



Dear LaneOnline Student:

Welcome to LaneOnline. Please check your student schedule in MOODLE to see which LaneOnline courses you are enrolled. Carefully read the information provided in the instructor's syllabus for course study requirements and important dates. Online classes may include weekly video programs, required textbooks and assignments, and periodic exams. All tests are taken at LCC Florence Center. Each online class has an assigned instructor who serves as a personal contact, answers questions, and evaluates examinations and assignments. Most Instructors are available for assistance via email or on main campus during office hours.

How do I get started in LaneOnline? On the Lane homepage, online class students must log in to **Moodle** and enter the class website. **Students who do not log in to Moodle by the end of the first week of classes may be administratively dropped from the course.** If you do not have access to a computer off campus, you may use a computer in LCC Florence Center Computer Lab (Room 156, north building) during regular operating hours, Monday through Thursday, 8:00 a.m. to 9:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m..

How do I obtain the online class syllabus? The course syllabus, complete with viewing schedules, testing and grading procedures, and tips for successfully completing the online class, will be available in **Moodle**. **Be sure to obtain the syllabus before proceeding with the online class.** Some courses will also have handouts, discussion forums, and other materials available on **Moodle**. **Log on to the Moodle site often for important information and/or updates about your class.**

How do I view the Telecourse video programs? Viewing options are listed for each telecourse in the current term's schedule, <http://www.lanecc.edu/laneonline/telecourse-viewing-options>. A viewing schedule is also included in the syllabus, but may refer to locations other than Florence. Telecourse recordings on DVD are available for checkout to take home from the Florence Center for **one-day checkout** at no charge. These recorded programs can be checked out at any time during regular business hours and are due back by 6:00 p.m. the following day, or by 3:00 p.m. on Fridays. Students may also view DVDs at the Center by checking out the DVD and headphones. *There will be a \$5 late fee if DVD is turned in late. Limited copies of each telecourse DVD are available for check-out and these must be shared with other students. Please return them promptly.*

How much time do I need to study for my online class? Although viewing time is limited, you must be willing to commit to additional hours to complete the online class. You are required to watch all the programs, read the textbook and study guide, and complete all required assignments and exams. LaneOnline courses follow the same term schedule as classes on campus. The LaneOnline student must be an independent, organized, and self-motivated learner. Study times can be planned at the discretion of the student, but exams and assignments must be completed by assigned due dates.

How do I turn in my homework? Read your course syllabus for instructions on turning in assignments. Some courses may require homework via internet, **Moodle**, or dropped off at the Florence Center. Be sure to include your name, L-number, assignment number, date, and the course and instructor's name on each assignment before turning in homework.

Can I take my test/exam at Florence Center? YES. Test descriptions, requirements, and schedules are provided by your instructor. Check your course syllabus for details. Please sign in with the office staff before beginning online class testing. If you are late or miss the testing deadline, contact the course instructor. Florence Center staff will not waive or modify your testing times and/or deadlines.

Testing Schedule for Florence
Monday - Thursday, 8:30 a.m. - 8:00 p.m.
Friday, 8:30 a.m. - 3:00 p.m.

LCC Florence Center Hours of Operation:
Monday - Thursday, 8:00 a.m. - 9:00 p.m.
Friday, 8:00 a.m. - 4:00 p.m.

To request this information in an alternate format, contact the
Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu