

# Academic Support Resources

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# New to Online Learning

# Setting Up Moodle

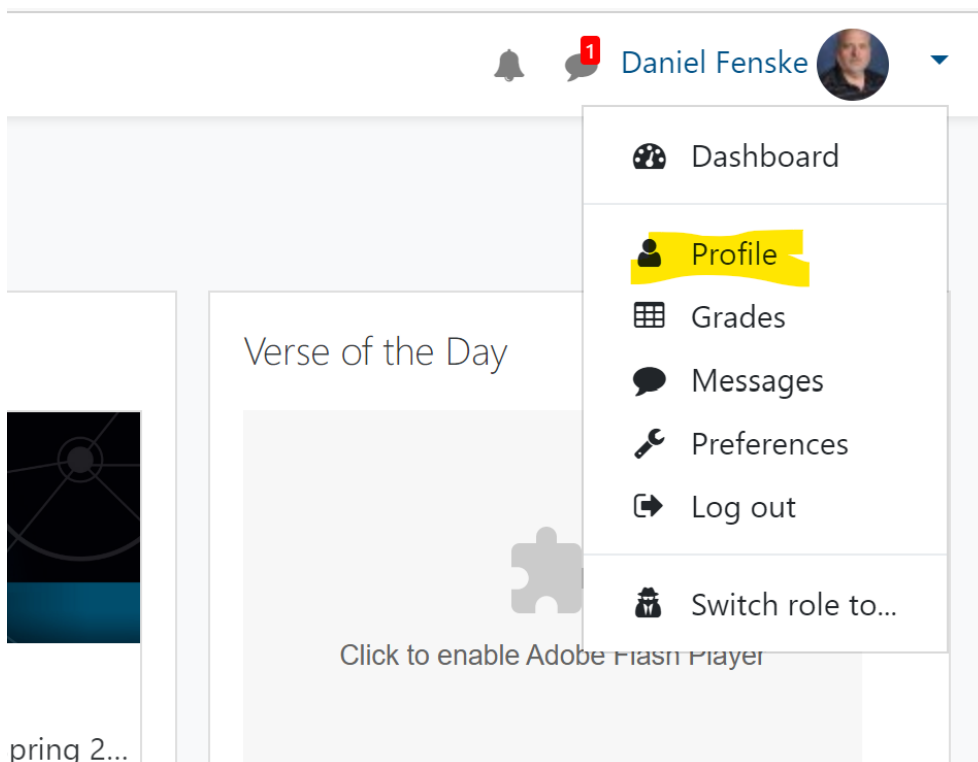
[Setting Up Your Dashboard](#)

[Update Your Profile](#)

## Set Your Timezone

When you are working at home, it is very important that you set your timezone if you are outside of the Central Time Zone. If due dates are time-sensitive, being off by two or three hours can be significant. Steps:

1. Log in to Moodle and start at your dashboard.
2. In the upper-right corner, locate the area where your profile picture appears. Use the drop-down arrow to find the menu:



3. Select "Profile"
4. From the next page, click on "Edit Profile."



Daniel Fenske  Message

[Dashboard](#) / [Profile](#)

Professor of Life Sciences

#### User details

**Email address**

fenskedj@mlc-wels.edu

**Country**

United States

**City/town**

[Edit profile](#)

#### Miscellaneous

[Blog entries](#)

[Notes](#)

[Forum post:](#)

[Forum discu](#)

5. On the next page, scroll down to find the Time Zone selector. Select your Time Zone.

Email display



Allow everyone to see my email address

City/town

New Ulm

Select a country

United States

Timezone

Server timezone (America/Chicago)

Description



Professor of Life Sciences

# Suggestions for Succeeding in an Online Learning Environment

## Philosophy

To many students, "online" is synonymous with "I can do this whenever I want." That is true to only a very limited degree. There are still due dates to meet and schedules to keep. There are still many demands on your time.

Many associate "online" with "easier." Absolutely not true! Distance learning requires a great deal of effort and concentration. You don't have an instructor readily at hand to answer questions immediately. You don't have classmates to run something by. It's up to you to know "what you know" and, more importantly, "**what you don't know**". It's up to you to use your resources to address "what you don't know."

