



DAWN
Career Institute

Your brighter future begins today.

STUDENT HANDBOOK
2021

Table of Contents

General Information.....	4
Campus Information	4
Catalog.....	4
Library Information.....	4
DCI Email.....	4
Learning Management System.....	4
Academic Affairs.....	4
Attendance Policy.....	4
Course Syllabi.....	5
Withdrawal	5
Students with Disabilities	5
Student Code of Conduct.....	5
Violations.....	5
Sanctions/Penalties.....	6
Appeals	7
DCI Email – Office 365.....	7
Office 365.....	10
Outlook	11
OneDrive	11
Other Office 365 Applications	11
Passwords.....	12
Forgotten Passwords	12
Password Reset	13
Technical Support.....	14
The Learning Management System.....	15
General Use	16
Orientation	19
Successful Approaches to Taking Online Courses.....	19
Sample Weekly Schedule.....	20
Plagiarism.....	20
Citation Assistance	21
Substantive Initial DQ Responses.....	22

Substantive Peer Replies	23
Grading.....	24
Participation and Attendance	24
Assessments.....	24
Homework.....	25
Labs	25
Collaborate	25
Frequently Asked Questions.....	27
How do I improve my grade?.....	27
How do I check my grades?	28
How do I access Connect and Other McGraw-Hill Content	30

This Online Student Handbook is a source of valuable information regarding the responsibilities, obligations, and privileges of students attending Dawn Career Institute.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the school reserves the right to make changes at any time without notice. This publication is for information only and does not constitute an offer of a contract, either stated or implied.

Students are responsible for being familiar with the provisions of the Online Student Handbook and all requirements established by the school.

General Information

Campus Information

252 Chapman Road
Newark, DE 19702

Phone: 302-273-3560
Fax: 302-533-7673

Catalog

The first important source of information for students is the catalog. Official school policies are included in the catalog, which students can access on the school's website. The catalog includes information on attendance, grading, code of conduct, satisfactory academic progress, and resources available to students. Students must be familiar with the catalog. In any instance where the catalog and student handbook are incongruous, the catalog supersedes this handbook.

Library Information

Room 124 is DCI's library/learning resource room. Library hours are Monday through Wednesday from 8:30 AM to 9 PM, Thursday from 8:30 AM to 8:00 PM, and Friday from 8:30 AM to 4:30 PM to all currently enrolled students and DCI graduates. Students also have access 24/7 to DCI's electronic library sponsored through the Library and Information Resources Network (LIRN). Students will find shortcuts to LIRN on the DCI computers in the learning resource room or:

To access the LIRN subscription go to: <https://proxy.lirn.net/DawnCareerInst>

See your syllabus for the username and password.

DCI Email

Both students and instructors are issued DCI email accounts. This email account is used to communicate with students and other school employees. The instructor's email account is printed on the first page of the syllabus. Students who have questions should contact the instructor via the email account. Instructors should respond to the student via email within 24 to 48 hours of the initial email, so students should give instructors time to respond before taking concerns to other staff members. See the section DCI Email – Office 365 for more information. Students are responsible for checking email daily, as the school will not communicate via any other email address.

Learning Management System

Online students will access their courses through the learning management system (LMS) at: www.whydawn.com

DCI's is hosted through Blackboard Open LMS.

Academic Affairs

Attendance Policy

The full attendance policy is available in the catalog; however, students are expected to participate in online courses on a consistent basis. **Students missing fourteen (14) consecutive calendar days may be withdrawn from their program of study by the school.** If a student believes he/she has circumstances warranting special consideration, a written appeal may be submitted to the Dean of Education for review and final determination.

Attendance Policy for Online Courses

Attendance for online courses is measured by work submitted within the Learning Management System. Students enrolled in a hybrid program must maintain satisfactory attendance on campus and online to remain active.

Late Work and Make-Up Work

Arrangements to turn in late work and/or make-up assignments, projects, tests, and homework missed because of absence must be made with the approval of the instructor following the policy on the syllabus.

For online, the end of week deadline is Sunday at 11:59 EST. At this time, the assignments and week's activities will be locked by the instructor. Late work will be accepted for seven (7) days after the due date with approval from the instructor, who must open the assignments and activities for the students. Students turning in late work during this time will receive a 20% deduction on the assignment. After seven (7) days, the assignments will remain locked and the grade will remain a zero (0). Students will not be given additional time beyond the end date of the course without an Incomplete approval.

Course Syllabi

Students will receive a syllabus for each course at the beginning of the course, which will be uploaded in the introduction section of each course in the LMS for online courses. This syllabus includes important information about the course including grading requirements and late work policies. Students and instructors must follow the school-approved syllabi.

Withdrawal

Students who want to discontinue their training for any reason must make every attempt to schedule a meeting with the Dean of Education and/or Program Director prior to stopping their online coursework. This meeting may help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the program may be resolved during this session.

Students may also be administratively withdrawn involuntarily for non-attendance, not meeting satisfactory academic progress, or for not following the student code of conduct. Students should refer to the Catalog.

Students with Disabilities

The student is responsible for informing the school prior to needing the reasonable accommodations (academic adjustment) in the classroom/lab/clinical. The school is not required to identify the applicant or student as having a disability or assess the student's needs. Instructors are not permitted to approve accommodations for students without following the process outlined in the Catalog.

Student Code of Conduct

Students are expected to follow behavior and dress code policies in addition to those academic policies such as attendance and academic performance. Students are expected to be professional, courteous, and always show respect for persons, learning, and the learning environment. The entire Student Code of Conduct policy is included in the catalog.

Violations

Violations include:

- Academic misconduct (cheating, plagiarism, unauthorized collaboration)
- Unprofessional conduct
- Disruptiveness in the classroom

- Use of profanity or other unacceptable language
- Insubordination
- Use of/being under the influence of alcohol or illegal drugs
- Threats of violence
- Vandalism of school property or equipment
- Harassment of any kind
- Furnishing false information to the school (forgery included)
- Any other misbehavior the school deems inappropriate or unprofessional

Academic Misconduct: All work submitted by a student is expected to be the student's own work. All the following are considered Academic Misconduct: cheating, plagiarism (the use of another's work without giving proper credit to that source, including cutting and pasting information from the Internet without properly citing the work), and unauthorized collaboration. Students who are found to be cheating or plagiarizing will first meet with the Instructor and/or Program Director. Students found in violation will receive a zero (0) for the impacted activity involved in the infraction. The violation will be reviewed by the Dean of Education for further disciplinary review.

In less severe offenses, students may be given a warning before other penalties take effect.

Sanctions/Penalties

The Student Code of Conduct helps ensure the learning process and learning environment are safe and supportive for students. In the event a violation of the Student Code of Conduct occurs, the school will impose fair and progressive sanctions. However, if a violation is severe, the school may impose the strictest sanctions on a student up to and including expulsion. The sanctions are described below. **Students may be locked out from a course by an instructor while the Dean of Education reviews for additional disciplinary sanctions.**

If the student is found to be in violation of unprofessional conduct/behavior, the instructor or staff member will communicate and identify the problem to the student, in writing, using the Code of Conduct Form. The form will be reviewed by the Dean of Education for further disciplinary review.

Warning: A warning is an official conversation between the student and either the Dean of Education and/or Campus President. The conversation will be documented in the Student Information System but does not become a part of the student's permanent record. Further misconduct may result in more severe disciplinary sanctions.

- Students who are found to be cheating or plagiarizing will first meet with the Instructor and/or Program Director. Students found in violation will receive a zero (0) for the impacted activity involved in the infraction.

Written Reprimand: A reprimand is the official written notification of unacceptable behavior and becomes a part of the student's permanent record. The student must sign the document. Further misconduct may result in more severe disciplinary sanctions.

Suspension: A suspension is the official loss of campus privileges for a specific period not to exceed 14 calendar days. During this time, the student is not allowed on campus, at campus functions, or on externship/clinical and will be marked as absent for any missed class sessions. Suspended students will not be allowed to attend any make-up labs, tests, exams, or competencies missed. Further misconduct may result in more severe disciplinary sanctions.

