

Course Material

This is the hub for your Material within Educator. It houses **Packets** – This is where your instructor can group materials to be covered over a section of time.

My Folders – This is the spot where all your information is stored once upload. You can add folders and move your files around in here.

Course Folders – This is a place that your teachers can add announcements and material for your class.

Upload Center – This is the spot where you can choose a folder to upload files to. This is only one option for uploading work and files.

Glossaries – This is the place where your instructor may list terms and definitions that could be unfamiliar to you in this course.

Worksheets – This is an area where the instructor may list worksheets for you to complete.

Assignments – This is the spot where your instructor will be putting your assignments and instructions in. It also is the spot where you need to submit your work for grading. You also can upload files directly into an assignment here.

Assessments – This is the area where all of your Quizzes and Exams are located.

Course Materials

- [Packets](#)
- [My Folders](#)
- [Course Folders](#)
- [Upload Center](#)
- [Glossaries](#)
- [Worksheets](#)
- [Assignments](#)
- [Assessments](#)



User: Distance Education Intern
In Course: Distance Education Orientation Winter 2007
(DED 101 07)
Instructor: [Distance Education Team](#)

Packet: [Overview of Online Learning](#)
Display: Textbook Style
Objects: 6

Packet: [Technology](#)
Display: Textbook Style
Objects: 4
Comments: Please read the packet and complete the related assignments.

Once in course material you'll automatically be in packets. Then just click on the pack you want to enter.

User: Distance Education Intern
In Course: Distance Education Orientation Winter 2007 (DED 101 07)
Instructor: Distance Education Team

PACKET: Overview of Online Learning

Leave packet

[Introduction](#)

[Overview of Online Learning](#)

[Myths](#)

[Protocols](#)

[Learning Styles](#)

[Are you ready for online courses](#)

Mid Michigan Community College



Online Protocols

Students taking distance education follow these protocols for behavior.

- You are in charge of your own learning. It is your responsibility.
- Deadlines exist, even in online courses. If you experience a problem with an assignment, contact online@midmich.edu.
- Computer problems are not an excuse for missing a deadline.
- Respect others when communicating. It is not acceptable to "flame" or insult others.
- Wait at least 48 hours for a response to an email or discussion board.
- Always keep copies of your work and save frequently.

Communication is an integral part of your online courses. Remember to:

- Be concise when communicating online. The longer a post or message, the more likely it will be ignored.
- Carefully read all messages that you receive and reread messages if necessary to avoid misinterpretation in an online environment.
- Check your email *at least* twice per week, and respond in a timely manner.
- When posting or emailing, include a descriptive subject line so referring to (e.g., "Response to Chapter 1 Homework" or "Question about...").
- Use proper grammar, spelling, and punctuation. Proofread and edit before sending an email or posting to a discussion board.
- When asking questions, be specific. Remember to end your questions with a question mark.
- Insert a blank line between paragraphs and break large amounts of text into smaller paragraphs to avoid confusion.

While in the packet you will have a navigation bar on the left side move the red arrow down to the portion you like to view.

