



eLearn

ONLINE COURSE HANDBOOK

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Look for this Video icon throughout!



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

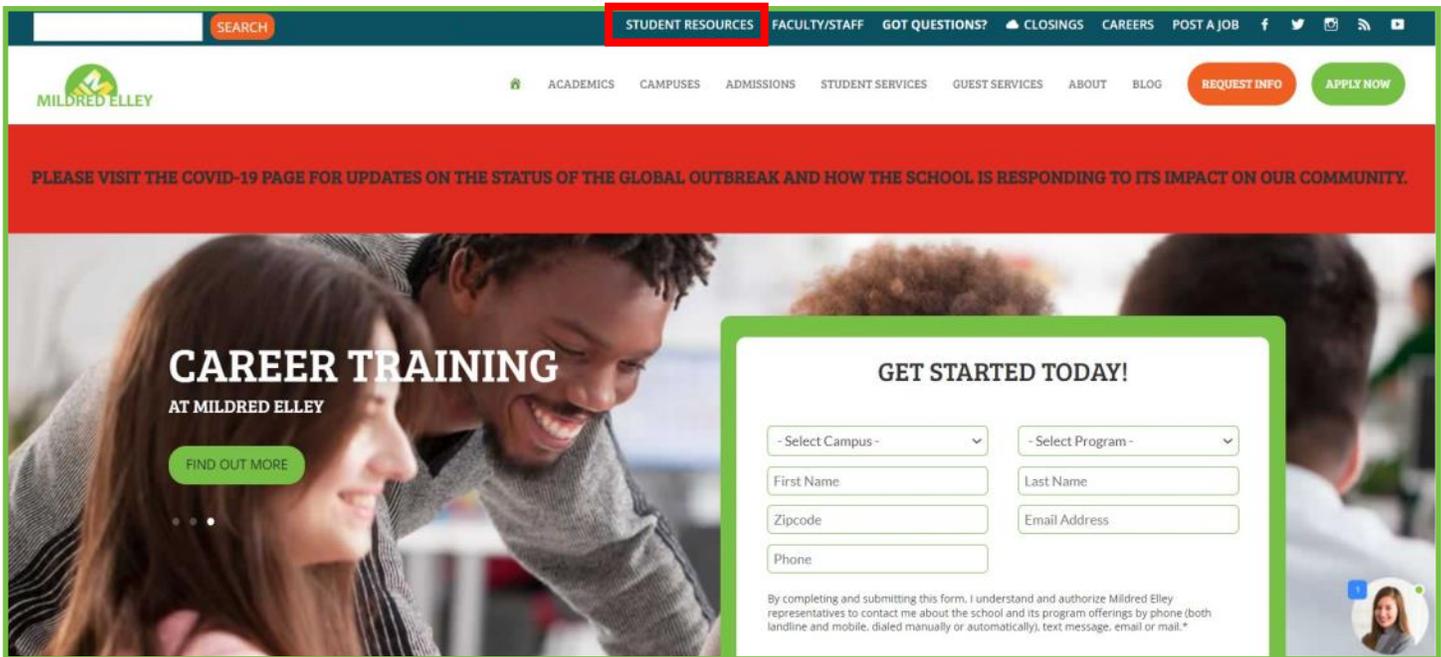
START HERE!

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.



The **STUDENT RESOURCES** 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 Café 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.

 New York City Campus: (212) 380-9004 ext. 1634

 Albany Campus: 518-786-0855 x 1371

 Pittsfield Campus: 413-442-0333 x 2264

CAMPUS CAFE LOGIN

EMAIL LOGIN

IT HELP DESK

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!

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.**
- [Student Online Handbook](#)  **This PDF is a great resource with step-by-step instructions on everything you will be doing.**
- [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

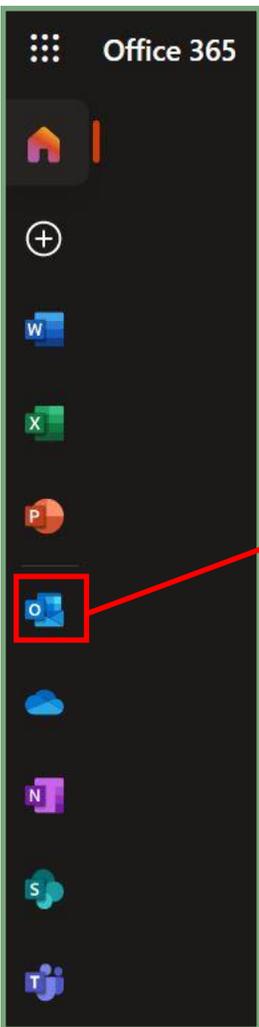
The **STUDENT RESOURCES** page goes on to give you even more information on things like **CONNECT** and **MindTap** and **Evolve**, The Online **Bookstore**, the **Library**. How-To videos and an Academic Calendar,

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.