Expulsion: An expulsion is the official, permanent loss of campus privileges and results in the student being withdrawn from the institution and unable to complete the program of study. Students who are expelled receive a grade of W (withdrawal) for any courses in which they are currently enrolled.

*Violent, sexual, or drug-related incidents may be handled at the strictest sanction, expulsion, at the discretion of campus leadership.

Appeals

Students have the right to appeal sanctions/penalties given per the Student Code of Conduct policy. Students wishing to appeal should do so in writing and within five (5) days of the decision. The Director of Education and Appeal Committee (often comprised of the DOE, faculty, Program Coordinator, and Campus President) will review all documentation and make all final decisions within five (5) days of the written appeal being turned in by the student.

If the appeal is not resolved, the student may review the Student Grievance Policy, located in the Academic Catalog.

DCI Email – Office 365

Students should check their DCI email often; daily is recommended. To access, students go to the following URL: <https://login.microsoftonline.com>.

The username is your firstname.lastname@stu.dawncareerinstitute.edu.

Your password is already setup. If you forget your password, use the Forgot My Password area.



Sign in

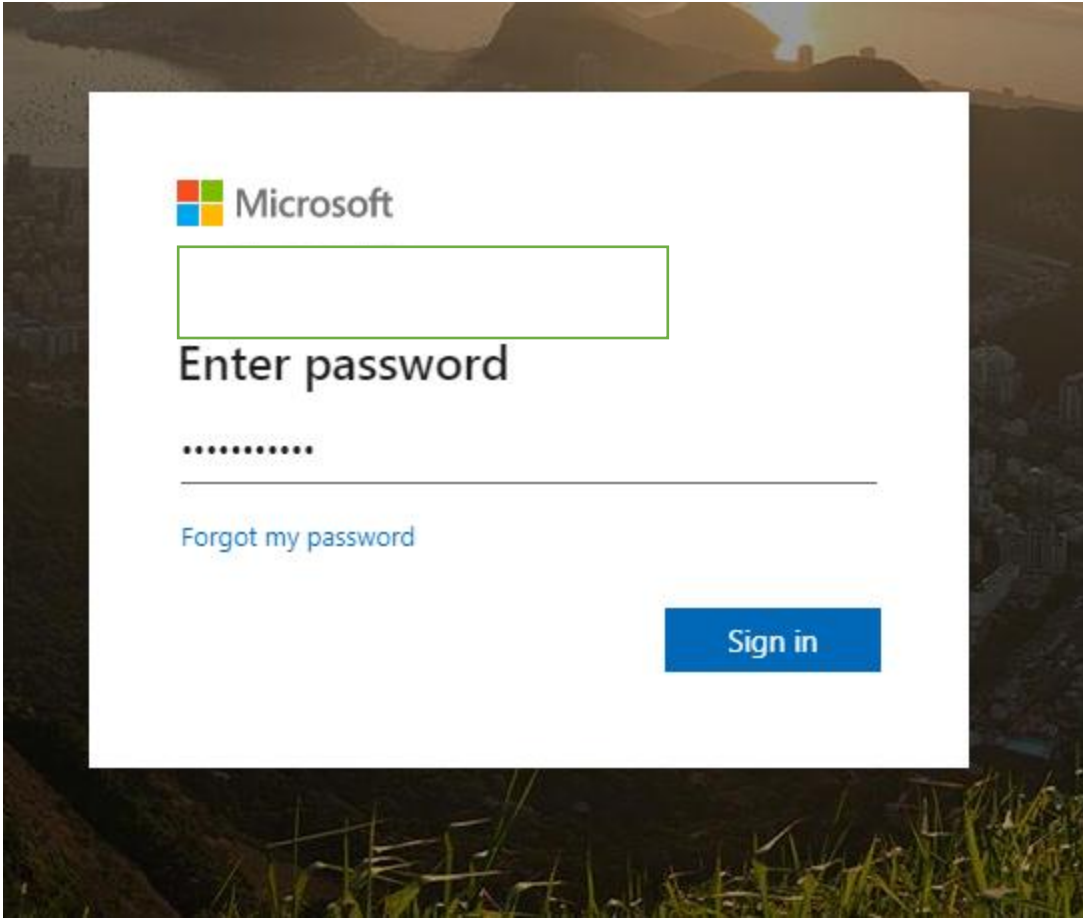
Email, phone, or Skype

No account? [Create one!](#)

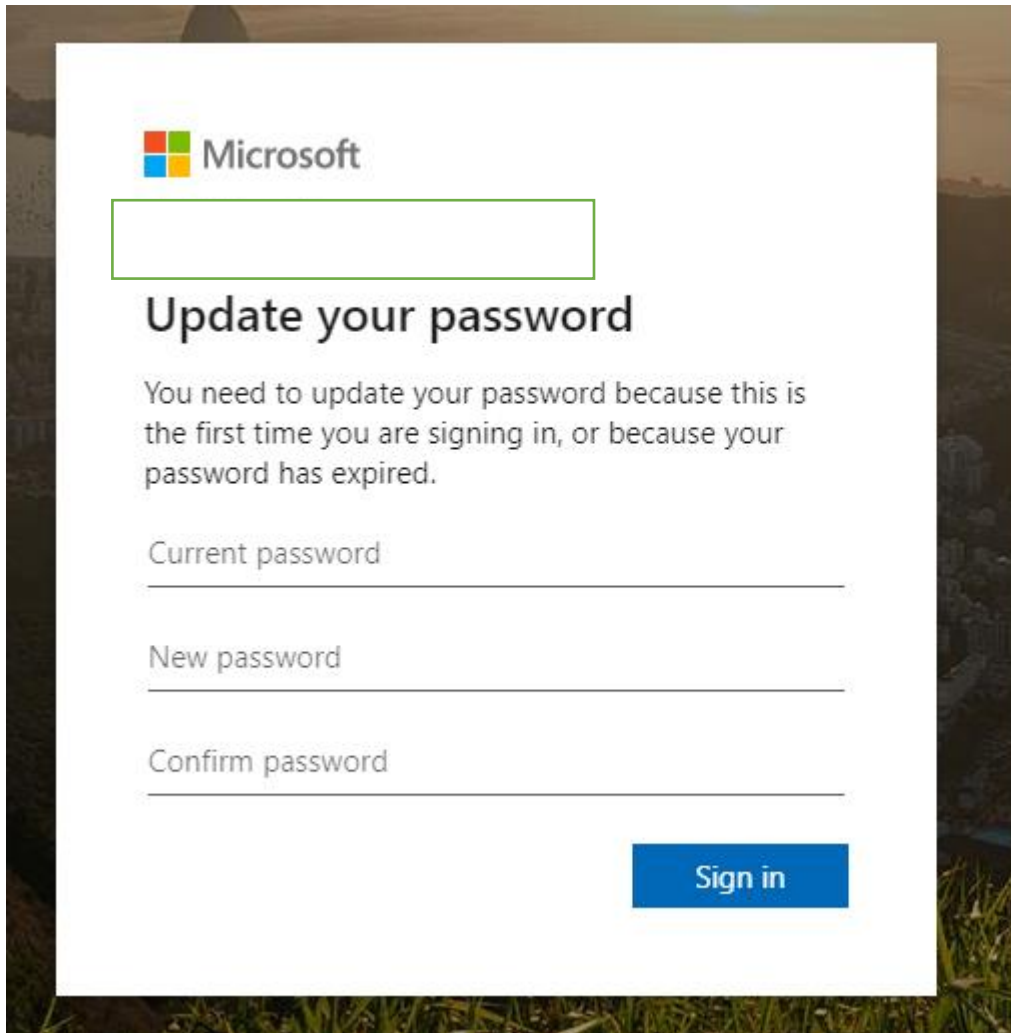
[Can't access your account?](#)

[Sign-in options](#)

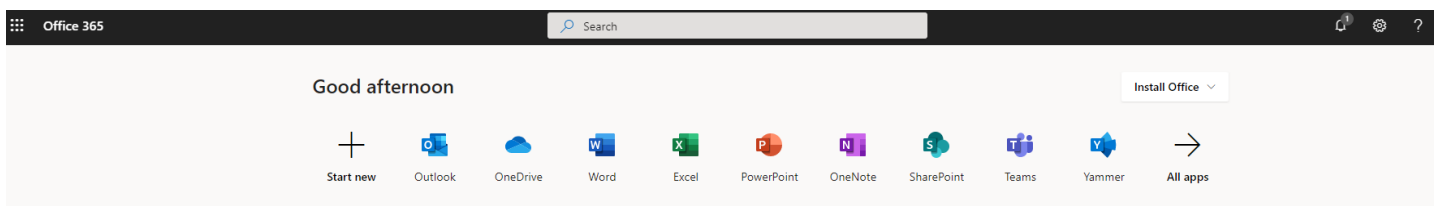
Next



Your first time signing in, you will be required to update your password:



Once signed in, you will have access to applications, including Outlook – your email!



