

Being an Online Student

Being an online learner may be a new experience for you. Here are some tips to being a good online student and excelling in this classroom environment:

#1 Check your **email** account every day for important messages, notes, and feedback from your teacher. Be sure to respond to any emails within 24 hours. Your teacher will do the same for you.

#2 Check your class daily for new **Announcements**. The Announcements area on the class Home Page is an easy way for your teacher to send out important information to the whole class. The teacher will post a new announcement at least once a week and likely more often than that. Don't miss out!

#3 If you have ANY technical difficulties, contact our **Tech Support** immediately by email or phone and leave a detailed message about your issue. Be sure to INCLUDE YOUR NAME . You can reach Tech Support at techsupport@lhsoc.org OR 714-900-2OLO or 714-900-2656. **If you have tech issues and don't contact tech support, we cannot help you resolve your issue and you may be charged with late penalties for any assignments that are turned in late due to tech issues.**

#4 Follow the **Course Guide** closely. It will tell you what is due every day and what you should be working on. You should print it out and use it as a guide. You can find it in the nav bar under Course Home.

#5 Use the **Calendar** to help you plan out your time. Figure out when you will complete assignments and what you will work on every day. Proper time management is essential online. You can find it under Student Tools.

#6 Read all of the documents under the **Course Home**, especially "Student Policies and Procedures" and "Originality Work and Academic Responsibility".

#7 Click on the **Links** on a page to access the content of the class such as Assignments and DQs. When a title is underlined with an unsolid line--it is a link.

#8 **Communication** is the key to a good online experience. ASK FOR HELP. Your teacher is here for you and you can call every day or email any time. Please let your teacher know if you need help on an assignment, if you will be traveling, if you don't understand feedback, or ANYTHING! We can't help you if we don't know.

#9 **Assignments** have to be written and submitted to the class as a Word document attachment unless otherwise stated. The extension should be .doc or .docx. Turn all of your assignments in and on time. If you are falling behind, communicate your circumstances with your teacher right away.

#10 **Turnitin** is a Plagiarism service that we use to help us make sure that your work is original to you. **Most of our assignments require that you submit your work TWICE--once to the assignment and once to the Turnitin Direct Assignment.** Look directly below your assignment to see if there is a Turnitin Direct Assignment. If there is one, then be sure to submit your work TWICE. To submit to Turnitin, click on "View Assignment", then click on the word "Submit" at the top of the page, then "Browse" for your assignment, and click "Submit". Your teacher cannot grade your work unless you also submit it to Turnitin. Make sure all of your work is original to you so that you don't have any issues with your work.

#11 All assignments should be formatted using **MLA Guidelines** unless otherwise stated. See them in the nav bar if appropriate for your class.

#12 To **resubmit an assignment**, click on the Start New button and the assignment will let you submit a second document.

#13 Be sure to **read all of the feedback** your teachers provide for you on your assignments so that you can improve on your next assignment. To see that, click on "My Grades" in the nav-bar and then scroll down to find the assignment. Click on it to view your assignment and the feedback.