



<u>Student E-Learning Policy and Procedures.....</u>	<u>2</u>
<u>1 Getting Started with E-Learning.....</u>	<u>2</u>
<u>1.1 What is E-Learning.....</u>	<u>2</u>
<u>1.2 Are you ready to take an online course?.....</u>	<u>2</u>
<u>1.3 Admission and Registration Information</u>	<u>3</u>
<u>1.4 Already registered.....</u>	<u>3</u>
<u>1.5 E-Learning Course Schedules.....</u>	<u>3</u>
<u>1.6 Beginning a WebCT Course.....</u>	<u>3</u>
<u>1.7 Succeeding in E-Learning.....</u>	<u>4</u>
<u>2 E-Learning Students Resources.....</u>	<u>5</u>
<u>2.1 WebCT for E-Learning Students.....</u>	<u>5</u>
<u>2.2 Library resources for E-Learning.....</u>	<u>5</u>
<u>2.3 Purchasing Textbooks.....</u>	<u>6</u>
<u>2.4 Tutoring Options.....</u>	<u>6</u>

Student E-Learning Policy and Procedures

The University of New Mexico - Gallup offers classes and online degree programs as an alternative to coming to campus. Any main campus or remote site student, working around the limitations of schedule or location, is encouraged to examine online course offerings as a way to advance his or her education. Student with the ability to communicate through writing, self-motivated, self-disciplined, willing to "speak up" if problems arise, realistic and willing and able to commit to 4 to 15 hours per week per course, set goals and deadlines for yourself, computer savvy and have access to a computer with internet connection usually succeed in an online environment.

Types of E-Learning course:

Online courses

Online classes are taught completely online. Learners access primary content and instruction from WebCT using a variety of tools including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Depending on the teaching style of the instructor and the course content, instruction can take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above.

Hybrid courses

Hybrid classes are taught half in the classroom and half online using WebCT. Students must attend face-to-face class instruction and login to their online hybrid course each week for the duration of the semester. In both online and hybrid courses, specific technologies employed will vary by course and instructor.

Web-Enhanced Courses

Web-enhanced classes are taught as traditional face-to-face courses that use an online environment to expand student learning beyond the boundaries of the classroom.

1 Getting Started with E-Learning

1.1 What is E-Learning

Policy

Students are required to understand e-learning prior to enrolling in a course. E-learning refers to the use of information and communication technology to enhance and/or support learning.

Procedures

WebCT (Web Course Tools) is a Learning Management System (LMS) that provides an integrated tool set used for developing and delivering courses or portions of courses over the Internet at UNM.

Student Help documentation can be found at URL: <http://webctinfo.unm.edu/student/>. You can learn more about the WebCT, including distance education terminology, technical skills expected of e-learning students, study tips and strategies, and information about the support services available for e-learning students. These online resources can give you a better indication of your aptitude for distance education, and help you decide whether a Distance Learning class is right for you.

1.2 Are you ready to take an online course?

Policy

As a student, you are required to take the readiness quiz to ensure you are prepared for an e-learning course.

Procedures

E-Learning classes provide students greater scheduling flexibility, but they also require good time management skills and self-motivation for successful completion. E-Learning courses may not suit every student's needs, expectations, or learning style.

The UNM Distance Education through Extended University has an online class readiness quiz at URL, <http://distance.unm.edu/mcq.cfm?fuseaction=centerinfo¢er%5Fdel%5Fcode=ONLINE>

Once you have taken the quiz, you will learn strategies that can help to make you a more successful online learner. If you have additional questions about taking a course online, please contact our UNM-Gallup Registration at (505) 863-7524, or (505) 863-7500 for more information.

1.3 Admission and Registration Information

Policy

You will need to be admitted to UNM-Gallup Branch to register for online classes. There are several admission options depending on whether you are in a degree program or interested in non-degree status.

Procedures

See the UNM-Gallup Web site admissions information page at <http://www.gallup.unm.edu/prospectivestudents/admissions/>. In addition, students must have a new or existing NET ID AKA: *LOBOWEB ID* to enroll at any University of New Mexico campus. Call (505) 863 -7524 to find out how or go to URL, <https://netid.unm.edu/> for more specific information.

