



SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873

# GUIDE TO SUCCESS

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SOUTHEAST  
ONLINE



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# WELCOME TO SOUTHEAST ONLINE

MY NAME IS CHELSEA. I AM THE DIRECTOR OF SOUTHEAST ONLINE, THE ONLINE DEGREE PROGRAMS OFFICE AT SOUTHEAST MISSOURI STATE UNIVERSITY. HAVING WORKED WITH STUDENTS AND TAKEN ONLINE COURSES MYSELF, I UNDERSTAND THE CHALLENGES ONLINE LEARNING CAN PRESENT.

THE SOUTHEAST ONLINE TEAM AND I HAVE CREATED THIS GUIDEBOOK FOR YOU TO USE AS A RESOURCE WHEN COMPLETING AN ONLINE COURSE.

## IN THIS BOOK, WE'LL HELP YOU

GET PREPARED  
FOR THE FIRST  
DAY OF YOUR  
ONLINE CLASS

UNDERSTAND  
WHAT A  
LEARNING  
MANAGEMENT  
SYSTEM IS

ENSURE  
THAT ONLINE  
LEARNING IS A  
GOOD FIT FOR  
YOU

UNDERSTAND  
THE RESOURCES  
AVAILABLE

NOT EVERYTHING MAY BE INCLUDED IN THIS GUIDEBOOK, BUT WE HOPE WHAT IS INCLUDED HELPS YOU IN YOUR ONLINE COURSES. IF YOU ARE INTERESTED IN ATTENDING SOUTHEAST MISSOURI STATE UNIVERSITY, PLEASE DON'T HESITATE TO CONTACT US.

**WE WISH YOU EVERY SUCCESS  
IN YOUR COURSEWORK!**

*Chelsea Caile*

CHELSEA CAILE / DIRECTOR OF SOUTHEAST ONLINE

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# ONLINE COURSE BASICS

EARLIER VERSIONS OF THIS GUIDEBOOK STARTED WITH THE SENTENCE, “AN ONLINE COURSE IS A CLASS TAUGHT VIA THE WORLD WIDE WEB.”

WE LAUGH AT THAT NOW BECAUSE ALMOST EVERYONE KNOWS ABOUT THE INTERNET. STILL, WE THINK THERE ARE SOME BASIC PRINCIPLES OF ONLINE LEARNING THAT ARE WORTH SHARING.

/ Most fully online programs don't require you to come to campus.

/ Students can complete their degree entirely online from anywhere in the world.

## SCHEDULING AND PACING

Online courses at Southeast are not self-paced courses. Are they at your university or college? You should understand what method your university or college uses prior to enrolling. Our online courses have material and assignments given at least once a week.

## SYNCHRONOUS OR ASYNCHRONOUS?

Synchronous courses require both instructors and students to be online at the same time. These online classes have set hours. During this time, lectures, discussions and presentations are given. Students must be logged in/online at this time to participate.

Asynchronous courses are quite the opposite. Students are given timeframes or deadlines for when work must be completed. However, discussions, lectures and reading materials can be accessed at any time prior to those deadlines.

## COMPARED TO F2F CLASSES

Southeast Online's courses are the same courses that are taught in the face-to-face (F2F) classroom. For the most part, the content, materials, and the professors are the same as you would get in the F2F class. Some Universities have separate faculty that teach only online courses.

## BE ORGANIZED AND TIMELY

Online courses are time intensive. Plan on spending as much time in your online course as you would spend sitting in a classroom, listening to a lecture, and doing your homework outside of the classroom.

## BLENDED (HYBRID/MIXED MODE) COURSES

Blended courses offer elements of online and in-class instruction. Students enrolled in a blended course will attend a traditional face-to-face class period for part of their course and the rest will be completed online. Blended courses at Southeast Missouri State University can be blended in different ways, 10 percent, 25 percent, 67 percent, 75 percent, or 90 percent. This is determined by how much face to face class time you have, compared to how much time is spent online. It is important to know how your school defines a blended course.