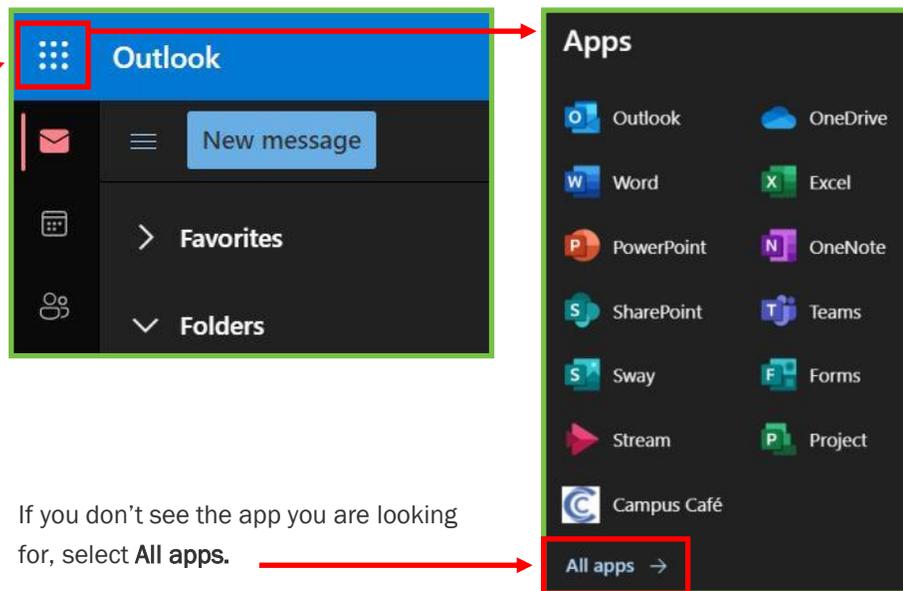


Once logged into your Microsoft 365 account you will have access to Outlook (email), Word, PowerPoint and Teams.

You can choose to install these applications on your laptop or desktop computer by clicking the Install Office option at the top right of your screen.



From your Microsoft Outlook you will see a nine dot square at the top left of the app screen, pictured below. Click on those dots to open the Apps menu, from there you will have access to Campus Café as well as your other Microsoft Office applications.



If you don't see the app you are looking for, select **All apps**.

Watch this!

If you are not familiar with Microsoft Office, or you 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.

The screenshot displays the 'Student Dashboard' interface. At the top, there is a navigation bar with a home icon, a dropdown menu, the 'MILDRED ELLY' logo, and a user profile indicator showing 'Signed in as Tony Stark' with a power icon. The main content area is a grid of 12 tiles, each with a representative image and a text label: 'Application Status' (hand writing on a checklist), 'E-Sign Documents' (hand signing a document), 'Transcript' (transcript document with a pen), 'Degree Audit' (graduation cap with diploma), 'Student Schedule' (calendar grid), 'Course Grades' (paper with a circled 'A'), 'Moodle' (Moodle logo on a tablet), 'Bookstore' (stack of books), 'Microsoft 365' (Microsoft 365 application icons), 'Change Address/Phone' (hand holding a smartphone), 'Degrees & Majors' (hand pointing at a diagram of degrees and majors), and 'Hold Codes' (a padlock with a green button labeled 'Hold Codes').

© Mildred Elley All rights reserved.
Please remember to log out when you are finished to protect your privacy.

Here's a Tip!

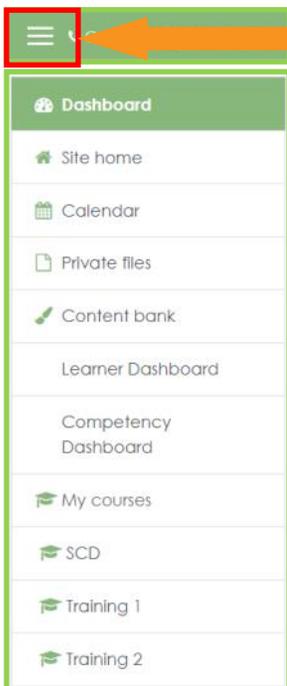
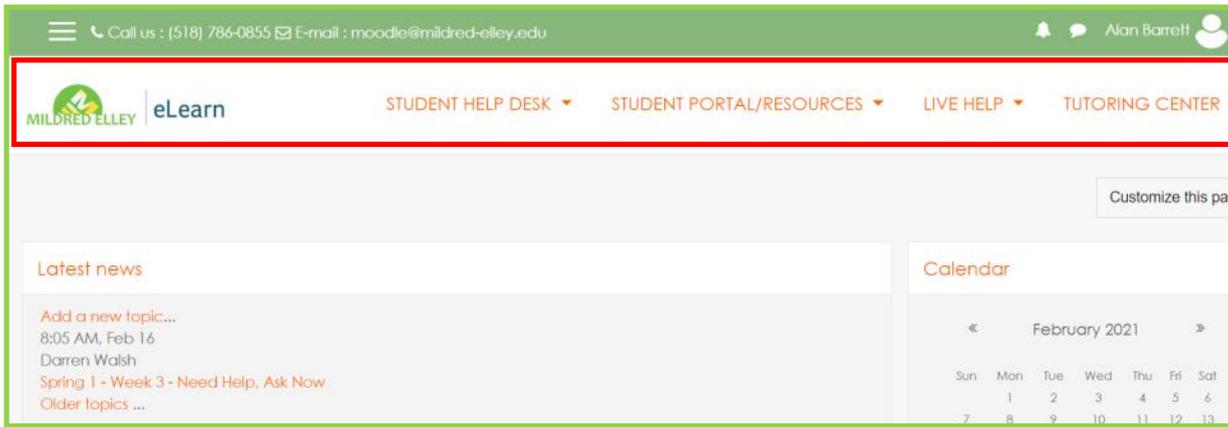
Once you have logged into your Campus Cafe account you will have instant access to or your Office 365 account and Moodle without having to sign in again!

