

How Online Learning Works

Getting Started: You will be able to start accessing your course on the official course start date. If you provide an email address, you will receive a "Welcome" email within 24-48 hours of your registration. This email provides important information about your course and directs you to www.loyalistfocus.com. This website will provide the instructions you need to start your course and be successful. It will take up to 48 hours to process your registration and generate your Welcome email.

First Week of Class: Each course is different. Once you log in to the course, review the course outline (syllabus) with the required text information and assignment schedule. Your first week online is generally designed to give you time to get your course materials, texts, etc., and find your way around the course before you have to start with the course work.

What to Expect in Your Online Course

Courses are delivered through a number of platforms, all designed to make the material easy for you to access. There are some common features shared across all platforms:

Welcome Message	A short note about requirements, schedules, deadlines, etc.. This will assist you in planning to manage the course workload
Outline/Syllabus	The course outline; should include textbook information
Lessons/Content	The notes, presentations, and activities that form the bulk of your learning
Assignments/Assessments	The material you are expected to complete and submit
Discussions	The "classroom" where you meet and communicate with other students in your class

Course Schedule: Online courses follow a calendar/schedule; students will complete weekly tasks that may include readings, web research, assignments, projects, discussions, and evaluations. While you can access your course 24/7 and generally do not have to be online at any specific time, it is important to follow the course calendar and adhere to deadlines. If for any reason you have difficulty meeting the schedule requirements, you must contact your instructor immediately to discuss alternative arrangements.

Plan to commit 5-10 hours per week for each online course you're taking. Attempting to complete a course all at once makes it difficult to learn the concepts and receive meaningful feedback.

Tips for Success

- ✓ Make contact with your instructor and the other class members early on in the course. Many instructors will invite you to submit a Student Profile that tells the rest of the class a little about yourself.
- ✓ Keep in touch with your classmates by participating in any class discussion.
- ✓ Always update your student profile within your course's platform to make sure your email address and other contact information are up-to-date.
- ✓ On some of the platforms, you will be assigned a "new" e-mail address, and you will have a private mailbox for your course. Check this often.
- ✓ If you are required to input your personal e-mail, please ensure you type this in correctly. Always sign your e-mail with your full name and registering college (Loyalist).

Computer Requirements & Experience

Students must have a computer that can support Internet Explorer, Google Chrome, or Firefox, and an internet connection. You should also have enough computer background to send an e-mail with an attachment, know how and where files are saved, and know how to use word processor software.

Most courses will require you to have access to a word processor so that you can read the lessons you download and prepare your assignments for submission. Specific courses may also require additional, specialized software depending on the subject matter. Software for these courses is not included in the cost of the course.

“What happens if I run into a technical problem?”

OntarioLearn offers the very best LIVE technical support, 24 hours per day, 7 days per week. Connect with professionals who will assist you with any difficulties, questions, or issues regarding the delivery of your online course over the phone, by email, or through live online chat.

Embanet Support can be reached at www.ontariolearn.com/helpcenter/ or call 1-800-695-5008.

Online Courses Available

Visit our website at www.loyalistfocus.com to find a list of courses being offered in the current semester, read course descriptions, and review costs. You can also review courses on www.ontariolearn.com.

See a course on OntarioLearn that is not advertised on the Loyalist website?

Contact the OntarioLearn Technician to make arrangements so you can register through Loyalist.

OntarioLearn Technician

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