



eLearn

ONLINE COURSE HANDBOOK

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Look for this Video
icon throughout!



READ THROUGH THIS CAREFULLY FOR INFORMATION ON:

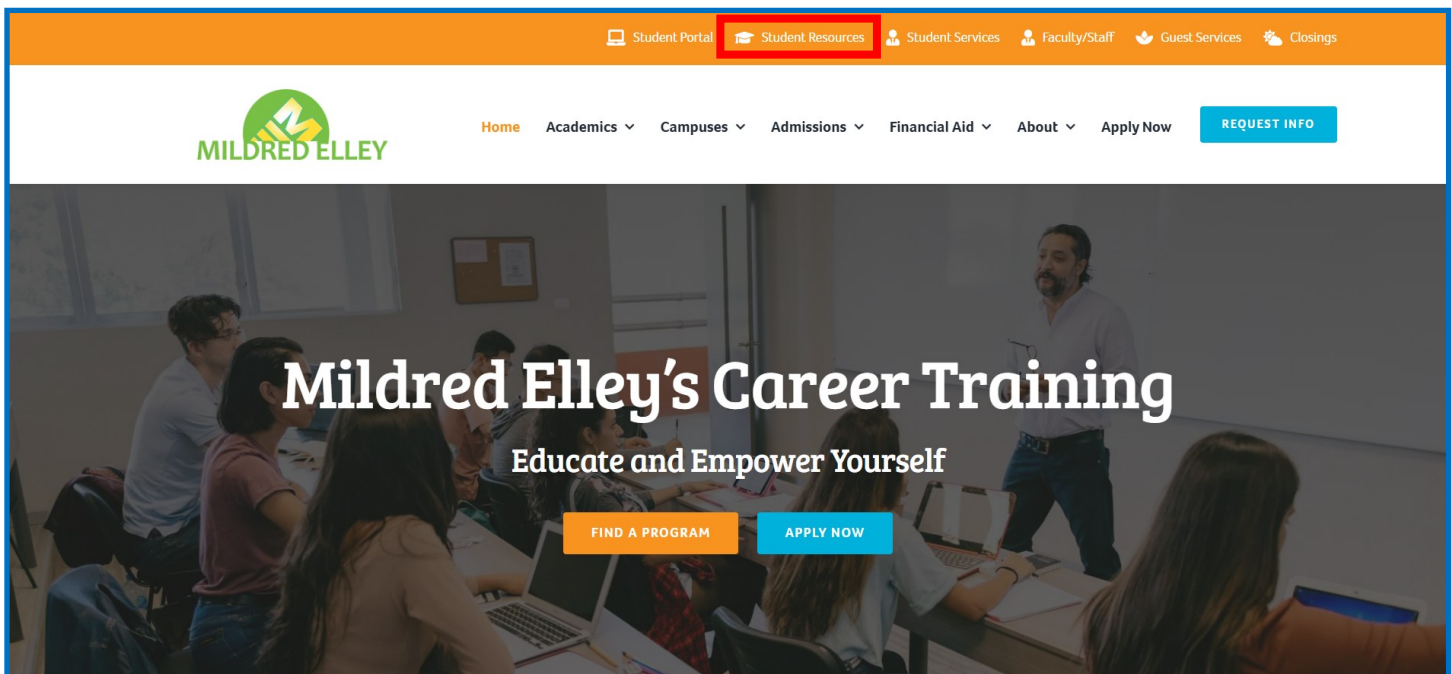
- Where and how to access your online/remote courses
- Making sure you are ready to start an online course
- How to log into your online course
- Finding your way around your online course
- Where to find help for your online course

START HERE!

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

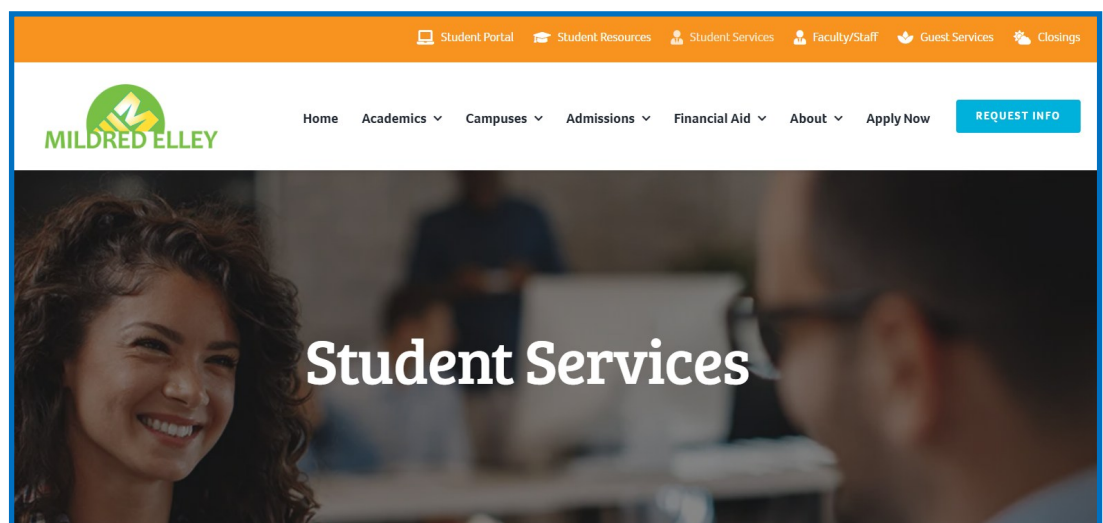
**MILDRED ELLEY WEBSITE**

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 SERVICES

Student Services can support a variety of Mildred Elley students' academic and personal needs:

Office of Academic Support & Advising

Provides quality guidance, counseling and advocacy services to support the needs of our school's students.

[LEARN MORE](#)

Center for Academic Support and Professionalism

The Center for Academic Support and Professionalism provides tutoring, study sessions, skills workshops, counseling services to support students in their academic and personal growth.

[LEARN MORE](#)

Office of Library Services

The Office of Library Services is dedicated to providing the materials, reference sources and individual attention necessary for students to succeed in their programs.

