Aurora University
1893

Online Student Orientation

A Virtual Walk to Class

Online Student Orientation Script

Slide	Slide Title	Script
1	Online Student Orientation	Welcome to Aurora University! This virtual walk to class is designed to answer your questions about being an online student at Aurora University. You'll learn how to navigate Moodle to find your courses, explore a sample course, discover the library and all of the resources it has to offer, and become acquainted with many other services that Aurora offers its students.
2	Outcomes	Once you've completed the virtual walk to class, you'll be fully oriented to Aurora University and will be prepared as an online student. You will be able to: • Access your online courses. • Locate important information on the Moodle portal within your courses. • Navigate your courses in Moodle. • Find resources using the Phillips Library. • Contact a librarian for help. • Recall important university services, including the writing center, financial aid, academic advising, the bookstore, and the office for students with disabilities. • Review and apply tips for success in your online program.
3	Accessing Your Online Course	The first step in our walk to class is reviewing the learning management system, or LMS, that your courses are housed on. Aurora University uses Moodle for its online courses and programs, so it is important that you familiarize yourself with the layout, finding classes, and also remember where to look for help and other key information.

4	Introduction to the Moodle Portal	As mentioned previously, Aurora University uses Moodle as its LMS for online courses. Visit aurora.learninghouse.com to access the Moodle portal. You can also access Moodle from Aurora's homepage. A direct link called "Moodle: Online Courses" is located at the bottom right-hand corner of the Aurora University main website.
5	Moodle Blocks	Moodle Blocks are located underneath the Welcome to AU Online banner on the right side of the portal. The blocks contain important links to items such as: • Login • 24/7 Moodle Help Center • School Resources • Student Orientations and Tutorials • And more. We will walk through some important blocks both on the portal page and on your course page.
6	Logging into Moodle	You will log in to Moodle using the login block on the right-hand side of the portal beneath the Welcome to AU Online Moodle banner. Simply enter your username and password in the designated fields, then click the "log in" button to continue. You will receive your username and password via your Aurora email. You must have these credentials to access your courses via Moodle. Please note that if you experience login issues, you should contact Aurora's ITS Help desk at itshelp@aurora.edu or 630-844-5790.
7	Help Center	You will find a Help Center block directly below the login section on Moodle. The Help Center is available 24/7. You can call, email, or live chat with one of the support specialists when you have Moodle technical questions.
8	School Resources	Below the Help Center, you'll see a very important block called School Resources. In this section, you'll find links to several helpful resources or sites, including: • The Phillips Library;

		• Live chat with a librarian;
		• The AU Bookstore;
		• The Writing Center;
		• The current academic calendar;
		• Information about your success coach;
		• A handout with top questions asked by AU students regarding their online classes;
		• The login site for your AU student email; and
		• A link to WebAdvisor, where you can find your required books for your classes
9	Orientations	The Orientations block, located on the right side of your Moodle portal, contains many helpful tutorials that you can access any time you need assistance. These include: • Best Practices • The Knowledge Base • Phillips Library Orientation • PoodLL Orientation • Adobe Connect Tutorials
10	Course Shell Overview	Now that you can log in to Moodle, you'll be able to access your online courses. In our second step through the virtual tour, we'll show you what to expect and where to find important information in your online courses.
11	Step 1: Log in to Moodle	First, go to aurora.learninghouse.com and enter your username and password to log in to Moodle. If you experience login issues, you should contact Aurora's ITS Help desk at itshelp@aurora.edu or 630-844-5790.
12	Step 2: Finding	Now that you've logged in, look below the Help Center block on the

