NEED HELP

ORIENTATIONS TO YOUR ONLINE CLASS
Orientations are available online or in a lab setting. Check current schedule at the web address below:
www.aims.edu/online/orientation

HELP DESK
Fall & Spring Hours 8 am - 9 pm
Summer Hours 7:30 - 9 pm
Phone: 970.339.6380
Email: helpdesk@aims.edu

LEARNING COMMONS
The Learning Commons has many resources and personnel to help with most of your questions. Make sure to note hours for the campus location you attend.
www.aims.edu/student/learning-commons/

Aims Online tutorials are found at:
www.aims.edu/online/orientation

Online Tutoring is available at:
www.aims.edu/student/learning-commons/tsi/

QUICK START GUIDE TO AIMS ONLINE COURSES

ON THE BACK YOU WILL FIND:
- Quick Start guide to accessing courses
- Basic Skills needed for online success
- Pointers for Success
- Answers to Frequently Asked Questions

5401 West 20th Street
Greeley, CO 80634
970.330.8008

Created by the Office of Online Learning
TOOLS WITHIN EACH COURSE MAY INCLUDE

Course Home – This navigation button will always take the user back to the course home page. This is where the News area is located in every course.

Class List – A list of participants and the course instructor. Selecting a name within this list will open the email tool and allow you to send a message to that recipient.

Discussions – A communication area to post and reply to messages related to course assignments and activities. This is a public area for all course participants to discuss course activities.

Dropbox – An online folder where students submit assignments. This tool functions similar to attaching a document to an email.

Grades – An online gradebook where course grades are recorded and students can view their current grade.

Quizzes – Quizzes, tests and other forms of homework can be required in this area. Verify you have read the instructions, know the time allotted for the activity, and the due dates.

BASIC SKILLS YOU WILL NEED FOR SUCCESS

- Basic Computer Skills:
  - Browsing the Internet
  - Open video and audio files
- Word Processing ability to:
  - Type
  - Create, save, send and upload documents
- Manage Email
  - Compose and send email
  - Read, retrieve, and reply to email

SELECTING YOUR COURSE:

1. Once you are in Aims Online, select your course from the My Courses List
2. After selecting a course, take time to review the course layout. Each course will be somewhat different

HOW TO GET STARTED

1. Access your MyAims portal (the same place you go to register, pay your bill, and view schedule)
2. Select the Student tab
3. Select Aims Online Access block in top left corner of Student tab

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Once a month the MyAims portal has required maintenance and is unavailable. During this time you can access your courses directly through the Aims Online portal by typing online.aims.edu into your browser address bar using the same username and password login used with your MyAims account.

POINTERS FOR SUCCESS

- Be prepared
- Have reliable access to the Internet
- Complete the Aims Online System Check found under Resources and Support on the Home Page.
- Locate the course Syllabus and Schedule
- Time Management (a 3 credit hour class requires at least 12-15 hours a week of study time to stay on track)
- Verify access to all required programs
- Talk to an Advisor for assistance
- Ask questions when you need to