Office 365

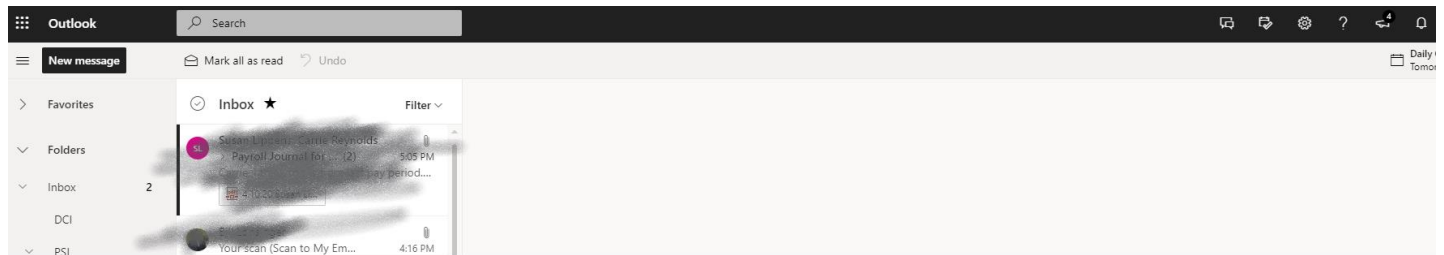
If you do not have Microsoft Word, Excel, PowerPoint, or other Microsoft applications already, you can use Office 365 to use online versions of all applications you see. Once you start accessing documents, your home screen will start to fill with recommended documents and recent documents to help you pick up from where you left off with a project. These applications all open in a web browser, giving you access to many of the tools you need to complete assignments – especially if you have any online courses or assignments needing turned in via email.

The link below includes video tutorials on how to use Office 365:

<https://support.office.com/en-us/article/office-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb>

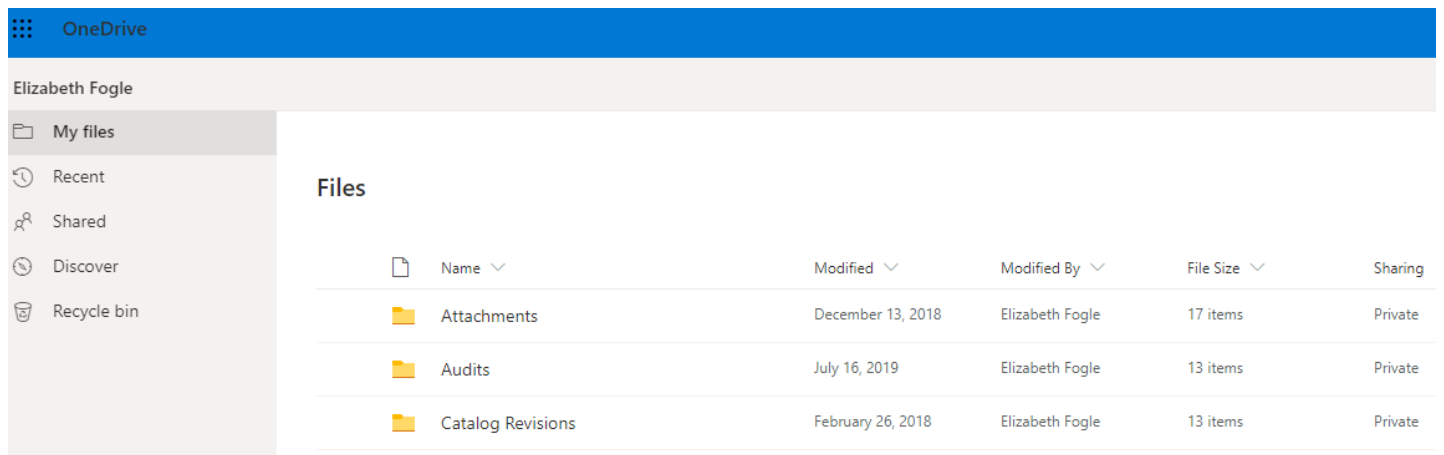
Outlook

Outlook is where you find your school emails! Once you click on the icon, a tab will open with your emails. If you do not know how to navigate email, please reach out to your instructor or Program Director with questions.



OneDrive

Make sure you save any documents you create in your OneDrive so you always have access to them.



Your OneDrive is important for saving documents you may need to create for your coursework.

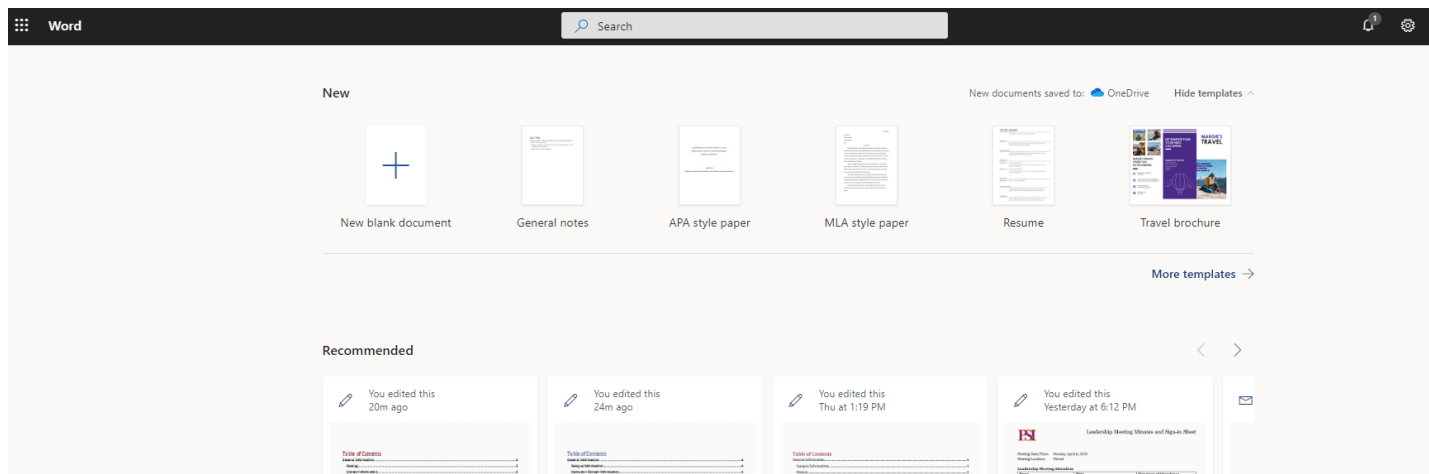
When saving, you should name your documents something other than *document* so you can find them later.

Best practice: save your documents with your course name or code, the quarter, the assignment, and the date you create it.