[LEARN MORE](#)

Office of Career Services

Meet with our career services team for career-related guidance on finding the right job, resume and cover letter writing, interviewing skills and specific career-related strategies.

[LEARN MORE](#)

Office of the Registrar

The school registrar maintains student personal (e.g., immunizations) and academic records, processes schedules and registration activities, handles transcript and enrollment verification requests, among other things.

[LEARN MORE](#)

Office of Academic Support & Advising

Albany, NY Campus

Office of Academic Support & Advising
855 Central Avenue
Albany, NY 12206

(518) 786-0855 ext. 1332

(518) 786-0898 – Fax

NYC Metro Campus

Office of Academic Support & Advising
25 Broadway, Floor 16
New York, NY 10004

(212) 380-9004


Pittsfield, MA Campus


Office of Academic Support & Advising
100 West Street
Pittsfield, MA 01201

(413) 442-0333

(413) 442-2269 – Fax


Mildred Elley – Albany, NY

 855 Central Ave, Albany, NY 12206

 (518) 807-0308

 admissions-albany@mildred-elley.edu


Mildred Elley – New York, NY

 25 Broadway, New York, NY 10004

 (646) 580-4999

 admissionsnyc@mildred-elley.edu

Mildred Elley – Online Programs

 (518) 807-0308

 admissions-online@mildred-elley.edu

Mildred Elley – Pittsfield, MA

 100 West St, Pittsfield, MA 01201

 (413) 358-4846

 infopittsfield@mildred-elley.edu

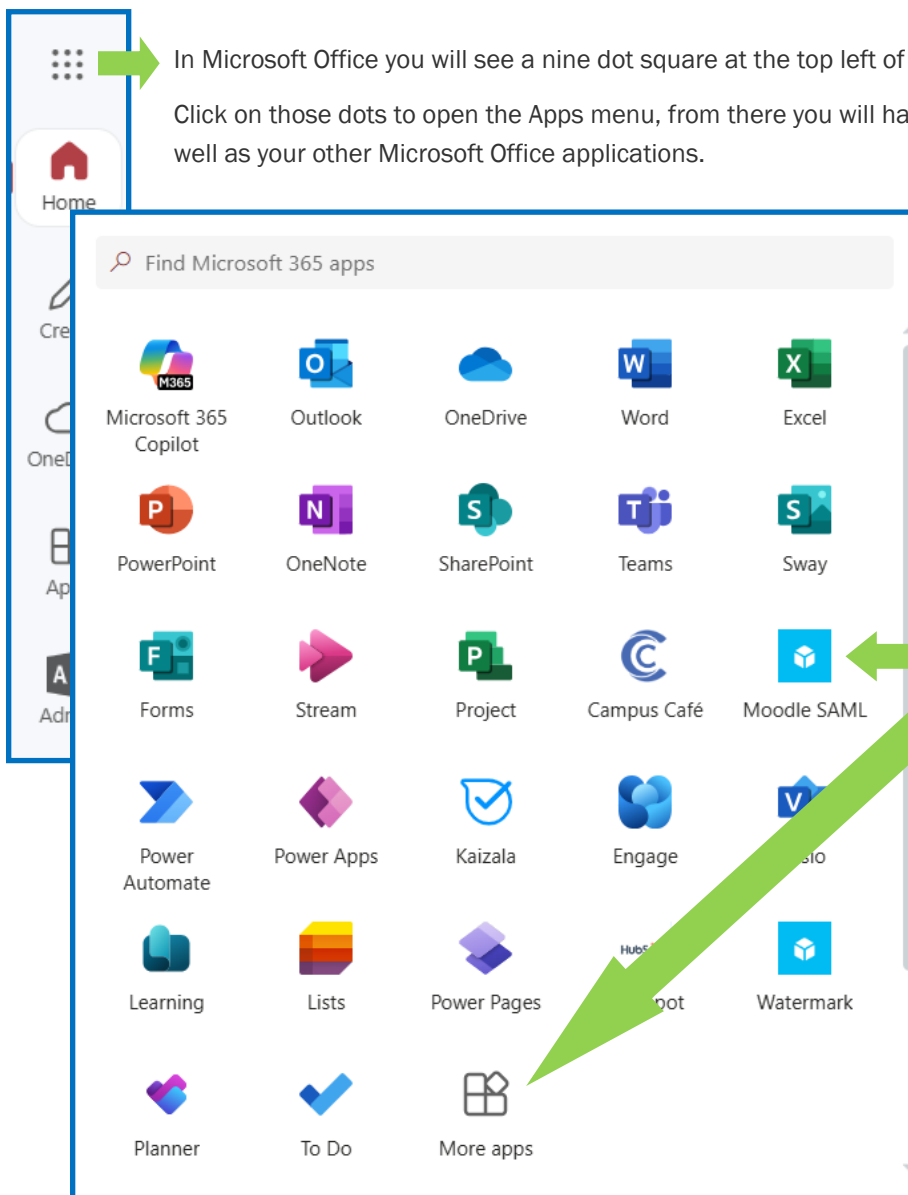
Here's a Tip!

Bookmark this web page in your browser for quick access!

MICROSOFT OFFICE 365 AND SINGLE SIGN ON

You can access your Microsoft Office account by logging in at www.office.com, where you will have access to Outlook (email), Word, PowerPoint and Teams.

Once you have logged into your Microsoft Office account, you will also be signed into both Campus Café and Moodle. Both of which can be accessed from Microsoft Office. See below.



In Microsoft Office you will see a nine dot square at the top left of the app screen.

Click on those dots to open the Apps menu, from there you will have access to **Campus Café** and **Moodle**, as well as your other Microsoft Office applications.

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

Install and more ▾

You can access Campus Café, Moodle here.

If you don't see these links, select More Apps. Once accessed, they should always appear as pictured.

Watch this! To see how to login and connect to Campus Café and Moodle!



Here's a Tip!

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

CAMPUS CAFÉ

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.

Signed in as Tony Stark

Student Dashboard

© Mildred Elley All rights reserved.

Please remember to log out when you are finished to protect your privacy.

