Getting Ready for Online Classes: A Checklist

Before Day 1:

- Complete the one-hour Virtual College Student Orientation.
- Review the Virtual College Attendance and Activity Requirements.
  - Understand the expectations of participation in online learning.
- View and purchase required textbooks and course materials through the Virtual College Fulfillment Center.
  - Have your materials delivered to your preferred address or schedule a pick-up at any MDC Bookstore.
  - IMPORTANT: On-campus bookstores carry very limited quantities of the required course material for Virtual College classes.
  - Learn more at the Virtual College Bookstore website.
- Install the Bb Student App on your smartphone (available on Apple iOS, Google Android, or Windows Mobile).
- Go through the Virtual College Technology and Software Requirements to make sure your computer, laptop, and/or hardware is ready to start online classes.
- Review Student Resources and Academic Resources (like tutoring that is offered online and in-person through the tutoring labs at the MDC campuses).
- Review the Academic Calendar for important semester dates (also refer to information below about the Institutional Calendar on Blackboard).
  - Take note of the 100% refund add/drop period.

On Day 1:

- Access your online courses by going to mycourses.mdc.edu.
  - Log-in using your MDC username and password
  - Example: carlos.smith001 (Do not include @mymdc.net)
  - Your password = the same password used to log into the MDConnect Student Portal and your MDC Student Email.
- Go through the Course Syllabus.
- Click the ‘Start Here’ or ‘Getting Started’ link and review the information.
- Introduce yourself – find and complete the Meet Your Classmates Discussion/Introductory Assignment.
  - This assignment should be completed during the 100% refund add/drop period to record your attendance. If attendance is not
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recorded during this period, students may be dropped for non-attendance and a ‘W’ will appear on their record.

- Look for the Course Calendar, Due Dates, or Schedule of Assignments
  - Go through the calendar, due dates, and/or schedule to review your first assignments and deadlines.
  - Important dates related to online classes and from the Academic Calendar (see Before Day 1 above) are visible to every student through the ‘Calendar’ link in each course.
    - Be sure to keep ‘Institution’ box checked so that you see these dates throughout the semester.

- Click on Lessons/Modules to review the course content and get started on your lessons.

- If your course requires third-party or publisher software (MyMath Lab, MindTap, Pearson Mastering, etc.), you should complete the set up right away.
  - Look for instructions under ‘Start Here’ or ‘Getting Started’.
  - Most publisher content needs to be accessed directly from Blackboard.
  - You may need to go into the individual modules and/or lessons and click on a publisher link to gain access to the registration page and publisher content.
  - Most publishers offer a free trial period; however, you should purchase access codes from the Virtual College Fulfillment Center prior to the start of the class.
  - Technical support and assistance for publisher content and products can be found on the Virtual College Publisher & Third-Party Products Page.

Have questions? Need help or support?

Contact the Virtual College Student Support Center

305.237.3800
--or--
virtual@mdc.edu

Monday – Friday
8:00 a.m. – 4:30 p.m. ET

We’ll see you online!