



eLearn

ONLINE COURSE HANDBOOK

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Look for this Video icon throughout!



READ THROUGH THIS CAREFULLY FOR INFORMATION ON:

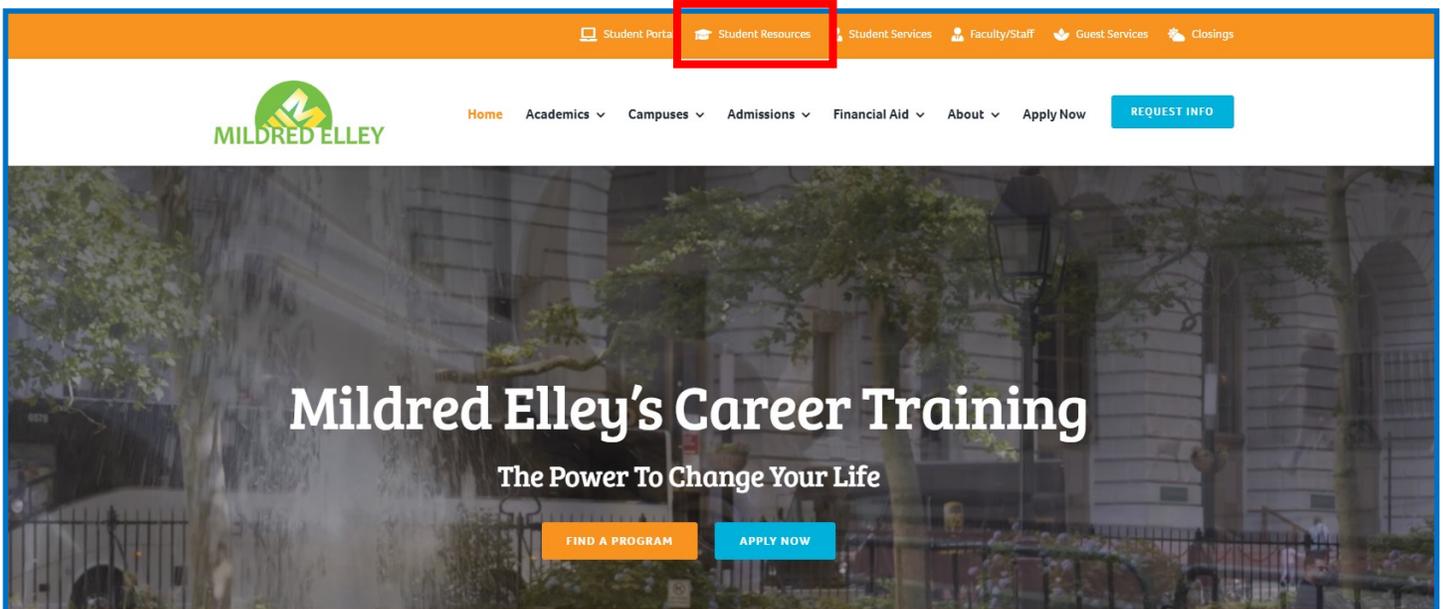
- Where and how to access your online/remote courses
- Making sure you are ready to start an online course
- How to log into your online course
- Finding your way around your online course
- Where to find help for your online course

START HERE!