Here's a Tip!

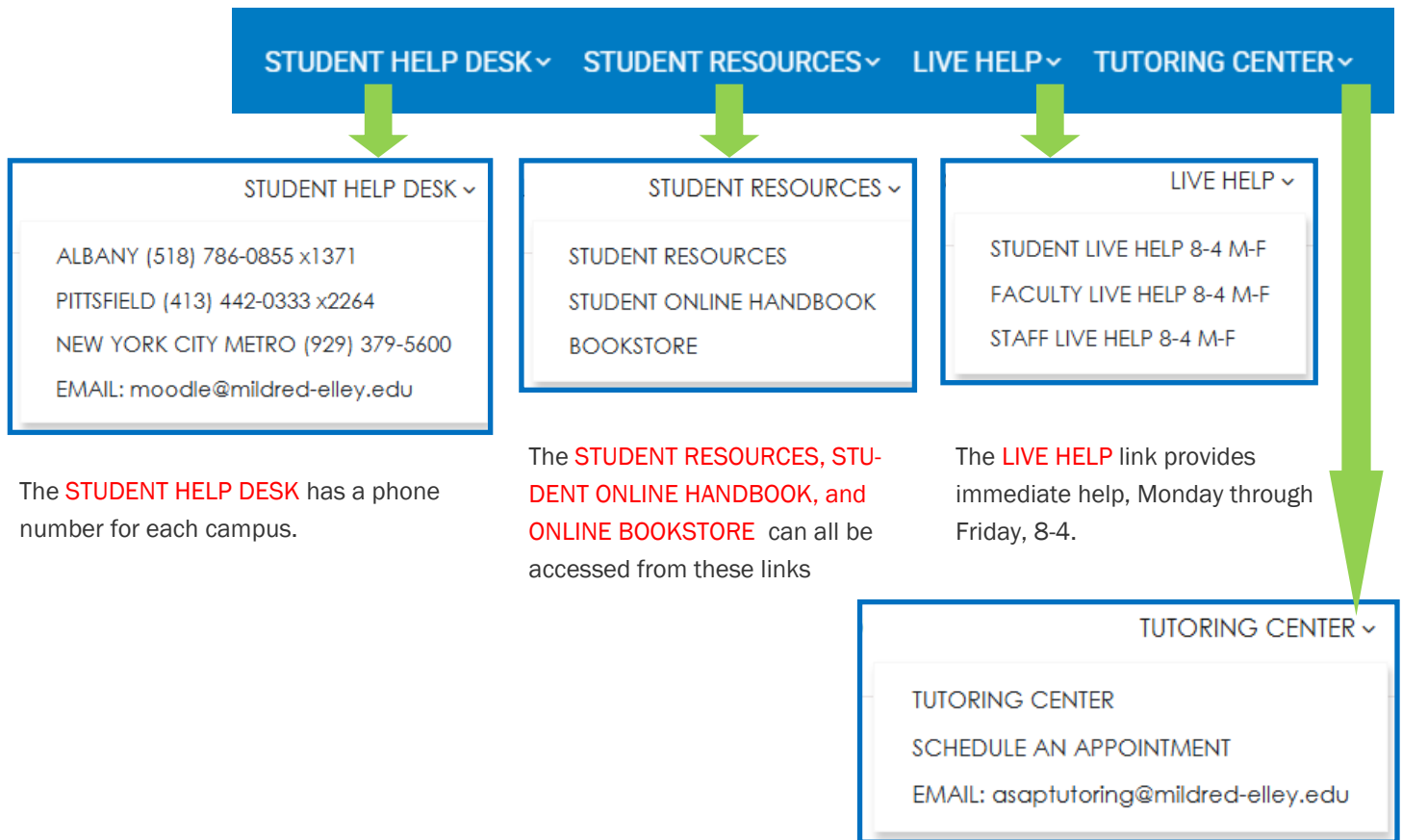
Once you have logged into your Campus Café account you will have instant access to or your Office 365 account and Moodle and the bookstore.

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.**



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

The **STUDENT RESOURCES**, **STUDENT ONLINE HANDBOOK**, and **ONLINE BOOKSTORE** can all be accessed from these links

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

Instant access to **TUTORING** help.

Some of the items you will see on your Dashboard are Announcements and a Calendar.

Hi, Alan! 🤖

Latest announcements

Add a new topic...

March 25 2024, 7:23 AM
Darren Walsh
Spring 2 - Week 2 - Be active in your course and Ensure Your Moodle Dashboard Is "In Progress"

Older topics ...

Calendar

All courses ▾

NEW EVENT

◀ April May 2025 June ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3

MOODLE—DASHBOARD

Log into Moodle, you will start here, at your Dashboard.

Click on **My courses** to for access to your courses. See below.

Mildred Elley Home Dashboard **My courses** STUDENT HELP DESK STUDENT RESOURCES LIVE HELP TUTORING CENTER

YOU ARE LOGGED IN AS SAMARA ANDERSON

My courses

Messages Profile Preferences Grades

Course overview

ALL Search SORT BY SHORT NAME CARD

Albany Tutoring and Library Resources BIO112-A1 2024/25 Fall 1 Medical Te... GS102-01 2024/25 Fall 1 Freshman S... NC001-A1 2024/25 Fall 1 Technology... NC002-A1 2024/25 Fall 1 Student Co...

Course overview

ALL Search SORT BY SHORT NAME CARD

Albany Tutoring and Library Resources BIO112-A1 2024/25 Fall 1 Medical Te...

The **Card** menu also offers a list view.

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

ALL Search

✓ All

In progress

Future

Past

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

In progress should be selected so you can always see your current available courses,

MOODLE—COURSE PAGE

Select one of your courses from your Dashboard.

BIO110-A1 2024/25 Fall 2 Anatomy and Physiology I

Course

Settings

Participants

Grades

Reports

More ▾

Synchronous Course

This is a synchronous course. All live lectures will meet on Teams as scheduled in Campus Cafe.

Visit this [online readiness checklist](#) to read about how to get started! Then, read the information in the Course Introduction section below.