Watch this video to see how to navigate your Campus Café dashboard!



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.



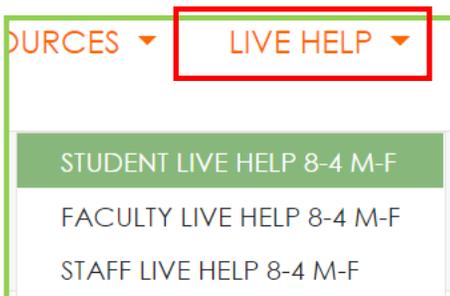
If you click the logo, it will open an overall course list and links to some resources.



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.

The screenshot shows the 'Course overview' section of a Moodle dashboard. At the top left, there is a filter menu currently set to 'In progress'. To the right, there are two more filters: 'Last accessed' and 'Card'. An orange arrow points to the 'Card' filter, with a text box stating 'The Card menu can change to a list view'. Below these filters, two course cards are displayed. The first card is for 'Faculty Training Center | Training 2' with a progress bar at 95% complete. The second card is for 'Faculty Training Center | Training 1' with a progress bar at 96% complete. An orange arrow points to the bottom of the second card, with a text box stating 'Clicking on the card will take you directly to the course page.' A red arrow points from the 'In progress' filter to a detailed view of the filter menu shown in the next block.

The **Card** menu can change to a list view

In progress ▾

Last accessed ▾

Card ▾

Faculty Training Center | Training 2
Mildred Elley Online Moodle Faculty Training

95% complete

Faculty Training Center | Training 1
Mildred Elley Online Faculty Training - Best ...

96% complete

In progress ▾

All (except removed from view)

- In progress
- Future
- Past

The **In progress** menu will filter your courses by **In progress**, **Future** and **Past**.

Clicking on the card will take you directly to the course page.

Here's a Tip!

Select **Future** to see courses in your NEXT semester for returning Students

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.

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 are 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

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 materials
5. Tests: Will be On Moodle
6. Now after reading the syllabus, click on "Week 1" box and see the contents that needs to be done for the first week.
7. See the last box on the main page called "Technical Assistance". Here you find useful help with any issues you might have with Moodle etc.

Technical Assistance:

Please refer to the Technical Assistance section in the grid below for a variety of resources to help you with your online course.

Course Announcements
Check here regularly for important information!

Optional Student Registration Directions for Additional Resources

Optional Textbook Registration Link for Additional Resources

(Optional) Register your textbook through this link. 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

Syllabus Addendum Due to COVID-19

Syllabus Sign Page

Microsoft Teams Meeting Link

Link to Microsoft Teams Meeting

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.

MOODLE—COURSE PAGE—SYLLABUS

Course Syllabus

[BIO 112-Spring 1-Syllabus](#)
[Syllabus Sign Page](#)

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.
Office Hours: Monday & Wednesday: 12:00 PM – 03:00 PM & Tuesday & Thursday: 5:00 PM – 6:30 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	10%
Assignments and Homework	10%
Medical Literature Project	10%
Tests	50%
<u>Final Examination</u>	<u>20%</u>
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
A	93.000-100.000	4.00
A-	90.000-92.999	3.70
B+	87.000-89.999	3.30
B	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.

Preliminary Schedule of Topics, Readings, and Assignments

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

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.

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!

Question 1

Not yet answered

Points out of 1.00

Flag question

 Edit question

How long will it take you to hear back from your instructor after you email them?

Select one:

- a. Within 12 hours on weekdays and 24 hours on weekends
- b. Within 24 hours on weekdays and 48 hours on weekends
- c. Within 1 hour on weekdays and 5 hours on weekends
- 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

Question 5

Not yet answered

Points out of 1.00

Flag question

 Edit question

What can you find in the Technical Assistance area in your course?

Select one:

- a. Who to contact for help
- b. How to access and use Sonis
- c. How to post to discussion forums
- d. All of the above
- e. How to submit an assignment in Moodle

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.

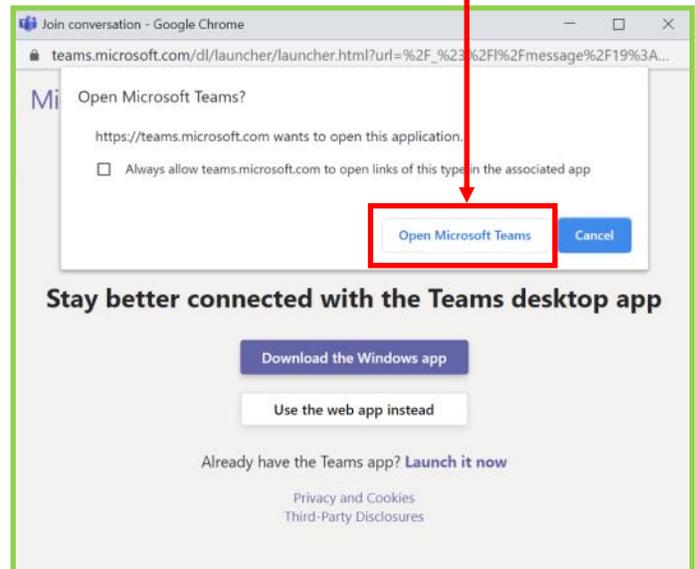
One way is the **Microsoft Teams Meeting Link** located in your Moodle course page.

Here's a Tip!