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

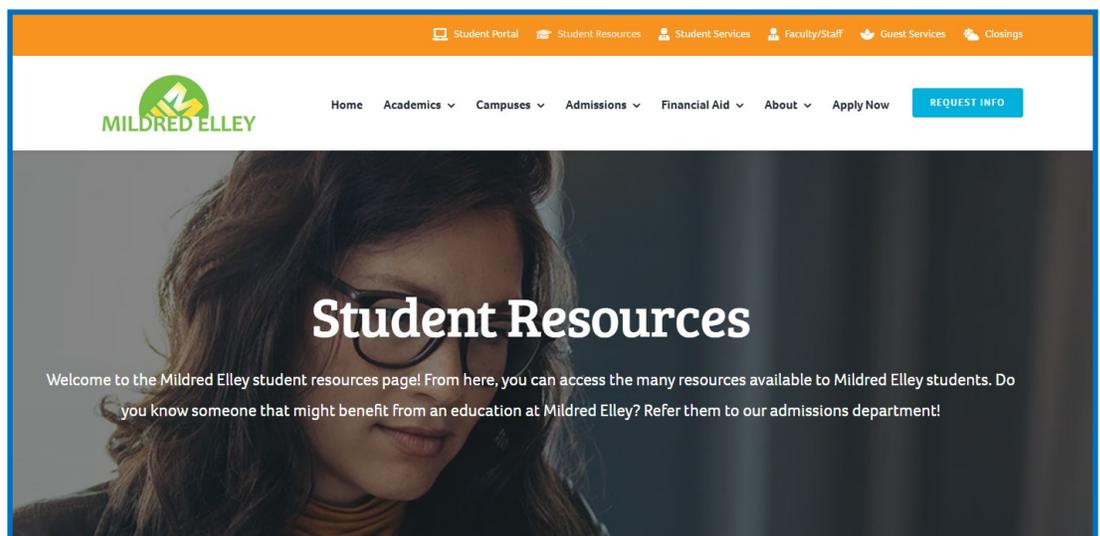
**MILDRED ELLEY WEBSITE**

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:

Student Services

Part of Mildred Elley's mission statement is we will "provide quality career education." We have been meeting the needs of our school's students for over 100 years, and while our mission has remained the same, our quality, technology, and techniques for helping students are ever increasing.

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](#)

Student Success & Tutoring Center

The Student Success & Tutoring Center provides tutoring workshops and tutoring 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

Here's a Tip!

Bookmark the **STUDENT RESOURCES** web page in your browser for quick access!

Mildred Elley – Albany, NY

 855 Central Ave, Albany, NY 12206
 (518) 614-0566
 infoalbany@mildred-elley.edu

Mildred Elley – Online Programs

 (518) 614-0566
 infoonline@mildred-elley.edu

Mildred Elley – New York, NY

 25 Broadway, Floor 16, New York, NY, 10004
 (332) 205-6727
 info NYC@mildred-elley.edu

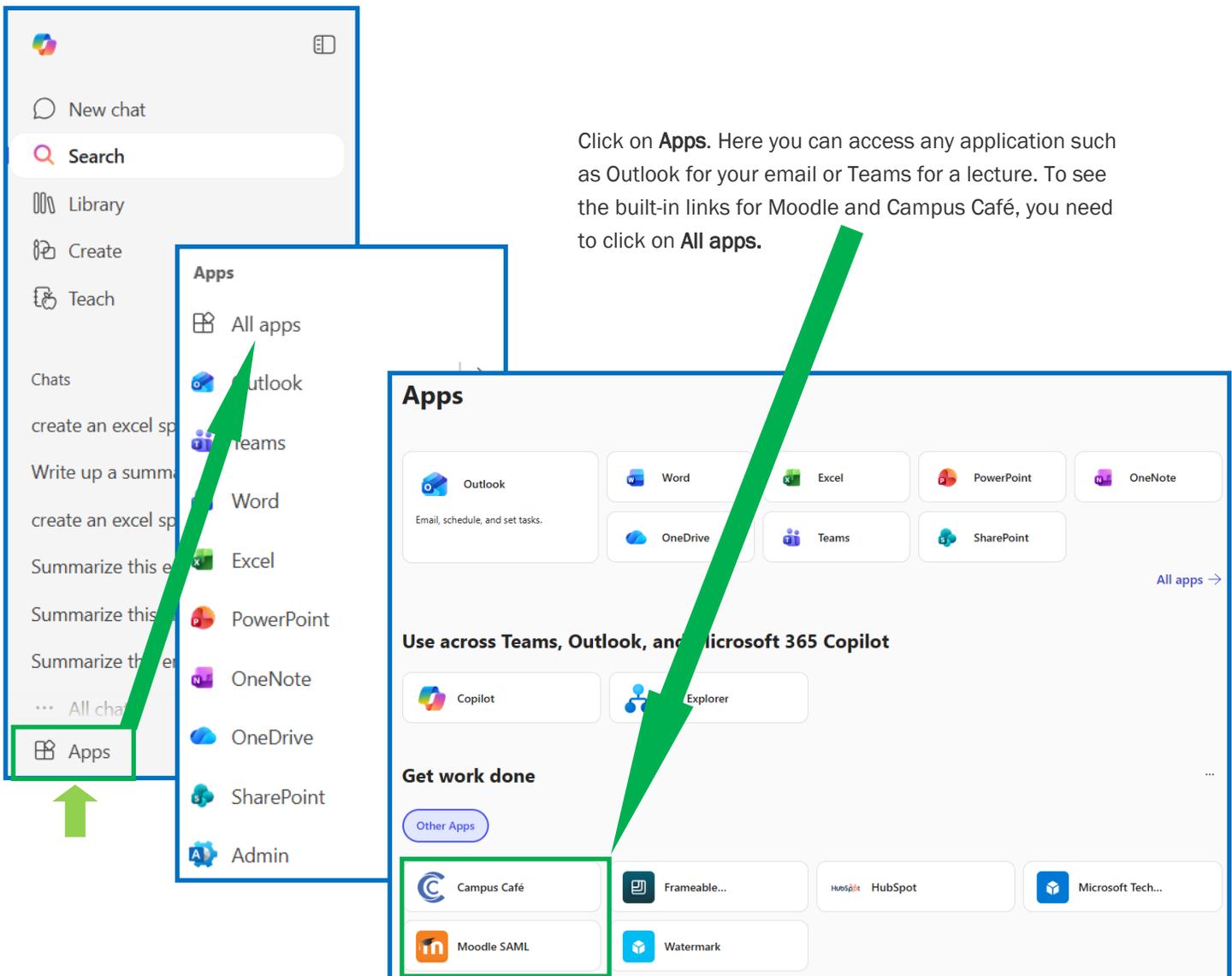
Mildred Elley – Amsterdam, NY extension site