Example: COM1100 April 2020 Final Project 4-7-2020

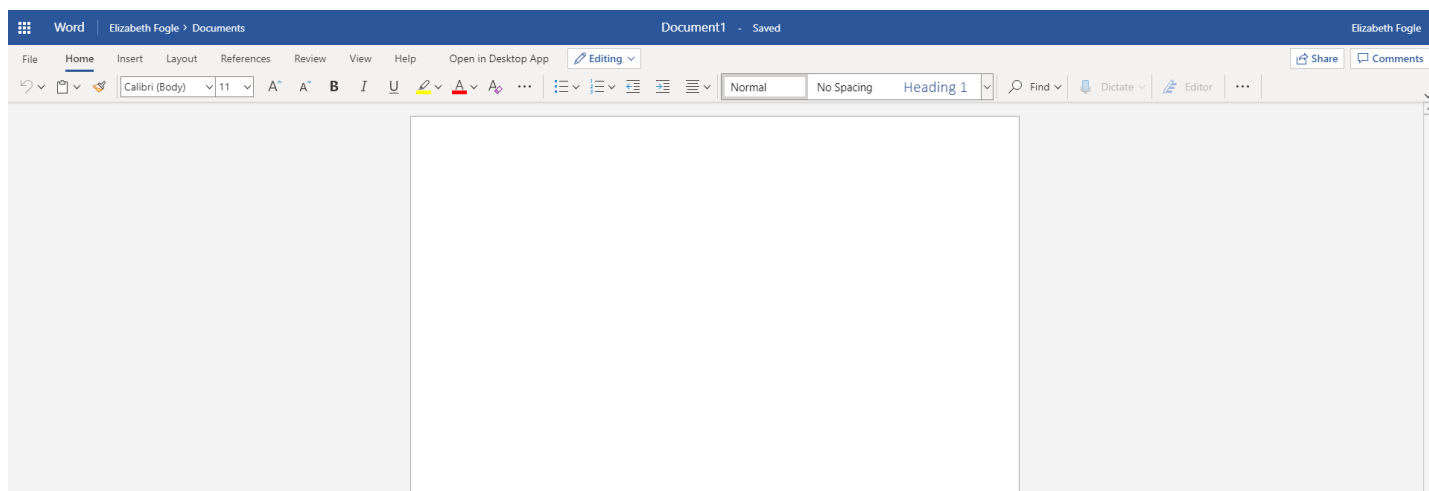
Other Office 365 Applications

When you click on Word, Excel, PowerPoint, or any other application, that application will open in another tab.



By clicking the + (plus sign) New blank document, you can start a new document. If you already started a document, you can find it in your OneDrive or in the Recent or Recommended sections below the new area.

Once you click for a New blank document, a new tab opens with what looks like Microsoft Word. Now, you can complete your assignment!



TIP: When you start any document, change the font to Times New Roman and 12 – as that font is the easiest for your instructor to read and provides consistency across documents!

Passwords

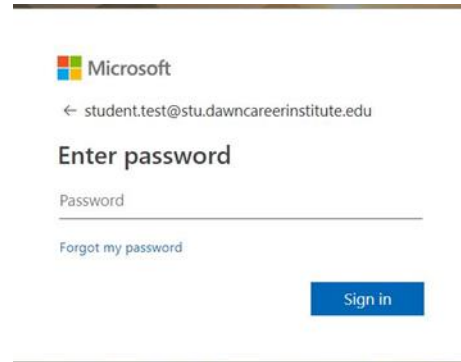
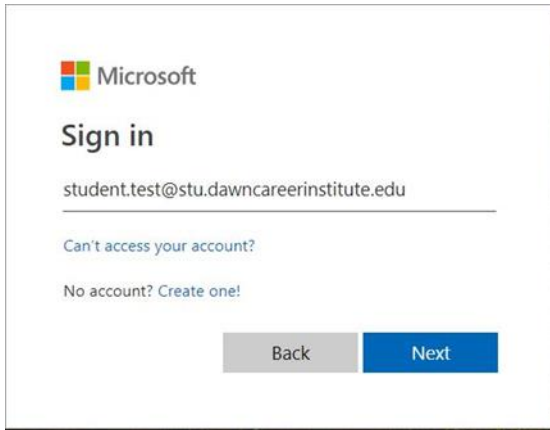
Students needing assistance with forgetting passwords or resetting passwords should use the correct section below. If additional assistance is needed, students should email the support@dawncareerinstitute.edu.

Forgotten Passwords

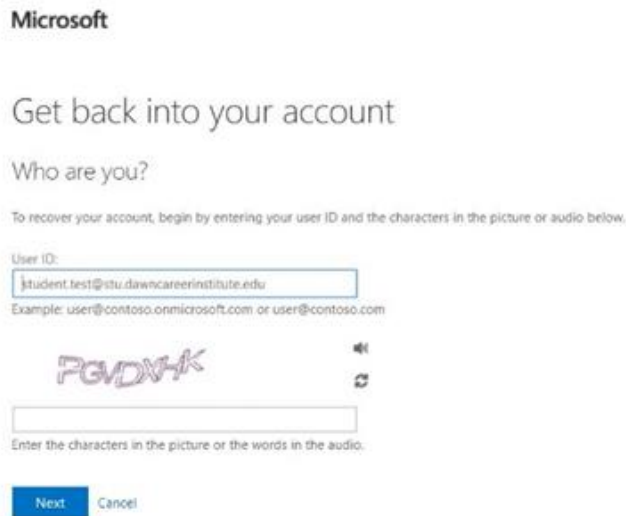
Navigate to <https://login.microsoftonline.com>

Select: Can't access your account?

Then select: Forgot my password



Enter your email and the code in the box below. Then select Next.



Students will then be prompted to reset the password.

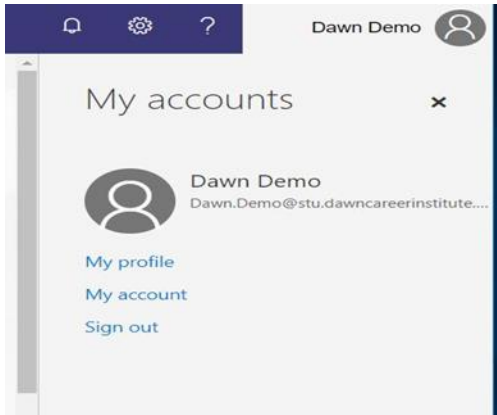
Password Reset

Navigate to <https://login.microsoftonline.com>

Log in using the current username and password.

Select: My Account

Select: Password



Enter the current password, then the new password two times. Select: Submit.

Technical Support

Students needing technical assistance with online courses should contact support@dawncareerinstitute.edu. If questions are about course content, students should reach out to the instructor first.

Students may also email support@dawncareerinstitute.edu for technical questions about email, the DCI website, and on campus technical questions.

The Learning Management System

Students must log into their online courses using the following address:

<https://dawncareerinstitute.mrooms.net/>

www.whydawn.com

[We HIGHLY suggest you use Google Chrome for all website discussed throughout this handbook.](#)

Students may also go through the www.dawncareerinstitute.edu website.

Students will log in using their DCI email address and password. For assistance with resetting a password, see the section on Passwords.

HOME DCI WEBSITE



Login

Username

Password

Login

Student Resources

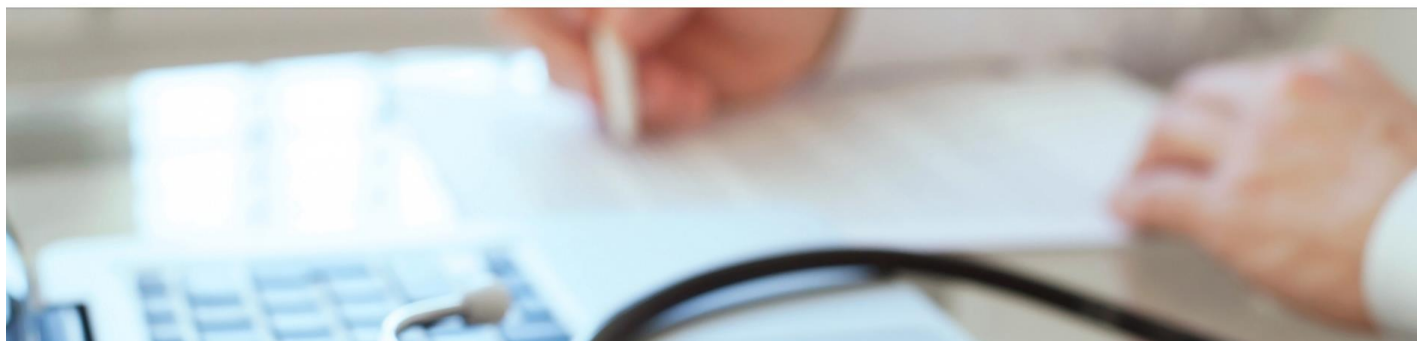
[Online Student Handbook](#)



Welcome to Your Online Courses!

