

Student help for Educator

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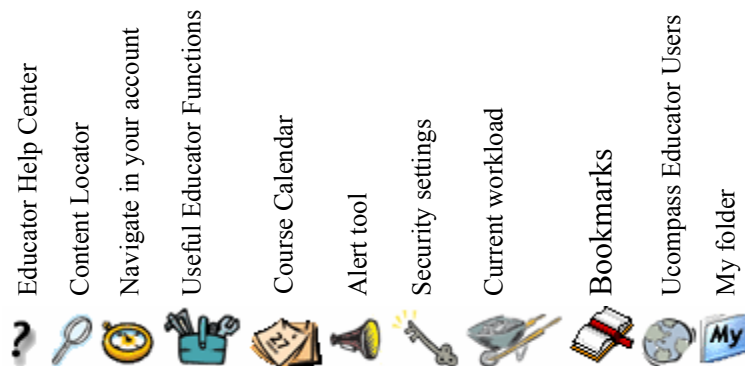
Logging in

Your instructor will give you instructions on logging into Educator for the first time. Don't forget to click the logoff button each time you want to end an Educator session.

Navigating in Educator

Clicking the links as shown at left will allow you to move from one area to another in Educator. Each of your instructor's may use Educator in a different way so find out from him or her what areas of Educator you should concentrate on using.

At the bottom of each window are a series of icons to also help you manage your course. These are described below.



Tips for Success - Online Learning

The suggestions below have been compiled from successful online learners. They represent tips concerning how you might best prepare yourself for online learning experiences. Try these, modify them to fit your own style, and add new ones as your experience grows.

1. **Participate!** Whether you are working alone or in a group, contribute your ideas, perspective, and comments on the subject you are studying, and read about those of your classmates. Your instructor is not the only source of information in your course—you can gain great insight from your peers and they can learn from you as well.
2. **Make sure you have a private space where you can study.** This will help lend importance to what you are doing as well. Your own space where you can shut the door, leave papers everywhere, and work in peace is necessary.
3. **Log on to your course every single day.** Once you get into your course, you will be eager to see who has commented on your postings and read the feedback of your instructor and peers. You will also be curious to see who has posted

- something new that you can comment on. If you let too many days go by without logging on to your course discussion board, you will get behind and find it very difficult to catch up.
4. **Take advantage of your anonymity.** One of the biggest advantages of the online format is that you can pursue your studies without the judgments typical in a traditional classroom. Unless you are using video conferencing, no one can see you, there are no stereotypes, and you don't have to be affected by raised eyebrows, rolled eyeballs, other students stealing your thunder, or people making other non verbal reactions to your contributions. You don't have to feel intimidated or upstaged by students who can speak faster than you because you can take all of the time you need to think your ideas through and compose a response before posting your comments to your class.
 5. **Speak up if you are having problems.** Remember that your professor cannot see you, so you must be absolutely explicit with your comments and requests. If you are having technical difficulties, or problems understanding something about the course, you **MUST** speak up—otherwise there is no way that anyone will know that something is wrong. Also, if you don't understand something, chances are several people have the same question. If another student is able to help you, he/she probably will, and if you are able to explain something to your classmates in need, you will not only help them out, you will reinforce your own knowledge about the subject. Finally, if you know that you will not be able to meet a deadline, e-mail the instructor as soon as possible concerning the possibility of making other arrangements.
 6. **Apply what you learn.** Apply everything you learn as you learn it and you will remember it more readily. Also, try to make connections between what you are learning and what you do or will do in your job. Contributing advice or ideas about the real world as it applies to the subject matter you are studying helps you to internalize what you are learning, and gives valuable insight to your classmates who will benefit from your experience.
 7. **Read the syllabus on your first visit to the course.** You may even want to print the syllabus for quick and easy reference. You should also print, write, or set a reminder for the course's major calendar dates. You don't want to miss quizzes, exams, or project due dates.
 8. **Prepare yourself for technical failure**
If you are disconnected from the Internet you may lose your work. Type and save all writing assignments into a word processor, such as Microsoft Word. By saving all your work in a word processor, you have the capability to copy and paste into the text box or attach the document to an email. It is also good practice to print out all your assignments and completed quizzes to access off-line, use as study guides, and as backup. **If you use a program other than Microsoft Word, save your documents as rich text format (.rtf) to send as an attachment to your instructor.**

For more detailed information on using Educator, see the [Educator Help Center](#).