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

Microsoft Teams Meeting Link

Live Class Lecture Meeting Link



Activity Tab shows all Teams activities joined.

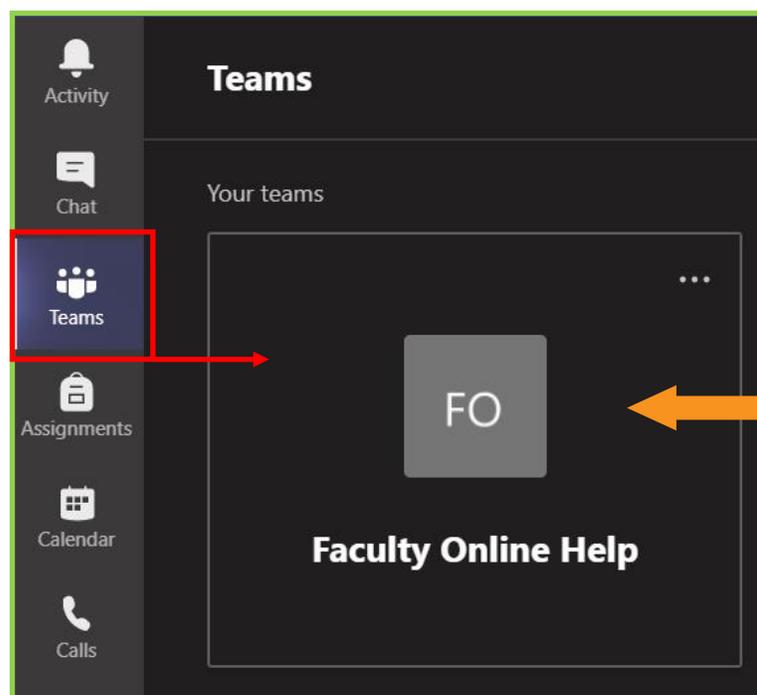
Chat Tab shows all Teams message conversations.

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.

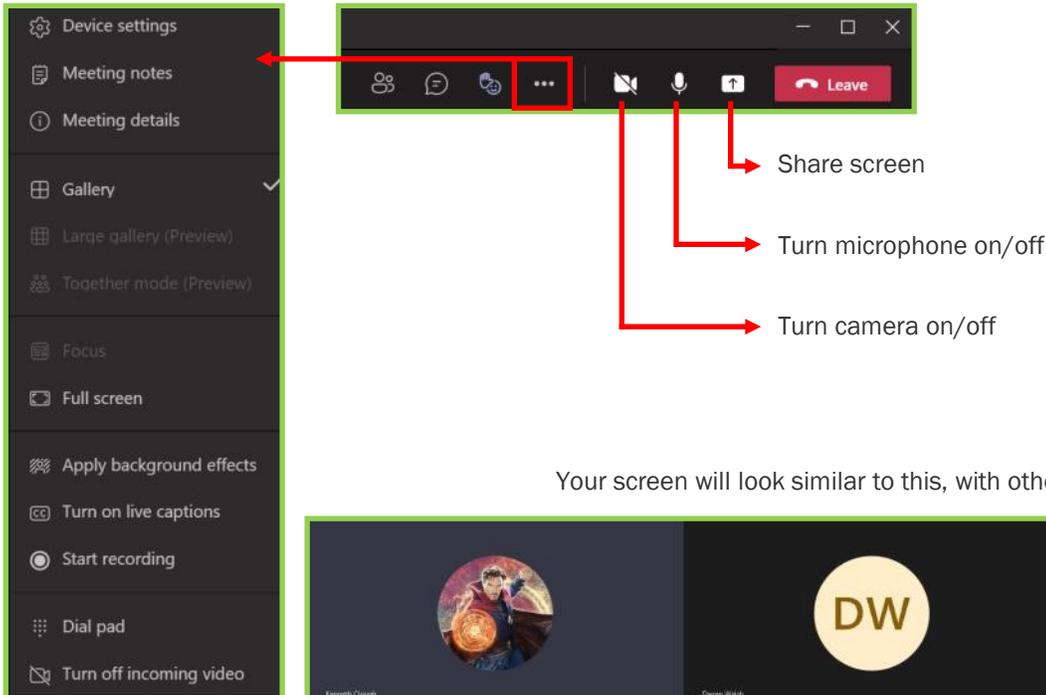
Calls Tab shows call history, contacts and offers speed dial setup.



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.