PLEASE NOTE THAT YOU MUST COMPLETE THE SYLLABUS SIGN PAGE IN ORDER FOR THE ACADEMIC CONTENT TO BECOME AVAILABLE.

At the top left of your screen there is a navigation menu for the current course page. The links correspond with the weekly modules.

You can collapse this menu by clicking the X, and reopen by clicking the three lines:

×
☰

Course index

- > Synchronous Course
- > Week 1 🔒
- > Week 2 🔒
- > Week 3 🔒
- > Week 4 🔒
- > Week 5 🔒
- > Week 6 🔒
- > Week 7 🔒
- > Week 8 🔒
- > Technical Assistance 🔒

The **Online Readiness Checklist** is available 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*)
- ☐ 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.

202515~BIO110~A1

Synchronous Course

Course Announcements

When you click into course page items like a forum or an assignment, you can use the tabs at the top to go back out to the weekly section or the main course page.

MOODLE—COURSE PAGE

Instructor Information

Instructor: Dr. Robert Murphy

Email: rmurphy@mildred-elley.edu

Office Hours: By Appt.

Meetings every Monday and Wednesday, at 9:00 AM. Lab Meeting on Wednesday 12:30

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

**Course Announcements**

Check here regularly for important information!

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

**Course Syllabus****The Course Syllabus**

See next page for more information!



Syllabus



Syllabus Sign Page - PLEASE NOTE THAT YOU MUST COMPLETE THE SYLLABUS SIGN PAGE IN ORDER FOR THE ACADEMIC CONTENT TO BECOME AVAILABLE.

Textbook Information

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



BIO110 Textbook Introductory Chapters

**Here's a Tip!**

You will have to click "Yes" in the **Syllabus Sign Page** link to acknowledge you have read the syllabus. **THIS WILL UNLOCK THE COURSE CONTENT BELOW.**

Links

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



Microsoft Teams link

MOODLE—SYLLABUS

Locate the **Course Syllabus**. **PLEASE OPEN AND READ THOROUGHLY !!!**

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

Course Syllabus



Syllabus

After you review the syllabus, you will need to acknowledge you've read and understand the syllabus by clicking the Syllabus Sign Page link below the syllabus, to unlock the coursework.



Syllabus Sign Page - PLEASE NOTE THAT YOU MUST COMPLETE THE SYLLABUS SIGN PAGE IN ORDER FOR THE ACADEMIC CONTENT TO BECOME AVAILABLE.

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

BIO110 Anatomy and Physiology I (B)

Published 2/4/2025

BIO110 Anatomy and Physiology I

Course Description

This is part I of a sequential, two-part series of courses which will concentrate on an overview of cellular biology and chemistry, bio-organization and body systems. This course concentrates on examination of the gross and microscopic structures and functions of the integumentary, skeletal, muscular, nervous, and endocrine systems. Basic laboratory techniques such as dissection and microscopy are used to further enhance lecture material.

Prerequisites: BIO112 Medical Terminology

Here's a Tip!

Notice the importance of the percentages!

Assessment Criteria and Methods

Class Participation	10%
Homework	10%
Lab Assignments	20%
Project	10%
Tests	40%
Final Examination	10%
Total	100%

Grading Scale

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

MOODLE—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 will be graded as a homework assignment.

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

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!

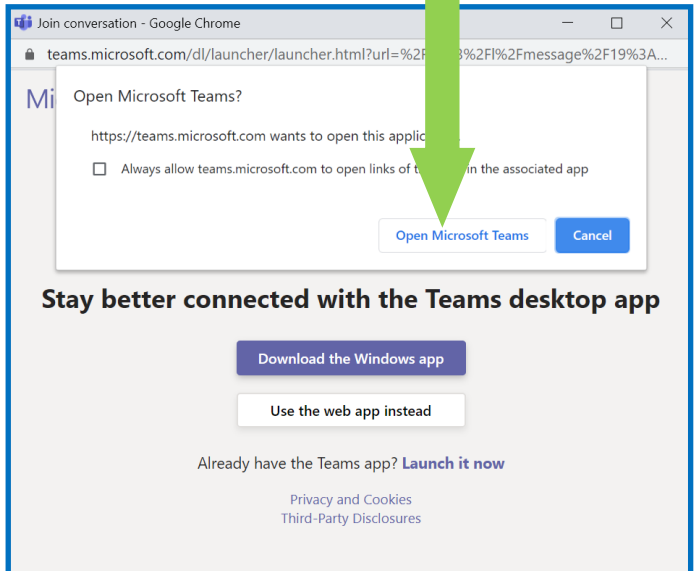
MICROSOFT TEAMS

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.

Microsoft Teams Meeting Link

Microsoft Teams link



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.

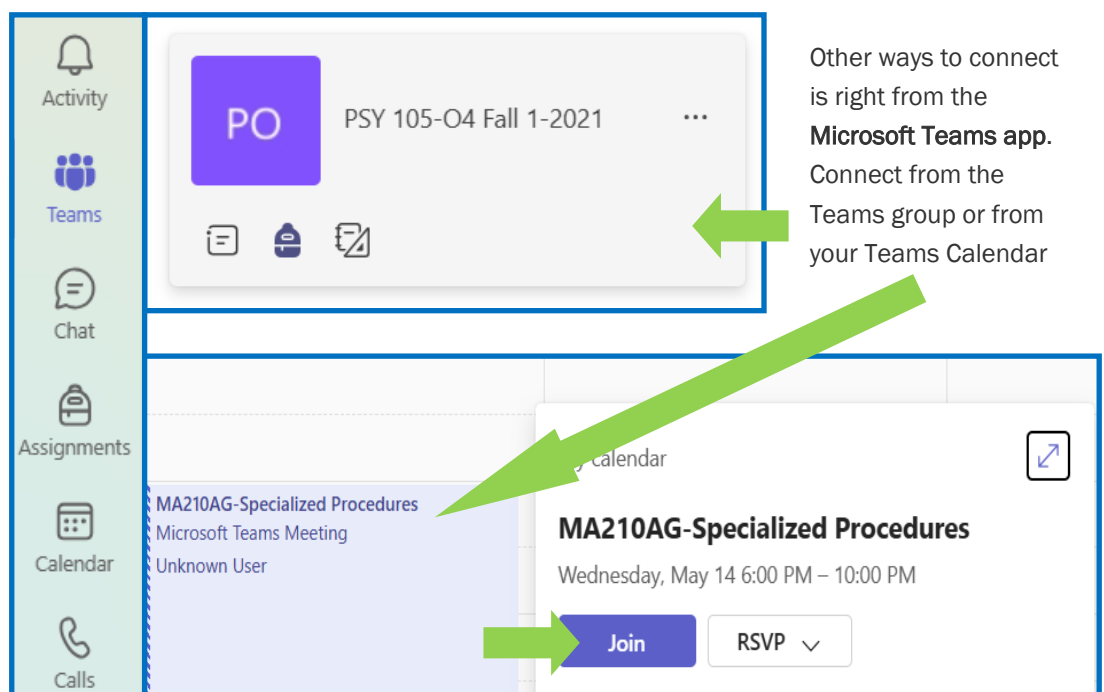
Teams Tab shows all Teams you are a member of.

