



**St. Luke's College**  
**UnityPoint Health**

# Distance Education Course Guide

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## What is Distance Education?

Definition:

St. Luke's College defines Distance Education as "A virtual classroom that utilizes technologies such as the internet, open broadcast, microwave, fiber optics, wireless communication, satellite etc. to deliver instruction to learners who are physically separated from the instructor."

## What types of Distance Education Courses are offered?

Distance-delivered Courses: Courses in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and learners physically separated from each other.

Hybrid/blended delivery courses: An instructional delivery method which combines the face to face delivery and distance delivery formats.

## Is Distance Education for me?

Flexible learning such as online and hybrid courses are not suited to all learners. It is important to recognize one's strength and weakness as a learner to assess if online learning is a good fit. If you are a student considering an online or hybrid course, please use the available tool included in this Distance Learning Guide. This tool is also available on the St. Luke's College website through the following link: [Online Learning Evaluation](#)



# Online Learning Evaluation

## Am I Ready for Online Learning?

An online class is a student self-centered learning experience where students must assume an active role in their learning. Computer technology skills and abilities, computer and internet access, self-direction and motivation, time management and online communication skills are very important.

Please respond yes or no to the following items:

1. Do you have access to a computer with uninterrupted Internet and multimedia capability?  Yes  No
2. Do you have experience with computer technology?  Yes  No
3. Are you able to download and attach files without much difficulty?  Yes  No
4. Are you able to navigate the Internet and a variety of search engines?  Yes  No
5. Can you use e-mail, web browsers and word processing software without much difficulty?  Yes  No
6. Are you independent, self-motivated and good at time management?  Yes  No
7. Can you participate in online course discussion and other course requirements several days during the week throughout the semester?  Yes  No
8. Are you able to express yourself well in writing?  Yes  No
9. Do you require face to face social interaction with the faculty and other students to learn?  Yes  No
10. Are you comfortable communicating in an online environment?  Yes  No
11. Are you willing to spend 10-20 hours each week on an online course?  Yes  No
12. Do you know someone that can help if you have computer problems?  Yes  No
13. Are you connected to the Internet with a fairly fast, reliable connection?  Yes  No
14. Do you have virus protection software running on my computer?  Yes  No

If you answered 'Yes' to the majority of these questions then you are ready for the online learning environment. If you answered 'No' to the majority of these questions or have concerns please contact the Education Technology Specialist at (712) 279-3273 or [Micky.Ouellette@stlukescollege.edu](mailto:Micky.Ouellette@stlukescollege.edu) for assistance.

# What skills and technical requirements do I need to be successful in a Distance Education Course?

## Computer Skills:

Online learning also requires an established set of online skills. St. Luke's College helps students expand that knowledge through orientation, but the basic ability to use email, the computer and familiarity with online searches and tools is essential. As a student participating in online courses, it is expected that you have basic computer skills. If you do not have these skills, your success in Distance Education courses may be impacted.

## Email:

All St. Luke's College students are provided with a college issued email account. Students are expected to utilize their St. Luke's College email account for all course communication.

St. Luke's College email can be accessed through links available on the St. Luke's College website [www.stlukescollege.edu](http://www.stlukescollege.edu) or through the following link: <https://webmail.ihs.org>

For account security, UnityPoint Health Information Protection protocol requires that users reset their password used to access their student email account every 180 days. Passwords can be reset through the "Email Password Reset" link on the quick links section of the St. Luke's College website, [www.stlukescollege.edu](http://www.stlukescollege.edu) or through the following link; <https://xen.ihs.org>

UnityPoint Health Password policy requires the following requirements when setting passwords:

- Minimum of 8 characters
- Minimum One upper case letter
- Minimum One lower case letter
- Minimum of One Number

## Minimum Computer/Equipment Requirements:

Required equipment including hardware and software, speakers, microphones, webcams, etc. are the responsibility of the student.

