Oncology, pp. 17-57	100

MOODLE-COURSE PAGE-SYLLABUS AND MOODLE QUIZ



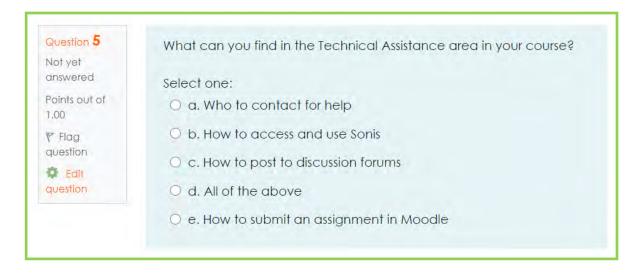
The Syllabus and Moodle Quiz is part of the week 1 content for every course.

Question 1 Not yet	How long will it take you to hear back from your instructor after you email them:
answered	Select one:
Points out of 1.00	O a. Within 12 hours on weekdays and 24 hours on weekends
₹ Flag	O b. Within 24 hours on weekdays and 48 hours on weekends
question de Edit	O 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 ▼ Flag question Edit question True or False? An online course requires less of your time than an on campus course would. Select one: ○ a. True ○ b. False

Here's a Tip!
You can take this
quiz as many
times as you want
to get the best
grade possible!
You will also gain
attendance for

the course!



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.

One way is the Microsoft Teams Meeting Link located in your Moodle course page.

Here's a Tip!

We recommend that you download the Microsoft Office 365 suite of applications for performance stability.

Activity Tab shows all Teams activities joined.

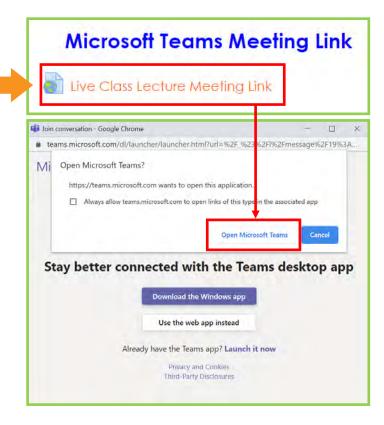
Chat Tab shows all Teams message conversations.

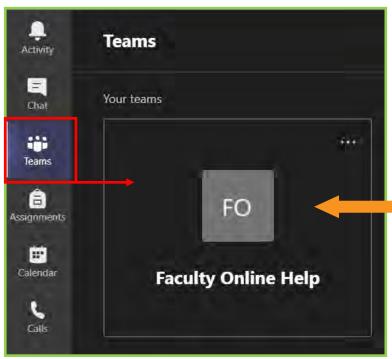
Teams Tab shows all Teams you are a member of.

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.

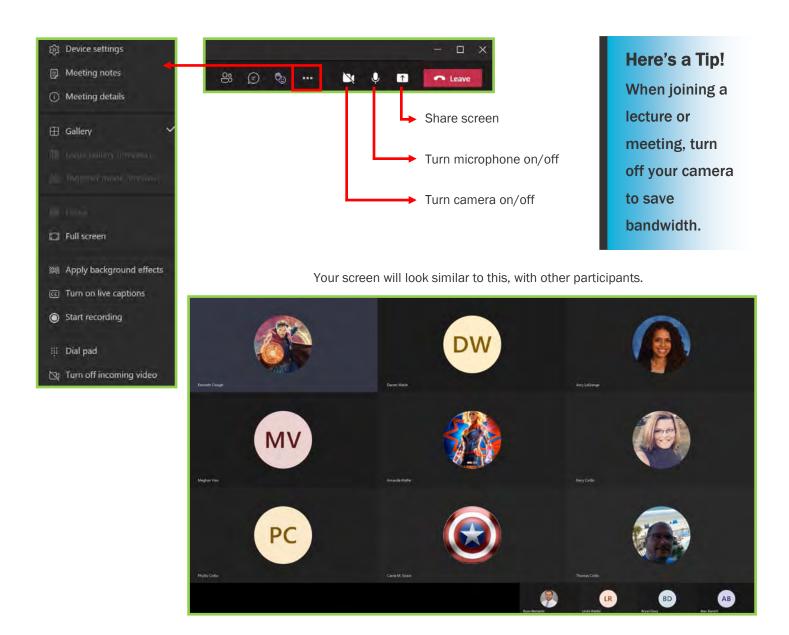




Another way to connect is right from the Microsoft Teams app.
Launch the application, select the Teams tab, there should be a Team Block for your course, click on the Team Block.