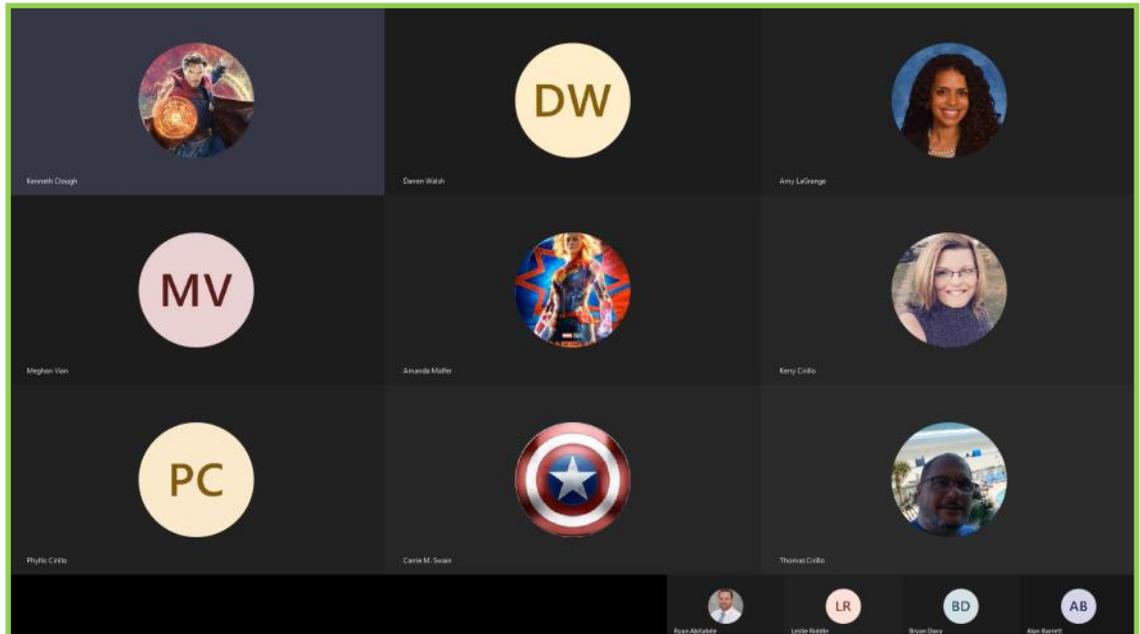
MOODLE—COURSE PAGE—MICROSOFT TEAMS

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



Here's a Tip!
When joining a lecture or meeting, turn off your camera to save bandwidth.

Your screen will look similar to this, with other participants.



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!

