SUNY GCC
Genesee Community College

COURSE EXPECTATIONS FOR
eLEARNING STUDENTS

Online students must:

▶ Be a self-starter — have the maturity and motivation to work independently.

▶ Use time wisely, be organized, be self-directed, and be willing to use new modes of communication and learning.

▶ Be willing to put in the needed time, read the text carefully, and actively participate in online class activities.

▶ Check communication frequently, get all assignments in on time, and discuss any concerns and questions with the instructor.

▶ Have regular access to a computer that meets minimum requirements.

▶ Have basic computer skills and be able to navigate the Internet.

PLEASE NOTE: online and hybrid courses are just as difficult — or more difficult — and may be more time consuming than traditional courses. Online courses typically require much more reading and writing than traditional classes.

How an online class works:

▶ Confirm you have your username/password and know how to access the eLearning course.

▶ Be sure to check in for the first time within 1-2 days of the start of term.

▶ Read the course syllabus and check for any special instructions from the instructor — be aware of any instructor expectations as well as any assignment/activity deadlines.

▶ Tour the online class to become familiar with where to find assignments and activities — click on all the links and read the content.

▶ Follow the assignments and associated deadlines as identified on the syllabus and/or special course instructions.

▶ Establish a regular routine for checking for course communication and participating in course activities — students need to check in at least 3 times a week to the online class.

▶ If you have a question or concern, contact the instructor through established course communication.

MINIMUM COMPUTER SET-UP YOU MUST HAVE:

HARDWARE AND OPERATING SYSTEM REQUIREMENTS:	SOFTWARE: RECOMMENDED APPLICATIONS AND VIEWERS	REQUIRED BROWSER SETTINGS:	MINIMUM COMPUTER SKILLS YOU MUST HAVE:
• PC running Windows XP, or Windows Vista or Windows 7, Mac running OS 9 or OS X • 256MB RAM (memory), 512MB or more recommended • 500MB of Free Disk Space • Display set to 1024 x 768 or higher resolution • Internet Connection, high speed or DSL recommended	• Mozilla Firefox is the recommended Web browser. Supported browsers: PC: Chrome, Firefox 3.x or higher, IE 7 or higher. Mac: Chrome or Firefox • Word processor compatible with Microsoft Word 2007 or higher • Adobe Acrobat Reader • Windows Media Player • Quicktime Player • Flash Player	• Allow pop-up windows from all gcc.edu sites (*.gcc.edu) • Allow cookies from all gcc.edu sites • Javascript enabled • Java Runtime Environment installed	• Ability to download and install files from the Internet. • Ability to create, save, and upload documents. • Knowledge in navigating the Internet. • Proficient in use of search engines for research. • Ability to send and receive e-mail with attachments. • File management skills: copy files from a flash drive or the Internet to a specific directory on the hard drive. • Word processing skills such as: how to create files, open files, save files, print files, and edit documents.

If you need to upgrade your computer skills please consider taking one of the excellent introductory computer courses offered at GCC.

Minimum Student Behavioral Expectations:

▶ Students taking an eLearning course will login as requested by the instructor. At a minimum, students will log into the class three times a week. Instructors may also impose additional login requirements.

▶ Students taking an online or hybrid course for the first time are urged to participate in Technical Orientation or view the recorded Technical Orientation webinar linked from the Genesis login page and from the GCC eLearning website. Technical orientation reinforces the necessary computer skills, familiarity with essential online class functions, and awareness of strategies for online student success.

▶ To comply with Federal financial aid attendance requirements students must check into the class within the first two days of class and must engage in at least one substantial activity (e.g., sending a course communication to the instructor, participating in a discussion and/or completing a quiz) each week of the class. This minimum level of participation only satisfies the Federal regulation and does not supersede the additional requirements that may be set by the instructor of the course.

▶ Students in eLearning courses are required to adhere to the Student Code of Conduct, Plagiarism Policy, and Academic Dates and Deadlines stated on the genesee.edu website – links to these are in the "Information For All Students" in your GCC student email.

INFORMATION

As a GCC eLearning student, reading and fully understanding this document and abiding by all expectations will keep you on the path to success. Please contact eLearning if you have any questions regarding the eLearning instruction guidelines or expectations.

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