

ONLINE AND ECOMPANION COURSES

The Online Learning Program is an educational experience that breaks the mold of the traditional classroom by offering educational opportunities and course enhancements over the Internet. Online learning adds flexibility and availability by allowing students access to course material twenty-four hours a day, seven days a week.

Our goal is to create an active learning environment through thoughtful and engaged activity. This is accomplished through the collaborative efforts of discussion and exchange among students and your professor.

PREPARING FOR A COURSE

New Users

If you are a new user to the Malone Technology System, you must set up your Password Reset account before you can access your online course or any other Malone technology resources.

1. Set up your password in the password reset system. Instructions for setting up your password are found at www.malone.edu/online under the "Support Services" link.
2. Access the online course system with your User ID and New password at www.malone.edu/online.
3. Login into your Malone issued student email account at www.malone.edu/mxmail.

All Users

Prior to your online session, please complete the following:

1. Review the technical requirements of the online system and complete the Browser test found at www.malone.edu/online under the "Support Services" link.
2. Review the Student Orientation Tutorial found on your personal student homepage of the online course system, below the "Special Courses" heading.
3. Purchase text books from the University Bookstore. The University Bookstore can be reached at 330-471-8310 or toll free at 1-800-521-1146 ext 8310 or at www.malone.edu/bookstore.



EXPECTATIONS

What are the expectations in an online course?

The same course demands and academic standards that are required in a classroom can also be found in an online course. Just as in a traditional classroom, students will follow a schedule as outlined in the course syllabus with deadlines for assignments.

Do I have to be on at a specific time?

Malone's online courses are delivered with flexibility in mind thus you are not required to be online at a specific time of the day. However, all online courses require that work be completed within a particular time frame. It is recommended that you access your course every day to engage the learning material, to participate in online discussions, and to complete assignments and exams.

Contact Us

Email: distancelearning@malone.edu
Phone: (330) 471-8423 or (800) 867-6267

ONLINE LEARNING



GETTING HELP

Help is only a click away when you need it. If there are components of the system that you are unsure of you can find help in the Student Orientation course or by pressing the Help button in your course. You can also contact the eCollege Help Desk or the Distance Learning Office by phone or email.

Distance Learning Office

- * Phone: (330) 471-8423
- * Toll Free: (800) 867-6267
- * Email: distancelearning@malone.edu
- * Hours: M-F, 8am - 5pm

eCollege Technical Help Desk

- * Toll Free: (866) 221-8245
- * Email: helpdesk@malone-online.org
- * Hours: 24/7

USING MALONE TECHNOLOGY

How do I access my online courses?

To access your courses, please login to your personal account at the Malone Online Campus (www.malone.edu/online). On the right-hand side of the page you will see a "Login" area. Using your Malone login credentials, enter your username and password.

If this is your first time using Malone University Technology Resources, you will need to set-up the Malone University Self Service Password Reset System.

Your username will be your first initial, middle initial, last name, followed by the number 1 OR 2 OR 3 (no spaces, all lower case). The 1, 2, 3 designation is used so that if there is a case where multiple students have the same initials and last name they will each have a unique username.

For example: John Q. Public's User ID would be `jqpublic1`.

Your default password will be your initials and the last four digits of your social security number.

How do I use my Malone email account?

All students are required to use their Malone issued email account in the Distance Learning System. You can check your email anywhere you have Internet access. The university and your instructor will communicate important information to you via email. It is recommended that you check it daily.

1. Using your web browser type in the following URL in the address bar:
www.malone.edu/mxmail.
2. Enter your Username.
3. Enter your Malone Password.
4. Click "Login."