 27 Wall St., Amsterdam, NY 12010
 (518) 876-5606
 infoamsterdam@mildred-elley.edu

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.



The image shows a sequence of three screenshots illustrating how to access Microsoft Office 365 applications. The first screenshot shows the left-hand navigation pane with the 'Apps' icon highlighted by a green box and a green arrow pointing upwards. The second screenshot shows the 'Apps' menu expanded, with 'All apps' highlighted by a green box and a green arrow pointing to the right. The third screenshot shows the 'All apps' page, with a green box around the 'Campus Café' and 'Moodle SAML' tiles, and a green arrow pointing from the 'All apps' menu to this page. Text instructions are placed next to the arrows.

Click on **Apps**. Here you can access any application such as Outlook for your email or Teams for a lecture. To see the built-in links for Moodle and Campus Café, you need to click on **All apps**.

Here's a Tip!

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

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



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 titled 'Student Dashboard' and contains a grid of 12 tiles, each with a representative image and a text label:

- Application Status**: Image of a hand checking a checklist.
- E-Sign Documents**: Image of a person signing a document.
- Transcript**: Image of a transcript with a pen.
- Degree Audit**: Image of a graduation cap with a diploma.
- Student Schedule**: Image of a calendar.
- Course Grades**: Image of a paper with a circled 'A' grade.
- Moodle**: Image of a laptop displaying the Moodle logo.
- Bookstore**: Image of a stack of books.
- Microsoft 365**: Image of a Microsoft 365 application menu.
- Change Address/Phone**: Image of a person holding a smartphone.
- Degrees & Majors**: Image of a hand pointing to a diagram of degree paths.
- Hold Codes**: Image of a padlock with a green button labeled 'Hold Codes' overlaid.

At the bottom of the dashboard, there is a copyright notice: © Mildred Elley All rights reserved. Below that, a reminder: 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 and the bookstore.

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



MOODLE—DASHBOARD

When you log into Moodle, you will start here, at your Dashboard. **THESE ITEMS AT THE TOP ARE ON EVERY MOODLE PAGE.**



STUDENT HELP DESK ▾

ALBANY (518) 786-0855 x1371

NEW YORK CITY METRO (929) 379-5600

EMAIL: moodle@mildred-elley.edu

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

STUDENT RESOURCES

STUDENT ONLINE HANDBOOK

BOOKSTORE

Multifactor Authentication Guide

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

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.

TUTORING CENTER ▾

TUTORING CENTER

SCHEDULE AN APPOINTMENT

TUTORING WORKSHOPS

NURSING PREP WORKSHOPS

EMAIL: SuccessTutoring@mildred-elley.edu

Instant access to **TUTORING** help where you can schedule an appoint or sign up for one of the tutoring workshops.

