Welcome to online learning at the School of Continuing and Professional Studies! Here is some information to help you prepare for your online courses.

**Before the course begins:**

1. **Review the web resources at Loyola for online learning:**
   - Online Learning: [http://www.luc.edu/online/online_right.html](http://www.luc.edu/online/online_right.html) This is a helpful website that includes a technology check, characteristics of online learning and behavior, and other resources.
   - Sakai Student Resources: [http://www.luc.edu/itrs/teachingwithtechnology/sakai/sakai-student-tutorials.shtml](http://www.luc.edu/itrs/teachingwithtechnology/sakai/sakai-student-tutorials.shtml) Sakai is the learning management system (LMS) that will be used for your online course. This website explains how to get started with Sakai and use the different course features.
   - SCPS Online Learning FAQ: [http://www.luc.edu/adult-education/adult-learning/onlinelearning/frequentlyaskedquestions/](http://www.luc.edu/adult-education/adult-learning/onlinelearning/frequentlyaskedquestions/) Here you will find answers to common questions about online courses.

2. **Review your course syllabus.** The course syllabus contains important information about the particular nature and requirements of your course, as well as a detailed assignment schedule. The syllabus is available in your Sakai course and may be sent to you via email by your instructor. Be sure to review it carefully, and contact your instructor with any questions or concerns.

3. **Purchase textbooks through the bookstore.** While SCPS uses the Water Tower Campus bookstore for most of its courses, many of the online Core courses use the Lake Shore Campus bookstore. Check LOCUS or ask SCPS or your instructor to determine which bookstore will be used for your course. If you are ordering and having them shipped, be sure to allow for adequate time before course begins.

4. **Determine if your course has synchronous sessions or is completely asynchronous.** Some courses have an entirely asynchronous format, meaning that there are no required live sessions or times when you have to login. Other classes will have a required synchronous component, with scheduled, live sessions. Information about synchronous sessions will be in LOCUS and the course syllabus.

5. **Prepare for synchronous sessions.** Synchronous sessions are held through Adobe Connect. The link to the Adobe Connect meeting room will be available in your Sakai course or sent to you by your instructor. Before attending your first session, review information on attending an Adobe Connect Meeting in Sakai: [http://www.luc.edu/media/lucedu/itrs/pdfs/sakai/Adobe%20Connect%20Student%20Access%20in%20Sakai.pdf](http://www.luc.edu/media/lucedu/itrs/pdfs/sakai/Adobe%20Connect%20Student%20Access%20in%20Sakai.pdf)
During your course:

1. **Be organized, and methodical, and self-directed:**
   - Practice good time-management by scheduling study time and planning ahead for readings and assignments.
   - Login to the course frequently and be sure to review all course materials (presentations, articles, summaries, videos, etc.), assignments (due dates, instructions, guidelines and/or rubrics), and communication formats (announcements, forums, blogs, chat, etc.).
   - Don’t wait for your instructor to tell you what to do; find the information you need in the course in order to complete your work successfully.

2. **Communicate effectively:**
   - Be proactive: tell your instructor about schedule conflicts and difficulties; share your reactions, ideas, and concerns.
   - When in doubt, ask.
   - Post questions to discussion forums for others to benefit.
   - Take advantage of office hours or other synchronous communication.
   - Interact with fellow students.

When you need support:

1. **Technology support:**
   - ITS helpdesk 773-508-4ITS
   - helpdesk@luc.edu
   - LUC.edu/its

2. **Sakai support:** sakai@luc.edu

3. **Academic support:**
   - Your instructor
   - Your advisor
   - LUC library (for electronic materials, databases and research help)
   - Virtual tutoring:
     - The Writing Center: [http://www.luc.edu/writing/](http://www.luc.edu/writing/)
     - Center for Tutoring and Academic Excellence: [http://www.luc.edu/tutoring/](http://www.luc.edu/tutoring/)

4. **General support:** Jeanne Widen, Director of Online Education, is available to assist and support you with your online studies. Please feel free to contact her with any questions or concerns you may have at any time, at jwiden@luc.edu and 312-915-6696