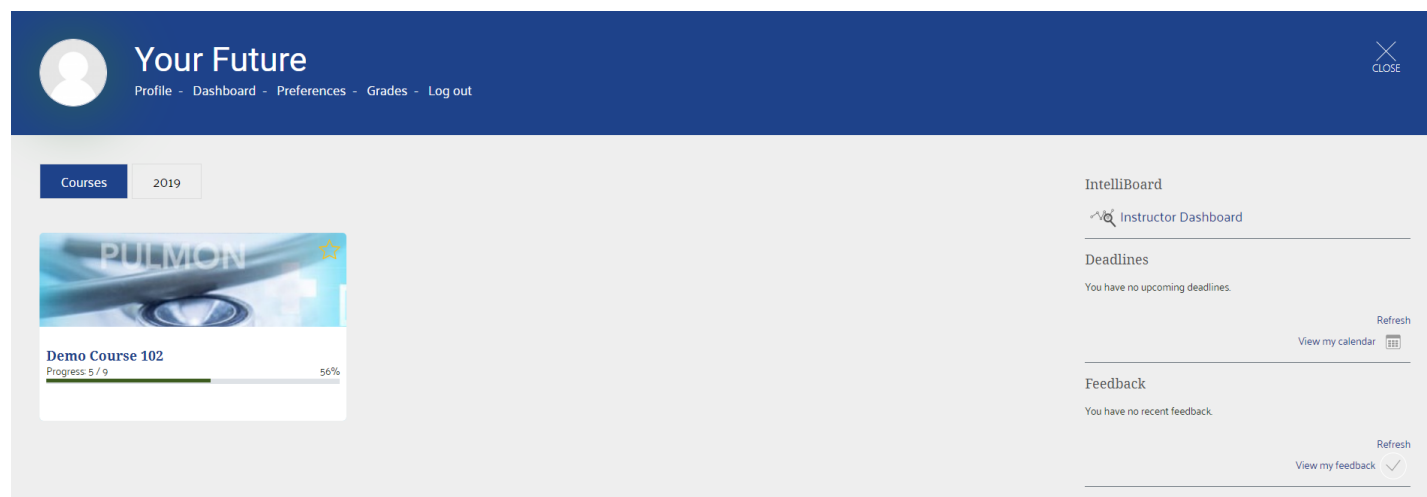
If you have any questions about your online courses, please start with your instructor first. If you need additional assistance please feel free to contact the campus. On this landing page, you will find a Student Resources section where you can find some "how to" information on navigating online courses. You can also find a Demo Course below to help orient you to online learning at Dawn Career Institute and how our courses are formatted.

After logging in, you will see the home page. You will click My Courses in the upper right-hand portion of your screen.



My courses

Click on your desired course:



General Use

The following screenshots will show you what to expect in your courses. Once you click in your course, you will see the Introduction page. In the below screenshot, you will see an example Introduction and the highlighted link shows the page we are on:

Demo Course 102

CONTENTS



Introduction
Progress 2 / 5

Online Presentation

Financial Aid Overview

Week 1: 08/29/2018 - 09/04/2018
Progress 3 / 4

 Course Dashboard

Introduction

Each course will begin with a brief introduction about the topics covered. If you would like to read the full course description and course objectives, please scroll to the bottom of the page OR open the course syllabus.



In the above, you will see the content is in the main part of the screen, and to the left, there are links to get to each week.

Notice when you click on Week 1, the screen changes, and you see information for that week only.

Demo Course 102

CONTENTS



Introduction
Progress 2 / 5

Online Presentation

Financial Aid Overview

Week 1: 08/29/2018 - 09/04/2018
Progress 3 / 4

 Course Dashboard

Week 1: 08/29/2018 - 09/04/2018

Here you will find bullet points with which **course objectives** will be taught this week.

However, in the demo course, we will describe a little more about the course setup and what you can expect each week.

First, notice above you see which week the course is currently in and the dates that week begins and ends. **Weeks always begin on Monday and end on Sunday - when your course assignments are due!**

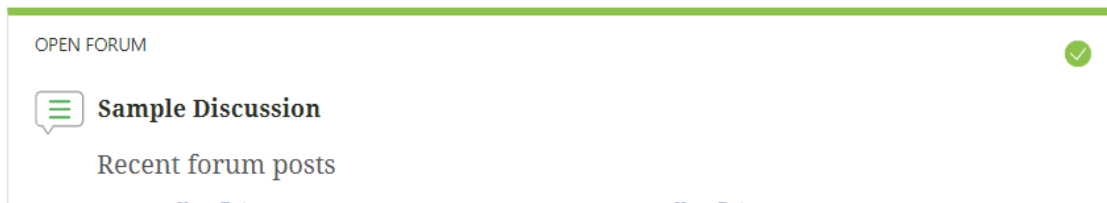
The rest of the explanations are above each required activity for the week. Ask questions if you have any!

Use the links to the left side to navigate week by week. In the main section of the screen, you will scroll down to see the tasks you need to complete during the week. Most courses will have a similar setup.



Discussion Questions will be next. Also called **DQs or discussions**, this area is where you complete the Attendance/Participation part of your grade. DQs require you to post a response to a question your instructor posts, then you will also post replies to other students each week.

Your first initial DQ post should be done by Tuesday evening, then you can start replying to two or more of your peers afterwards.



In the above, you can see each week will have an area for announcements pertaining to just that week. You will then find information about textbook pages to read and/or PowerPoint presentations to review prior to starting your Discussion Questions and other assignments. In some cases, there will be links to publisher materials like McGraw-Hill Connect.

Make sure to complete items in order, as that is how they make the most sense. After completing the readings and discussion questions, you can then move on to the Quizzes and Assignments. – However, many of these activities MAY be in the McGraw-Hill platform instead of the LMS itself.

Your assignments must all be completed by Sunday night to be considered for full credit.

While within each weekly task, you can also use the breadcrumbs (shown highlighted below) to navigate back to other pages:

Demo Course 102

Sample Discussion

After reading, the first activity you will complete each week is your Discussion Question(s); also called DQs. Most online courses have 1-3 discussions to complete each week.

When completing assignments, it is very important to make sure your writing is always in your own words. If you have to do research for an assignment, you will want to cite the information properly (you can find out more about citation in the Online Student Handbook). There are two main reasons for putting the information in your own words:

First, academically, using your own words shows your instructor what you know or understand about a topic. But, second, using your own words ensures you are not plagiarizing other sources. Look up the definition of plagiarism. Then write a 150 word or

Orientation

All students should complete the orientation prior to taking courses online. The orientation consists of logging in to the Demo Course 101 found on the main page of the DCI LMS. You can access this orientation by using the username your and password future. This orientation will help show you how to navigate the platform.

Successful Approaches to Taking Online Courses

For each week, students should follow these steps for best chances at success:

- 1) Read and study the presentations provided in courses before completing any assignments, discussions, or assessments. These presentations are the same as the lessons or lecture students would be provided in the classroom setting.
 - a. Also check the *Meet Your Instructor* forum for additional information from the instructor. Depending on the course, instructors may provide flashcards or web links.
 - b. Reading involves more than “skimming” the information. Students should spend at least a couple hours a week reading the information provided to help with comprehension.