Chat Tab shows all Teams message conversations.

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.









Other ways to connect is right from the **Microsoft Teams app**. Connect from the Teams group or from your Teams Calendar

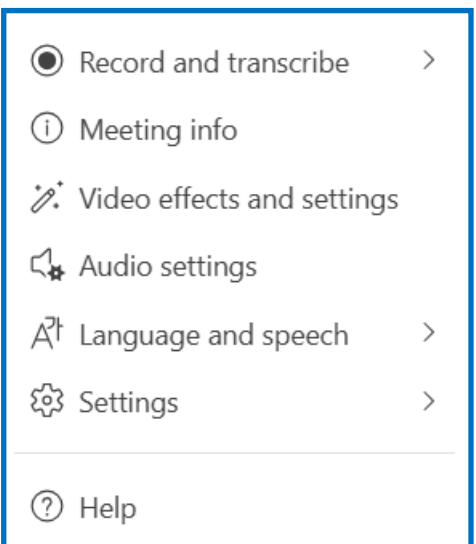
MICROSOFT TEAMS

Microsoft Teams is where your live, online course lectures and meetings will take place, and where you can interact with students and school staff.

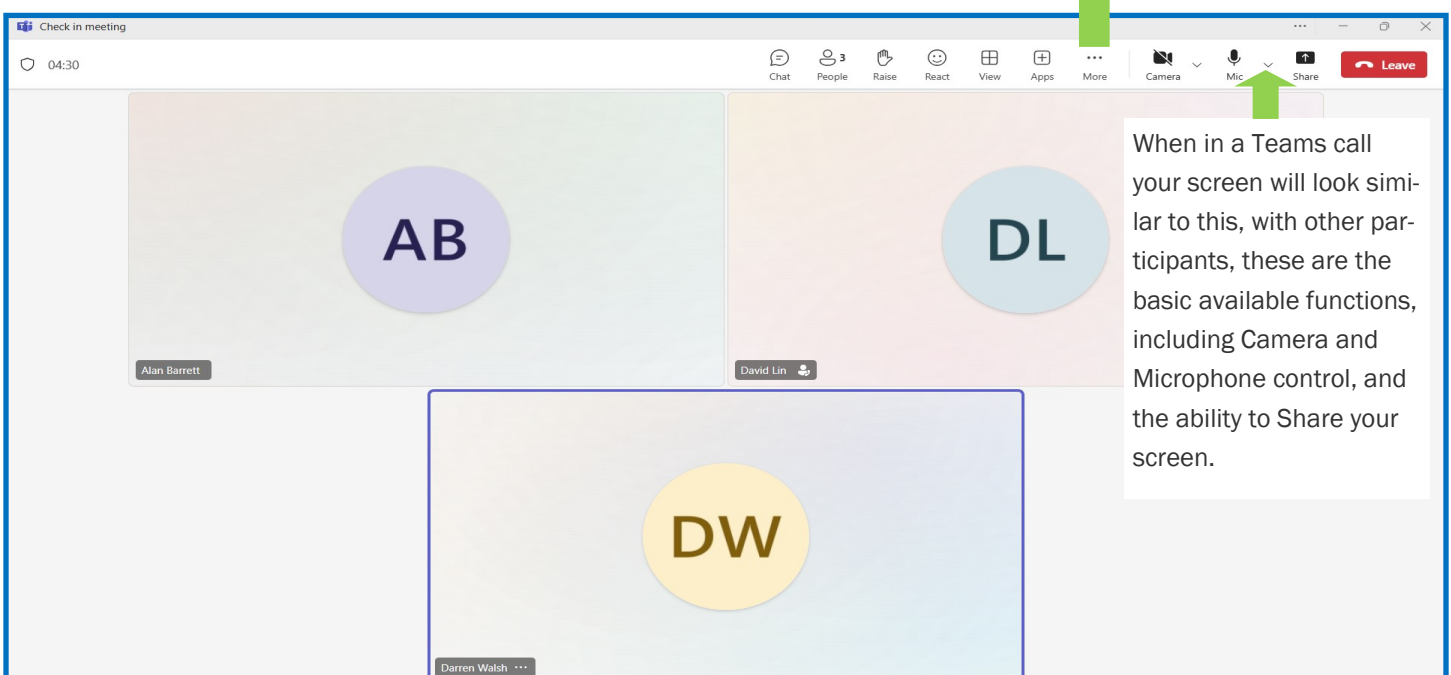
When in Teams, you will see these tabs on the left side of your screen.

 Activity	Activity shows all Teams activities joined.
 Teams	Teams shows all Teams you are a member of.
 Chat	Chat shows all Teams message conversations.
 Assignments	Assignments shows files tied to a lecture/meeting.
 Calendar	Calendar shows all lectures and meetings.
 Calls	Calls shows call history, contacts and offers speed dial setup.

The ability to record your Teams call is in the **More** menu.



