

ONLINE AND WEB ASSIST 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

New Malone users can determine their User Name and password with the following information.

1. Username = first initial, middle initial, last name, and the number 1 (if you are not the first individual with this sequence, your last name will be followed by a 2, 3, etc.).

Sample name: John Q. Public Username: jqpublic1

2. Default Password = first initial, middle initial, last initial, followed by the last 4 digits of your social security number (or 4 zeros.)

*Sample name: John Q. Public SS#: 123-45-6789
Password: jqp6789*

All Users

Prior to your online session, please complete the following:

1. You should complete the Moodle Student Orientation tutorials. The tutorials are located at <http://content.learninghouse.com/training/student-tutorials/tutorial.html>. The orientation consists of 6 video tutorials and their accompanying PDF documentation covering the basic features of Moodle.
2. Purchase text books from the University Bookstore. The University Bookstore can be reached at 330-471-8310, bookstore@malone.edu or at <https://malone.treeoflifebooks.com>.



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.

Distance Learning Office

Barb Walker, Admin Assistant
Email: bwalker@malone.edu
Phone: (330) 471-8423

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 Distance Learning Help Desk by phone, email or clicking on the "Tech Support" button in your class.

Learning House Help Desk

(issues related to the online learning system)

- * Toll Free: (800) 985-9781
- * Email: support@learninghouse.com
- * Hours: 24/7

Malone University Help Desk

(issues related to enrollment, email, and log in)

- * Phone: (330) 471-8428
- * Email: helpdesk@malone.edu
- * Hours: M-F, 8am - 5pm

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. Using your Malone login credentials, enter you username and password.

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:
<https://mail.google.com/a/malone.edu>.
2. Enter your Username.
3. Enter your Malone Password.
4. Click "Login."

Managing Your Username & Password

Students are able to manage their username and password on our Account Management page.

This page will enable you to:

- Change your password
- Change security questions & answers
- Unlock your account

<https://userid.malone.edu>