1.4 Already registered

Policy

Check your UNM email for instructions and important information about your course. Make sure to login to your online course the first day of instruction.

Procedures

Login is easy! Just go to <http://my.unm.edu> Enter your NetID and Password and go to 'My Courses' tab. You can also login directly at <http://vista.unm.edu>. Check your UNM email for instructions and important information about your course.

1.5 E-Learning Course Schedules

Policy

UNM-Gallup online courses are not open-ended and have set start and end dates. Most follow 8- and 16-week formats with learning activities scheduled on a weekly basis. All UNM-Gallup admission and registration deadlines, policies, and procedures apply to students who participate in online courses.

Procedures

The schedule of classes is an official publication of the Registrar's Office. The schedule lists the semesters course offerings, dates, times, places, and procedures for registration along with other important information relating to the semester. Please refer to the schedule of classes for up-to-date information each semester. The schedule of classes can be accessed online at <http://my.unm.edu> or www.gallup.unm.edu. When you search for an online course, be sure to select/search the schedule type "Lecture Online" and "Topics Online".

1.6 Beginning a WebCT Course

Policy

Students need to access the online environment at the beginning of each semester.




Procedures

WebCT has a variety of tools that are used to create an online learning environment that closely mirrors a regular classroom environment. Essentially, there are three types of WebCT tools: **Course Content Tools**, **Communication Tools**, and **Evaluation Tools**.

Student WebCT help Information can be found at URL: <http://webctinfo.unm.edu/student/>.

- **Course Content Tools**


Course Content tools are used to deliver course material, such as the course syllabus, online lectures, and relevant web links, to you. Some of the Course Content tools include:

-  Course Content Home
-  Folders
-  Learning Modules
- **Communication Tools**

Communication tools allow you to communicate with your classmates and instructor. Some communication tools are used to facilitate class discussions while others are used to allow for more private communication. Some of the Communication tools include:

-  Discussions
-  Chat
-  Mail
- **Evaluation Tools**

Evaluation tools are used to help you gain a better understanding or test your knowledge of the course material. The evaluation tools include:

-  Assignments
-  Assessments



If you encounter questions while using WebCT, you can access the online help in two places:

1. by clicking the **Help** link. The link appears in the top right-hand frame of every page.
[Help](#)
2. by going to fastinfo.unm.edu. FastInfo is UNM's rapidly growing online knowledge base which allows to look for an answer no matter what time of day it is. If you cannot find an answer immediately, Fastinfo allows you to ask your own question.

Because each course is unique, the tools you use and how you navigate your WebCT course will depend on how it has been set up. However, there are some features that are commonly used to organize course content and to allow you to access tools.

1.7 Succeeding in E-Learning

Policy

Students are required to review each available online feature the course may use. This will promote and ensure the student understands the instructor's course outline.

Procedures

As an e-Learner, you can have success when completing the following steps to improve your success.

1. Read the course syllabus
2. Set a realistic schedule
3. Set interim goals and deadlines
4. Organize your study schedule
5. Stay in touch with your instructor
6. Take time to evaluate your own progress
7. Plan your time for tests wisely
8. Connect with your classmates
9. Discuss your progress with your instructor
10. Login to the online environment regularly (At least three times a week) and complete your assignments on time.

If you are uncomfortable after reviewing these steps, you should consider enrolling in a face-to-face class that is taught on campus. Remember, e-learning is not for everyone. Although it is a convenient way to take classes, there are additional expectations when you enroll in online classes.

WebCT courses provide more flexibility than traditional classroom courses, allowing you to balance your life schedule more successfully with your class schedule. To get the most out of your e-learning experience, review the following suggestions and strategies.