- Record and transcribe >
- Meeting info
- Video effects and settings
- Audio settings
- Language and speech >
- Settings >
- Help



When in a Teams call your screen will look similar to this, with other participants, these are the basic available functions, including Camera and Microphone control, and the ability to Share your screen.

The screenshot shows a meeting window titled 'Check in meeting' at 04:30. It features three video tiles for participants: Alan Barrett (AB), David Lin (DL), and Darren Walsh (DW). The top toolbar includes icons for Chat, People, Raise, React, View, Apps, More, Camera, Mic, Share, and a red Leave button. A green arrow points from the 'More' icon in the toolbar to the 'More' menu shown in the previous block.

MICROSOFT WORD, POWERPOINT, EXCEL



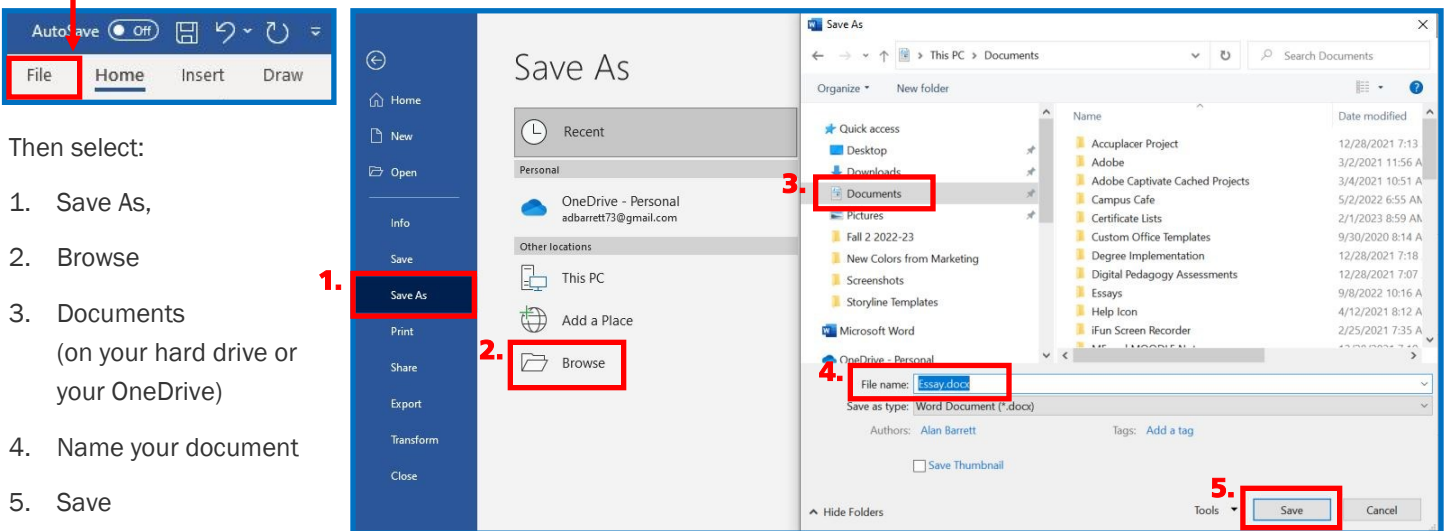
Microsoft Word is a word processing software developed by Microsoft.

You will use this program for various assignments in Moodle. Follow these steps to save a document.

Once you have created a document, which could be an essay or a report, you will want to save your document somewhere you can easily retrieve it when it comes time to submit the document to an assignment in Moodle.

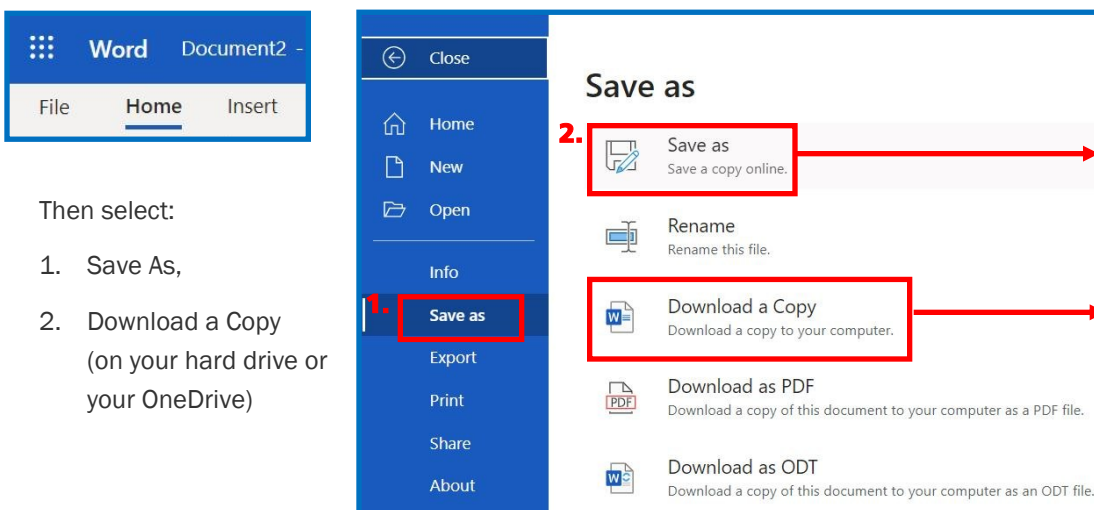
If you are using the installed version of Microsoft Word (recommended)

Click **File**, at the top left of your window



If you are using the web version of Microsoft Word

Click **File**, at the top left of your window



Save as will allow you to name your document (to your OneDrive)

Download a Copy will allow you to save a hard copy document to your hard drive.

Similar steps can be followed for both Microsoft Excel and PowerPoint.