# IS ONLINE LEARNING RIGHT FOR YOU?

IN A TRADITIONAL COURSE, YOU ATTEND CLASS AT A SPECIFIC TIME. THE INSTRUCTOR FACILITATES YOUR LEARNING BY LECTURING, LEADING DISCUSSIONS, GIVING SLIDESHOW PRESENTATIONS, ETC. THE INSTRUCTOR IS IN CHARGE OF THE PACE AND TIMING. IN AN ONLINE COURSE, YOU, AS A STUDENT, TAKE ON A MORE ACTIVE ROLE IN YOUR LEARNING. THIS LEVEL OF RESPONSIBILITY FOR YOUR LEARNING WILL REQUIRE YOU TO BE MOTIVATED, ORGANIZED, AND HAVE A ROUTINE IN PLACE FOR COMPLETING YOUR COURSEWORK.

AN ONLINE COURSE FAVORS DIFFERENT LEARNING STYLES THAN A TRADITIONAL FACE-TO-FACE COURSE. VISUAL LEARNING IS SUPPORTED VERY WELL BY AN ONLINE COURSE BUT ORAL LEARNERS MAY FIND ONLINE COURSES A BIT MORE CHALLENGING. BECAUSE MOST OF THE MATERIAL IS IN WRITTEN FORM, YOU CAN GO THROUGH IT AT YOUR OWN PACE AND CAN GO BACK OVER IT AS MANY TIMES AS NEEDED.

BEFORE ENROLLING IN AN ONLINE COURSE, CONSIDER YOUR TIME COMMITMENTS. FOR A 16-WEEK COURSE, PLAN TO SPEND, ON AVERAGE, 9 HOURS PER WEEK ON COURSEWORK. SHORTER COURSES, 4-, 6-, OR 8-WEEK SESSIONS ARE CONDENSED AND REQUIRE MORE OF A TIME COMMITMENT. IN ESSENCE, ONE DAY IN A 4-WEEK SUMMER COURSE WILL COVER THE SAME MATERIAL AS ONE WEEK OF A 16-WEEK COURSE.

## ONLINE COURSES CAN BE MUCH EASIER FOR YOU IF YOU HAVE

- / Regular access to a computer and an internet connection**
- / The ability to type quickly and accurately**
- / A good understanding of the resources available to you. Check the RESOURCE INDEX in this book for sites that can help with these items.**

# HOW IT WORKS

THE LEARNING MANAGEMENT SYSTEM (LMS) IS THE SOFTWARE THAT DELIVERS YOUR ONLINE COURSE. HERE AT SOUTHEAST MISSOURI STATE UNIVERSITY, WE UTILIZE **MOODLE** AS OUR LMS.

TO SEE HOW MOODLE WORKS HERE AT SOUTHEAST, COMPLETE THE MOODLE DEMO CLASS. INSTRUCTIONS FOR COMPLETING THE CLASS ARE LOCATED AT:

[HTTP://WWW.SEMO.EDU/ONLINE/DEMO.HTML](http://www.semo.edu/online/demo.html)

OTHER POPULAR LMS INCLUDE:

- / EDMONDO
- / CONNECTEDU
- / BLACKBOARD
- / DESIRE2LEARN (D2L)

IT'S A GOOD IDEA TO CONTACT YOUR UNIVERSITY OR COLLEGE TO ASK WHAT LMS THEY USE AND IF THEY HAVE A DEMONSTRATION COURSE AVAILABLE TO USE AS A RESOURCE BEFORE YOUR COURSE BEGINS.



# COMMUNICATING ONLINE

ONE MAJOR DIFFERENCE BETWEEN ONLINE COURSES AND THE TRADITIONAL CLASSROOM SETTING IS THAT IN AN ONLINE COURSE, MOST DISCUSSIONS ARE IN A WRITTEN FORMAT.

WRITING YOUR THOUGHTS DOWN CAN HELP YOU ORGANIZE WHAT YOU WANT TO SAY BEFORE YOU POST. THIS FORMAT ALSO ALLOWS OTHERS TIME TO RESPOND.

## NETIQUETTE

- / Be polite and respectful. It is sometimes tempting to say things you wouldn't say in person because online is more anonymous, but remember there are real people reading and responding to your messages.
- / Be tolerant of other views. Keep in mind that you will encounter views and backgrounds that are different from your own.
- / Be careful when using sarcasm or humor. Without seeing facial expressions or hearing the tone of your voice, people may take your humor in ways that were not intended.
- / Double check to whom you are sending an email. It can be embarrassing when an email that you meant for one person ends up being read by others.
- / Using all capital letters in email is the equivalent to SHOUTING. Avoid it whenever possible.
- / Use a meaningful subject line so your readers will have a clear idea of what your message contains.



