

## Office of E-Learning

Dear MCNY Student,

Welcome to the future of learning at Metropolitan College of New York!

It is important to all of us that you have a positive and effective online learning experience as you work towards all your academic and professional goals. The Office of E-Learning at Metropolitan College of New York is your partner in realizing this goal and we hope that your educational experience will be productive and stimulating.

In addition to fully **onsite** courses, Metropolitan College of New York also offers fully **online** as well as **hybrid** courses, part onsite, part online. Sometimes a course may be offered in multiple such formats in the same term, giving students the flexibility to choose the method of delivery that suits their learning style and scheduling needs.

The delivery of all online educational content is done through the College's online learning management system (LMS) called **Moodle**. Even though instructors of fully onsite courses are under no obligation to utilize Moodle, they often choose to use Moodle anyway as a course management tool or to communicate with their students.

When looking up various courses during registration, please note that hybrid courses are designated with an "H" in their section code, for example **MHD1** (M = Manhattan, H = hybrid, D = daytime, number = section). Fully online courses are designated with a section code "DST" (meaning Distance Learning) plus the section number.

What is an online course?	What is typically required of you in an online course?
<p>Online courses have similar requirements as onsite courses but are taught entirely online via Moodle instead of in a physical classroom.</p> <p>Students do not need to be logged in at the <i>same</i> time as their professor. Students can log in online courses at their convenience but must always do so consistently, <u>at least once per week</u>, throughout the term.</p>	<p>The requirements of online courses are the same as those of onsite courses. Specifically, you will be responsible to do the following:</p> <ul style="list-style-type: none"> <li>• <b>Discussion Forums:</b> This is how you primarily attend and participate in an online course. Enjoy and be active in discussions!</li> <li>• <b>Assignments:</b> You will have to submit your work as assigned by your instructor in order to demonstrate your learning in the course.</li> <li>• <b>Quizzes/Midterms/Finals:</b> You may be required to take online tests that assess your learning. Generally these are "open-book" exams.</li> <li>• <b>Papers/Essays/Case Studies:</b> Certain courses may require that you write a term paper or essay, or analyze a case study as instructed.</li> </ul>

What is a hybrid course?	What is typically required of you in a hybrid course?
<p>Hybrid courses have similar requirements as onsite courses, with the difference that <i>part</i> of a hybrid course is taught onsite, <i>another</i> part online via Moodle.</p> <p>Students in hybrid courses meet with their instructor and their classmates each week in a classroom for the onsite component of the course and are <u>also</u> required to attend the weekly online component of the course in Moodle.</p>	<p>The requirements of hybrid courses are the same as those of onsite courses. Specifically, you may be responsible to do the following:</p> <ul style="list-style-type: none"> <li>• Continue the discussion online that was started during your meeting in the classroom or discuss some other topic(s).</li> <li>• Submit your work as assigned by your instructor in order to demonstrate that you are learning the material of the course.</li> <li>• Complete exams/midterms/finals online to assess your learning. Generally these are “open-book” exams.</li> <li>• Submit papers/essays/case studies as assigned by your instructor.</li> </ul>

### What is needed in order to take an E-Learning course?

- A desktop or laptop computer; it is generally not advisable to work exclusively on a handheld device.
- Reliable internet connection. You are always welcome to use the computers and WiFi on campus.
- Access to your MCNY email. In order for you to participate in distance learning courses, you will need to be able to read email sent to your MCNY account. Distance learning professors rely on this account to send you announcements and instructions. Please remember to clean out your mailbox regularly!
- Communication with your professors for course-specific information. They are your primary contacts.

### How do I log in to my E-Learning course?

To attend your E-Learning course(s), you just log in MCNY’s Moodle at moodle.mcny.edu and then participate in whatever course(s) you are enrolled in. Links to all courses you are registered for will appear under **My Courses** on Moodle’s homepage one week before each term begins; do not worry if they do not appear earlier than that.

You can look up your Moodle login information under **Main menu MCNY Account Info** on Moodle’s homepage. There you will find instructions on how to look up your Moodle username and your password.

### How are E-Learning courses organized?

Online courses are usually organized by week and all the materials for each particular week are located in that week’s “box”, the rectangular area beneath the dates of each week. Your professor decides how much teaching material to make available to you within any given week. In the so called “Week Zero”, the area *before* the weeks of the academic calendar begin, you may see such items as a welcome message from your instructor with his or her contact information, such documents as Online Policies and Procedures, the course Syllabus, an Introduction Forum where you can introduce yourself to the class, and sometimes a social forum where you can post general comments and questions to your classmates throughout the semester. Another good place to look for the latest communications is Announcements, where your instructor can post announcements about the class.

## How do I get help with my E-Learning course?

Please take the time to familiarize yourself with the online learning environment. If you experience difficulties along the way, please know that we are all here to assist you, starting first and foremost with your instructor. Below is a list of the right people for you to turn to, depending on what kind of help you may need:

### *Academic Assistance*

For specific information regarding any particular course, please first contact your professor directly. The teacher is always the one in charge of the class. For more general academic assistance, you are also always welcome to contact either the Learning Enhancement Center at [lec@mcny.edu](mailto:lec@mcny.edu) or the Library [library@mcny.edu](mailto:library@mcny.edu)

### *Assistance with Moodle*

For technical issues relating to Moodle, please click on the Moodle Support link at the very top of the page:

**My Moodle**    **MCNY**    **Self-Service**    **Student Email**    **Library**    **Moodle Support**

### *Log-In Assistance*

If you are having trouble logging in Moodle or your MCNY email, please contact MCNY's Information Technology department at [helpdesk@mcny.edu](mailto:helpdesk@mcny.edu)

### *Instructions for Moodle*

There is a detailed **Moodle Student Manual** posted on the homepage as a PDF document under **For Students**. You can read through this manual before the term begins so that you get some basic idea of how the system works and also refer to it later on whenever you come across various questions as you go along.

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Welcome to the E-Learning community at MCNY! We encourage you to embrace your online courses and let us know how we can make your experience enjoyable and effective!

Sincerely,

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