### Suggested Computer Ancillaries:

- Current operating system
- Word Processing Software
- Spreadsheet Software
- Presentation Software
- Speakers
- Current and up to date virus protection

### Internet Browser Support:

- Internet Explorer latest version
- Google Chrome latest version
- Safari version latest version
- Firefox latest version

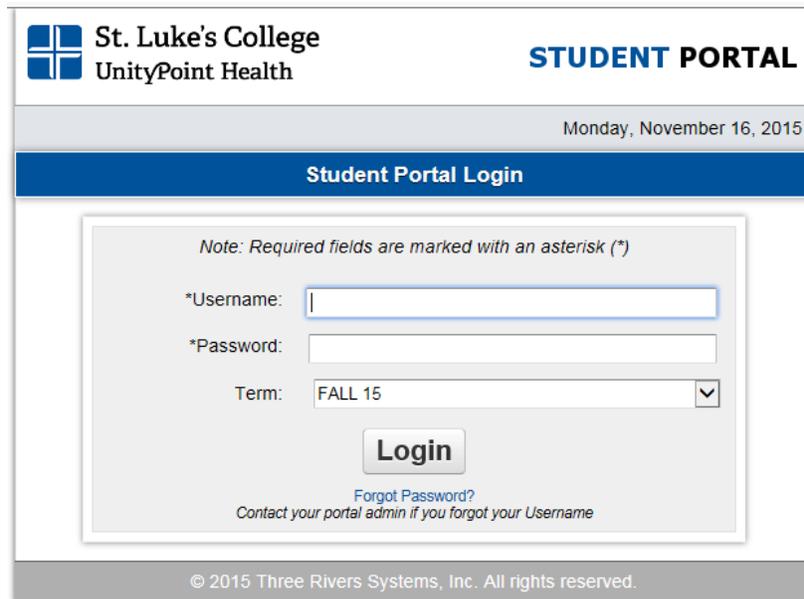
### Internet Connection:

Access to high speed connection such as Cable, DSL, or Satellite is recommended

## Learning Management Systems:

A Learning Management System (LMS) is a software application platform used for the administration, documentation, tracking, reporting and delivery of education courses or training programs.

CAMS:



St. Luke's College currently utilizes the CAMS Learning Management System to deliver course content for Distance Education and Hybrid Courses.

Students are provided with a login ID and password to access the CAMS Student Portal. The student portal is accessible through the current students section of St. Luke's College website or via the following link:

[https://cams.unitypoint.org/SIO\\_Student/login.asp](https://cams.unitypoint.org/SIO_Student/login.asp)

Upon enrollment in courses at St. Luke's College, students are required to complete Student Portal tutorials to orient them to the CAMS Learning Management System. These tutorials include:

- SLC Student Portal Overview
  - Introduction to CAMS, how to access and login, navigating the home screen, editing student information, changing portal password, obtaining assistance
- SLC Navigating the Student Portal
  - Utilizing available functions such as news, calendar, document tracking, course offerings, class schedule, billing and financial aid, grades and transcripts
- SLC Course Management
  - Course information such as announcements, documents, hyperlinks, textbooks
- SLC Student Portal-Assignments, Course Communication and Online Testing
  - Uploading and submitting assignments, viewing graded documents, discussion forums, email, taking and submitting online tests

## Netlearning:

HealthcareSource  
myNetLearning™

A normal preventive maintenance will be conducted Sunday, November 15th from 5pm to 10pm eastern time. We appreciate your patience during this time.

UnityPoint Health - St. Luke's Sioux City

Login Type Employee ID ▾

Login →

**Questions with NetLearning?Employee's:** Email the NL Admin at: [SIO\\_NLAdmin@unitypoint.org](mailto:SIO_NLAdmin@unitypoint.org). Be sure and include the facility you are with.

**St. Luke's College Students:** Contact Michelle Ouellette, [ouelleML@stlukescollege.edu](mailto:ouelleML@stlukescollege.edu).

HealthcareSource  
myNetLearning™  
Version 8.4.12.0

St. Luke's College also utilizes the Netlearning Learning Management System as a tool to deliver important College wide information to students, complete Faculty, Course and Clinical evaluations, and complete any UnityPoint Health system wide training.