- Refer to the syllabus for details about textbooks and other supplemental materials required for the course. Once you have purchased the textbook, do a quick overview to become familiar with the structure—are there vocabulary insets, learning objectives, review questions? Become familiar with where the information is and how it can help you. If the text includes a CD-ROM or website support, make good use of the resources—they often include interactive quizzes, chapter summaries, and research links.
- Review the assignment calendar in the syllabus and schedule weekly study sessions with yourself. Create a personal semester calendar with assignment due dates, tests, etc. Set interim checkpoints to evaluate your progress in the course to avoid being overwhelmed by the whole semester's workload.
- Get in the habit of communicating frequently with your WebCT instructor. Faculty contact information can be found in the Course Schedule, as well as in the UNM-Gallup Directory. Ask your instructor about office hour options; some instructors schedule office hours online as well as on-site. You may also be able to schedule office visits by appointment. Make good use of your lines of communication and your coursework will show it. If you have trouble reaching your WebCT instructor, refer to the UNM-Gallup Student Services departmental contact information.
- Communication shouldn't stop with your instructor! Many WebCT courses use Blackboard, which offers a discussion board so you can also communicate with the other students in the class. Your instructor may require you to post a certain number of responses each semester or lead discussion groups online. These opportunities allow you to communicate with your fellow students. Active participation in a WebCT course is just as beneficial as it is in a traditional classroom environment.

If your instructor does not use WebCT, a class directory may be a good communication starting point. Ask your instructor for help starting study groups or finding student partners via telephone, email, etc. Study groups can help by pooling study time to develop fact sheets, practice exams or quizzes, vocabulary lists, or to review study suggestions in your text or study guide.

- Refer to the [College Learning Center \(CLC\)](#) for additional information that will help you be successful in WebCT courses.

2 E-Learning Students Resources

2.1 WebCT for E-Learning Students

Policy

Students need to take the following steps to access the course via WebCT.

If a different online environment is being used such as Evolve, Plato, Moodle, Snap you will need to contact your instructor for instructions.

Procedures

- First - You need to be a student admitted to UNM and registered to your course.
- Second - You need UNM NetID Account. Students must maintain a UNM NetID account in order to participate in online courses. There is no charge for this account. You can obtain a NetID via <http://my.unm.edu>, or directly via the online request form located at <http://netid.unm.edu>.
- Third - Login to your course, it is easy!
 1. Go to <http://my.unm.edu>, the official portal for UNM
 2. Enter your NetID and Password

All of your WebCT courses will show under the "My Courses" Tab
- Fourth – Access the UNM WebCT login page: <https://vista.unm.edu>

Contact your instructor for information on access for other online environments such as Evolve, Plato, Moodle, and Snap.

2.2 Library resources for E-Learning

Policy

Students are encouraged to access and utilize the online Library resources.

Procedures

Students have access to all Zollinger Library services, including web access to numerous online research databases and the LIBROS catalog. You can request LIBROS materials through the Interlibrary Loan Program. Call 505-863-7531 for additional information.

2.3 Purchasing Textbooks

Policy

The UNM-Gallup bookstore sells textbooks that are required by instructors for the current sessions.

Procedures

The bookstore is located in the lobby of Gurley Hall. Textbooks may also be purchased online at <http://bookstore.unm.edu> or by calling 505-863-7505.

2.4 Tutoring Options

Policy

Students needing additional help are encouraged to utilize the College Learning Center (CLC) for tutoring.

Procedures

The CLC is located in Gurley Hall 2205 and offers assistance designed to help students get the most out of their college experience. The many forms of assistance include; tutoring, writing and math support, placement testing, and test proctoring.

The CLC is open Monday and Thursday 8 AM - 8 PM and Tuesday and Wednesday 8 AM to 5 PM. On Friday we are open 8 AM to 3 PM. Walk-ins are welcome. Students are encouraged to spend tutor-assisted study time in the College Learning Center. For further information or inquiries call 505.863.7595.

=====

UNM-Gallup Student E-Learning Agreement Form



This agreement form is to ensure you have read the student e-learning policy and procedures.

Please initial each statement:

I read and abide by the e-learning policies and procedures agreement.

I understand the minimum specifications to access WebCT or other specified online environment used by my program such as Nursing using Evolve.

I understand what is necessary to take e-learning course(s).

Student signature: _____ Date: _____

Printed name: _____ NETID# _____

Telephone # _____ UNM email _____

Comments: _____

=====