Dear MCNY Distance Learning Student,

Welcome to the future of learning and thank you for registering for online course through the MCNY School for Business. It is important to us that you have a positive and effective learning experience as you work towards your academic and professional goals. Please note that distance learning courses do not meet in a classroom on a specific date or time. These courses, identified by the Section code of "DIST" are fully, online courses. The following is general information about signing into your course for the first time. Your professors will be sending you additional emails regarding your specific courses. If you are registering late, please send your professors an email as soon as possible. I wish you success in this and all of your courses. The below are some answers that you get you all up and running!

What is an Online Course?

MCNY's School for Business offers a limited number of courses through the distance learning delivery format. These courses have the same requirements as regular MCNY classes, but are offered online instead of the traditional classroom setting. As a result of the mode of delivery, there may be specific requirements relating to Net –Etiquette and attendance which are delineated in your course syllabus. The policies and procedures governing your course are found in the MCNY's Student Handbook, which is available at the following web address to view and download:
http://www.metropolitan.edu/student_serv/publications.php. All of our online courses are asynchronous, which means that you do not have to be online at the same time as your professor. You log in at your convenience but must do so consistently over the course of the semester at least three times per a week.

What is needed to succeed in an online course?

- A computer/laptop
- Reliable Internet connectivity, as you will be required to log in at least three times per week into the course.
- IQ Mail -- To participate in these distance learning courses, you will need to be able to read email sent to your IQ Mail account. Distance learning professors rely on this account to send you announcements and instructions. You may forward IQ Mail to an external account.
- Contact your professors directly for course-specific information.

What is typically required of you in an online course?

The requirements in an online course are typically the same as they for on-site courses. Specifically, you will be responsible to do the following:
- Weekly participation in the discussion forum – this is how you attend the course and participates in the course.
- Weekly assignments – you will have to submit weekly assignments determined by your instructor to show that you are learning in the course.
- Exams/Midterm/Final – you may be required to take online exams to assess your learning. Generally these are open-book exams.
- Papers/Essay/Case Studies – your course may require you to write a term paper, essay or analyze a case study.

- Attendance – for you to be marked present in the course, you will need to complete one of the above on a weekly basis and/or another assignment given by your instructor. Please check the course syllabus.

How do I log in to my on-line course?

To "attend" your online course, you must login to MCNY's Moodle system at http://moodle.mcny.edu . Under the "Site News" heading on the MCNY Moodle homepage you will find instructions on how to look up your Moodle username and password.

How is the on-line course organized?

Your course will be organized by week and all the materials for that week will be in that week's box. Your professor decides how much course material to make available to you within any given week. In the first week, you will see a welcome message from your instructor with his or her contact information, Online Policies and Procedures, Course Syllabus, Introduction Forum - where you introduce yourself to the class, and Course Café- a non-graded forum where you can post general comments and questions to your classmates throughout the semester. When you log onto your course, a good place to look for the latest communication or happenings is the "Latest News", click on this link and you can be updated with your course.

How do I get help with my online course?

Getting Help
Please allow yourself time to familiarize yourself with the new learning environment. If you are experiencing problems or frustrations, please know that you are not alone. Adjusting to a new learning environment is a challenge for everyone.

Academic Help
For course and academic information, contact your professor directly. Your professor will display his or her contact information in the "Getting Started" box. · You may also contact the Learning Enhancement Center at lec@mcny.edu or the Library library@mcny.edu for academic assistance.

Technical Assistance
If you are having trouble accessing Moodle or having other technical issues related to your Moodle experience, please contact the MCNY Help Desk at helpdesk@mcny.edu. You may also visit the training area MCNY Sample Course to learn more about a Moodle classroom.

Sincerely,

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