

Online Class Instructions – Business Education

Mr. Vento's Online classes will be available no later than the first day of the new semester at 9:00 a.m. You can setup a Moodle account anytime before the semester starts but will need an enrolment code to enter your online class. The ENROLMENT CODE is included in the "WELCOME MESSAGE" email sent to the email address you gave registration.

Please follow the instructions below. If you have a problem or question please send a detailed email with your **name and class information in the subject line**. Email is the best method of communications.

Course syllabi are online: <http://www.lassenonline.org>. Your syllabus contains important course information such as: textbook and assignments. Make sure you have the current syllabus; it will have the current semester and course code at the top.

Instructor's Email: instructor@lassenonline.org

Instructor's Office Phone: 530.257.6181x8963, **SKYPE:** lccbusiness (email first)

College Registration (Separate from online class registration):

Complete normal registration procedures. Give registration a **valid email address**.

Online Class Registration:

New Business Education Students Create a New Account at:

<http://www.lassenonline.org> Continuing students skip to step 7.

1. You can sign-up for Moodle immediately after reading the following instructions; you just won't be able to access your class until you enter your enrolment code.

2. Fill out the New Account form with your details

<http://www.lassenonline.org/moodle/login/index.php>. Please use your FIRST NAME FOLLOWED BY A PERIOD THEN YOUR LAST NAME (Surname), for example: JOHN.SMITH (it's not necessary to use upper case in your username) Select a password that is easy to remember. The password must be at least 8 characters and consist of at least one number and one uppercase character.

3. Moodle Admin should send you an email within a short period of time.

4. Read your email, and click on the web link it contains. If you don't see the message **check you spam inbox**. If you don't receive the message within a four-hour period send a message to: instructor@lassenonline.org with your name and class included in the subject line.

5. After you click the link in the email sent to you, your account will be confirmed and you will be logged in.

6. Select the course you want to participate in.

7. If you are prompted for an "enrolment key" - use the one that your instructor has included in the "WELCOME MESSAGE" email. This will "enroll" you in the course. Email your instructor if you haven't received your "WELCOME MESSAGE".

8. You can now access the full course. From now on you will only need to enter your personal username and password to log into and access any courses you have enrolled in.

Requirements

Online classes require both discipline and some technological skills. A successful online student has both patience and good time management skills. Online classes require the same rigor as classroom instruction; it is a myth that online classes are easier.

Computer/Software

Student will need either a PC or Mac capable of connection to the Internet. DSL or high-speed access is recommended although a modem will work. For classes such as Windows your computer should have the current operating system installed. Apple users can run Windows 7 using boot camp or VMware Fusion (valid software licenses required). Windows 7 is required for CA-59 and Microsoft Office 2007 or 2010 is required for CA-32 while Office 2003 may work for some of the exercises it's not recommended. Windows 7 is the recommended operation system for PC's. Student's can purchase a full version of Microsoft Office Pro at special student pricing. Click the link at: <http://www.lassenonline.org/> .

Attendance

Regular attendance is expected. In an online class this means the student logs in regularly, at least once a week.