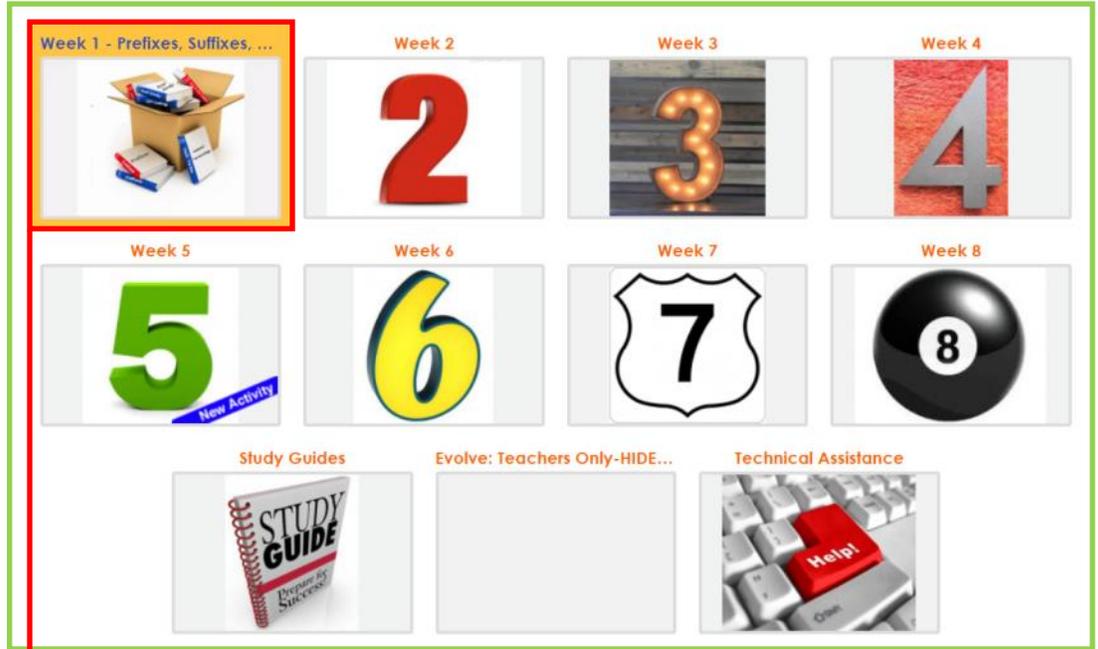


MOODLE—COURSE PAGE—WEEKLY CONTENT MODULES

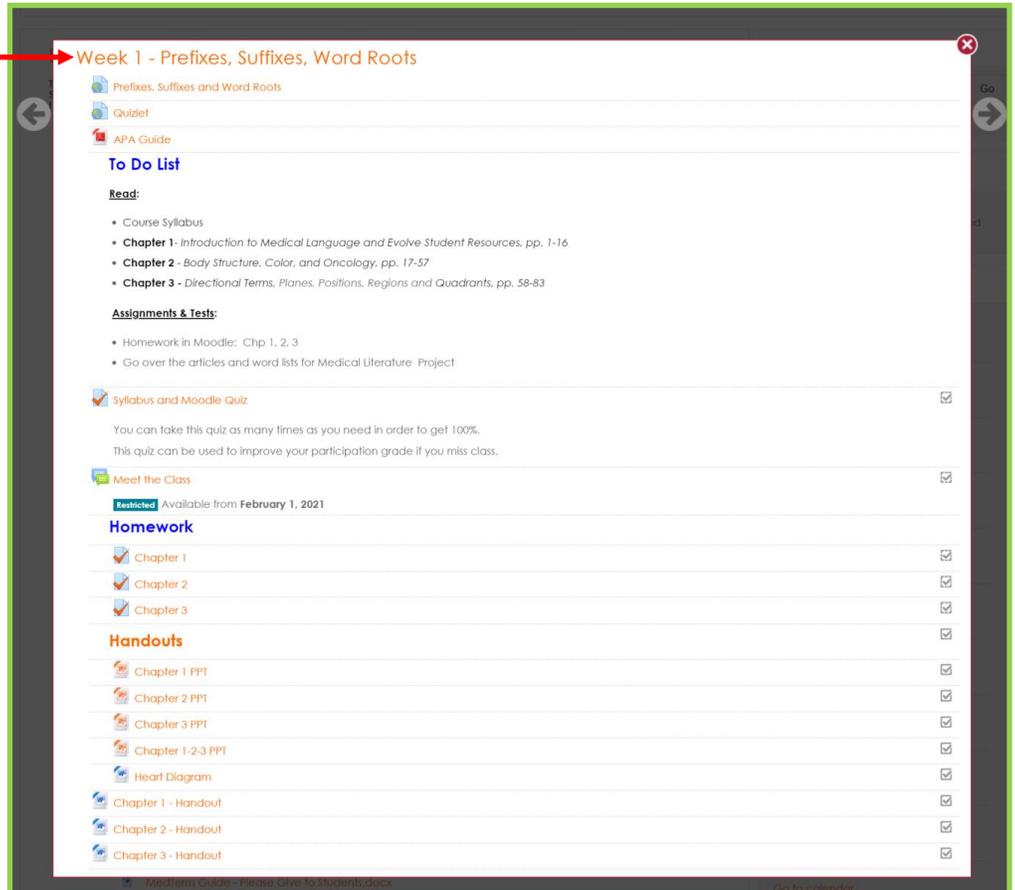
The course content is located in the bottom half of the course page.

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 its own content. Stay on top of your weekly course work.



MOODLE—COURSE PAGE—FORUMS

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



Meet the Class is a forum. Your courses may also have subject specific 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 class
- Either what you like to do outside of your schoolwork or a fun fact about you that most people wouldn't know.
- Also please let us know what you hope to achieve by enrolling in your current program.

Click on "Add a new discussion topic" to add your initial post. Please also add a minimum of 2 replies to different students in your class in Week 1.

Any posts made after the stated due date/time will not be graded, but feel free to keep the conversation going and connect with your classmates and instructor.

Add a new discussion topic

Add a new discussion topic

Subject: My Name is...

Message: I am excited to get started!

Post to forum Cancel Advanced

Add a new discussion topic

Discussion

- ☆ Meet the class
- ☆ Meet mel
- ☆ Meet the Class
- ☆ bio 112

Post to the forum, as shown above.

Click on a discussion to respond to a post.

Here's a Tip!

The blue and green conversation bubbles icon seen next to "Meet the Class" will always indicate a forum.

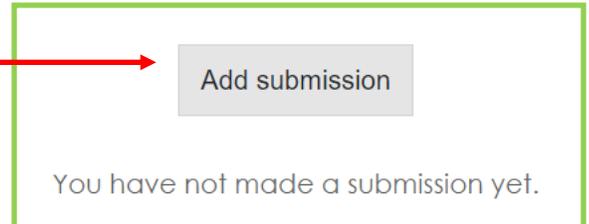
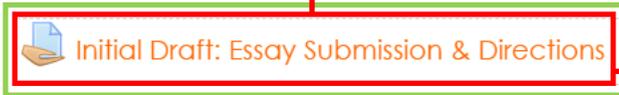
See the process!



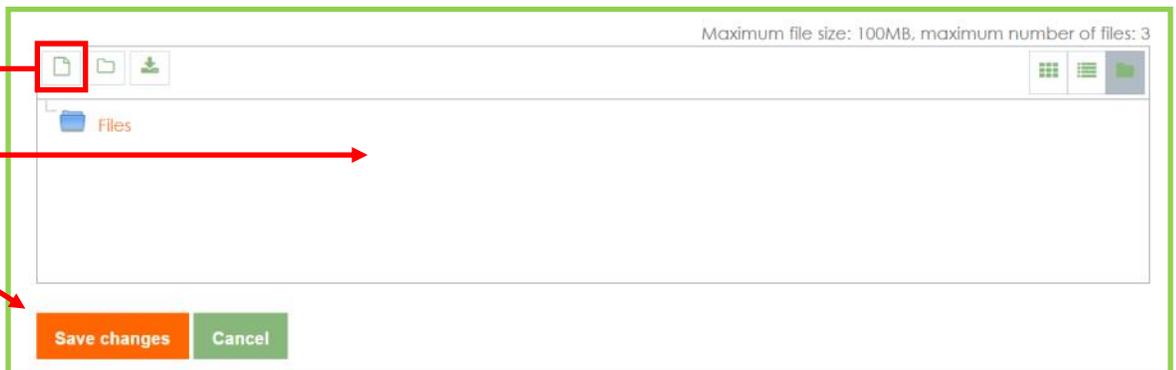
MOODLE—COURSE PAGE—SUBMITTING ASSIGNMENTS

The Hand and Paper icon symbolizes an Assignment.
 To submit, click the Assignment in the weekly module.

At the bottom of the Assignment page is the **Add submission** button.



