

# TECHTimes at MRCTC

## MRCTC Technology Resources

Visit this link for answers to many of your technology related questions.

<http://www.mr.mnscu.edu/technology/>.

## MRCTC Online Courses

Visit this link for answers to many of your questions regarding being an online student.

<http://www.mr.mnscu.edu/online/welcome.htm>

## D2L mini-course

Not sure what to expect as an online student?

Practice with the D2L mini-course "Chocolate" (click on the D2L icon).

<http://www.mr.mnscu.edu/online/welcome.htm>.

## Never taken an online course?

Contact the online advisor, Lindsay Lahti, for information about D2L lessons and online orientation: 218-749-0319, [l.lahti@mr.mnscu.edu](mailto:l.lahti@mr.mnscu.edu) or [onlineadvisor@mr.mnscu.edu](mailto:onlineadvisor@mr.mnscu.edu).

## Learner Tips for Online Students at MRCTC

Although there are many similarities between learning in a traditional "face-to-face" course and an online course, there are also many differences. The following practical "learner tips" are based on current research on what makes a successful online student and should help ensure that you get the most from your online learning experience.

- **Sign into your course as often as possible (2 - 3 times a week at a minimum)** - without the requirement to attend regular weekly lectures it is easy to fall behind in your course work when learning online.
- **Keep up to date with all online discussions** - Online discussions can be a lot of fun and a great way to learn but if you don't keep up with them you can find it overwhelming to keep up with the "conversations".
- **Develop a learning calendar** - If you tend to procrastinate, it can help to set up a weekly "learning schedule" that you place on your personal calendar at the start of the semester. Consider sharing your "learning schedule" with others in your life so that they know when you will be "learning" and not available.
- **If you are feeling lost or confused, reach out for help!** - Unlike a face-to-face class, in an online course it can be difficult for an instructor to tell if you are having difficulties. Don't hesitate to e-mail or page your instructor if you need help.
- **Learn about "Netiquette"** - If you are not familiar with the concept of "Netiquette", take a few minutes to review <http://www.netmanners.com/email-etiquette/category/email-etiquette-101/> as it could save you from some embarrassing moments.
- **Identify a backup "access point"** - Many online students tend to access their courses from the same location (e.g. home) throughout the semester. If you encounter unexpected technical problems it can be helpful to have an alternative location where you can go to get online. Public libraries, local colleges, and friends and family are good back ups.
- **Save and backup your work** - We all know Murphy's Law so it is good to get into the practice of maintaining backups of your course work on your own computer or jump drive. For example, you can type up your answers to a discussion posting in a word processor and then "copy and paste" the text into your online course. The saved word processor file can act as your backup!

- **Consider getting high-speed Internet access** - If you don't have high-speed access to the Internet from home you may find it a worthwhile investment. Many cable TV companies offer high-speed access as well as the phone company (DSL service). More rural areas can often use two-way satellite systems to gain high-speed access at home.

## Top 3 Things to for New Online Students to Know

### Log in your first day of class!!

All online courses are designed to start on the first class day of the semester. Students are expected to log on to their online course as soon as the semester begins.

### Know your ID and password

Your D2L ID is your MRCTC student ID. You must use all eight digits. Your D2L password is set as your birth date starting with your year (yymmdd) Ex. Birth date Oct. 16, 1961 = 611016. If this does not work please try the last six digits of your social security number. You can change your D2L password by clicking on the Password Settings link on your D2L page.

### Don't wait for help and know who to contact!

It is the responsibility of each student to contact their online instructor if any questions arise concerning course content/formatting. Also, if you have technical difficulties, contact Technical support at [t.pratt@mr.mnscu.edu](mailto:t.pratt@mr.mnscu.edu) or call 218-780-4829. If you have general questions about online information or scheduling contact Lindsay Lahti at 218-749-0319 or at [onlineadvisor@mr.mnscu.edu](mailto:onlineadvisor@mr.mnscu.edu).

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