Some may associate "online" with "I'm on my own." Absolutely not true. You have a network of people with whom you can communicate. Your professor is still available. You have classmates, tutors, and Network Services available for support. In addition, you may be required to attend live sessions or work on group projects.

## Time Management

This aspect of online learning is absolutely critical, and it can't be overstated. If procrastination is detrimental in face-to-face courses, it is **lethal** in an online course. You will have multiple courses to manage. Each one carries due dates and deadlines. Different courses may require live sessions or group work. These demands require careful scheduling.

Procrastination is incredibly easy in online courses. All you have to do is walk away from the computer, and there is nothing to bother you. Once things start piling up, discouragement sets in, often followed by resignation. Don't let this be you!

Set up a regular schedule for completing work. Set up a regular space for online work. This time and space must be free of distractions. Get away from the TV. Put the phone away. Time spent does not always mean productivity. This requires planning and discipline. It must become a habit.

# Resources

Your instructors assemble and provide resources to help you succeed. Screencasts, tutorials, help sessions, question and answer forums, and web links are all there to assist you. They are available for a reason. Make use of them!

## Technology and Tools

At first, getting used to different technologies and tools can be discouraging. Credentials to manage, URLs to keep straight. Understanding the features and functions. All these can be daunting. Look for support. MLC has this portal specifically for you to use if you get stuck. This help portal is searchable - type in some keywords and you're off.

There are additional helps. Most tools have a "Help" link or a "FAQ" (frequently asked questions) link. You can post a question to the advisor. You must rely more on your own resources and initiative when courses are online.

## The Good News

In spite of the challenges, there is good news. You can succeed with an online experience. Online experience do offer some advantages. You have more freedom in prioritizing your time. You can concentrate your efforts where needed, instead of sitting in a classroom. You can move at your own pace, within reason.

Finally, be assured that the Lord will bless your efforts. Those efforts are not always as visible to others, but they do bear fruit. God's blessings to you!

New to Online Learning

# Organize Your Email Inbox

This [video](#) shows you how to have GMail automatically label messages based on rules. I recommend that you set up a filter and label for each course so you don't miss an important message.

New to Online Learning

# Moodle Mobile App

If your family is limited as to the number of devices available, or you would like to be more portable, Moodle offers a mobile app that allows for most of the utilities that the web portal offers.

Follow [this link](#) for more information.



# Graduate Writing Resources

# APA Formatting

MS Graduate students are expected to follow APA Manual (7th Edition) in formal writing, and follow the MLC [Form and Style Sheet](#). Below are some sites to assist you with citations and APA style.

- [The Writer's Handbook: APA Documentation Guide](#) (UW-Madison)
- [Purdue OWL: APA Formatting and Style Guide](#) (Purdue)

*This information is for students in the MLC Graduate program. Undergraduate students should check with their course instructors for citation and formatting guidelines.*

# Society of Biblical Literature Formatting

MATS Graduate students are expected to follow the Society of Biblical Literature Handbook of Style in formal writing, and follow the MLC [Form and Style Sheet](#). Below are some sites to assist you with citations and formatting.

- [The SBL Handbook of Style](#) (MLC Library - use your MLC login information to access the PDF)
- [SBL Style Guide](#) (MLC Library)
- [Student Supplement for \*The SBL Handbook of Style\*](#) (PDF)

*This information is for students in the MLC Graduate program. Undergraduate students should check with their course instructors for citation and formatting guidelines.*

# Citation Tools

- [Citation Management suggestions from the MLC Library](#)

# Grammarly

MLC has purchased a site license for Grammarly Premium. Some of you may be using the free version, but Premium offers some advanced options. This tool is to be considered as a resource primarily for writers as they compose and edit their writing, whether academic or professional.

To log in, follow these directions:

1. Go to [grammarly.com/enterprise/signup](https://grammarly.com/enterprise/signup)
2. Provide your name, your @mlc-wels.edu email, and email password.
3. Check your inbox for the email and click on the activation link. (If you have the free version, log in at this location and follow the directions — including the email activation link.

# Getting Help from the Writing Center

The Writing Center is available most evenings while school is in session. Check out the [Writing Center](#) web page for specific information.