	Your Courses	right side of the portal. In the Navigation Block, click "My courses."
13	Step 3: Course Overview Page	On the course overview page, you will see all active courses you have registered for. You gain access to your registered courses the Friday before the start of the Module. To view a specific course, click the course's title.
14	Step 4: Inside the Online Course	Once you've clicked on the online class, you'll view that course's homepage. This is where you will find important course information such as the syllabus, resources, and assignments.
15	Locating the Syllabus	Inside a course at Aurora, one of the first things you should review is the course syllabus. This is always located at the top of the course below the Welcome banner. The syllabus is the place to go to learn about the course. Inside every syllabus, you'll find: • Course number, title, and section. • Instructor contact information. • Course description. • Student objectives, or goals, for the course. • Grading criteria and grading scale. • Course schedule. • Important course policies, including academic honesty and students with disabilities, among others.
16	Instructor Contact Information	When you log in to a new course, the first thing you should do is to carefully review the syllabus and class schedule. You'll find the instructor's contact information at the top of the first page under the course title and number. This section will include your instructor's name, phone number, and email address, and it may also include communication policies such as the instructor's preferred method of contact and response time for emails and voice messages. Below the instructor's contact information you'll see a Course Information section. Here you can see the course number and title, the section, how many credits the course is worth, whether any prerequisites are required, and the course catalog description.

17	Course Layout	Your Moodle course is organized into modules, which are simply sections of content arranged in a week-by-week fashion. Inside each week, you'll find three labels: Learning Resources, Lesson Activities, and Supplemental Resources. Under the Learning Resources section, you'll find content that is required for the week. This may include, but is not limited to, the week's objectives and an overview of the content, reading assignments, PowerPoint presentations, videos, podcasts, etc. These are your primary resources to help you understand the content, so it is your responsibility to review them carefully. Lesson Activities is the section you'll refer to for your weekly assignments. These might include required reading assignments, discussion forums, assignments (such as papers, case studies, and presentations), quizzes, and projects. If you have questions about how to submit assignments, take quizzes, or participate in the forums, please see the Student Moodle Tutorials link in the Orientation block on the right side of the portal. Supplemental resources are considered optional. Their primary purpose is to serve as tools for review (such as flash cards), give you practice and feedback (like a self-check quiz or game), and encourage you to explore the topics in more depth on your own (such as interesting videos, scholarly articles, current events, etc.). Although these are not required, check them out, as they can provide you with tips, reviews, and other useful information.
18	Navigation Block	Once you are inside a course, the Navigation block will move to the left side of the portal. With the Navigation Block, you can view specific modules for the course you are in, go to your Moodle profile, or view all of your courses.
19	Viewing Grades	To view your grades for a course, find the "Administration" block on the left side of the screen. The Administration block is located just under the Navigation block. In the Administration block, under the heading Course Administration, you will see a link for Grades. When you click on the Grades icon, you will view the course grade book where you can see the grade item, grade range, percentage, and your instructor's feedback for each assignment.
20	Sending a	To send a message to a classmate or your instructor, go to the Navigation block on the left side of the portal. Click "My Profile" and

	Message	select the "Messages" link.
21	Sending a Message, continued	This will bring you to the Messages page. Contacts are listed on the left, and you can add new contacts by searching people.
22	Course Expectations	Now that you can navigate your course, you are prepared to meet some basic course expectations. You are expected to read the syllabus to understand course procedures and policies. You should also download and save a copy of the Aurora University Student Handbook for reference; this contains additional policies and rules that you are to abide by while you are a student at Aurora University. If you have questions about the course, contact your instructor – he or she can help.
23	Office Hours and Communication	If you'd like to meet with your instructor, you can meet virtually at set times or by appointment. Contact your instructor to schedule a meeting during office hours. You must use your Aurora University email account or the Moodle messaging system to communicate with the instructor and your classmates.
24	Phillips Library	In our next step on the virtual tour, we'll take a look at some important services at Aurora University. As a student, you will find the Phillips Library especially helpful in your online classes. According to the library's website, the "Phillips Library houses a collection of more than 82,000 books and 6,500 multimedia materials. Electronic resources include 110,000 ebooks and an online catalog networked with 80 academic and research libraries in the state. More than 80 indexes and online databases provide current students, faculty, and staff with access to 37,000 unique periodical titles. Over 80 online subject research guides are also available. Phillips Library is open 102 hours a week, seven days a week when classes are in session, and offers a variety of services to the campus community." (Source: http://libguides.aurora.edu/libraryinfo)
25	Accessing the Library Site	To find the library's website, find the School Resources block on the right side of the Moodle portal. Then click "Library Access" and you will be taken to the Phillips Library homepage.