# CONTACTING YOUR INSTRUCTOR

IT IS IMPORTANT TO KNOW HOW TO CONTACT YOUR INSTRUCTOR. WHILE SOME INSTRUCTORS PREFER THAT YOU UTILIZE YOUR LMS MESSAGING SYSTEM TO CONTACT THEM, OTHERS WILL PREFER EMAIL. THIS SHOULD BE STATED ON YOUR COURSE HOMEPAGE OR SYLLABUS. IF AN INSTRUCTOR PREFERS EMAIL, YOU SHOULD BE ABLE TO SEARCH FOR THAT INSTRUCTOR'S EMAIL ADDRESS THROUGH YOUR INSTITUTION'S WEB PAGE. INSTRUCTOR EMAIL ADDRESSES SHOULD ALSO BE LISTED ON YOUR COURSE SYLLABUS.



Email is your connection to your instructor. It is important to maintain open communication and to check your student email frequently. When contacting your instructor, always use your student email account. An instructor's email program may not recognize outside addresses and you risk the chance of your email being deleted as spam. Be sure to include your name, course, section, and student ID number when emailing an instructor or staff member. Always proofread before sending an email.

# GETTING HELP

WE ALL NEED HELP SOME TIMES, SO DON'T BE AFRAID TO ASK. THE RESOURCE INDEX IN THIS GUIDE PROVIDES LINKS TO MANY HELPFUL RESOURCES. HERE ARE A FEW THAT WE'D LIKE TO DISCUSS IN DETAIL.

## ADVICE

Your advisor or mentor on campus is a great resource for you. They can help you choose the best major for you and schedule classes within that major. Advisors can also help direct you to resources that will benefit you.

You can also use fellow classmates for advice. Your online course should allow for forum discussions where you can share ideas with other students and get feedback.

**MANY RECEIVE ADVICE,  
ONLY THE WISE PROFIT BY IT.**

—PUBLILIUS SYRUS

## COMPLETING COURSE WORK AND ASSIGNMENTS

If you are struggling with completing your course work or specific assignments, we recommend you contact your professor and/or your advisor. If applicable, you may also want to contact the Learning Assistance Programs office or Student Support office at your institution. If you believe you might qualify, it would also be beneficial for you to contact the Disability Services office at your institution.



# TECHNICAL SUPPORT

YOUR INSTITUTION'S INFORMATION TECHNOLOGY OFFICE SHOULD BE ABLE TO ASSIST WITH GENERAL COMPUTER QUESTIONS, EMAIL, AND BASIC QUESTIONS REGARDING YOUR LMS AND ONLINE COURSES (WE RECOMMEND YOU FIRST CONTACT YOUR PROFESSOR FOR HELP REGARDING YOUR ONLINE CLASS). INFORMATION ON HOW TO CONTACT THE INFORMATION TECHNOLOGY OFFICE SHOULD BE LISTED ON YOUR INSTITUTION'S WEBPAGE, LMS PAGE OR COURSE SYLLABUS. CHECK WITH YOUR INSTITUTION FOR SPECIFIC COMPUTER SYSTEM REQUIREMENTS AND RECOMMENDATIONS.

OTHER PEOPLE AND PLACES WE RECOMMEND YOU FAMILIARIZE YOURSELF WITH AT YOUR INSTITUTION:

- / Department of Financial Services
- / Judicial Affairs
- / Library
- / Military & Veteran Services
- / Registrar/Bursars Office
- / University/College Bookstore
- / Textbook Services
- / Student Support Services
- / Testing Services
- / Writing Center



# SETTING YOURSELF UP FOR SUCCESS

## CREATE A LEARNING ENVIRONMENT

TO HELP WITH YOUR ROUTINE, WE RECOMMEND YOU DESIGNATE A SPECIFIC AREA IN YOUR APARTMENT, DORM, HOME OR SOMEWHERE ON CAMPUS WHERE YOU CAN GO TO COMPLETE COURSE WORK. WE RECOMMEND THE AREA BE FREE OF NOISE, VISUAL DISTRACTIONS AND ELECTRONICS.

