

LAKE ERIE

COLLEGE

Online Learning Student Handbook

Lake Erie College provides an environment that stimulates intellectual curiosity, personal development and community involvement to prepare students to succeed as practitioners, professionals and responsible citizens in a contemporary world.

Welcome

Lake Erie College offers online courses designed to conveniently enable students to work toward earning credits, completing certificates and degrees, or completing professional development. This Online Learning Student Handbook is intended to provide students in online courses with a reference of policies, procedures and tips. This handbook does not replace the *Academic Policies or Student Handbook* which is intended for all students; rather it provides information specific to or especially important to online instruction.

Here at Lake Erie College, the mission of online learning is: *Students First, Learning Always!*

This is supported by;

- Enabling 24/7 learning,
- Providing a convenient schedule,
- Exceptional Faculty and Staff
- Responsive support and assistance,
- Utilizing a proven learning management system platform-LEO

Students enrolled in online courses are entitled to all of the support services available to traditional students.

Table of Contents

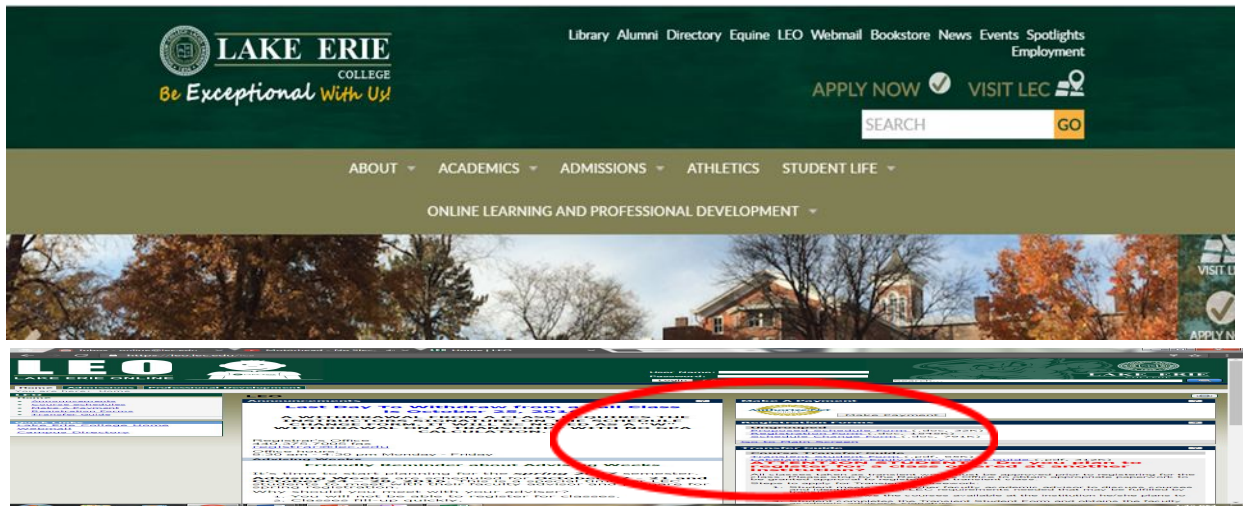
- I. **Getting Started**
- II. **[Course Materials and Textbooks](#)**
- III. **[LEC library and Campus Resources for Online and Hybrid Students](#)**
- IV. **[Technology Requirements for Online Courses](#)**
- V. **[Technical Support](#)**
- VI. **[Tips for the Online and Hybrid Learner](#)**
- VII. **Coordinator of Online Learning**
- VIII. **[Academic Integrity](#)**

I. Getting Started

LEO (Lake Erie Online) is part Lake Erie College online resources and houses the online learning management system that provides online learning for various courses and programs at Lake Erie College. It integrates completely with our administrative system as well providing seamless data exchange. LEO can be accessed and used from any computer or smartphone that has access to the internet for both students and faculty alike.

Logging into your online class via LEO

From the Lake Erie College website (<http://www.lec.edu>), click on LEO, found at the top of the page.



What is a LEC Portal Username/LEO Access and how do I set one up?

Your LEC Portal Username and password matches your personal network identification and email/webmail (a.k.a. UserName is everything before the @ symbol) credentials. These credentials allow you to:

- Connect to LEO to access your online course and information about college resources and activities.
- Access your webmail account, where you will receive all future e-mail communications from Lake Erie College Faculty and Staff.

Basic technical and how-to questions can be answered through the LEC IT-Help Desk

(helpdesk@lec.edu). If you lose/forget your webmail/portal password, you will need to contact Lake Erie College's *IT Help Desk* at **(440) 375-7580**. Be prepared to leave a message with your name, Student ID and a call back number. A representative from our IT department will return your call as soon as possible. Be prepared to answer questions for ID verification. (NOTE: it is not IT's responsibility that you fail to submit any class work or submit it late if you lose/forget your password.)