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

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3

MOODLE-DASHBOARD

When you log into Moodle, you will start here, at your Dashboard.

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

My courses

Course overview

In progress ▾ Search Sort by last accessed ▾ Card ▾

Alan B
Alan B Sandbox Sandboxes
22% complete

Course Gradebook1
Course with Gradebook - Alan Sandboxes
43% complete

NC 001-NY City 99 Summer 1-2021
Technology Orientation Summer 1 - 2021
Hidden from students
0% complete

Course overview

ALL ▾ Search SORT BY SHORT NAME ▾ CARD ▾

Albany Tutoring and Library Resources

BIO112-A1 2024/25 Fall 1 Medical Te...

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

All of the items below are found on the top half of the course page, usually under a header specifying what is beneath it.

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



BIO110 Textbook Introductory Chapters

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



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 link

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



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.

**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

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 under a similar heading to what you see picture here.

The diagram illustrates the process of connecting to a Microsoft Teams meeting. On the left, a Moodle course page shows a link titled "Microsoft Teams Meeting Link" with a sub-link "Live Class Lecture Meeting Link". A green arrow points from this link to a screenshot of a browser window. The browser window shows the Microsoft Teams app launch dialog, which asks "Open Microsoft Teams?" and provides options to "Download the Windows app", "Use the web app instead", or "Launch it now".

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.

The screenshot shows the Microsoft Teams interface. The left sidebar contains navigation tabs: Activity, Teams, Chat, Assignments, Calendar, and Calls. The main area displays a meeting card for "PSY 105-O4 Fall 1-2021". A green arrow points from the "Join" button in the calendar view to the meeting card. Another green arrow points from the "Join" button to the "Join" button in the calendar view. A text box on the right explains: "Another way 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.

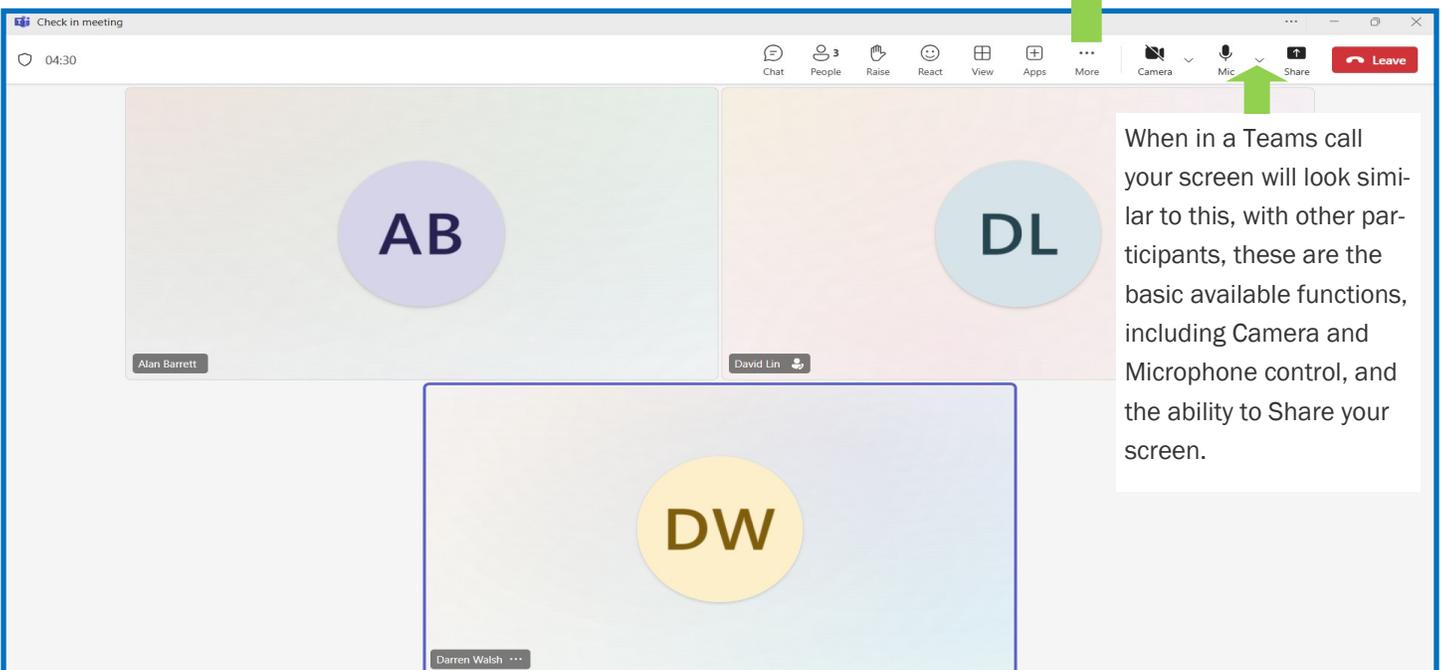
When in Teams, you will see these tabs on the left side of your screen.

