



Your School's Logo

Student Responsibility Guidelines

Re: Taking Courses Developed in a Learning Management System (LMS)

Generally, student responsibilities in courses developed in a LMS are parallel to those encountered in a face-to-face classroom. There are variations, however, given the nature of the electronic course environment. The following information represents broad guidelines that apply to all students taking courses developed in a LMS. More course-specific guidelines from your instructor can be found in your syllabus and on the course in the LMS.

Registering for the Student Online Orientation Course

The Online Orientation course is a self-paced course that offers students the opportunity to practice the tools used in the LMS, become familiar with guidelines and expectations for technology driven courses, and gain confidence within the online learning environment. If you are registering for a course and you have not previously taken the online orientation course, you are required to register and complete it **before** you begin your actual course. The course is free, has no credits attached to it, will be graded on the Pass/Fail option and will not appear on your official University transcript. You will complete the activities at your own pace. It is designed for you to complete it in about one hour. A facilitator will monitor the course discussions and answer questions posted in the course mail.

Reading Course Documents

As soon as the course documents are available in the course, it is important for you to read **all** course documents (e.g., syllabus, weekly units, schedule, and assignments). You will need to be familiar with the instructors' expectations. Knowing what is expected of you will allow you to properly plan for course activities and anticipate any time constraints that you may have with your own personal schedule. You can simply send an email to your professor if you need clarification.

Attending Class and Participation

Courses developed in the LMS will not be a good experience for you or your fellow students without your PRESENCE! You must "attend" just as if you were in a traditional face-to-face course. Class participation using the learning tools is essential to course success. You are responsible to complete assignments; take tests during the assigned days/times; keep the professor notified of any problems, issues, or questions that arise.

Note: if you foresee that you will have a delay or interruption participating in your course, it is mandatory that you notify your instructor **before** such occurs. Instructors must know why you are not in the course for that period of time. They have no way of knowing where you are if you do not communicate your reason to them. If you need clarification on this point contact your instructor.

Organization and Deadlines

Courses developed in the LMS do not always provide students with reminders of what needs to be completed and when, as traditional face-to-face courses do. Therefore, you need to be well organized and must pay careful attention to the course schedule and all of the deadlines. You should check announcements, emails, discussions, and any updated materials, each week. For example, a discussion can be open for a week for you, and your classmates, to read and post, 24/7 throughout the week, but there is usually a cut-off date for the discussion to close. To have an enriched discussion, it is impossible for you to **fully** participate if you wait until the last minute

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Sample: Writing Sample

to become familiar with the discussion exchange that has been going on all week. Therefore you should expect to **login often, once or twice a day** to keep up with the ongoing discussion. This **does not** mean you need to write a lengthy response every time you login; it **does** mean you should check your course daily, to stay up to date by reading all the newer exchanges until you are ready to make your own well thought out post.

Academic Integrity

Academic honesty is a cornerstone of your online coursework. All coursework must be your own. The University does have an Academic Integrity policy; please refer to it for more information on the rules and regulations. Your instructor should include a link to it in the syllabus. Pay attention to copyright infringement as the violation guidelines fall under the Academic Integrity policy. Be sure to cite all sources, websites, images, and sounds throughout your coursework.

Acquiring Course Materials

You must obtain all necessary course materials, including required textbooks, lab materials, and/or course CD's, USB drives, if applicable. In addition, you may need to access various library resources and it is your responsibility to become familiar with the library services, there are plenty of them. You may stop into the library to find out, call, contact a librarian through their email, or go to the website to fill out the contact us form. You must have a University ID card to use the remote library services and scholarly databases. Using the information and materials available to you through the library are often essential for completing your assignments and activities for your course that has been developed in the LMS.

Evaluating Computer Setup

You are responsible for ensuring that you have the required hardware, software, and a high-speed Internet connection. This will provide you with a good experience and you will be able to easily access the materials in your course. You are required to visit the resources made available to you as a student in the LMS. Once you login, there is a student guide and other references to help you set up your computer. Please use them. If you have a situation and you need to use public Internet access (e.g., a public library, etc.) or a friend/relative's computer, you will need to determine if that Internet service is a viable option for you to complete what is expected of you.

Email accounts are a primary source of communication between students and faculty, students and administration, and student to student; you must be comfortable using your email account. Your instructor should communicate the primary communication policies for the course.

Staying in Contact - Being Part of an Online Community

Student interaction with peers and the instructor should be just as important in a course developed in the LMS as it is in a traditional face-to-face classroom. You must take advantage of all the communication options that are available in the course (e.g., email, discussion boards, chat areas, web meeting tools) to facilitate your own learning and to complete the assignments and projects of the course.

Please take all the above **student responsibilities** seriously. Good luck and enjoy learning in the in the electronic learning environment where the learning opportunities are plentiful!

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