- 2) After reading the presentations, go to the Discussion Questions (DQ) for the week.
 - a. Your first DQ post is due by Tuesday evening.
 - b. Your second DQ (if your course has two (2) per week) is due by Thursday evening.
 - c. See the section below on Substantive Initial DQ Responses and Substantive Peer Replies for more information.
- 3) Complete assignments, labs, or other required papers. All work must be submitted in the online classroom. No exceptions. Coursework emailed to instructors does not count as submitted, will not be graded, and will not count towards the final grade.
 - a. See the section below on Plagiarism.
 - b. Also see the section on Grading.
- 4) At the end of each week, take the assessment(s). Assessments are typically the largest percentage of the grade, and students will have only one (1) attempt at taking the assessments.
 - a. Make sure to set aside time in a quiet area to fully concentrate on the assessments.

Sample Weekly Schedule

To assist students with planning, DCI suggests the following schedule:

Day of the Week	Activity
Monday	Read textbook pages or other given materials and study presentations
Tuesday	Respond to DQ 1
Wednesday	Respond to 2 of your peers within the DQ 1 forum
Thursday	Courses with 2 DQs: Respond to DQ 2 Courses with 1 DQ: Complete Assignment
Friday	Respond to 2 of your peers within the DQ 2 forum
Saturday	Complete Assignments and/or Labs
Sunday	Finish Assignments and/or Labs Take Assessment

Plagiarism

Good study habits and discipline help to make a successful student, but one of the most important elements to becoming successful lies in academic honesty. Creating your own coursework originally and honestly is the best way to exercise and exhibit what you have learned; for the successful student, plagiarism must be avoided always. After all the time spent listening to lectures, reading, and researching, why not ensure all your written work is original? Creating your own work gives you the opportunity to express yourself authentically and allows you to showcase all you have learned.

When students hear the term “plagiarism,” they might be quick to think of the illegal nature of a crime or of a devious or lazy student. For example, a student might look to copying a friend’s paper or supplementing her own work with selections from an online source in a time crunch or when she may not have done sufficient research. This is clearly plagiarism. However, students may also commit plagiarism unknowingly.

What exactly is plagiarism? During your time as a student and throughout your life as a professional, you will probably write papers, presentations, and other projects that will include a host of the source material, which is work written by other authors, helping you illustrate your point. Including outside sources in addition to your own thoughts within your work helps lend credibility to your work and demonstrates your research ability.

Whether you are using information from books, articles, websites, or even movies, you must provide a proper citation for each source you use. It is your obligation – legally and ethically to give credit to the original author of each source you work from. Citation means giving the original author credit for their ideas and words.

Plagiarism can take many forms, including the failure to cite quotations and borrowed ideas, the failure to enclose borrowed language in quotation marks, and the failure to put summaries and paraphrases in your own words. Let's examine each of these examples and look at a few others.

Paraphrasing is the act of putting an author's words into your own words. Usually, this is done in the hope of simplifying or shortening the original information. Good paraphrasing demonstrates your understanding of the material, goes beyond inserting synonyms for original words, and includes a citation of the original work. A citation gives credit to your original source either by listing the author's name, the work from which the material came, and the page number, or a combination of this information, depending on which style guide you're working with (style guides include APA, CMS, and MLA format).

While paraphrasing can be useful, try not to use it as a crutch in your own writing. Remember your instructor wants to know what you have learned, so thoughtful commentary on the author's work is probably better than rephrasing what he or she has already said. Assignments are designed to showcase your knowledge, so put your knowledge in your own words and show us what you've got!

While turning in an old paper for a new course is not the same as taking someone else's material from the Internet and passing it off as your own, you're still plagiarizing. Some constructive ways to handle this situation include writing a fresh paper in which you cite your previous document or by talking with your instructor about how you might rework the first paper to create a new paper.

Keep the lines of communication open with your instructors so if you do have any doubts about the integrity of your work he or she can point you in the right direction.

A word to the wise – plagiarism is a serious offense! Depending on the policy of your company, instructor, or school, it could result in failing the assignment, suspension, or termination from school or work.

In addition, technological advances have made it much easier for instructors to detect plagiarized work. For example, some instructors use fraud detection applications such as Turn It In, which instantly scans written work for violations. Avoid the trouble and stick to your own work!

To recap, the best policy for avoiding plagiarism is better safe than sorry. If you think you might have paraphrased something too closely, stay on the safe side and cite the author and text. Make sure you always understand the assignment and the guidelines your instructor wants you to follow, such as style manual practices for citing references. Also, remember to proofread carefully and make sure all your quotations are properly punctuated.

Your instructor is more interested in discovering what you have learned – your thoughts are what make your work important! If caught plagiarizing, the punishment may be severe, so stay on track to becoming a successful student and expressing yourself authentically.

Citation Assistance

If you are unsure of how to cite your sources or materials from which you are paraphrasing or quoting information, there are many websites that can help.

Purdue Online Writing Lab (OWL)

The Purdue OWL is one of the most popular, and instructor approved, website for citation. DCI encourages students to use APA format when citing work. Below is the link to the site to help with both in-text citations (those in the body of your paper and are more simple in format) and references (full citation of referenced material).

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Knight Cite

Calvin College has a website where you can input information from a website, book, or other materials and it will help generate the citation you need to use.

<https://www.calvin.edu/library/knightcite/?standard=APA>

Substantive Initial DQ Responses

Each DQ is worth 20 points each. The first 10 points are for your initial response to each discussion. The next 10 points are for your comments/responses to your classmates' responses. One original post explaining and answering the discussion questions and two substantive replies are required for each discussion posted.

Make sure all posts are in full sentences, use capital letters at the beginning of your sentences, and watch out for spelling!

Make sure to read the directions for each DQ, as what will be required to answer the DQ changes question by question and course by course. Sometimes, you may have to refer to the reading you completed. Other times, you may have to go to a website or look up additional information on the topic. Some DQs may have multiple parts, so make sure you answer all aspects of the DQ. Good DQs are often a minimum of 150 words to fully answer the question.

Examples of how to reply include:

- Share a related experience
- Offer a different perspective
- Describe an interesting idea from the lessons or presentations and what you learned
- Disagree, respectfully, with a point others have made
- Apply the topic to your personal or professional life
- Describe additional information you have learned about the topic from your own research
- Share current events based on the topic but make sure you cite the information
- Share other resources or organizations you have found discussing the same topic

Sample DQ Directions

In your reading for this week, you learned what plagiarism is and how to avoid plagiarizing others' work. In 150 words or more, discuss why avoiding plagiarism is important and what steps you will take when writing papers to ensure you do not plagiarize.

Sample DQ Response

I knew plagiarizing was using someone else's words or ideas and stating them as if they were my own, but one new thing I learned about plagiarism was that you can plagiarize yourself! I had no idea that if I wrote a paper for one course and then used the same paper in another course that I was plagiarizing myself. Although I have never done so, I do know others who have used the same paper twice and now I can talk to them about how doing so is a form of cheating.

I do think I may have committed "accidental plagiarism (paraphrasing someone else's words too closely and not realizing credit needed given since it isn't a direct quote)" (Textbook Author, Year). I know I have read something and put it in my own words thinking I was correct, but I didn't know that even if I wasn't directly quoting information that I needed to cite the author's information. In the future, I know to include a citation any time I am using ideas I found somewhere else.

To ensure I do not plagiarize in the future, I will write down the website or book information from sources I research so I can include them in my assignments. If I do paraphrase something, I will compare what I wrote against the original information I found to make sure I am not directly quoting and make sure I have paraphrased the information well enough. If I find I need to add quotation marks I will do so or I will paraphrase the information more in my own words.

Understanding what plagiarism is is important for both the rest of my schoolwork to make sure I am not cheating, but it is also important in my career for my own credibility.