 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.

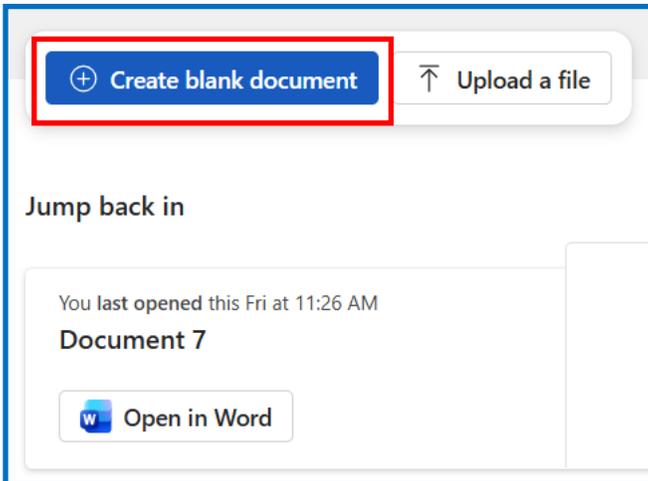
MICROSOFT WORD, POWERPOINT, EXCEL



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.

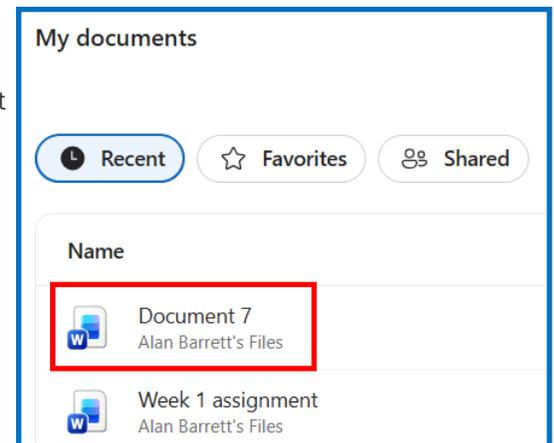
Once you have created a document, which could be an essay or a report, you will want to save your document somewhere you can easily retrieve it when it comes time to submit the document to an assignment in Moodle.



Once you launch the application, you can click on **Create blank document** to start a new document.

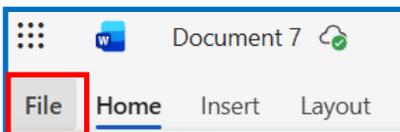
Or, if you are opening a document you already started, scroll down to **My documents** where you will see all the documents you have created so far.

Simply click on the document you want to open.



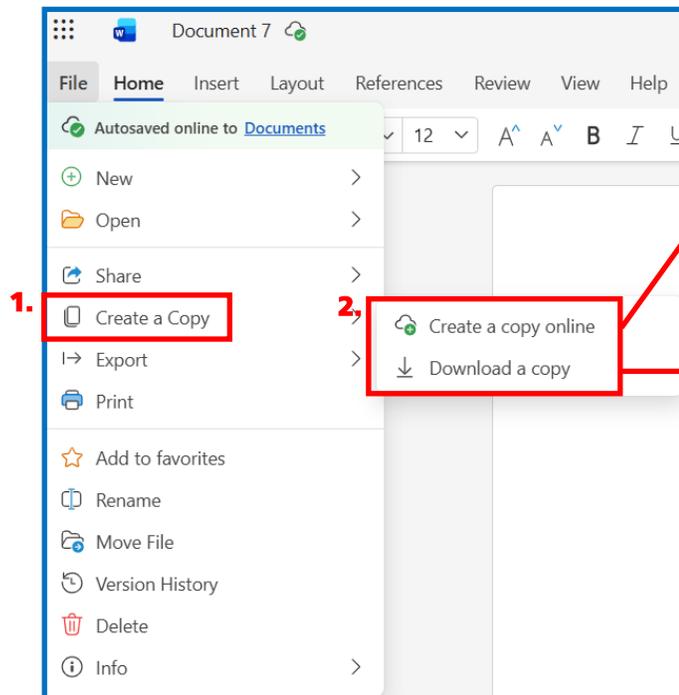
To save your work in Microsoft Word.

