

Virtual Learning Campus Student Guide

Before Enrolling

Online Courses	Blended Courses
over 75% of instruction & interaction occurs online	50-75% of instruction via web-based online learning
will not meet in person regularly	will meet in person weekly
absorb large amount of content on your own	absorb large amount of content on your own outside of class
at least 2 in-person proctored events per 16-week term (1 event per 8-week term)	attendance is required at all weekly events published on the course schedule & syllabus

Time Commitment

- Must comply with online/blended attendance policy
- Courses are not self-paced; you will have deadlines established by the college and its instructors
- Online learning will not be “easier” than traditional learning, nor will it take less time or effort
- Must be responsible and self-disciplined to keep up with the course—time management is key
- Learning Resource Center staff can advise you on study habits necessary for online learning

Communication

- Most content & interaction is through writing; know how to express yourself & communicate electronically
- Prepare to contact your instructor regularly & maintain a course presence active participation is crucial
- Emails—in either direction—should receive a response within 24 hours during the school week

Digital Access

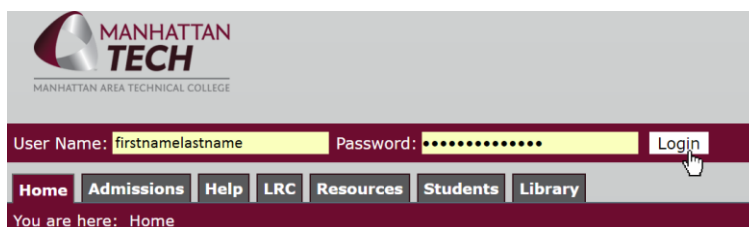
- Minimum hardware and software is required for your learning device—see manhattantech.edu/sys
- Courses take place in a Learning Management System (LMS) software application
- You should be familiar with the Internet, email use, downloading, uploading and saving files
- An accessible and reliable internet connection is required, and cable or DSL is recommended
- Assignments should be in a Microsoft file format—see matconline.matc.net/ICS/Help for free download

Access Your Online Class

A valid User Name is required. To obtain this, please check the inbox for the personal email address you provided on your admissions application. A welcome message will contain your User Name and an initial password.

To access courses:

1. Browse to matconline.matc.net
2. In the top left, enter your User Name & Password
3. Click the Login button

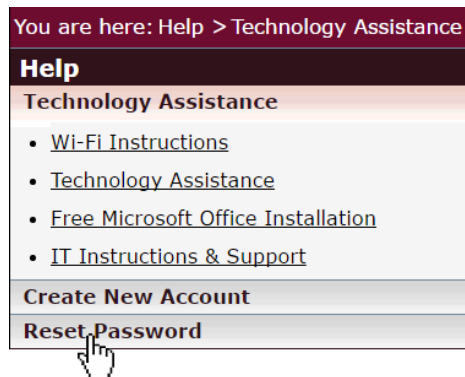


The screenshot shows the Manhattan Tech LMS login interface. At the top left is the Manhattan Tech logo. Below it is a login form with two input fields: 'User Name: firstnamelastname' and 'Password:'. To the right of the password field is a 'Login' button. Below the login form is a navigation menu with buttons for 'Home', 'Admissions', 'Help', 'LRC', 'Resources', 'Students', and 'Library'. At the bottom left of the page, it says 'You are here: Home'.

To change your password from the one given to you in your welcome email, click “Change Your Password” under Quick Links—left sidebar.

Unsure of your User Name or Password? Click the Help tab—top. In the left sidebar, click “Reset Password.”

Once logged in, your courses will now be available under My Courses in the Quick Links box—left sidebar. Click the [+] icon and a list of all of your courses will appear. Click the appropriate link to go to your class website.



NOTE: Instructors may choose to open their courses up to fourteen (14) days in advance of the semester, so you may be able to access your course prior to the official start date, in order to familiarize yourself with the layout. Please contact your instructor for details.

Your Student Account

You have both a @manhattantech.edu and @matc.net email address. It’s important to have your email set up before the beginning of classes and to check your Webmail inbox daily. We require you to use your campus email for your coursework. You will receive official college correspondence through this email address only.

In order to access your email, go to matconline.matc.net and click on the MATC Webmail link under Quick Links—left sidebar. You may also simply go to outlook.com/matc.net. Once you reach Webmail, select the link for Students. You will then need to enter your full email address and password. Click Sign in.

Help!