Understanding why this is a "good post"

The post above is over 150 words and addresses what I learned about plagiarism, why it's important to avoid plagiarism, and steps I will take in the future. Since this meets the minimum, addresses all aspects of the directions, and is written in full sentences and spell-checked, this response would receive FULL CREDIT.

Substantive Peer Replies

A substantive reply is a well thought out statement or response to your peers pertaining to the subject. The reply should be 2 - 3 sentences and should be more than "good job" or "I agree." You should point out specific ideas to respond to your peers.

In order to see what good peer replies may be, see the below examples of students replying to the sample DQ written by the first student in the prior section.

Sample Substantive Responses

Peer 1: Your description of how you will avoid plagiarism was well written. I hadn't thought about comparing what I wrote to the original source to make sure I wasn't plagiarizing. I will take your advice and make sure I compare my assignments where I cite information to the original source as well to make sure I don't plagiarize.

Peer 2: Good job. Ur response was nice.

Peer 3: I have also known friends who have plagiarized, but have done so knowingly. I know it can be “easier” to copy/paste information from a website instead of writing your own responses, but doing so doesn’t show what we have learned. I think instructors want to know what we learned and not what we can find, so making sure we don’t copy/paste is also important.

Understanding Good Posts

Notice how Peers 1 and 3 add to the conversation, have at least 2-3 sentences, and are spell-checked. Peer 2 may have two sentences but notice how the first is “good job” which is a no-no like “I agree.” The second sentence doesn’t add to the conversation and includes a misspelled word: “ur” should be “you are.”

Grading

While each course will include specific rubrics or scoring guides for assignments, in general, the below will help you understand how different parts of your grade are calculated. The overall grade weights differ slightly for courses with lab work versus courses without, so make sure you know if your course includes lab hours or not.

Participation and Attendance

For online courses, your Discussion Questions fulfill the participation and attendance part of your grade. For lecture only courses, this part of the grade is 40% of the overall grade. For courses with lab work, this part of the grade is 20% of the overall grade. Either way, notice how important completing your DQs will be.

DQs are worth up to 20 points each.

DQ Criterion	Total Points = 20
Original Response: To receive full credit must be posted on time, answer all parts of the directions, and be well written. Your post must also be original	Up to 10 points
Substantive Peer Response 1: To receive full credit you respond to at least one other peer with 2-3 sentences and with more than “Great Idea” or “I Agree.”	Up to 5 points
Substantive Peer Response 2: To receive full credit you respond to at least a second peer with 2-3 sentences and with more than “Great Idea” or “I Agree.”	Up to 5 points

In addition to DQs, you may also have synchronous (at the same time) video calls using Collaborate. These sessions are mini-lectures and help answer questions you and other students may have. These sessions are mandatory and count toward your grade as well.

Assessments

Assessments are usually quizzes and/or tests found in your courses or in the publisher materials linked to your course. For lecture only courses, this part of the grade is 40% of the overall grade. For courses with lab work, this part of the grade is 45% of the overall grade. These assessments are often scored by the website, as they include multiple choice, matching, or other types of questions with answers that are either right or wrong. In some cases, you may have to respond to short answer or essay questions your instructor will grade. In these instances, you instructor will post on how grading will occur.

Homework

Homework comes in many forms: papers, essays, research reports, worksheets, and many other types of work that may be requested. For lecture only courses, this part of the grade is 20% of the overall grade. For courses with lab work, this part of the grade is 10% of the overall grade. Students may use the following as a guideline for how assignments may be graded. More specific grading rubrics or scoring guides may be found in individual courses. The exact points are not listed below as each assignment may be worth a different number of points.


Assignment Criterion	% of Points Earned
Composed Correctly: To receive full credit must be posted on time, grammar and spelling correct, citations included if needed, and formatted properly.	10% of points
Demonstration of Thought: To receive full credit you show depth and scope of writing by thinking through the topic carefully and thoroughly.	40% of points
Conceptual Understanding: To receive full credit you use terms and concepts from textbook and lecture and demonstrate an understanding of the material. You make sure you do not plagiarize and cite work where appropriate.	50% of points

Labs


In some courses, you will complete either online lab activities, or, if you are in the online version of Medical Assisting or in a hybrid program, you will come to campus for hands-on labs. For lecture only courses, this part of the grade is 0% of the overall grade – as there are no labs in lecture courses. For courses with lab work, this part of the grade is 25% of the overall grade. Labs are either graded in the system itself or by an instructor using a competency guide.

Collaborate


Instructors will use a feature called Collaborate to host synchronous (everyone at the same day/time) video calls. First, look for the Collaborate link in the course:

CONTENTS  March 19 - March 25


Introduction
March 19 - March 25
Progress: 0 / 1

 Course Dashboard

COLLABORATE

 **Weekly or Daily Meetings**


Today 12:00 PM - 1:30 PM

 PREVIOUS SECTION
Introduction

You will then see a green box with Join session: click this green link. If there is no green link, you may be logged in too early or too late to join the session. If you are there at the correct time and you do not see a green link, contact your instructor.

Home / My Courses / Conference and Meeting Place / March 19 - March 25 / Weekly or Daily Meetings

Conference and Meeting Place

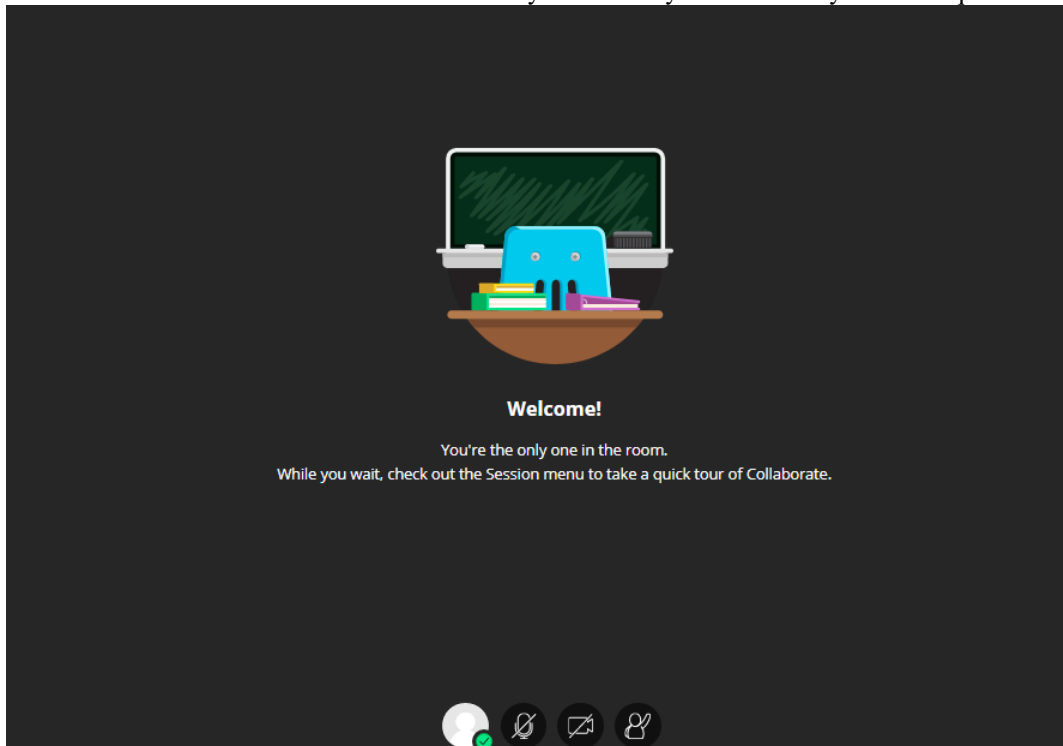
 **Weekly or Daily Meetings**

Today 12:00 PM - 1:30 PM

[Join session](#)

Once you are in Collaborate, buttons are located at the bottom of the screen:

- The Microphone allows you to mute or unmute yourself.
- The Video Recorder allows you to show your camera or turn it off.
- The Person with the raised hand allows you to show your instructor you have a question.



