

TITLE: Mandatory Online Tutorial Policy for Web Students

EFFECTIVE DATE: May 12, 2009

LAST REVISION: November 10, 2017

Policy No. 7.003.2

Policy Statement:

Students who wish to take an online or hybrid class at SOWELA Technical Community College (SOWELA) must first complete a **mandatory** online tutorial. The tutorial will include the following components:

- Technology requirements for taking online classes
- How to access the course management system
- How to navigate the course site
- How to access course documents and assignments
- How to submit assignments
- How to use the course site email system
- How to use the discussion board
- How to check grades
- How to communicate with instructors
- How to be successful in an online class
- How to get help with problems

During registration, students who register for one or more online or hybrid classes will be given an information sheet that gives the students information on how to log in to the course management system and instructs them to complete the mandatory online tutorial, found in their course lists, prior to the start of classes.


Students must score a grade of 80 or better on the tutorial exam before they are allowed to begin work in their web classes.

As a final exercise in the tutorial, students are instructed to send emails to their teachers informing them that they have completed the tutorial. Once the teachers ascertain that the tutorial has been successfully completed, they will allow the students to begin work in their classes.

Source of Policy: Information Resources & Technology Department

Responsible: Administrator: Chief Information Resources & Technology Officer

Related Policy: N/A

Approved by: 
Chancellor

LCTCS Policy Reference: N/A

LCTCS Guideline Reference: N/A

Date: 2-5-18