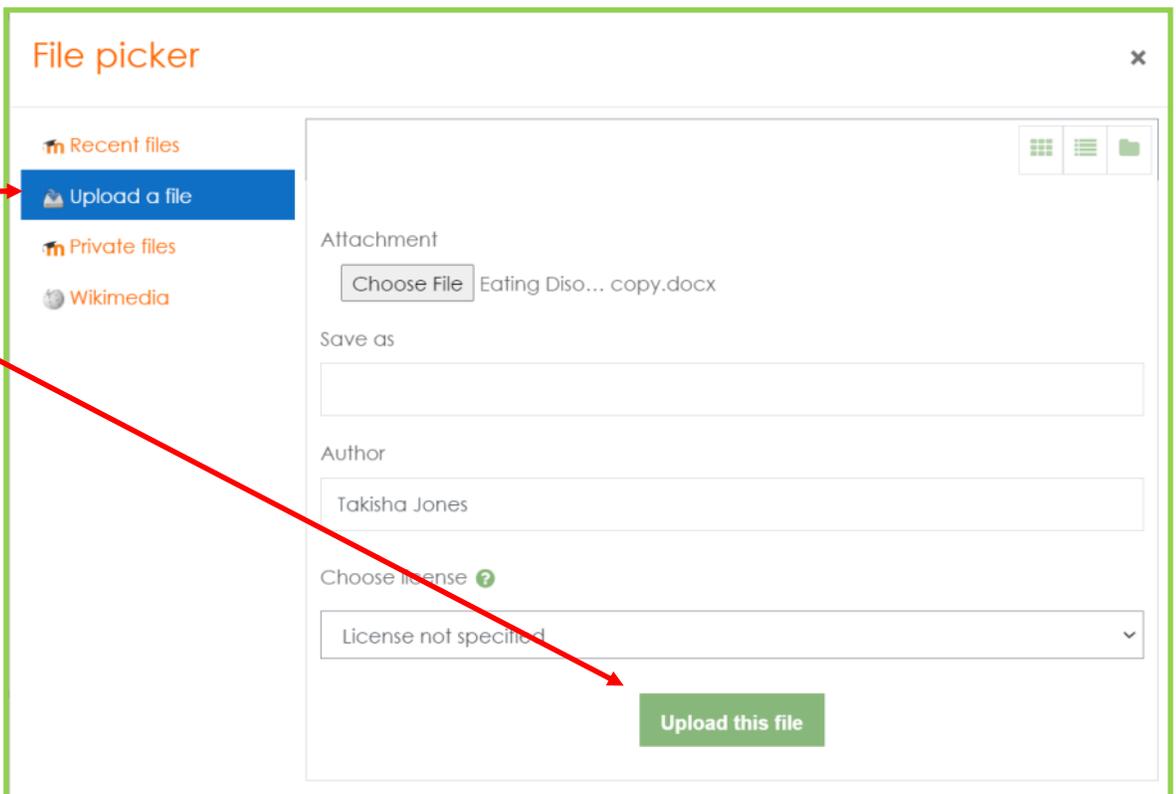
Browse to your document or drag and drop to the window.



Then click **Save changes**.

If you choose to browse to your document, the file picker looks like this.

Select Upload a file.



Browse to your document.

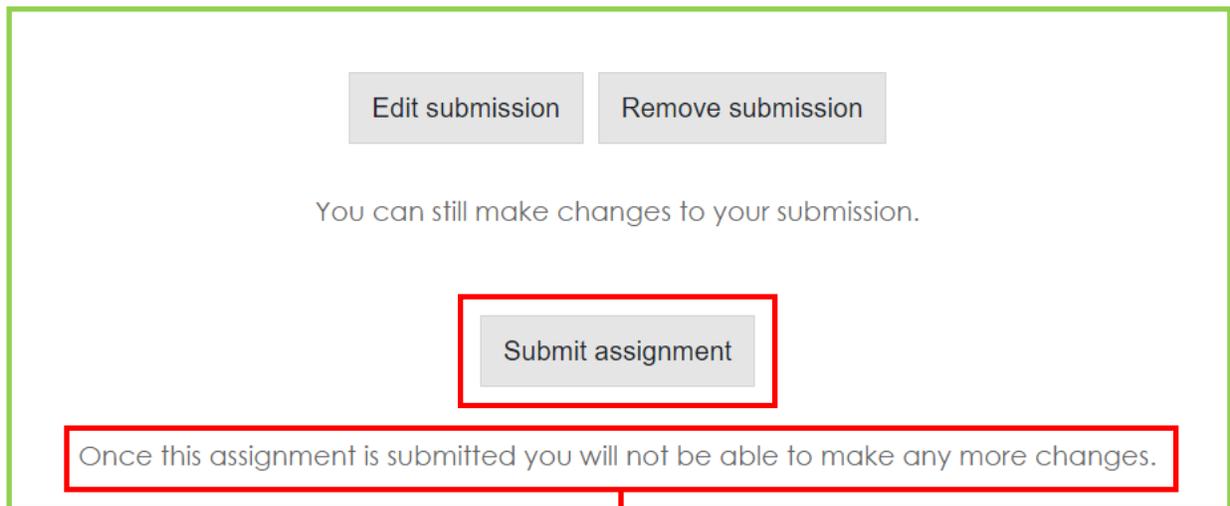
Click Upload this file.

Then click **Save changes**.

