

PROJ-1030

Student Guide

February 2016

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Purpose

This guide will provide you with information on:

- How the course is structured
- Navigating your course
- Technology requirements
- Strategies for successful learning
- Contacting your instructor
- Help resources available to you

*This guide is a companion to
the official course outline
which outlines ALL
requirements for completion!*

Your Course

This course is offered online through LEARN, Red River College's Learning Management System and is divided into 11 weeks of study. This is an asynchronous non-cohort course. This means that you choose what time of day you complete the coursework and is no group work. While the delivery is quite flexible, there are still deadlines. Be sure to submit things as per the instructional schedule in your course outline.

The following resources have been built into your course:

1. **Course Outline:** Make sure you read the course outline thoroughly. This document provides important information about the course learning outcomes, required assignments and exams, and study plan.
2. **Weekly Study Plans:** Open, save, and print off the plans for each week. Check off items as you move through the course. The study plans cover the steps you need to follow and the resources you need to use to complete each unit of study.
3. **Discussion Board Posts:** There are 4 evaluated discussion board posts in this course. There is a discussion board marking rubric that is used to mark all 4 posts. The marking rubric is located in the Frequently-Accessed Resources folder in the Content section of LEARN. Review the marking rubric before posting it on the board. It is strongly advised that you compose your post on your computer first. This way you can ensure that you always have a saved copy.
4. **Assignments:** There are 3 evaluated assignments in this course. These assignments can be found in the LEARN Dropbox. Make sure you open the attachments in each assignment. Each assignment has 2 attached files: (1) assignment instructions and (2) marking rubric. Always review the marking rubrics before starting your assignments.

5. **Tests:** There are 2 tests in this course: Test 1 and Test 2. You write Test 1 using the Quizzes tool. Test 1 is open-book and it has 20 randomly-ordered multiple choice questions. You have 30 minutes to complete this first test. Similarly, Test 2 is also open-book. However, Test 2 is a case study and therefore you need to complete this test on your computer, first. You access the test using the Dropbox. You also submit your work using the Dropbox.
6. **Videos:** This course includes videos, you may be asked to install a web player in order to view them.

Technology Check

Step 1 - Browser Check:

Before starting your course, perform the browser check on the LEARN login page.

Step 2 - System Check:

Log out of LEARN. When you log out, look for the system check link. Click on the link and your computer will automatically be checked. By performing this check, you'll make sure that your computer is set up so you can use all the tools in your course.

It is important to have regular access to high-speed internet AND to have access to someone who can assist you with setting up or troubleshooting problems with your computer, should you need help.

Communicating with Your Instructor

Communicating with your instructor from within the course will use the RRC email system. Use this system unless otherwise specified by your instructor.

Strategies for Success

If you haven't done an online course before, it is important to understand some basics. Online learning can offer many advantages, but you need to be prepared to deal with the challenges, too!

Basic Computer Skills

- Using a word processing program
- Cutting & pasting text
- Opening and saving files in various formats
- Finding information online
- Using prior knowledge to navigate through LEARN
- Using email
- Downloading & installing browser plug-ins and software (e.g., Adobe Reader)

Study Habits

- Familiarize yourself with the instructional schedule.
- Stick to the instructional schedule.
- Take time to read, listen to, and watch the materials.
- Make your own notes.
- Ask yourself questions, and ask the instructor about topics you are not able to understand.

No Fear!

- Don't be afraid to ask the instructor questions about what you don't understand.
- Don't be afraid of the technology.
- Don't be afraid to try new software or learning methods.

Flexibility

- You have the flexibility to work from home or from anywhere you have Internet access.

Independence

- You will be working independently, so you will have to have good academic skills and a quiet place to do your works.

Time Management

- Managing your time effectively (i.e. ,not getting involved in too many other activities) is important to succeeding in online learning.

Tips for Success!

Explore the RRC Student Success Website (<http://www.rrc.ca/index.php?pid=7630>) for help with effective study habits, academic writing skills, time management, reading with purpose, and test/exam taking.