## KNOW YOUR LEARNING STYLE

To complete a personal assessment to determine your learning style, visit [www.webtools.ncsu.edu/learningstyles](http://www.webtools.ncsu.edu/learningstyles).

For advice on bringing your learning styles into balance, visit <https://www.mindtools.com/mnemlsty.html>.

# CREATE A SCHEDULE

YOU WON'T HAVE A REQUIRED TIME TO MEET EACH WEEK, SO IT IS IMPORTANT THAT YOU DESIGNATE TIME TO COMPLETE COURSEWORK. WE RECOMMEND YOU BLOCK OUT AT LEAST 9 HOURS PER WEEK FOR A 16-WEEK COURSE. USE THE SCHEDULING TOOL AT [WWW.STUDYGS.NET/SCHEDULE](http://WWW.STUDYGS.NET/SCHEDULE) TO HELP YOU DETERMINE HOW MANY "FREE" HOURS YOU HAVE IN YOUR DAY. TRY IT AND SEE HOW MUCH TIME YOU HAVE AVAILABLE FOR COURSEWORK.

## BE STUDIOUS

To make the most out of your online experience and to be successful in them, we recommend that you:

- / Check your email frequently
- / Log in to your course every single day
- / Keep in contact with your instructor
- / Allow a reasonable amount of time for instructor responses (minimum of 24 business hours)
- / Interact with your classmates as much as possible
- / Contact the instructor for help if you have trouble understanding a unit of study
- / Apply what you learn

# RESOURCE INDEX

USE THIS LIST OF RESOURCES TO ENHANCE YOUR ONLINE LEARNING EXPERIENCE.

- / 150 Resources to Help You Write Better, Faster and More Persuasively  
<http://oedb.org/library/features/150-writing-resources>
- / Improve Typing Skills and Speed  
<http://www.nchsoftware.com/typingtutor>
- / Study Guides and Strategies  
<http://www.studygs.net>
- / Motivating Yourself  
<http://www.studygs.net/motivation>
- / Reading Comprehension Lessons  
<http://www.readtheory.org/>
- / How to Study  
<http://www.howtostudy.org>
- / Basic Computer Tutorial  
<http://www.comptechdoc.org/basic/basicut>
- / Microsoft Office Guides  
<http://www.semo.edu/it/Office365/>
- / PC Best Practices  
<http://semo.edu/it/singleservice.html?serviceID=64>
- / Moodle Demo Course  
<http://online.semo.edu/content/StudentResources/DemoClass.asp>
- / Moodle Video Tutorials  
<http://online.semo.edu/content/StudentResources/MoodleVideos.asp>
- / Style Guide for Citing Your Sources  
<http://www.semo.edu/writing/>
- / Online Tutorial for Citing Your Sources  
[http://www.semo.edu/writing/quick\\_ref.html](http://www.semo.edu/writing/quick_ref.html)
- / Computer Basics  
<http://www.gcflearnfree.org/computerbasics>
- / College Math Readiness Assessment  
<https://edready.org/home>

# STUDYING TIPS

TAKING ONLINE CLASSES MEANS IT'S UP TO YOU TO PUT IN THE TIME TO BE SUCCESSFUL, BUT WITH THESE HELPFUL TIPS, YOU'RE SURE TO MEET YOUR GOALS.

- / Read the entire course syllabus. The syllabus contains the course description, objectives, requirements, assignments and instructor contact information.
- / Keep up with your course. Online courses are time consuming, and it is up to you to keep up with the coursework. Letting your coursework pile up can leave you with an overwhelming task and added stress.
- / Keep in touch with your instructor. If you do not understand an assignment, have problems downloading information, or have problems taking a quiz or test, contact your instructor immediately.
- / Schedule regular study periods. If you don't set aside a specific time each day to work on your online course, you are more likely to fall behind. It is better to study more often for shorter periods of time, than to try and cram a lot of information in during long study sessions. Decide what your best time of day is (morning, afternoon, late night) and try to schedule your study time accordingly. You'll accomplish a lot more if you are awake and alert.
- / Learn about library resources. Your college or university website should have a wealth of electronic resources offered. Make yourself familiar with the library subscription databases and electronic books available to online students.
- / See Help and Information for Distance Students from Southeast Missouri State's Kent Library (<http://semo.libguides.com/onlinelearners>) for details.
- / Take advantage of our library's online tutorial, Searchpath, (<http://faculty.semo.edu/searchpath>) to build your information skills.
- / Check out <http://www.howtostudy.org> and <http://www.studygs.net>.