MOODLE—COURSE PAGE—SUBMITTING ASSIGNMENTS

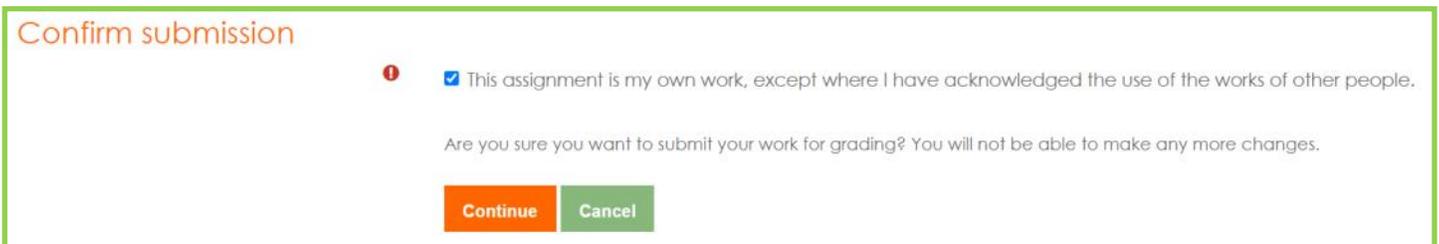
At this point, you can make changes or remove the submission.

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



A screenshot of the Moodle submission interface. At the top, there are two buttons: "Edit submission" and "Remove submission". Below them is the text "You can still make changes to your submission." In the center, the "Submit assignment" button is highlighted with a red rectangular box. Below this button, a warning message "Once this assignment is submitted you will not be able to make any more changes." is enclosed in a red rectangular box. A red arrow points from the bottom of this warning box down to the text "PLEASE NOTE THE WARNING BEFORE SUBMITTING." below the screenshot.

PLEASE NOTE THE WARNING BEFORE SUBMITTING.



A screenshot of the Moodle "Confirm submission" dialog box. The title "Confirm submission" is in orange. Below the title is a red information icon followed by a checked checkbox and the text "This assignment is my own work, except where I have acknowledged the use of the works of other people." Below this is the question "Are you sure you want to submit your work for grading? You will not be able to make any more changes." At the bottom, there are two buttons: "Continue" (orange) and "Cancel" (green).

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!

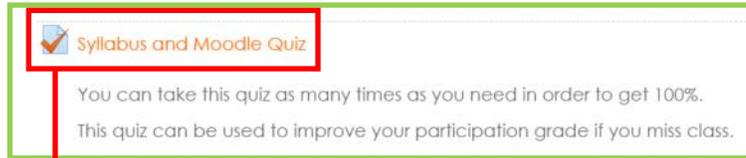


Here's a Tip!

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

The Document and Check icon symbolizes a Quiz or Assessment.



Questions can be:
Multiple Choice,
Fill in the Blank,
True or False,
Drag and Drop, etc.



When finished, Select **Finish attempt**.



You will have the opportunity to go back to the questions.

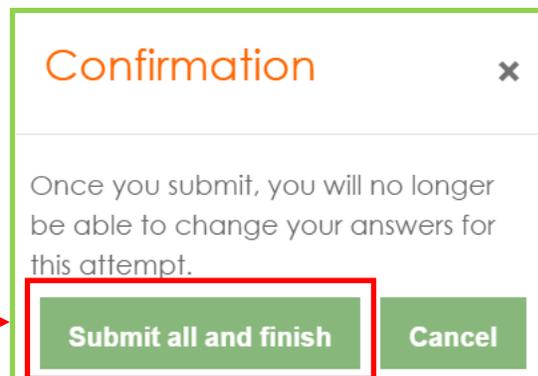
Return to attempt

If you are satisfied with your answers, then select **Submit all and finish**

This attempt must be submitted by Sunday, April 11, 2021, 11:59 PM.

Submit all and finish

A final confirmation is needed, then click **Submit all and finish**



MOODLE-COURSE PAGE-CONNECT

The CONNECT link is in your Moodle course.

CONNECT - McGraw Hill Campus

My Courses

MEDICAL OFFICE MANAGEMENT

Medical Office Procedures 9e
BAYES
2018 © McGraw-Hill, Inc.
ISBN-10: 1260158926
ISBN-13: 9781260158922

connect

REDEEM

Use Connect Code

To access Connect, first enter your 20 digit access code.

Access Code

What is this?

REDEEM

connect

Digital Access to: Connect

Medical Office Procedures

Bayes: Medical Office Procedures
9TH EDITION, © 2019
By Nenna Bayes
ISBN:1260158926
Component Products: LearnSmart
Access: Your access will expire on December 23, 2021.

CONFIRM BACK

CONNECT for
New Students



CONNECT for
Existing Students



MOODLE-COURSE PAGE-GDP

GDP

gregg College Keyboarding & Document Processing Mildred Elley

Log In

Username:

Password:

Forgot your username or password?

Sign In

Secured by Geotrust

New GDP Student?

I have a code or need Courtesy Access

I Want to Buy Online Now

Welcome to the GDP 11e log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.

Visit the following links for additional information:
Technical Support
Online Learning Center (OLC)
Privacy Center
Terms of Use

GDP Setup



EVOLVE SIMCHART

Evolve

My Evolve Catalog Help

Scheduled Maintenance for the Evolve LMS and Elsevier Adaptive Quizzing (Classic Version)
There is maintenance planned for the

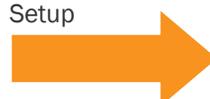
Welcome to Evolve

The destination for healthcare students to access and register for all of their Elsevier learning materials.

Help

Evolve Simchart

Setup



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.

Don't forget these helpful links at the top of every Moodle page!



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."