



GUIDE TO ONLINE LEARNING

What Can I Expect from my Online Course?

On Your Course Site

You will find the information and directions for completing the course requirements, such as:

- + A paragraph or two introducing your professor and the course requirements
- + A course syllabus listing the important assignments, deadlines, and grading policies
- + A listing of the required textbooks and a list of resources available through the Internet

Assignments

Your assignments may include short papers, internet searches, case studies, quizzes, etc.

- + You will check to see if the instructor has given any additional instructions or comments to your class. Usually this is done via e-mail.

Participation/Discussion

Class participation is very important. There are two ways class discussions are held:

- + Discussion Boards. Many times your instructor will present a discussion question and ask each student comment on a "discussion board" by a certain date. Your comment can be entered at any time day or night. Then, you check for a responses other students or your instructor have made to which you may want to respond.

Online Expectations

Three (3) hours class time and at least three (3) hours per credit hour for reading assignments.



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Computer Requirements

Hardware

+ Minimum Requirements — 64 MB RAM, CD-ROM with sound, Internet Connection.

+ Recommended Requirements — 128 MB RAM, DSL or Cable modem.

Software

+ Internet Explorer or Firefox, Microsoft Office (including MS Word and PowerPoint), Adobe Acrobat Reader, Current anti-virus software.

Skills

+ Proficiency in word processing, Web browsing, and e-mail; you must have an active e-mail address.

WJU Student Support Services

+ WJU's Academic Resource Center Offers additional academic assistance online, through e-mail, and in person.

+ Technical Support is available through e-mail and a dedicated 800 number staffed by the Distance Learning Office.

Questions about computer requirements

Call our Distance Learning Technical Support at **800.873.7665**.



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