New Classroom Checklist

1. Start out by thoroughly reviewing and printing out information for the course found on the course navigation menu: Syllabus, Term Calendar, Course Information, Academic Integrity, Student Support, and Guidelines and Policies. Printing these items will also be very helpful in the event you have difficulty accessing the Walden site. If you have printed copies, you can work off line on your assignments. Review the material in the other areas of the course navigation menu as soon as possible.

2. Read the announcements posted on the Course Home page.

3. Go to the Class Café and post your introduction. This is one of the ways you can get to know your fellow students and form a scholarly community online. Posting your introduction is also one of the ways your Instructor can check that you are in the classroom. The Class Café area is found on the course navigation menu on the left-hand side of the screen.

   Note: Instructors may not check or respond to messages on the Class Café once everyone is in class. Ask if your Instructor is going to be in the Class Café regularly, if he or she does not say so. The Class Café is primarily for students to use for sharing non-class related information.

4. You may have different types of problems or issues when you start a class. The course Syllabus and the Student Support areas indicate whom to contact. For the most effective help, contact the person with the expertise you need to solve the problem.

5. When an issue or concern arises in the classroom, your first action should be to e-mail the Instructor and explain the situation. You may have to try different communication methods if you do not receive a timely response. You can add a posting to the Contact Your Instructor forum and ask your question there, or you may call the Instructor.

   The online learning environment creates a partnership between students and Instructor. Communication, analysis, discussion, and resolution are part of creating and maintaining a positive environment. Work with your Instructor from the beginning to assure you are achieving your learning goals.

6. In order to be successful, you will need to devote about the same time to each course as if you were taking it on a physical campus. The amount of time you need to spend on your studies each week varies from person to person and assignment to assignment.

7. You may not receive messages because your computer and/or provider are set to block listserv messages. Some systems view these messages as spam. You
may need to have your settings changed so you can receive these messages. You may be able make these changes or you may need to contact your provider. AOL is one provider that blocks such messages.

8. Get to know your Instructor by reading everything he or she writes, including all Announcement and discussion forum posts.