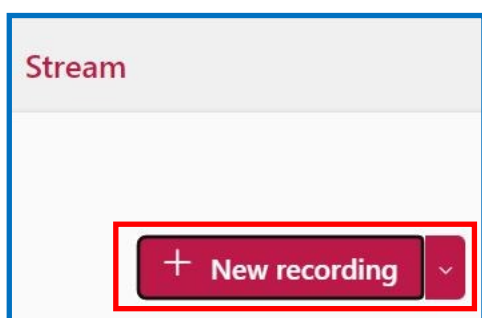
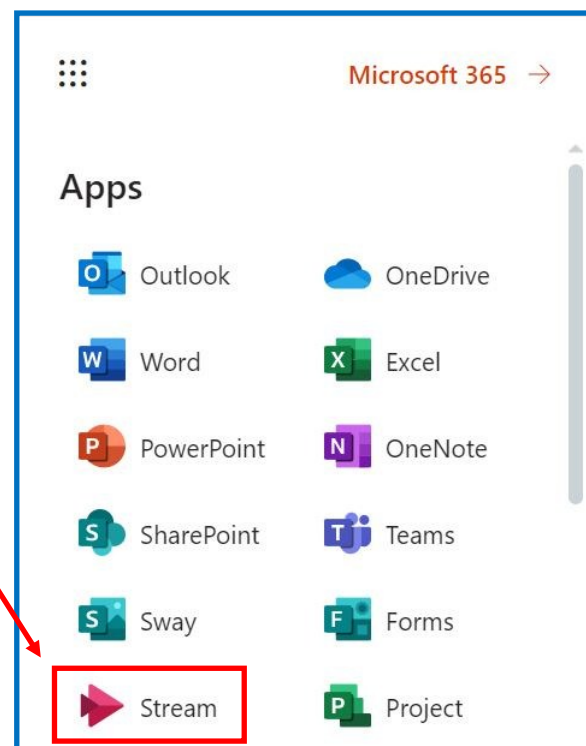
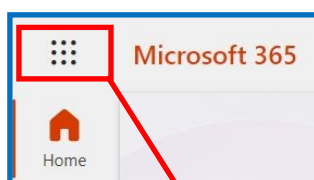
MICROSOFT STREAM



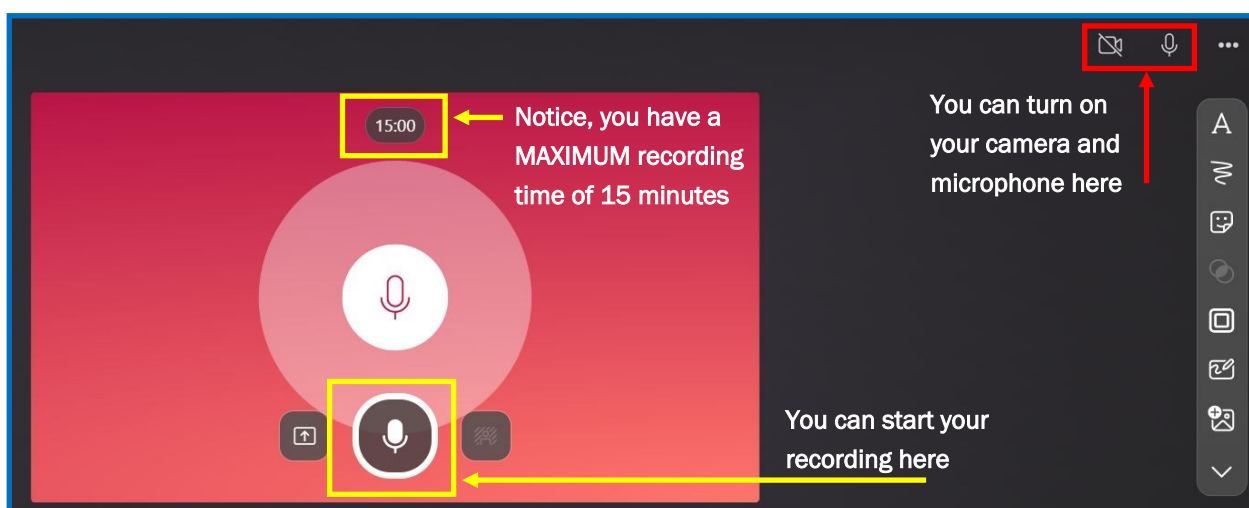
Microsoft Stream is an intelligent enterprise video experience that is part of Microsoft 365. It empowers you to record, upload, discover, share, and manage video just as you would any other file.

You may need to record yourself for an assignment in your Moodle course.

You can launch **Stream** from the App Launcher in Microsoft 365, located at the top left of your window.



Once Stream is launched, click the **New recording** button at the top left of your window



Once you have finished your recording, you will need to share the link to the assignment in your moodle course. Watch this video to see how!



Here's a Tip!

The Microsoft App Launcher is also in Outlook, where you get your email.

MOODLE—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.



Week 1 - Prefixes, Suffixes, Word Roots

- Prefixes, Suffixes and Word Roots
- Quidet
- APA Guide

To Do List

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
- Chapter 3 - Directional Terms, Planes, Positions, Regions and Quadrants, pp. 58-83

Assignments & Tests:

- Homework in Moodle: Chp 1, 2, 3
- Go over the articles and word lists for Medical Literature Project

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.

Meet the Class ☒

Restricted Available from February 1, 2021

Homework

- Chapter 1 ☒
- Chapter 2 ☒
- Chapter 3 ☒

Handouts

- Chapter 1 PPT ☒
- Chapter 2 PPT ☒
- Chapter 3 PPT ☒
- Chapter 1-2-3 PPT ☒
- Heart Diagram ☒
- Chapter 1 - Handout ☒
- Chapter 2 - Handout ☒
- Chapter 3 - Handout ☒

Midterm Guide - Please Give to Students.docx

Go to calendar

Here's a Tip!

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

MOODLE—FORUMS

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



Meet the Class

Meet the Class is a forum. Your courses may also have subject specific weekly forums.

Make forum posts: 1

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.

Search forums

Hello

Edit View Insert Format Tools Table Help

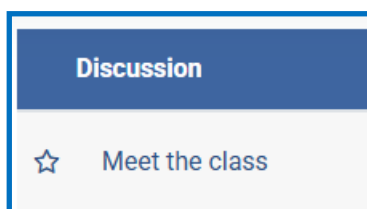
My name is Alan and I'm excited to get started!

Add a subject title, type out your post,
then click **POST TO FORUM**,

10 words Build with tinyMCE

Here's a Tip!