# STUDENT CODE OF CONDUCT

ALL ONLINE STUDENTS ARE REQUIRED TO ABIDE BY THEIR HOME INSTITUTION'S STUDENT CODE OF CONDUCT. YOU CAN FIND SOUTHEAST MISSOURI STATE'S STUDENT CODE OF CONDUCT AT [HTTP://WWW.SEMO.EDU/PDF/STUCONDUCT-CODE-CONDUCT.PDF](http://www.semo.edu/pdf/stuconduct-code-conduct.pdf). THE STUDENT CODE OF CONDUCT CONTAINS INFORMATION ON PLAGIARISM, ACADEMIC HONESTY, CIVIL POLICIES, AND THE STUDENT JUDICIAL AFFAIRS PROCESS.

ACCORDING TO STEPHEN WILHOIT, AUTHOR OF "HELPING STUDENTS AVOID PLAGIARISM," EACH OF THE FOLLOWING ACTIVITIES CONSTITUTES AN INSTANCE OF PLAGIARISM:

- / Submitting a paper purchased from a research service or term paper mill
- / Submitting another student's work with or without that student's knowledge
- / Submitting a paper written by a peer
- / Copying a paper from a source text without proper acknowledgment
- / Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- / Paraphrasing or summarizing materials from a source without appropriate documentation
- / Turning in one paper for two or more different classes without the express permission of all the instructors involved



Southeast Missouri State University's Kent Library provides useful resources, including a Style Guide for Citing Your Sources, at <http://semo.libguides.com/citations>.

View Southeast's Online Tutorial for Citing Your Sources at [http://www.semo.edu/writing/quick\\_ref.html](http://www.semo.edu/writing/quick_ref.html).

# GLOSSARY OF TERMS

## **ACADEMIC ADVISOR/MENTOR/COACH**

provides academic counseling and registration information and refers students to resources on campus

## **BLENDED CLASS**

a course offered with both online and face-to-face components

## **BROWSER**

an application used to view websites (examples - Internet Explorer, Chrome, Mozilla Firefox)

## **CAREER SERVICES**

office which assists students and alumni with major and career exploration, internships, career planning and graduate school preparation

## **DEGREE AUDIT**

allows you to keep track of the classes in progress, already taken and still needed

## **DISCUSSION BOARD/FORUM**

located on your course page, this is where class discussions take place

## **DROPBOX**

located on your course page, this is where you can submit class homework

## **GPA CALCULATOR**

helps you calculate your GPA: <http://cstl-csm.semo.edu/ltansil/script/gpa/predict.htm>

## **LEARNING MANAGEMENT SYSTEM (LMS)**

the application's website that allows students to access online courses

## **PRIORITY REGISTRATION DATE**

date of registration, determined by your institution, typically dependent on amount of hours completed

## **SYLLABUS**

guide to the course and what to expect from the course, typically includes policies, assignments, learning outcomes and information on how to contact your instructor

## **TRANSCRIPT**

formal record of all courses taken at your institution and all transferred courses

## **UNSATISFACTORY ACADEMIC PROGRESS**

failure to complete enough coursework to satisfy financial aid requirements

# CHECKLIST

WE RECOMMEND YOU COMPLETE THIS CHECKLIST APPROXIMATELY 2 WEEKS BEFORE YOUR COURSE STARTS.

- VIEW YOUR SCHEDULE AND CLASS LISTINGS
- KNOW HOW TO CONTACT YOUR INSTRUCTORS
- MEET THE TECHNICAL REQUIREMENTS AND SPECIFIC REQUIREMENTS FOR YOUR INDIVIDUAL ONLINE CLASSES
- CONTACT YOUR COLLEGE OR UNIVERSITY'S DISABILITY SERVICES OFFICE TO COMPLETE THE REGISTRATION PROCESS IF YOU ARE A STUDENT WITH A DISABILITY SEEKING ACADEMIC ACCOMMODATIONS
- REQUEST YOUR TEXT BOOKS ARE SHIPPED OR MAKE A PLAN TO PICK UP TEXTBOOKS
- DETERMINE THE BEST TIME TO WORK ON YOUR CLASSES EACH DAY



