TIPS FOR ONLINE SUCCESS

1. <u>Login FREQUENTLY</u>–Login on the first day of class. .
   DMACC can see the dates you logged in and time spent in class all semester.
   <u>Online classes get away from you quickly if you do not keep up!</u> High School eligibility is affected.

2. <u>Schedule</u> - Set aside a particular time frame each week that you will work on your DMACC online course. Example: every M-W-F during open period, T-R-Sunday at home at 8pm or EVERY DAY. Do not wait until last day to try to submit assignment or test.

3. <u>Internet Connection</u> – Not having internet connection is NOT an excuse for late work. Use the high schools internet, public library, friend/relative house, etc.
   Chromebook incompatibility is not an excuse

4. <u>Communication Delay</u> – If you are not able to submit an assignment/test for a valid reason, email your instructor BEFORE the assignment/test deadline. DO NOT wait until the day after. If you do not understand a concept, ASK QUESTIONS to your instructor early before you get behind. Call Tech Support and record a tech ticket.

5. <u>Syllabus</u> – READ the syllabus on the first day of class. All rules, expectations, contact information will be found here and held to for the semester.

6. <u>Communication</u> – Email your DMACC instructor FIRST and then your high school counselor if you have a problem. **Use your DMACC email, not personal or HS email** address to communicate.

7. <u>Individual work</u> – Cheating or collaborating is not allowed! Must do individual work.

8. <u>Textbooks and access codes</u> – pick up your textbook and/or code from your HS counselor BEFORE class begins. Be careful not to throw away access cards (they look like coupons).

QUESTIONS – Tech Support – (515)965-7300 (open 7:30am – 10pm)