Online Art Experience 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 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.

(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 Summer Art Experience 2019** 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.

☑ 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.

(Updated 6/4/19)
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 expectations
- What qualifies as an excused absence and how to handle absences

Important Tips for Students Taking Online Classes

- Schedule regular times to work on your class. Plan on devoting 3–5 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.
- 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.
- 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; toll free 1.888.431.2787; online@academyart.edu
- Online How-To Library: howto.academyart.edu
- Pre-College Art Experience (registration & enrollment): 1.800.544.2787 x8203
- Online Student Academic Support (tutoring and more): 1.888.544.2787 x8524; oas@academyart.edu; academyart.edu/resources/academy-resource-center/support-for-online-classes
- Online Writing Lab (OWL): academyart.edu/resources/academy-resource-center/writing-lab