



Online Classes Tip Sheet

Before the First Day of Class


You should have the following:

- Username and Password:** Click **Forgot Your Password?** on the login page at my.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 and on the Course Home/Syllabus page in each course.
- Supplemental Materials**, *if any*, will be mailed to you. 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 on your **User Home** and any 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**.
- Click the **Discussion** link and read the posted 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 Fall 2019 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, even if you don't have time to actually read it until later in the module period.

Routine Checklist for Each Module

You must complete the following:

- Read any new **Announcements** posted on your Discussion page.
- Read the **Module** pages, which you can access from the **Outline**, along with any other required reading.
- View **Slideshows, Demonstrations, and/or Videos**.
- Participate in all **Discussion Topics** (make 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
- Your instructor's availability and office hours
- 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 more than 7,100 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: <http://blogs.academyart.edu/ols/language-support/quality-discussion.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**.
- Regularly check the news and campus events presented at the top of your **User Home**.
- 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 classes.



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 and 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): <http://blogs.academyart.edu/ols/language-support.html>
- **Online Writing Lab** (OWL): academyart.edu/resources/academy-resource-center/writing-lab

- **English Language Support (EAP):** <https://my.academyart.edu/resources/academy-resource-center/english-as-a-second-language/esl-support>