



Online Classes Tip Sheet

Before the First Day of Class


You should have the following:

- Username & Password:** Click **Forgot Your Password?** on the login page at academyart.edu/login.
- Reliable Internet Access** AND a backup plan (library, internet cafe, etc.)
- Required Textbooks, Supplies, and Software** can be found on the Supplies tab of your course in the Course Catalog at catalog.academyart.edu.
- Supplemental Materials**, *if any*, will be mailed to your **Mailing Address on Student Record**. Please be sure the correct mailing address is on file in Student Self Service: <https://sss.academyart.edu>.
- Complete the **Enrollment Documents** online located on your **Portal** when you **log in**.

(Note: If you have any questions about any of the above, please contact the Online Help Desk: online@academyart.edu.)

First Day of Class

We recommend that you:

- Log in** on the first day of class.
- Check **News** located on your **Portal** and your messages located in **Mailbox**. (Look for  at the top of the page.)
- Read over the information on the **Course Home/Syllabus** page for each class.
- Skim through each **Course Outline**.
- Select the **Discussion** link and read the discussion topics.
- Take note of the module dates and attendance policy found in the **Announcements** section of the **Discussion**. You must attend class on these dates or you will be marked absent for that module.
- Watch our **Video Tutorials** to get a feel for the way the interactive part of your online class will work. (Tutorial #1: <https://youtu.be/-Lt4rhPRAf0>; Tutorial #2: <https://youtu.be/F0DTbxiY7zA>; Tutorial #3: <https://youtu.be/eM9UXqxbmF0>)
- Select the topic titled **Welcome to Spring 2017 Semester—Please Check In!** in the Discussion. Read the instructions in the **Description** and introduce yourself.
- Select the **Instructor's Office** topic in the Discussion and post any questions you may have.
- Open the Course Outline, click the link to go to **Module 1**, and skim through the module.

Routine Checklist for Each Module

You must complete the following:

- Read any new **Announcements** posted on your Discussion page.
- Read the **Module** and any associated required reading.
- View **Slideshows, Demonstrations, and/or Videos**.
- Participate in all **Discussion Topics** (a *minimum* of **two (2)** substantial and meaningful posts per topic; one in reply to the initial prompt, early in the module, and another in reply to a classmate, later in the module).
- Complete any **Additional Reading, Projects, or Homework Assignments**.
- If there is a **Quiz**, take it before the end of the module.

Review Your Instructor's Policies

Review the announcements and other information your instructor has posted about the **Class Policies**. Make sure you understand:

- How your instructor prefers to be contacted—through online messaging via the Mailbox or through the Instructor's Office found on the Discussion page
- How to reach your instructor if you can't log into your class
- Your instructor's late work policy
- Your instructor's Discussion grading criteria
- What qualifies as an excused absence and how to handle absences

Important Tips for Students Taking Online Classes

- Connect with your classmates to stay focused and inspired. Join the student-run Facebook group, AAUHOO. With over 4,000 members, you'll find lots of new connections: <https://www.facebook.com/groups/aauhoo/>
- Schedule regular times to work on your class. Plan on devoting 9–15 hours to each module.
- Review system requirements at: academyart.edu/online-education#FAQ.
- Log in a *minimum* of **five (5)** times per module. (The most successful students log in and participate *daily* throughout each module.)
- Make a *minimum* of **two (2)** substantive and thoughtful posts per topic (in the beginning and later in the module). More posts are better. Review the tutorial on *Good Discussion Participation* for more ideas about what substantive posts look like: arc-web.academyart.edu/ols/support/quality_discussions.html.
- Check your **Course Outline** for important dates and mark them on your calendar.
- Resolve technical problems as soon as possible by contacting the **Online Help Desk**.
- Check the Discussion area regularly for **Announcements**.
- In addition to checking your **Grades** regularly, be sure to review the **markup and comments** your instructor provides on your work *and* the work of your classmates.
- Check your online messages daily in the **Mailbox**.
- Check the **News** section of your **Portal** for any additional online information.
- Download the **Academy of Art University Classes** app and enable **Notifications** (look for the bell icon at the top of the screen) to receive an alert on your phone when there is new activity in your online class.



Support Services

- **24-hour Online Help Desk** (technical issues with the online learning system): [415.618.3545](tel:415.618.3545); toll free [1.888.431.2787](tel:1.888.431.2787); online@academyart.edu
- **Online How-To Library**: howto.academyart.edu
- **Online Admissions, Advising or Student Services**: [1.800.544.2787](tel:1.800.544.2787); onlineadmissions@academyart.edu
- **Student Self Service**: <https://sss.academyart.edu>
- **Online Student Academic Support** (tutoring & more): [1.888.544.2787](tel:1.888.544.2787) x8524; oas@academyart.edu; academyart.edu/resources/academy-resource-center/support-for-online-classes
- **Online Language Support** (OLS): ols@academyart.edu; arc-web.academyart.edu/ols
- **Online Writing Lab** (OWL): academyart.edu/resources/academy-resource-center/writing-lab