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!



MOODLE-COURSE PAGE-WEKLY CONTENT MODULES

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

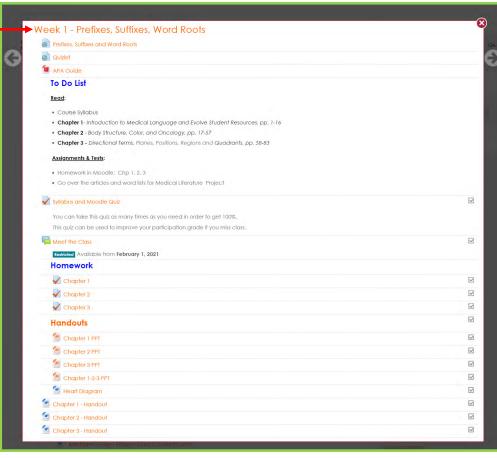
The assigned course work is broken up over 8 weekly modules, as outlined in the course syllabus.

Also included are Study Guide and a Technical Assistance modules.

Here's a Tip!

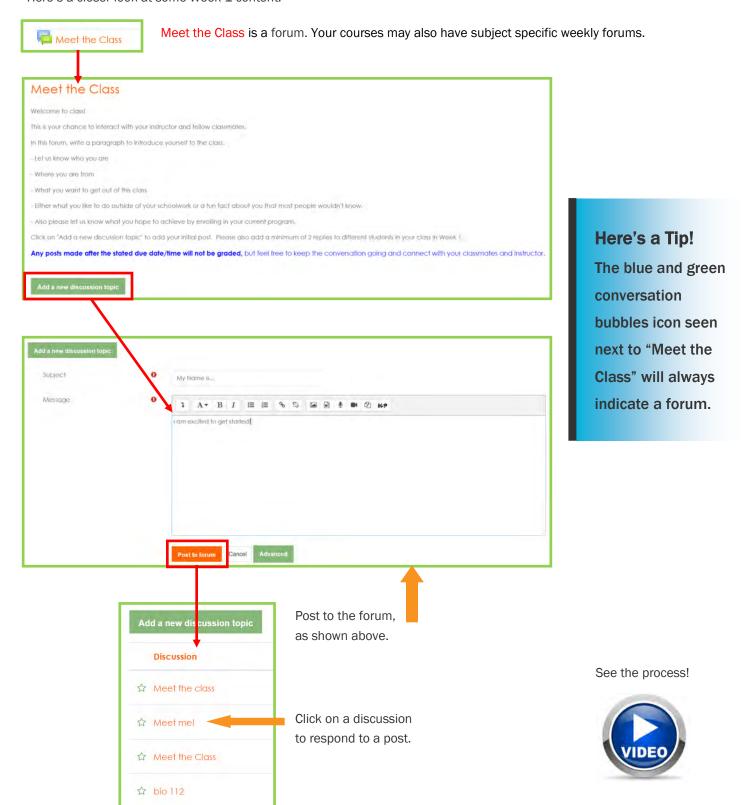
Don't fall behind! Each week has it's own content. Stay on top of your weekly course work.