Types of Problems	Who to Contact
<ul style="list-style-type: none"> Log in issues Don’t know my user name or password 	Email helpdesk@matc.net from your personal email
<ul style="list-style-type: none"> Can’t connect to the network or WiFi Hardware or software questions 	IT Help Desk Portal helpdesk.matc.net/portal
<ul style="list-style-type: none"> Don’t know when assignments are due Can’t figure out my current grade 	Your instructor email address in syllabus
<ul style="list-style-type: none"> Can’t navigate course website Can’t submit an assignment online 	LMS Administrator onlinehelp@matc.net
<ul style="list-style-type: none"> Struggling as an online learner Need online tutoring to fit my schedule Need someone to proofread or give writing advice 	Learning Resource Center LRC@manhattantech.edu

Prepare for Your Online Class

For resources to help you get started, go to matconline.matc.net, locate the navigation icon in the top left, and click **Prepare for Your Online Class**.

We also provide a free, non-credit course NCR 111: Online Orientation for Students. A scheduled, in-person demo section offers supportive space for you to begin to navigate a typical online course. The instructor of this demo guides you through basic tasks within the online format and answers questions along the way.

Can't make the scheduled demo? We also provide an online section of NCR 111. Enrollment occurs on an ongoing basis. Arrange to be enrolled in the demo course by contacting your advisor, your instructor, or communicating with the LMS Administrator directly at onlinehelp@matc.net.

First Day of Class

To start the semester out on the right foot, you should attend the orientation demo. Following this, you should:

1. Check your inbox for your instructor's welcome message
2. Email your instructor to introduce yourself and ask questions
3. Download and print the class syllabus from the class main page
4. Locate the first assignments inside the first class module

Tour of an Online Classroom

The screenshot shows a web interface for an online classroom. At the top, there are navigation tabs: Home, Admissions, Help, LRC, Resources, Students, and Library. Below the tabs is a breadcrumb trail: You are here: Academics > Psychology - PSY > General Psychology > PSY 100 15118 Spring 2017 > Main Page. The main content area is divided into three columns. The left column contains a vertical menu with items: Course Information, Main Page, Module 1, Communication, Attendance, Gradebook, Coursework, and Quick Links (with a sub-item My Courses). The middle column contains three boxes: 'Welcome!' with a yellow background, 'About Your Instructor' with a yellow background and a profile picture icon, and 'Next Steps' with a yellow background. The right column contains three boxes: 'Web Links' with a grey background, 'Calendar' with a purple background showing 'June 15', and 'Learning Resource Center' with a pink background.

Every page has the same three (3) boxes:

1. Welcome!—center
2. Web Library—right sidebar
3. Support Materials—bottom box

The Main Page

Only the Main Page has these—right sidebar:

- a course calendar
- info about the LRC
- The Lounge (optional; see the box below)

The Lounge

Manhattan Tech email is the official means of communication. But your instructor may choose to use The Lounge, a discussion forum where you can post questions or reply to others' messages. You can also:

- ✓ subscribe to different threads to receive updates via e-mail
- ✓ ask other students to verify technical difficulties, like broken links
- ✓ contact your instructor if an email response hasn't been received within a stated timeframe

How will I know what to do each week?

On each module page—Week # Support Materials (bottom box)—there is always an Assignment Sheet with:

- **Due Dates:** set reminders for yourself of important deadlines
- **Learning Outcomes:** goals for what you should be able to do at the end of the module
- **Method of Instruction:** "lesson" delivery—readings, demos, videos, podcasts, etc.
- **Coursework:** activities you will perform to achieve the learning outcomes
- **Assessment Tasks:** evaluation of your learning—quiz, file upload, discussion, group project
- **Next Week:** preview upcoming outcomes & assignments

Course Name	Course and section no.
Topic	
Module dates. From MM/DD/YY to MM/DD/YY Assignment due dates.	
Learning Outcomes	
<hr/>	
<ul style="list-style-type: none">• Goals for this week's topic.• There may be several goals.	
<hr/>	
Learning Activities (Instructions and guidance are provided.)	
Method of Instruction	
<input type="checkbox"/> Readings	
<input type="checkbox"/> Videos	
<input type="checkbox"/> Podcast	
Coursework	
<input type="checkbox"/> Discussion	
<input type="checkbox"/> Self-Quiz	
<input type="checkbox"/> Reflection Paper	
<input type="checkbox"/> Project	
<hr/>	
Assessment Tasks	
Evaluation of Student Learning	
<input type="checkbox"/> File Upload	
<input type="checkbox"/> Exam	
<input type="checkbox"/> Demonstration	
Next Week	
<input type="checkbox"/> Topic	
<input type="checkbox"/> Announcements	
<input type="checkbox"/> Upcoming due dates	

For ease-of-use, your instructor will always use this same familiar template.