



Frequently Asked Questions for First Year Business Students

1) Where do I find my courses online?

Go to Moodle (moodle.upei.ca) and login using your UPEI email and password. The menu on the left-hand side of the page lists your current courses. Moodle is your learning management system. Google Classroom is typically used in high school. At UPEI, Moodle is the online learning system or your virtual classroom. Please get familiar with Moodle, the layout, and the unique design of each course. Every instructor has a different approach to organizing their material on Moodle. Take some time to familiarize yourself with Moodle and each course.

2) Why can't I see my classes on Moodle?

The instructor must "open" the course for you to view it. Each instructor will open their course when they are ready to allow students to view it. If you have any information you'd like before the course opens, contact your professor.

3) Why do my classes say "web" but have a time slot booked during the week?

All of your business classes in the Fall 2020 semester are online. Some professors may use their scheduled class time for live sessions. Please check the course details on Moodle to determine if these time slots will be used by your instructor for live instruction.

4) Do I need textbooks? Where do I find them?

If you need textbooks, determine if the textbook is required in your course – this is in the syllabus. Then determine if this book is a new edition or not. If it isn't a new edition, check out <https://library.upei.ca/used-textbooks> for a list of places that you may find used books.

If you have a new edition of a textbook or can't find a used edition, the UPEI Bookstore carries most of the books assigned by your instructors. Many textbooks are e-books and require a code that can be purchased at the UPEI Bookstore.

5) How do I contact my instructor? How do I address them?

The instructor's contact information is available on the syllabus/course outline and on Moodle. Their email addresses are usually the best way to contact them.

You may address them as Professor xxx or Dr. xxx (if they are a doctor, this is noted on their syllabus).

6) Can I come to campus?

Yes, you can come to campus. The protocols to visit campus can be found here <https://www.upei.ca/health-centre/coronavirus>

7) How do I work in a group?

Google Meets is available for video or audio calls on all upei.ca email accounts. You can meet with your team virtually or face-to-face – if your group members wish to do so. Please follow all public health protocols issued by the Chief Public Health Office and all protocols established by UPEI.

8) What if I have more questions – who do I contact?

Starting university is a fun and exciting time in your life but we recognize it also comes with some challenges, particularly during these uncertain times. We are here to help. Dr. Melissa James is the Director of Undergraduate Programs at the Faculty of Business and she is available to answer your questions and to help with your course plans. You can email her at business@upei.ca.