		You can also access the library by visiting www.aurora.edu/academics/library.
26	Library Overview	This is what you'll see when you visit the library's website. On the left, you'll find a navigation menu with different options, such as: • Library information. • Options for researching by subject, finding books and media, finding articles, and searching databases. • Tutorials for assistance. • Options to chat with a librarian. The library's hours are listed in the center of the page, and you can find phone numbers to call if you have a question.
27	Finding Articles	You can find articles easily using the library's website. From the library's main page, select "Research by Subject" and then "Find Articles." From there, you can refine your search even further by searching the databases for an article on a specific subject or topic, or searching for an article title or journal title.
28	Chat with a Librarian	If you ever have questions about using the library's website, searching for articles in the databases, finding books and media, and so on, you can easily chat with a librarian any time. The library offers research assistance via live chat, text at 630-769-7615, and phone at 630-844-7534. To chat with a librarian, go to the School Resources block in Moodle and click "chat with a librarian" to get help.
29	Other University Services	Aurora University offers plenty of other services for its students. Let's continue our virtual tour by exploring some of the other services available to you.
30	Writing Center	In the Writing Center, Aurora University's online professional writing tutors work one-on-one with students who are in all stages of the writing process, from brainstorming to drafting to the final stages of revision. They can help with feedback and suggestions for decisions on style, voice, audience, and purpose. The Writing Center tutors

		are here to help you become a more effective, confident writer. A link to the Writing Center is available in the School Resources block on your Moodle portal.
31	Financial Aid	The Financial Aid office is the place to go for planning and financing your education at Aurora University. It is located in Eckhart Hall, Room 205, and office hours are listed on its website. Visit www.aurora.edu/admission/financialaid/ to learn more.
32	Success Coaches	Your Success Coach will support you as you plan, build, and complete an undergraduate or graduate degree that reflects your talents and aspirations. Each student at Aurora University is assigned a Success Coach. You can access your Success Coach's information via the Your Success Coach link in School Resources block.
33	Bookstore Services	You can purchase your textbooks, school supplies, apparel, and fan gear at the university bookstore or online at www.aurora.bkstr.com. You can also sell back your textbooks at the university bookstore during the fall and spring semester finals week for the best possible prices. The bookstore will also buy back textbooks year-round during its normal business hours.
34	Services for Students with Disabilities	The Disability Resource Office (DRO) assists disabled students and their faculty in problem-solving access issues. Their shared goal is to create learning environments that are accessible, equitable, inclusive, and sustainable. Aurora University will make reasonable adaptations to address the potential impact of course design and environmental barriers on disabled students' equitable access and participation in the university's curriculum, services, and activities.
35	Information for Current Students	Plenty of information is available for current students. Visit online.aurora.edu/current-students/ to learn more.
36	Other Important Contacts	The Office of the Registrar processes transcripts, requests, enrollment verifications, and any questions concerning graduation.

37	Helpful Tips	Before you embark on your educational journey here at Aurora University, take just a moment to consider these helpful tips and strategies for success as a student.
38	Tips for Success	The following strategies can help you be successful as a student: • Check your Aurora email account daily. Important notifications from the university, your instructor, and your classmates will be sent to your Aurora email account, so by checking it daily you won't miss anything. • Order your books before class begins. You'll be ready to begin on the first day of class and won't fall behind. • Print and read the syllabus for every course to understand the expectations for each class. • Log in to class often. This keeps you abreast of any updates and upcoming assignments that are due. • Create your own study schedule so that you will have time to devote to your classes. • Create your own school space at home so that your documents and assignments don't get misplaced. • Keep in contact with your professor so that he or she understands how you are doing in the course. • If you have any trouble at all, please ask for help. Every online student has questions at some point, and it is often a question that your peers are asking as well, so please reach out to your instructor with those concerns.
39	Questions?	If you have questions, you can contact your student success coach or reach out to your Success Coach for more information and assistance. This concludes the Online Student Orientation. We hope you enjoyed your virtual walk to class and look forward to helping you further your goals through your education here at Aurora University.