

Online Learning Handbook

Welcome to Online Learning at Regent College! Whether you want to try a course for interest, complete some of your degree requirements before moving to Vancouver, or add flexibility to your busy schedule, Online Courses at Regent College are here for you.

This handbook provides information on our Online Courses, both **Onsite & Online** and **Online Only**.

REGIS

For information on course registration, fees, payment, go to [REGIS](#). In addition to Registration, [REGIS](#) is where you will view your final grades approximately one month after the course ends. You will receive an automatic email once your grade is submitted by your professor.

Moodle

[Moodle](#) is our online environment where you can find online course syllabi and all the resources for Online Only and Onsite Dual Delivery courses (class notes, pre-recorded lectures, discussion forums, links for joining live Zoom sessions, assignment submissions, and examinations). Once you have registered for your online course, you can log in to Moodle using your Regent Login and the course page should be available to you there.

Online Only courses are set up to reveal one week at a time. You will not be able to access the videos for the week until Monday morning.

Contact

Rachel Hanna, Online Course Administrator

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Two Types of Online Courses

Onsite & Online

We offer **Onsite & Online** access to a select group of onsite courses in our Fall, Winter and Summer terms. Students join the classroom lecture via Zoom, with the ability to interact with onsite students and faculty. To access an onsite course remotely, **students must register for the online section of that course** in REGIS. In the Fall and Winter terms, you should contact your professor if you cannot reasonably attend the class live and require access to recordings. In the Summer, most online students receive 48 hours of access to the recordings. (Please note, some classes are not recorded, so be sure to check the syllabus to determine if recordings are available. In all Onsite & Online classes, recordings are only available to students enrolled in the online option.)

***Note:** If you are enrolled in an Onsite & Online class, your first point of contact for course-related administrative or technical issues is the course TA, whose name and contact information will be listed in the course syllabus.*

Online Only

We also offer a range of courses designed for solely **Online Only** learning, created with a blend of pre-recorded lectures, live meetings with the course professor, and/or written interactions on Moodle. These courses **only have an online option at registration**.

The exact format for each course, along with the times for any live sessions, will be listed in the course's description and syllabus.

Attendance at live sessions on Zoom is expected for all Online Only students. If you have extenuating circumstances or live in a time zone that makes attendance difficult, you may contact the course professor and the Online Course Administrator to explain your situation. Alternatives will be arranged on a case-by-case basis.

If you are enrolled in an **Online Only** class, your first point of contact for course-related administrative or technical issues is the Online Course Administrator, Rachel Hanna.

Online Only courses usually run within a four-month timeframe and will follow the same calendar as on-campus courses.

- Fall courses: September–December
- Winter courses: January–April
- Summer courses: May–August

Accessing Online Only Courses

Pre-Recorded Lectures

Technology Requirements

- You must have a reliable internet connection to access the pre-recorded lectures on [Moodle](#).
- Give yourself enough time to watch/listen the lectures without distractions.
- Complete any questions or interactive elements your professor assigns with the lecture according to the syllabus.
- You must not share any of the links, files, or access to Moodle, and you must not invite other people who are not registered in the course to watch/listen with you.

Discussion Forums

Technology Requirements

- You must have a reliable internet connection to access the [Moodle](#) forums and discussion pages.

Academic Standards and Etiquette

- Ensure that you meet the discussion and response post deadlines.
- Engage thoughtfully and carefully with the questions, drawing on your reading, the lecture content and your own thoughts.
- Even though you are writing on an online forum, ensure that your writing is clear, adhering to proper academic style in its tone. Attention to grammar, spelling and coherence are just as important in these posts as in your other written submissions.

Assignments

Technology Requirements

- You must have a reliable internet connection to access Moodle.

Academic Standards and Etiquette

- Follow the Student Writing Guide available on the [Allison Library Website](#).
- Submit your written work in Word doc format so that your professor can provide feedback.

Examinations

Technology Requirements

- You must have a reliable internet connection to access the [Moodle](#) examination.

Academic Standards and Etiquette

- Most examinations are timer-activated. Do not click on the examination link until you are ready to do the examination, as you only have one opportunity to do it.
- Minimize distractions while taking the examination. Turn off notifications or anything that may draw your attention away from the exam or cause you to lose your work.
- Do not access any unauthorized materials during your exam.
- If you refresh the page during a Moodle exam, your progress might be affected depending on how the exam is set up. Moodle automatically saves your answers every minute, so you shouldn't lose too much work. However, depending on the settings, a refresh might submit your attempt or require you to log back in. It's always a good idea to copy lengthy answers before refreshing, just in case.
- Take time to check over your answers and ensure you have not missed any questions before submitting the exam.

Accessing Live Sessions on Zoom

The following guidelines apply for lectures in Onsite & Online courses and live sessions in Online Only courses.

Technology Requirements

- You must have a reliable internet connection to join live class sessions; for best results, use either an Ethernet cable or sit near your Wi-Fi router.
- You should connect to live class sessions with a computer or tablet (iPad, Android, etc.) that has an updated version of Zoom.

Attendance Standards and Zoom Etiquette

- You should connect to class from a private room without distractions.
 - You should not connect from a public area such as a coffee shop, a car, or public transportation.

- You should refrain from multitasking on your computer or in your home (e.g., do not have browser tabs open that are not relevant to the class, don't carry your device around as you complete chores, etc.).
- Your microphone should be kept muted unless you are speaking.
- Your video should always be kept on.
 - You should not turn off your video unless you need to *briefly* step away from your computer.
- You should sit at a table or desk in attire that you would normally wear to an in-person class.
 - You should not connect while lying down in bed.
- You should join the call a few minutes early so that class can start on time.
- If you have a question or comment, you should use the “raise hand” function on Zoom. If the professor does not see your raised hand, send a message in the chat window to try to alert them.

Technology Suggestions

- Try to minimize the number of programs your computer is running in the background.
- *Camera:* Try to have your webcam at eye level so it captures your head and shoulders.
- *Lighting:* Try to be in a well-lit room with lights/windows in front of you, not behind.
- *Audio:* Speak naturally, but loudly and clearly.

Course Readings & Library Access

In some cases, you will need to purchase a required book from a bookstore or an online retailer. However, most of the required readings will be available on Moodle. Some readings will be downloadable from Moodle and others will be found through the library's electronic holdings.

John Richard Allison Library (Regent College)

Using your Regent Login, you have access to the electronic holdings of Regent's library.

1. Log in to [Moodle](#) and click on the link provided to the required reading.
2. When prompted, insert your Regent Login and password.
3. Follow links to access the resource.

UBC Library

As an affiliate college of UBC, Regent students who are registered in Online courses have access to the UBC Library system.

Activate Your Account

1. Login to [REGIS](#) and find your UBC ID and CWL Code from the bottom left corner.
2. Go to the [CWL myAccount website](#) and fill in your first and last names, email, and create your own CWL Login Name. Save the Login Name somewhere safe as you will use it to access your CWL. Complete the Validation Code and click “Next.”
3. When asked to “Validate Your Identity,” select “Affiliate Student” and enter your UBC ID (from step 1) as the “UBC Affiliate Student Number” and CWL Code (also from step 1) as the “Affiliate Password.”
4. Set a new password and your recovery questions. Make sure to record this information in a safe place!
5. Finish the activation steps.

Use the UBC Library Website

1. Log in to [Moodle](#) and click on the link provided to the required reading.
2. Click “Full Text Online.”
3. Login with CWL credentials (see instructions above).
4. Follow links to access the resource.