

## WLAC ACC 002 8002 GLUDW F14

Welcome to **Accounting 2**, My name is Gerald Ludwig and I will be your instructor for the course.

This is an online course so there will not be any physical meetings. You will use this web site to log in often and complete your coursework on time. It is best for you to establish a regular routine of logging in multiple times a week, so that you do not fall behind. The course is challenging in this format but can be fun, if you are involved and participate along with your classmates regularly.

Use the the navigational menu (column on the left side of the screen) to move around in the class. We are now at HOME. Please begin by clicking on "*Announcements*" from the left hand menu.

If you need technical assistance, please contact the [Online Student Help Desk](#) or the Distance Learning Center at 310-287-4305.

### **Basic Areas (tools) to Explore in Your Course**

**ANNOUNCEMENTS** - This is where the instructor posts reminders or important information. When you log into the course, you'll always see the most recent announcements on the right side of the "*Home*" screen. Be sure to click on the "*Announcements*" link each time, to read them all.

**SYLLABUS** - This is where you may view a copy of the course syllabus.

**CONNECT (Click on the left hand menu)** This is where you turn in assignments, take quizzes, and complete surveys, if applicable. It displays a list of your assignments and exams, along with open and due dates for each one.

**LIBRARY TAB (In Connect)** - This is where you can find any required or optional reading for assignments and exams. Think of this as an area where you might find 1) Narrated Lecture notes or 2) Links to websites or multimedia content (MS Powerpoint, audio/video clips) Practice questions and quizzes.

**RESOURCES** - Additional materials for you to use.

**DISCUSSION, CHAT ROOM and PRIVATE MESSAGES** - Has three functions:

1. Discussions is where you post your class discussions or ask questions for everyone to discuss
2. Private Messages is like email-- you can contact your fellow students or me in a private manner. All Messages to me should be sent this way.
3. **Chat Room allows you to ask questions or comments for everyone to read.**
4. **Go ahead and Explore!**

As long as you don't click "Submit" or "Finish" anywhere, you are just looking. Look for the "Continue Later" or submit button.

Good Luck!

Gerald Ludwig  
Instructor