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



Then select:

1. Create a Copy,
2. Create a copy online (to save to your OneDrive)
Or
Download a Copy (on your hard drive or your OneDrive)



Create a Copy 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. (This is only if you are able to save documents to your hard drive, as some devices, such as Chrome Books, may NOT have enough hard drive space. In these cases you will have to rely on access to your OneDrive)

MICROSOFT STREAM



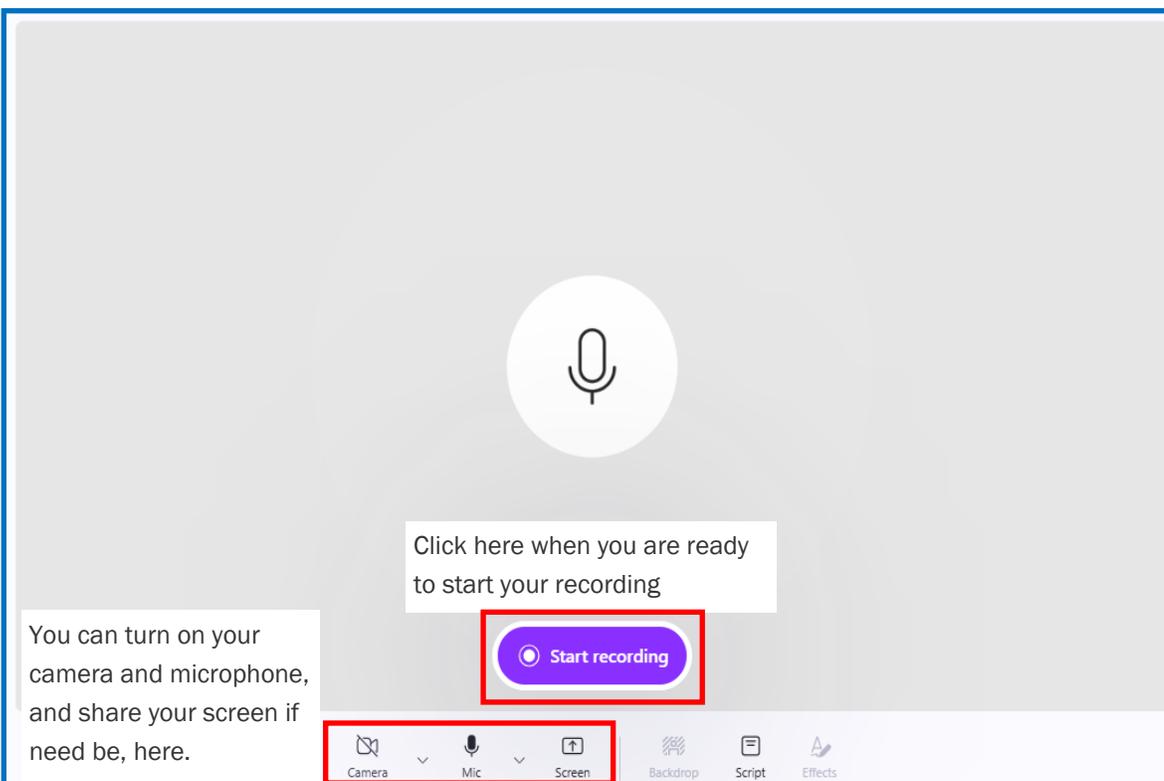
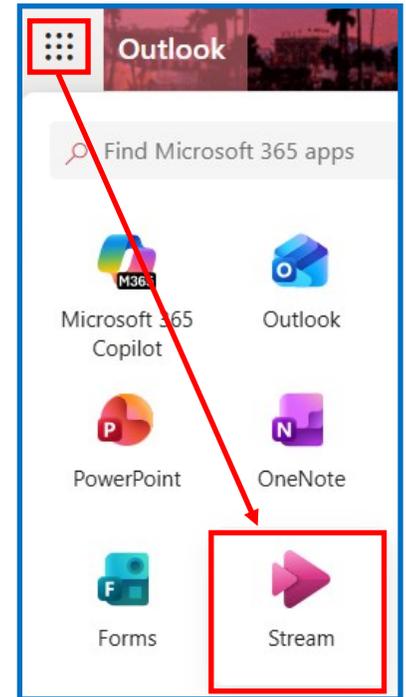
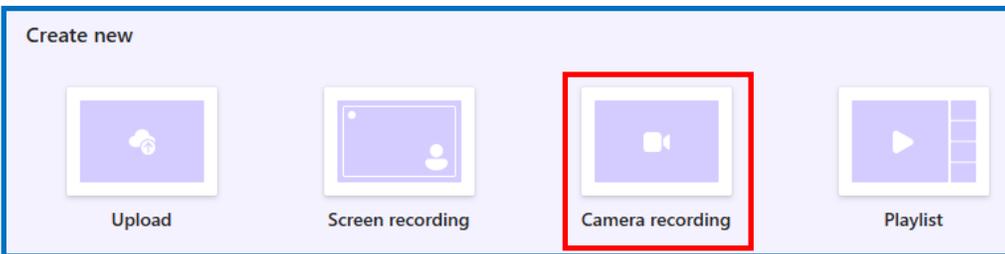
Microsoft Stream is an intelligent enterprise video experience that is part of Microsoft 365. It empowers you to record, upload, discover, share, and manage video just as you would any other file.