Netlearning requirements are communicated to students via their St. Luke's College email account.

## Available Student Services for Distance Education Students:

All student services available to a student in face-to-face courses are also available to students in distance education/hybrid courses. Communication can occur through the use of phone or email. Participation in live on-campus events is also available upon request.

Please refer to the St. Luke's College handbook at [www.stlukescollege.edu](http://www.stlukescollege.edu) or consult with a St. Luke's College Student Services representative for additional information regarding available services

## **Learner Expectations and Requirements:**

St. Luke's College has developed learner expectations and requirements to provide information regarding the components and minimum requirements involved in traditional face to face, hybrid and distance delivered courses

The following Learner Expectations and Requirements apply to ALL courses offered by St. Luke's College via either face to face, hybrid or distance delivered formats:

### **Learner Expectations and Requirements:**

- Learners will complete any training, orientation or any additional requirements as designated by the College.
- Learners will review the UnityPoint Health-St. Luke's Information Security Agreement and Internet Access and On-Line Services Policy and abide by all requirements as stated therein.
- Learners will utilize the email account that is provided by the College. Personal email accounts will not be used for purposes related to enrollment or completion of course assignments.
- Learners will review and abide by the St. Luke's College Student Handbook.
- Learners will attend class/clinical regularly and complete course assignments promptly.
- Learners will complete a course/faculty evaluation(s) for each course in which they are enrolled.
- At risk students will, with faculty input, develop an action plan for academic improvement.

In addition to the expectations and requirements listed above, the following expectations and requirements apply to courses offered by St. Luke's College through a distance education or hybrid delivery format:

**Distance Education Learner Expectations and Requirements:**

- Learners enrolled in a distance education course will complete the distance education course orientation and review the St. Luke's College Distance Education Course Guide.
- Learner agrees to comply with practices and procedures in place for verification of learner identification.
- Learner agrees that enrollment in a distance education course will require online class participation and submission of assignments and other materials electronically as outlined in the course syllabus.
- Learner agrees that such submissions may be captured or recorded through various media under which others may have access to such submissions.
- Learners enrolled in a distance education course offering will have regular availability to a personal computer that meets minimum system requirements, a high speed internet connection and a compatible internet web browser.
- Learners enrolled in distance education course offerings will possess or complete necessary training for appropriate computer related skills essential to successful course completion, such as:
  - Ability to create documents using a variety of software applications (e.g. word processor, presentation software, spreadsheet software, etc.)
  - Navigate the Internet using compatible web browser (e.g. Internet Explorer, Firefox, Chrome, Safari)
  - Use of a Learning Management System
  - Use of the college email system and use of online search engines

## Technical Expectations and Requirements:

In addition to learner expectations and requirements, St. Luke's College has also developed technical expectations and requirements that it will follow to ensure adequate technology resources for our students.

The following Technical Expectations and Requirements apply to ALL courses offered by St. Luke's College via either face to face, hybrid or distance delivered formats:

### Technical Expectations and Requirements:

- The College will provide comprehensive technical support services for the LMS utilized by the institution.
- The College will provide each learner with an email account.
- The College will provide access to computers on campus during normal business hours.
- The College will provide contact information for technical support and troubleshooting of the LMS platform and other applicable software applications.

In addition to the expectations and requirements listed above, the following expectations and requirements apply to courses offered by St. Luke's College through a distance education or hybrid delivery format:

### Distance Education Technical Expectations and Requirements:

- The College will provide information regarding the minimum hardware and software requirements and recommendations to ensure effective delivery of distance delivery courses.
  - Individual courses or faculty may have additional technology requirements. This information will be provided in the course welcome letter and/or syllabus.

If you have any questions about the Distance Education Course Guide or need additional information, please contact Micky Ouellette, Educational Technology Specialist at 712-279-3273 or by email at [micky.ouellette@stlukescollege.edu](mailto:micky.ouellette@stlukescollege.edu)

St. Luke's College will review and update this course guide on an annual basis or as otherwise needed