The blue conversation bubbles icon seen next to "Meet the Class" will always indicate a forum. You will see more forums in your coursework.



Forum posts will show up like this. Click on a post to read it. Once open you can reply to the post on the bottom right, shown below.

Permalink Edit Delete Reply Export to portfolio

See the process!



MOODLE—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.



Research Topic Assignment (Due 11/24)

ADD SUBMISSION

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

Then click **Save changes**.

Maximum file size: 100 MB, maximum number of files: 20

Files

test.docx

SAVE CHANGES CANCEL

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**.

File picker

Recent files

Upload a file

Private files

Wikimedia

Attachment

Choose File test.docx

Save as

Author

Alan Barrett

Choose license ?

License not specified


UPLOAD THIS FILE

MOODLE—SUBMITTING ASSIGNMENTS

At this point, you can change the document submitted or remove the submission.

[EDIT SUBMISSION](#) [REMOVE SUBMISSION](#)

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 169 days 6 hours late
Last modified	Tuesday, May 13, 2025, 7:33 AM
File submissions	<div> test.docx May 13 2025, 7:32 AM</div>
Submission comments	> Comments (0)

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—QUIZZES AND ASSESSMENTS

The Document and Check icon symbolizes a Quiz or Assessment.



Syllabus and Moodle Quiz

ATTEMPT QUIZ

Grading method: Highest grade

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

BACK

Question 1
Not yet answered
Points out of 1.00
Flag question
v1 (latest)

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 1 hour on weekdays and 5 hours on weekends
- ☐ c. Within 24 hours on weekdays and 48 hours on weekends
- ☐ d. Within 24 hours on weekdays and weekends

NEXT PAGE

When finished, Select **Finish attempt.**

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**



SUBMIT ALL AND FINISH

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

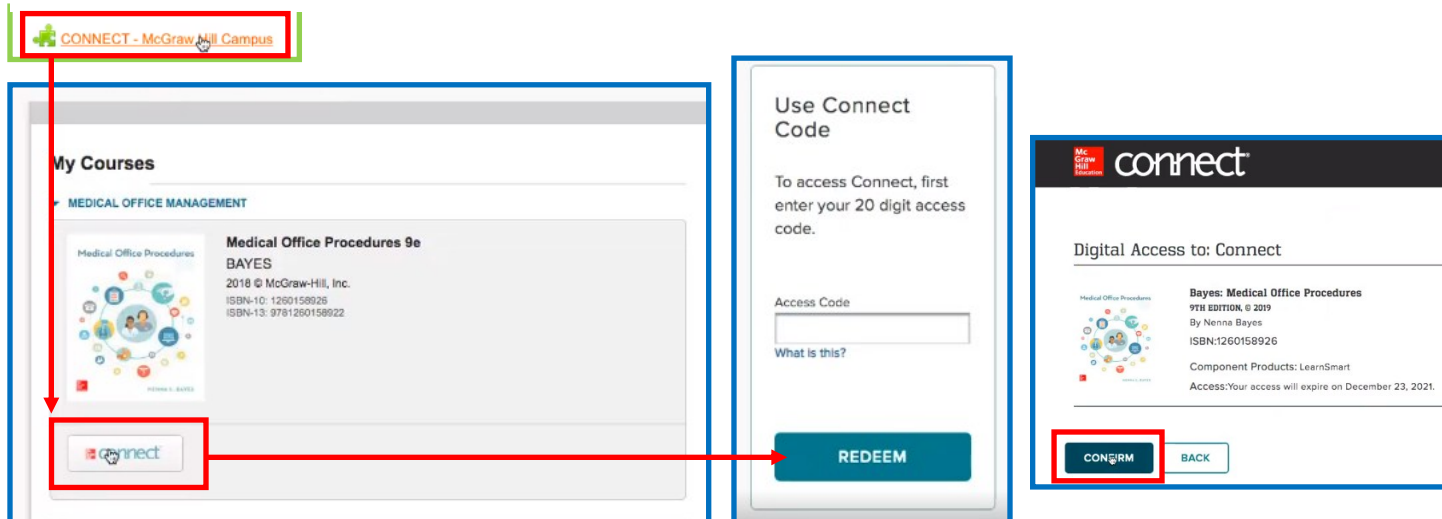
Submit all your answers and finish? ×

Once you submit your answers, you won't be able to change them.

CANCEL SUBMIT ALL AND FINISH

CONNECT, GDP, EVOLVE

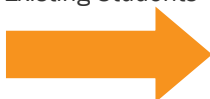
The CONNECT link is in your Moodle course.



CONNECT for
New Students



CONNECT for
Existing Students



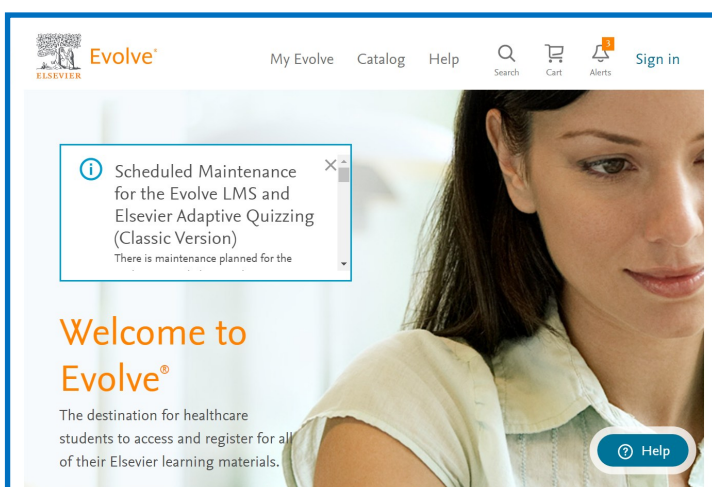
MOODLE—COURSE PAGE—GDP



GDP Setup



EVOLVE SIMCHART



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!

[STUDENT HELP DESK](#) ~ [STUDENT RESOURCES](#) ~ [LIVE HELP](#) ~ [TUTORING CENTER](#) ~

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."