Getting Started - Now you’re enrolled in online classes – where do you go from here?

Read below - we’ve given you most important steps to getting a successful start in your first week of class.

1. **Be sure your logins to MACC Online and Houndmail work.** This may sound simple, but be sure to log into MACC online before classes begin. It is essential for students to check their MACC email regularly, too, as online instructors will communicate via email. If logins don’t work, contact MACC’s Help Desk at 660-263-4100 x11555 or email int@macc.edu.

2. **Once you’ve logged into MACC Online, complete the MACC New Student Online Orientation and the Student Tutorial found on your Course Homepage.** These will provide you with important information regarding MACC’s policies as well as familiarize you with the tools being used in your online classes, such as the Dropbox and Gradebook.

3. **Read your syllabus.** This document is the place instructors provide all the details of the course – the course objectives, the information you will be covering in the course, assignments, and course policies regarding attendance and late work. Each instructor may have their own set of expectations, so be sure to read carefully!

4. **Plan ahead and know how to ask for help!** Make note of your instructor’s name and contact information as well as the 24/7 Help Desk number. It’s important to have this information available offline in case of internet outage or problems with the online learning platform! To avoid issues altogether, don’t leave assignments until the last minute; if you do experience technical problems, contact the 24/7 Help Desk immediately at 877-740-2213. You may also contact MACC’s Help Desk at 660-263-4100 x11555 during regular office hours.

5. **Know important dates.** Check the Academic Calendar in your course or on [www.macc.edu](http://www.macc.edu) to check for important dates, such as the last day to add a course or the last day to drop a class with a refund.

6. **Look for a Course Schedule of Due Dates in the course.** Put these dates on your calendar so you will always have access to them and so there are no surprises.

7. **Spend some time familiarizing yourself with the course.** Look through Course Home – are there any Introduction threads you can complete? Any Getting Started Quizzes or Syllabus Quizzes? How are the weeks set up? What sort of weekly work can you expect?

8. **Plan your time.** Once you know what the expected work load is, set a schedule for yourself and stick to it. Online classes require discipline and self-management!
9. **Know how to use any learning supplements.** If you have a MyLab course or any supplemental material in your course (Aplia, Cengage, Pearson MyLabs, etc.), be sure to get logged in and learn how to use them. Again, if you have questions, you can ask your instructor or Instructional Technology at int@macc.edu.

10. **Read carefully!** Be sure to read all announcements, emails, directions and lectures thoroughly. If it isn’t clear, read it again. Then ask for help if needed.

11. **Don’t wait to get started. Be proactive.** You are in charge of your learning. If you need help, ask your instructors, fellow students, tutors, the MACC Help Desk or the learning management system help desk.

12. **Netiquette.** Include your name and course when you email an instructor. Be sure to use proper spelling, capitalization, and punctuation. Email between a professor and a student is a *professional document*; it’s not the same as an email between friends.

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