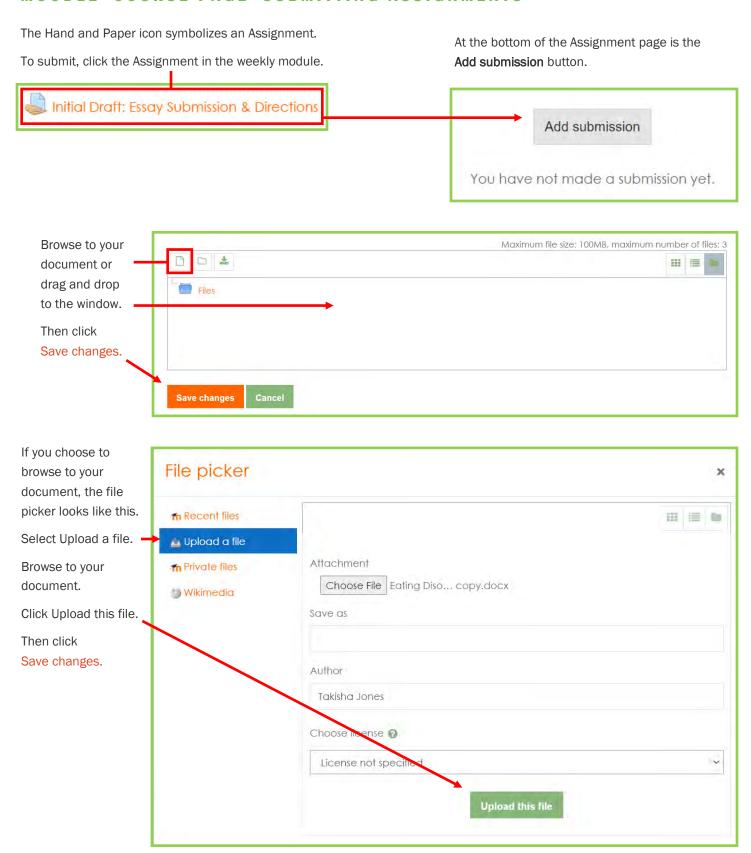


MOODLE-COURSE PAGE-FORUMS

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



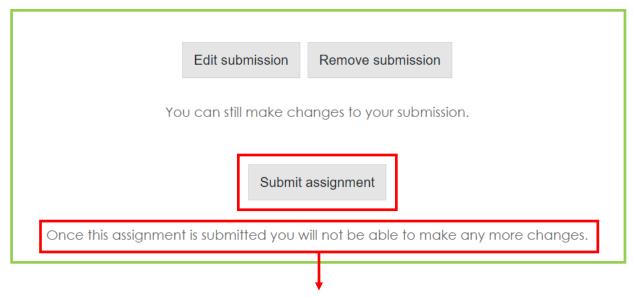
MOODLE-COURSE PAGE-SUBMITTING ASSIGNMENTS



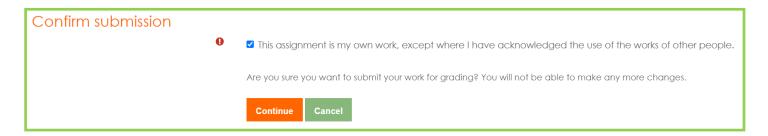
MOODLE-COURSE PAGE-SUBMITTING ASSIGNMENTS

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

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



PLEASE NOTE THE WARNING BEFORE SUBMITTING.



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.

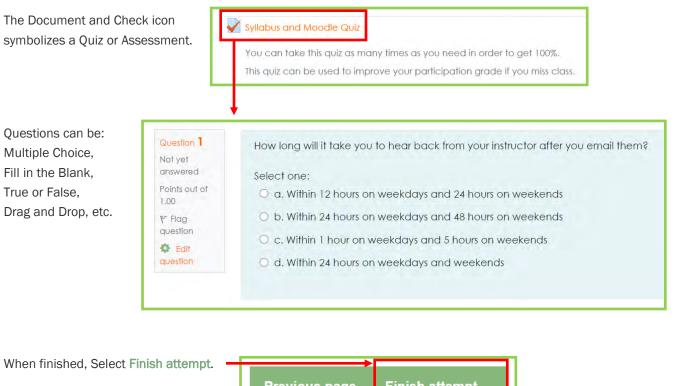
See the process!

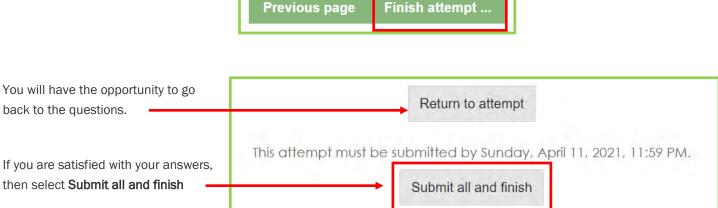


Here's a Tip!

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.

MOODLE-COURSE PAGE-QUIZZES AND ASSESSMENTS







MOODLE-COURSE PAGE-CONNECT

The CONNECT link is in your Moodle course.









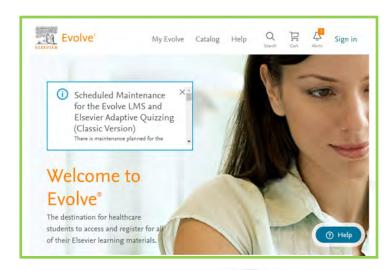


MOODLE-COURSE PAGE-GDP





EVOLVE SIMCHART





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.

https://www.google.com/chrome/



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."