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

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

You may have to select **All apps** if you don't see it initially.

Once Stream is launched, click **Camera recording** to create a recording.



You can turn on your camera and microphone, and share your screen if need be, here.

Click here when you are ready to start your recording

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



MOODLE-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.

There is also a Technical Assistance module.



202620~BIO110~A1 **Week 1**

Week 1

Main course page

⊕ Synchronous Course Week 2 ⊕

🔒 Not available unless: The activity **Syllabus Sign Page - PLEASE NOTE THAT YOU MUST COMPLETE THE ...** Show more ▾

📋 **Syllabus and Moodle Quiz** Completion ▾

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.

💬 **Meet the Class** Completion ▾

📄 **Chapter 1** Completion ▾

📄 **Chapter 2** Completion ▾

📄 **Chapter 3** Completion ▾

Complete Chapters 1-3 homework, and SmartBook, in Connect. Completion ▾

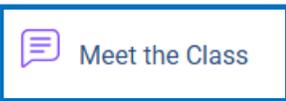
📄 **Study Guide Chpts 1-3 Not Exhaustive** Completion ▾

⊕ Synchronous Course Jump to... ▾ Week 2 ⊕

Here's a Tip!
Don't fall behind! Each week has its 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 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**,

Discussion

★ Meet the class

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.

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.

See the process!

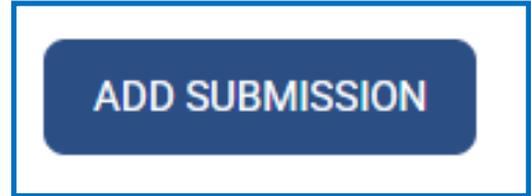


MOODLE—SUBMITTING ASSIGNMENTS

The **Document with Arrow** icon symbolizes an Assignment.

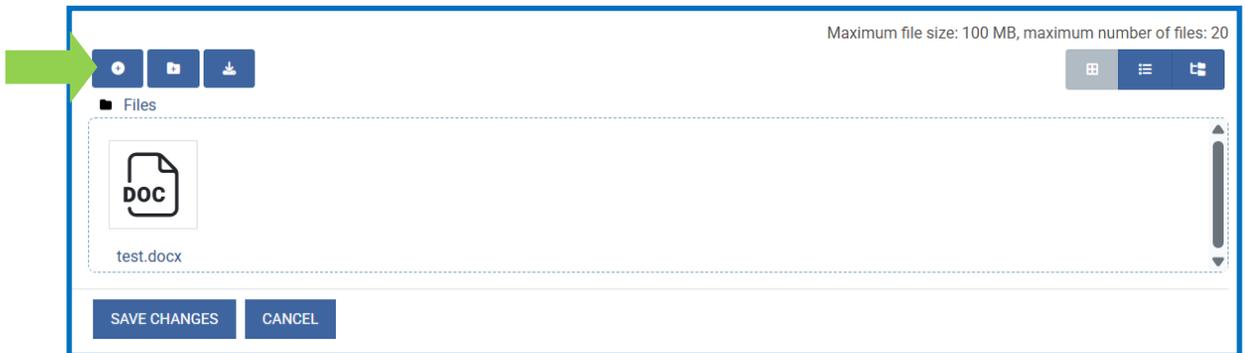
To submit, click the Assignment in the weekly module.

