

Pre-Class

- Participate in the Getting Started with IvyLearn for Students webinar.
- Login to IvyLearn so you can get comfortable with the learning management platform: ivylearn.ivytech.edu
- All courses use IvyLearn in some capacity. In regards to online courses, all course content, assignments and interaction take place in IvyLearn. Get started by locating the **Account** button on the Global Navigation Menu to complete your **Profile**, customize your **Settings**, and set your **Notifications**.
- In IvyLearn, go to Help to explore the **IvyLearn Student Resource Center**.
- Get to know the resources available to you-beyond IvyLearn and your instructor- and then use them to get answers to your questions.

When Class Starts

- Thoroughly review the course content starting with the **Syllabus** and **Course Summary**.
- In IvyLearn, go to **Calendar** to view all of your due dates. Click **Agenda** to for a printable to-do list.
- Read directions and make sure you have a good understanding of what you've read before attempting assignments.
- Log in at least once a day! Bookmark ivylearn.ivytech.edu in Google Chrome.
- Don't wait till the last minute to take tests and turn in your homework!

Time Management

- Time management is extremely important. Make sure you use a calendar to keep track of due dates and to schedule blocks of time to study.
- Buy books/materials early (if they are not already included in your course).
- Don't procrastinate!
- Be proactive, don't allow yourself to get behind.
- Pace yourself and know what works for you as far as time set aside for school work.
- Make notes of important deadlines and keep up. Review the **Coming Up** items on the **Dashboard**.
- Do not wait till the last minute to submit your work - turn it in early!

Communication

- Communication is one of the keys to being a successful student. Get started by setting up your **user profile** and **notification** preferences. **Notifications** allow users to determine where and when they will be notified about activity in IvyLearn.
- Communicate with your instructor. Don't be afraid to ask questions. Also, if you have an issue that prevents you from participating in the course, let your instructor know immediately. You can contact your instructor using the **Conversations** tool located on the **Global Navigation Menu** under the **Inbox** icon. Some instructors may also setup a question area in the Discussion Board forums. You can also click the **Help** icon on the Global Navigation Menu and select **Ask Your Instructor a Question**.

Technology

- Google Chrome is the recommended Browser. Safari 8 and 9 if you are a Mac user.
- IvyLearn is powered by Canvas. Free Canvas apps for your mobile device is available for iOS and Android devices. (Messaging and Data rates will apply)
- It is recommended that students use a laptop or PC, preferably on a wired (not wireless) internet connection, when taking quizzes and exams.

Help

- For Technical Help: 1-888-IVY-LINE option 4 or <https://helpdesk.ivytech.edu/SelfService/Create.html>
- For General Questions contact the Answer Center: 1-888-IVY-LINE or <https://ivytech.edusupportcenter.com>
- For online assistance, contact an Online Technology Coordinator: <https://www.ivytech.edu/online/index.html>