



It's your world.

eLearning Essentials Syllabus

Instructors:

email:

Phone:

Mission Statement: *Lake Area Technical Institute offers superior, comprehensive technical education, creating a foundation for success in an ever-changing world.*

Essential Information needed prior to taking an eLearning class at LATI. This class is being held the first two weeks of the school year. The class will be a hybrid formatted class. This means it will start as a face-to-face meeting and continue with an online format.

All information for this course is available for students on LATI's eLearning site. Students and staff can find the instructor's email, specific instructions, the course syllabus, required hardware/software, and tutorials on how to navigate the eLearning site. Also available is a self-assessment for students that will help you determine if online learning is a good option for a student's learning style.

Students must have their computers ready to go prior to enrolling. Students that indicate they will have a computer soon, will not have it soon enough. Falling behind at the beginning is a strong indication that the course will not be completed. Online courses will require strong student motivation and self discipline.

Online courses require stronger reading and writing skills. Briefly skimming over instructions can and will result in frustration and extra time to complete the material. The reading required may be double the amount in a face-to-face course. You will need to read the eLearning instructions as well as the content material. Online courses tend to require more hours per week than regularly scheduled classes from the start. Poor reading skills will increase that time.

Although more time is usually needed for online courses, this time is usually more flexible. Students also save time by eliminating driving/travel to and from school. Although there is flexibility, some courses will have required scheduled events where you will need to adjust your personal schedule. Our online courses are not self-paced. It is not possible to enroll at any time. Taking tests will be scheduled. Having work done to meet deadlines will be critical for grading.

Studies have shown that students that complete online classes test better than students in face-to-face classes. However, studies also show a lower completion rate for

students that take on line courses vs. face to face courses. *You need to take responsibility for what will be best for you.*

Expectations:

- Students are expected to log into their respective courses and complete their profile.
- Students are expected to show proficiency in written english.
- Students are expected to have basic computer skills and be able to troubleshoot computer problems.
- Students must have access to a reliable computer with high speed internet, as well as having a backup plan should your computer crash. **Computer requirements:** (<http://online.lakeareatech.edu/elearning/mod/page/view.php?id=45271>)

Course Objectives: All students will be able to -

- log in to eLearning
- set up a student profile
- identify Moodle icons
- check grades/progress
- message
- create a blog
- add to a wiki
- navigate LATI's eLearning platform
- upload and download forms
- participate/subscribe to forums
- take online quizzes and tests
- develop a time management strategy

Course Policies: This course should be completed prior to starting your online degree program.

Grading:

Pass/Fail

Tentative Calendar/Schedule:

- Topic 1 - Logging in and setting up student profile
- Topic 2 - Downloading and uploading files/documents
- Topic 3 - Customizing your "Home".
- Topic 4 - Taking quizzes and tests.
- Topic 5 - Are online courses right for me?
- Topic 6 - Participating and subscribing to forums
- Topic 7 - Checking grades
- Topic 8 - Messaging
- Topic 9 - Wikis
- Topic 10 - Developing a time management strategy