Dear Student,

Welcome to Week 2 of your ME1415 course. This email focuses on your weekly tests.

**Your weekly tests are worth the largest number of points toward your final grade!**

Important tools to use:

1. **Weekly Reading** – Remember to read your Integrated Electronic Health Records book.

* Please study the *Chapter Review Questions* following each chapter.
* Pay attention to *Abbreviations and Key Terms* in your reading.
* Take notes, highlight key information in your book and consistently review.

1. **Practice Tests** – These can be found under Weekly Materials – Your Current Week – Practice Exercises.

* This is extremely helpful in preparing for tests. It shows your understanding of the material.
* It’s important to complete the practice exercise more than once. You’ll see some different questions with each attempt.

1. **Take Your Time** – Use the full hour to take your tests. Don’t rush!

* Use your notes and material to help you get the best grade possible.

Remember, you have numerous resources to assist you if you are struggling with reading. Please contact your instructor and attend an instructor lab. Ask any questions you have - they want you to be successful! The instructor lab schedule is located in the class announcement section, with all times listed as EST.

You can do this!

Sincerely,

Learner Services Department