MDC Online
Get Online. Get Ahead. Graduate — with MDC Online!

Getting Ready for Online Classes: A Student Checklist

Before Day 1:

- ❑ Complete the one-hour MDC Online Student Orientation.
- ❑ Review the MDC Online Attendance and Activity Requirements.
   - o Understand the expectations of participation in online learning.
- ❑ View and purchase **required** textbooks and course materials through the MDC Online Fulfillment Center.
   - o Have your materials delivered to your preferred address or schedule a pick-up at *any* MDC Bookstore.
   - o **IMPORTANT**: On-campus bookstores carry very limited quantities of the required course material for MDC Online classes.
   - o Learn more at the MDC Online Bookstore Fulfillment Center website.
- ❑ Install the Bb Student App on your smartphone (available on Apple iOS, Google Android, or Windows Mobile).
- ❑ Go through the MDC Online Technology and Software Requirements to make sure your computer, laptop, and/or hardware is ready to start online classes.
- ❑ Review Student Resources and Academic Resources (like tutoring that is offered online and in-person through the tutoring labs at the MDC campuses).
- ❑ Review the Academic Calendar for important semester dates (also refer to information below about the Institutional Calendar on Blackboard).
   - o Take note of the **100% refund add/drop period.**

On Day 1:

- ❑ Access your online courses by going to **mycourses.mdc.edu**.
   - o Log-in using your **MDC username** and **password**
   - o *Example*: carlos.smith001 (Do not include @mymdc.net)
   - o Your password = the same password used to log into the MDConnect Student Portal and your MDC Student Email.
- ❑ Go through the *Course Syllabus.*
- ❑ Click the '*Start Here*' or '*Getting Started*' link and review the information.
- ❑ Introduce yourself – find and complete the *Meet Your Classmates Discussion/Introductory Assignment.*

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- o The ***Meet Your Classmates Discussion/Introductory Assignment*** should be completed during and prior to the end of the 100% refund add/drop period. It is required to record your attendance.
- o If attendance is not recorded during this period, students may be **withdrawn** for non-attendance and a 'W' will appear on their record.
- ❑ Look for the ***Course Calendar, Due Dates, or Schedule of Assignments***
  - o Go through the calendar, due dates, and/or schedule to review your first assignments and deadlines.
  - o Important dates related to online classes and from the Academic Calendar (see *Before Day 1* above) are visible to every student through the 'Calendar' link in each course.
    - ▪ Be sure to keep '***Institution'*** box checked so that you see these dates throughout the semester.
- ❑ Click on ***Lessons/Modules*** to review the course content and get started on your lessons.
- ❑ If your course requires **third-party or publisher software (MyMath Lab, MindTap, Pearson Mastering, etc.),** you should complete the set up right away.
  - o Look for instructions under '***Start Here'*** or '**Getting Started'.**
  - o Most publisher content needs to be accessed directly from Blackboard.
  - o You may need to go into the individual modules and/or lessons and click on a publisher link to gain access to the registration page and publisher content.
  - o Most publishers offer a free trial period; however, you should purchase access codes from the [MDC Online Bookstore Fulfillment Center](#) prior to the start of the class.
  - o Technical support and assistance for publisher content and products can be found on the [MDC Online Publisher & Third-Party Products Page](#).

Have questions? Need help? Contact the **MDC Online Student Support Center**

305.237.3800 | online@mdc.edu
Wolfson Campus | Building 7 | Room 7148

Monday & Wednesday | 8:00 a.m. – 7:00 p.m. ET

Tuesday, Thursday, and Friday | 8:00 a.m. – 4:30 p.m. ET

We'll see you online!