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**.



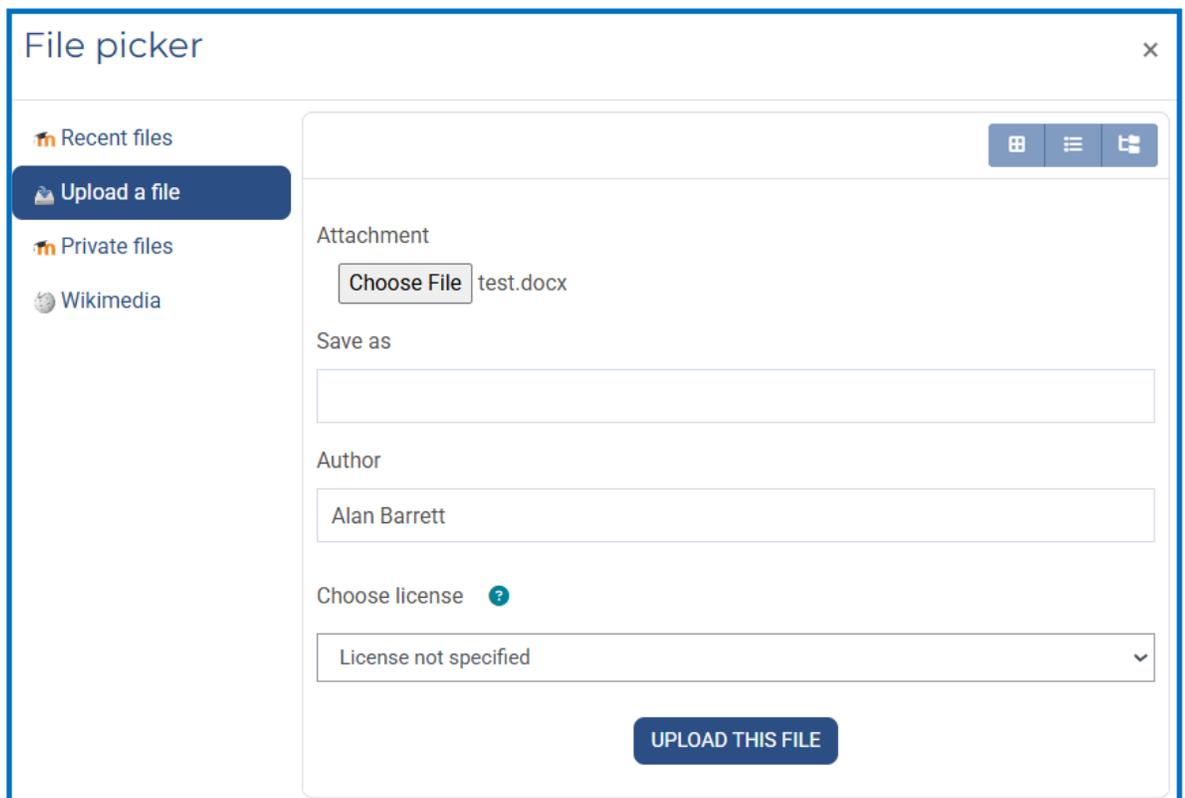
If you choose to browse to your document, the file picker looks like this.

Select **Choose File**.

Browse to your document.

Click Upload this file.

Then click **Save changes**.



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 style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  test.docx </div> <div style="text-align: right;">May 13 2025, 7:32 AM</div> </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? x

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

CANCEL

SUBMIT ALL AND FINISH

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?

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



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

PayPal VISA MasterCard Discover

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



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."

THIS INCLUDES THE USE OF A.I. TOOLS LIKE CHAT GPT.