

Dear MCNY Distance Learning Student,

Thank you for registering for a Summer 2010 distance learning course through the MCNY School of Management.

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.

Prerequisites

- 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.
- You will also be expected to have reliable access to a computer and internet connection.
- Contact your professors directly for course-specific information.

Using Moodle

The Summer 2010 online courses will be offered using the Moodle virtual learning environment. If you are not familiar with Moodle, it is an open-source learning management system that is developed and supported by a worldwide educational community.

Login Information

To "attend" your online course, you must login to MCNY's Moodle system at <http://moodle.mcnyc.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.

Note: Your Moodle account is unique. Your Moodle username and password are not the same as your IQ Web or IQ Mail passwords.

Entering your online course

Once you are signed into Moodle, you will see your courses under "My Courses" in the middle section of your Moodle page. Click on the name of your course to enter. You should be able to view the "Getting Started" box, as well as Week 1 course materials. For distance learning courses, each course week starts on Monday and ends on Sunday.

Once you enter your course. Read the "Getting Started" section of your course carefully, to orient yourself to the course's learning environment.

In this "Getting Started" box, you may find:

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.
- Course Café- a non-graded forum where you can post general comments and questions to your classmates throughout the semester.

Course Organization

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. You may find that some weeks are not yet available to access - this is up to the professor's discretion as well.

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.

Please sign into your course as soon as possible to access the homework and activities due in Week 1. Good luck with your semester!

Sincerely,

The Distance Learning program
MCNY School of Management