Frequently Asked Questions

How do I improve my grade?

The biggest task for online students is merely turning in work and turning it in on time. Students are encouraged to set aside time each day as if they were attending class at the school to work on their online assignments and discussions. Submitting assignments by the deadline is the best way to ensure success. However, students who find themselves behind may benefit from the following ways of improving grades:

- Submit all work by Sunday at 11:59pm to avoid point deductions.
- Contact your instructor to open closed assignments to receive partial credit within seven (7) days of the original due date, if allowed based on the late submission requirements found on your syllabus.
- For each required Discussion Question, respond to your peers at least twice with substantive posts (more than just "I agree").

How do I check my grades?

Each course has a gradebook where your instructor will put numerical grades.



Demo Course 101

CONTENTS 

Introduction
Progress: 1 / 3

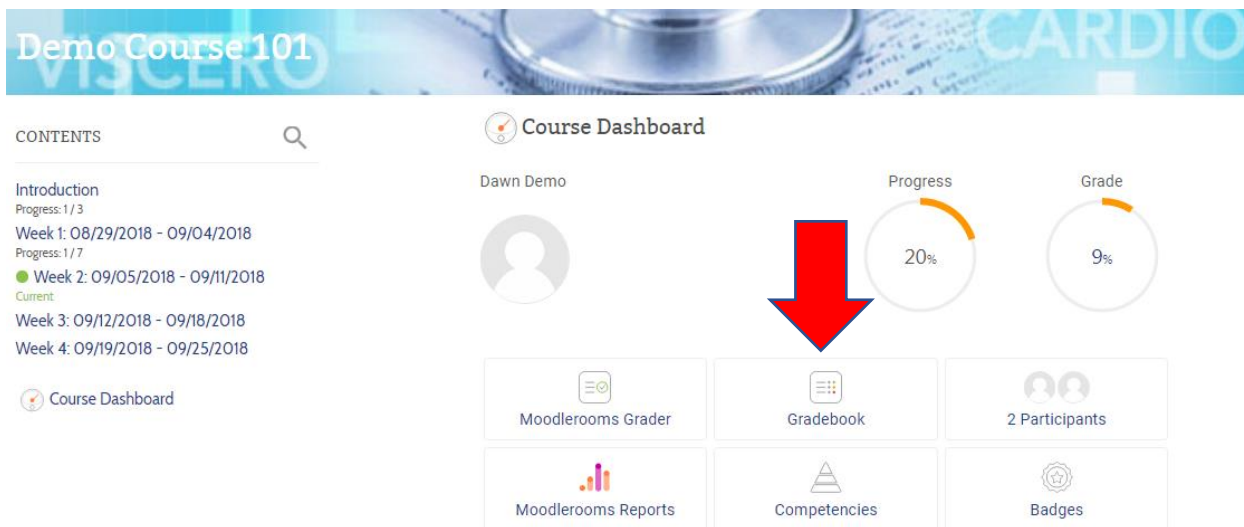
Week 1: 08/29/2018 - 09/04/2018
Progress: 1 / 7

● Week 2: 09/05/2018 - 09/11/2018
Current



Week 3: 09/12/2018 - 09/18/2018

Week 4: 09/19/2018 - 09/25/2018

 Course Dashboard



Demo Course 101

CONTENTS   Course Dashboard


Introduction
Progress: 1 / 3

Week 1: 08/29/2018 - 09/04/2018
Progress: 1 / 7

● Week 2: 09/05/2018 - 09/11/2018
Current


Week 3: 09/12/2018 - 09/18/2018


Week 4: 09/19/2018 - 09/25/2018


 Course Dashboard


Dawn Demo


Progress: 20%
Grade: 9%


 Moodlerooms Grader

 Gradebook

 2 Participants

 Moodlerooms Reports

 Competencies

 Badges

Demo Course 101

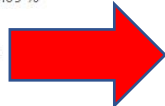
CARDIO

User report - Dawn Demo

User report ▾

Overview report User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
■ Demo Course 101						
📄 Sample Assignment	90.91 %	-	0-100	-		0.00 %
📄 Sample Quiz	9.09 %	10.00	0-10	100.00 %		9.09 %
Σ Course total Include empty grades.	-	10.00	0-110	9.09 %		-



Demo Course 101

CARDIO

Sample Quiz

Each week, you will have one or more quizzes to assess your knowledge of the topic.

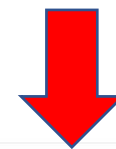
Quizzes may be multiple choice, true/false, matching, or even fill in the blank.

Here, you can take a sample quiz covering your knowledge of using your online course.

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Marks / 5.00	Grade / 10.00	Review
1	Finished Submitted Wednesday, September 5, 2018, 12:21 PM	5.00	10.00	Review



Highest grade: 10.00 / 10.00.

Started on	Wednesday, September 5, 2018, 12:20 PM
State	Finished
Completed on	Wednesday, September 5, 2018, 12:21 PM
Time taken	1 min 7 secs
Marks	5.00/5.00
Grade	10.00 out of 10.00 (100%)

Question 1

Correct Mark 1.00 out of 1.00 [Flag question](#)

While taking online courses, you are responsible for completing your own assignments, discussion questions, quizzes, and other required course elements on your own, using your own words, ideas, and work product.

Select one:

- True ✓
- False


Great Job! You absolutely MUST make sure you are doing all your own work.

The correct answer is 'True'.


How do I access Connect and Other McGraw-Hill Content

Log into the LMS using the steps previously explained. Once in the course desired,

OPEN FORUM ✓

 **Announcements**

EXTERNAL TOOL ✓

 **McGraw Hill Connect**



Discussion Questions will be next. Also called **DQs** or **discussions**, this area is where you complete the Attendance/Participation part of your grade. DQs require you to post a response to a question your instructor posts, then you will also post replies to other students each week.

Your first initial DQ post should be done by Tuesday evening, then you can start replying to two or more of your peers afterwards.

Click on the external tool – looks like a puzzle piece!

Then click into the Connect link to access the book and materials:

My Courses
 ▼ DEMO COURSE 102
Medical Assisting 6e
 Booth
 2016 © McGraw-Hill, Inc.
 ISBN-10: 1259731758
 ISBN-13: 9781259731754
 connect

You should now see your McGraw-Hill course information:

DEMO COPY OF MED1100-MEDICAL TERMINOLOGY - DEMO COPY OF MED1100 ONLINE WINTER TERM
Instructor
 DeYonna Mathena
Course materials
 Rent the book
 Loose leaf option
Study | SmartBook and LearnSmart
 Acquiring Medical Language (SmartBook)
Read
 Jones, Acquiring Medical Language, 2e (eBook)
Resources
 M H Practice
Assignments
 Audio Glossary (LATE) Start: Jan 7, 2019 at 12:00 AM EST Due: Jan 27, 2019 at 11:59 PM EST
 Orientation (2 items)
 Week 1 (8 items)
 Chapter 1. Introduction to Medical Language (RECHARGE) Start: Jan 7, 2019 at 12:00 AM EST Due: Jan 13, 2019 at 11:59 PM EST
 Chapter 1 Homework Assignment (Homework) Start: Jan 7, 2019 at 12:00 AM EST Due: Jan 13, 2019 at 11:59 PM EST
 Chapter 2. Introduction to Health Records (RECHARGE) Start: Jan 7, 2019 at 12:00 AM EST Due: Jan 13, 2019 at 11:59 PM EST
 Chapter 2 Homework Assignment (LATE) Start: Jan 7, 2019 at 12:00 AM EST Due: Jan 13, 2019 at 11:59 PM EST

If this is your first time going into Connect, you may be asked to sign up for a McGraw-Hill account. After you sign up, you will be able to access the course and see the above.

Success



INSTRUCTOR
TAMMY TAFT



ACQUIRING MEDICAL LANGUAGE
STEVEN JONES, 2ND ED.

**REMINDER: ACCESS TO THIS
PRODUCT EXPIRES: 04/03/20**

GO TO CONNECT

