

INFORMATION FOR ONLINE COURSES

Fall and Spring Semesters

Welcome to the online courses at Glendale Community College (GCC). Classes are taught on the internet using MIDAS - <http://www.maricopa.edu/midas>.

Taking an independent study class requires you to be organized and disciplined. You need to schedule time to complete weekly assignments, take quizzes and tests. Many students fail to do this and do not complete the classes. For every credit hour you are taking you should plan on spending a minimum of 32 – 48 hours. Actual time varies with each student. The courses are set up so that you have assignments and quizzes at specific intervals. This means that if you are registered for three internet classes, you need to be working on all of them at the same time, just like you would if you were taking the classes on campus.

Once you are in your class read your entire syllabus to find about assignments, quizzes, tests, grading scale, etc. You are responsible to know what the expectations are of the class. If you have questions, contact your instructor right away. Do not wait, you will get behind in your classes.

It is mandatory that you check into your class the first week of your classes. Each instructor specifies what they mean by checking in. It may be an email saying that you are starting the class or it may be an assignment. It does not mean that you have to go to an orientation session. Failure to check into a class will result in withdrawal from that class.

The HCR and HCC classes are not open entry and exit classes. You will have specific due dates for assignments, quizzes and tests.

If you are having difficulty do not wait to get assistance. Call or sent an email as soon as you are having difficulty. If you cannot get into your Midas class, your contact person is Sandy Meyers at sandy.meyers@gcmail.maricopa.edu or 623-845-3214.

If you can get into your class but have questions about your class you need to contact the instructor of your class.

Instructions for obtaining necessary password to access your course

You need a palette account at GCC to access your classes. To activate your palette account, take your Glendale student identification card to one of the High Tech buildings or the library and activate your account. You will find the stations to do this at the west end of each of these buildings. Palette instructions can be found at <http://gecko.gc.maricopa.edu>. Select Suite of Tools and read the directions for using the palette. If you have used your palette account in the last year you should still have an active account. If you want to activate your class on campus you will need a GCC student ID card. If you need a GCC student ID card you need to go to the Student Enrollment Center to obtain one. If you are off campus, there are directions at <http://gecko.gc.maricopa.edu> to activate your palette account online.

Accessing your course

Once you have your palette account you are ready to access your course.

You will need to use **Internet Explorer and turn off your pop up blocker** to successfully access MIDAS.

- ◆ The address for MIDAS is <http://www.maricopa.edu/midas/index.html>, then select GCC.

- ◆ A screen will appear asking for your password. Your user name and your password are the same as your palette account
- ◆ The next screen will list the courses that you are registered for – click on the course you want to access. If this screen does not appear and there is a note in the lower right hand corner says done, close the window and enter your user name and password again. (I have found that sometimes you have to do this several times before the next window opens. You need to be patient.)

Using MIDAS

Once you have entered your password, you will be on your desktop.

- Select your course.
- Messages are posted on this opening page. The message center is where you can send and receive emails from your instructor and fellow students.
- This screen also has the following options: Syllabus, exam, survey, discussion groups, and check grades.
- Course content and assignments are posted on this page.
- MIDAS Help will give you additional information. There is a student help manual that you can access. You will find access to this manual on the same page where you enter your user name and password.