Preparing for an OIS1240 Online

The Computer specifications for taking OIS1240 Online are a PC with:

- Windows 10
- Microsoft Office 2019/Microsoft 365 ProPlus (free to MTC students) for a PC (not Mac) including Word, Excel, PowerPoint, and Access
- Chrome for the Internet browser
- Microphone and speakers/headset for audio
- Fast Internet access (not dial up or satellite)
    - Our online courses are full of interactive videos and course materials. It is essential to your success to have a reliable Internet connection.
- A back up plan for completion of assignments if your PC would fail or lose Internet connection as all assignments will be submitted electronically via Canvas, MTC email account, or MyITLab. The MTC Academic Success Center BR191 is available for students to use during posted open lab hours.

Note: You must have access to this computer for at least 8-12 hours each week for 16-week term and 16-24 hours for an 8-week term.

Complete the Online Readiness Self-Assessment printed on the back of this page.

Know your student ID

To login into **MyInfo** and **Canvas** you will need to know your PowerCampus ID.

- Your *Login* (or user ID) is your entire last name, first name initial, and last 4 digits of your PowerCampus ID. Note: if you don't' know your PowerCampus ID, please contact MTC Office of Student Records at 740-389-4636 extension 210 or extension 226 or stop by BR108.
- If the first time you access your MTC accounts is **on campus**, see the lab assistant in the MTC Academic Success Center BR191 for assistance.
    - **Or**
- If the first time you access your MTC accounts is **off campus**, you will need to select reset password, which will allow you to create your password. Visit https://help.mtc.edu, click *Create or Forgot Password* link on the menu at the left, click *I want to set my password for the first time*, and follow the instructions. Note: if you ever want to change or have forgotten your password, you can use one of the other links provided at https://help.mtc.edu.
    - Your *Password* must be at least six characters in length, contain one uppercase and one lowercase letter, contain one number, and cannot include your login name.

The **MTC Computer Center Helpdesk** is available to help you if you are experiencing problems logging-on. You may reach the Helpdesk by calling 740-389-4636 extension **288.**

Notify your instructor immediately by e-mail or phone if you cannot access your online course the first day of the Semester. Courses are not required to be open prior to the semester start. Refer to your schedule to find your instructor's name.

Textbooks/Course Materials: Purchase and read the required textbook(s) for and course material for assignments and use assessment software as directed in the course *Syllabus* link. Note: You can also find your books through the campus bookstore.

Check your MTC e-mail and course Canvas *Announcements* daily throughout the Semester!

Know how to navigate your course material. You should be able to:

- Find your course Syllabus (a summary of the main points of your course, including grading scale, assignment dates, and course objectives)
- Be able to read the *Announcements* for the course
- Be able to view the *Assignments* and *Course Materials*

Warning! Realize that failure to do the required coursework during the first two weeks of an online course may result in a course **failure** and is considered **non-attendance** which directly affects your student loans and financial aid.

Online Learning Readiness Self-Assessment

There are many different elements that contribute to being a successful online student. Read the following traits and mark Yes if it applies to you.

Technology

❑ Yes ❑ No — I have regular access (at least 8-12 hours) to a computer that meets the requirements on the front of the page with a high speed Internet connection (not dial up or satellite).

❑ Yes ❑ No — I have a basic computer troubleshooting skills or feel comfortable problem solving without the instructor being present.

❑ Yes ❑ No — My computer has the required software for the class I am taking or I am willing to purchase and install it before the course begins.

❑ Yes ❑ No — I have basic computing skills that enable me to operate a computer (saving files, creating folders, changing settings on my computer).

❑ Yes ❑ No — I have basic Internet skills that enable me to navigate to URLs, search for Web sites, and enter passwords.

❑ Yes ❑ No — I can send an email message and attach a file to the message.

❑ Yes ❑ No — I will use a computer several times a week to communicate with the instructor and other students in my courses.

Communication

❑ Yes ❑ No — I am able to communicate with others effectively using online technologies (Example: email, chats, discussion boards).

❑ Yes ❑ No — I can express myself clearly through my writing.

❑ Yes ❑ No — I will schedule time to provide timely responses to other students and/or the instructor.

❑ Yes ❑ No — I understand it may take up to 24 hours to receive an instructor's response to my email or Canvas message.

❑ Yes ❑ No — I will ask questions when I don't understand assignments.

Motivation

❑ Yes ❑ No — I am self-motivated, not requiring someone to remind me of deadlines.

❑ Yes ❑ No — I can focus on my work and not be distracted by other online activities (Example: email from friends, instant messaging).

❑ Yes ❑ No — I will finish my class work even though there may be distractions at home (Example: television, children, social media).

Participation

❑ Yes ❑ No — As per the requirements listed on the course syllabus, I will meet the contact requirements as specified.

❑ Yes ❑ No — I know who to contact if I have difficulties with the Canvas or MTC Student Email systems.

❑ Yes ❑ No — I understand that participation is a required element of distance learning.

❑ Yes ❑ No — I expect to frequently participate throughout the learning process so that I can help others learn. (Example: group work, teams).

❑ Yes ❑ No — I will use the MTC Academic Success Center BR191 if I have technical problems with my computer or Internet connection.