II. Course Materials and Textbooks

You can purchase course materials and textbooks through the College Bookstore. The bookstore is located on the lower level of Holden Center at 391 W. Washington St. in Painesville or check out the [College Bookstore Web site](#). You can order:

- Online: Visit the bookstore's [textbook](#) page (found at the top of the page) and fill in one of the search fields to find and order your books.
- In person: Textbooks can be found on the shelves, or you can seek help from a staff member, please specify what course you're enrolled in.
- By phone: The College Bookstore's phone number is (440) 375-7530. If you call, please specify what course you're enrolled in.

Textbooks may also be available through an online vendor and are usually shipped within seven days of your order.

III. LEC library and Campus Resources for Online and hybrid students

The following services are available to all online and hybrid students:

- The website for LEC's Lincoln Library (<https://www.lec.edu/library/> or click the 'library' link at the top right of our LEC web pages) provides access to a large number of research databases and the collections of OhioLINK's 90+ member college and university libraries. There is a "library" link at the top right of the LEC website pages) Use **StormSEARCH** to search all of these resources at once, or go to the Research Guide pages to access online resources for researching specific subjects.
- Librarians are available to help you with your research at libraryhelp@lec.edu or (440) 375-7400.
- Any physical items you find on **StormSEARCH** from our library or other OhioLINK libraries that you wish to borrow must be picked up and returned to Lincoln Library.
- You can use the campus computing centers.

Online and hybrid students have access to all other LEC services including use of the Jerome T. Osborne Family Athletic & Wellness Center (the "O"), and access to the Academic Learning Center and Success Center. Presenting a Student ID, for access to LEC services, may be required.

IV. Technology Requirements for Online Courses

Our online and hybrid courses are designed to be viewed with Google Chrome , Internet Explorer , Safari Opera and Firefox or higher, using Windows Vista, Windows 7, Windows 8 or Mac OS X 10.6 or higher operating systems. A broadband or wireless connection (DSL, cable, or faster) is required.

In addition to the basic requirements, for some courses you may need Microsoft Office, Flash, Adobe Acrobat, Visio, Windows Media Player or Real Player. Technical courses may require specialized software.

V. Technical Support

Lake Erie College Technical Support

Password reset and access problems can be provided by contacting the Lake Erie Help Desk (#440-375-7580, helpdesk@lec.edu). Please include your name, Lake Erie course number, your phone/email contact information and a description of your problem.

VI. Tips for the Online and Hybrid Learner

The opportunities for learning in the online or hybrid format provide for flexibility and convenience while still completing courses. The courses will follow the same academic rigors of a traditional classroom schedule and requirements to optimize student learning. Students should log in a course on the first day to verify access to the classroom, as well as read any introductory announcements and assignments by their faculty. In some cases, faculty may open up the course sooner than the start date to allow for reading or other student preparation. This may not always be the case, so look for guidance from your faculty as this will be provided.

The Lake Erie email account provided to online and hybrid students will serve as the primary means of communication between the College and students. Faculty members may use the Lake Erie email as well for course information and announcements. Therefore, students should check their email often at least

once daily. Email accounts can be set up for students to use on their mobile devices. Also as an option, Lake Erie email accounts can be forwarded to a student's other email account.

To succeed in an online class or a hybrid course, students should plan to still allocate the equivalent class time for active participation, reading, posting, research, and assignment completion. Planning to complete the required coursework is one of the more important steps to a successful course outcome. While other demands and obligations will require time for students, prioritizing classwork should become a routine to avoid last minute tendencies. In the online and hybrid classes, self-discipline and motivation can be harder to maintain with less face to face expectation. Active involvement in the class with the faculty and other students can bridge the distance learning gap as well as provide support. Even sharing course topics or assignment work with family and friends or co-workers can be another way to increase comprehension. While you will not have to show up on campus or infrequently for a hybrid course, you should try to establish a set time and place that will enable your optimal learning situation. Failing to plan is planning to fail. When in doubt, ask your Professor for assistance and don't hesitate thinking you might be able to find out an answer. Be sure to note the best available times for your Professor so you can minimize any waiting time for a response or guidance.

Academic studies often categorize how students learn with established learning styles including;

- Aural – hearing lectures, listening to music or recordings,
- Logical – analyzing, reasoning, problem solving,
- Kinesthetic – hands on, physically doing, and
- Visual – reading, writing, identifying

Realizing which style works for you can be an important part of the online learning process. Just as important in recognizing a style, is to also find which learning environment or setting works best.

VII. Coordinator of Online Learning

Lake Erie College is committed to providing exceptional online education and welcomes any feedback or suggestions to improve the student experience. Please feel free to contact Dr. Doug Bird the Coordinator of Online Learning at 440-375-7075 or dbird@lec.edu

VIII. Academic Integrity

All students receive a unique login and password for Lake Erie Online (LEO) once they are accepted into their academic program. Once they receive these they are required to enroll in the password portal and change their password in a set amount of time. They then use this to access their online course(s) via LEO. Once enrolled and engaged in any online course adherence to academic honesty by all online students is expected as listed in all Lake Erie College school catalogs. Additionally, students should be in the habit of periodically changing their passwords to preserve their online identity and ensure that the

work being provided is their own. Students may be asked to submit their papers via Grammarly.com in order to authenticate their work.