

# Preparing For Your Online Course

Use this quick checklist to stay on track as you prepare for your online course.

## **Prepare your computer:**

- Be sure your computer is compatible with the technical requirements for your online course. Visit <http://www.cedarcrestonline.net/index.learn?action=technical> to confirm that your PC and browser are compatible with eCollege. Take the Browser Test too.
- Make sure your printer, speakers, microphone if needed, are all working properly.
- Make sure you have a word processor installed (i.e. Microsoft Word) for writing your homework assignments.

## **Know how to access your course(s):**

- Your course login credentials will be sent to your Cedar Crest email account. Be sure you are able to login to your course(s) before the first day of class.
- Take the Student Orientation Tutorial listed under Courses to learn your way around the course.
- View the eCollege tutorial videos posted at the eCollege login section on My Cedar Crest.
- Find the syllabus and read it. This will provide you with all course dates and deadlines, reading assignments, policies, etc.

## **Know how to access your email and send email attachments:**

- Cedar Crest will provide you with an email account. The email login page is <https://mail.cedarcrest.edu/gw/webacc>.
- You should know how to send an attachment with your email account. It is likely that your professor will require you to email your assignments using email.

## **Prepare yourself:**

- In addition to email, most professors will also require you to use Microsoft Word to complete assignments during your course. If your computer skills are out of date or you just need a refresher, Tech Tutors are available through Academic Services. To request an appointment, visit the Tutor Request Form on the Academic Services My Cedar Crest page.

## **Know how to get technical assistance:**

- eCollege technical support is available 24 hours a day, 7 days a week. Call 1-877-740-2213 (toll free) or email [helpdesk@cedarcrestonline.net](mailto:helpdesk@cedarcrestonline.net).
- For login questions or general technology issues, call the IT Help Desk at (610) 606-4635 or email [helpdesk@cedarcrest.edu](mailto:helpdesk@cedarcrest.edu).

## **Contact the Bookstore to order your textbooks.**

- Once you've logged on to your course, visit the Bookstore to order your book(s). Do this at least two weeks before the first day of class.

## **If you are a student with a disability, contact Academic Services:**

- To complete the process for requesting assistance/accommodations.
- To notify them of your schedule if special textbooks/materials are needed.
- Call 610-606-4628 or email [advising@cedarcrest.edu](mailto:advising@cedarcrest.edu)