

# Online Learning Success Guide

## What to Expect from Online Classes

- ◆ Requires weekly assignments and deadlines; online classes are not independent study.
- ◆ Requires self-discipline and effective time management.
- ◆ Provides asynchronous access, so you can log on anytime during the day.
- ◆ Requires dependable and regular computer access. Daily access to D2L is preferable.
- ◆ May require more time than a classroom course; online is *not* quicker or easier than a classroom course.
- ◆ Requires good reading skills because there is more reading than a classroom course.
- ◆ Provides little or no face-to-face interaction or verbal explanations.
- ◆ Requires proficient keyboarding skills. Speed and accuracy are necessary for typed online discussions.
- ◆ Requires you to take initiative, ask questions, and stay on top of assignments.

## Prepare for Online Classes

Complete these steps 1-2 weeks BEFORE class starts!

### Step 1: Determine Your Online Readiness

<http://www.ilcco.net/oasis>

Your learning style or study habits may or may not be a good fit for online courses. Talk with your advisor about how to be successful in an online class.

### Step 2: Learn Strategies for Online Success

<http://webexplorations.com/life-online>

Online learning is somewhat different from classroom learning, and students use different strategies to do well in an online course. Use this checklist to help you understand what strategies will help you.

### Step 3: Run a Computer System Check

<http://www.mnscu.edu/online/computerreqs.html>

AND [https://community.brightspace.com/resources/documentation/platform\\_requirements/brightspaceplatformrequirements](https://community.brightspace.com/resources/documentation/platform_requirements/brightspaceplatformrequirements)

Verify that your computer meets the technology requirements for taking online courses.

### Step 4: Access Your Metro Email Regularly

<http://www.metrostate.edu/student/university-info/university-info/information-technology-services>

Students are required to access and use their < **StarID@metrostate.edu** > Metro email account for all official University communications and online course communications to and from your online instructor.

### Step 5: Log into D2L Brightspace

<https://metrostate.ims.mnscu.edu/shared/login.html>

Log into D2L with your StarID and Password before the semester starts. Your online course(s) will appear on D2L after you register for classes. However, your course(s) will not be accessible until the first day of the semester.

### Step 6: Learn to Navigate D2L

[https://minnesotaonlinesupport.org/app/answers/detail/a\\_id/5295](https://minnesotaonlinesupport.org/app/answers/detail/a_id/5295)

This short video will help you understand what an online classroom looks like and how it works.

### Step 7: Purchase Your Textbooks

<http://www.metrostate.edu/student/course-info/course-info/bookstore>

Get your books before class starts! You can purchase your textbooks, pay for them, and have them mailed to your home address through the online Metropolitan State bookstore.

## Find Help

**Account Log in questions** Information Technologies Services [it.desk@metrostate.edu](mailto:it.desk@metrostate.edu) or (651)793-1240

**D2L Brightspace questions** Center for Online Learning [online.learning@metrostate.edu](mailto:online.learning@metrostate.edu) or (651)793-1650

\*\*If it is an emergency (e.g. trouble with a quiz), please call rather than email.

**Non-technical course questions** Your instructor can answer specific questions about the course (e.g. where can I find the syllabus on D2L?). Instructor's contact information is in the course syllabus or the university directory. <http://www.metrostate.edu/student/university-info/university-info/university-directory>