

Course Orientation & the List of Tasks You Do for Points in Getting Started →

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Things You Might Want to Do That Are Available on the Course Menu

Scan down the left side looking for what you want to do

Scan down the right side to spot the word **Caution.**

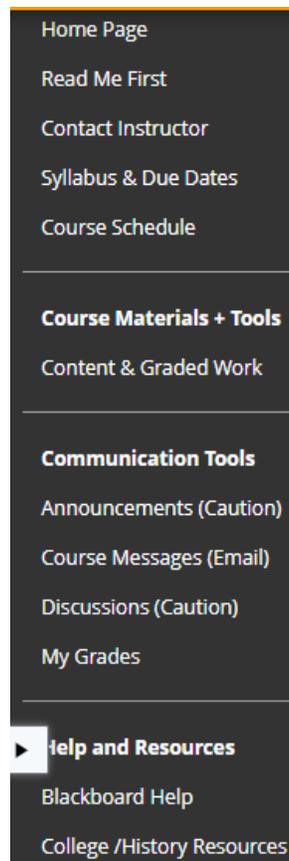
Find out how to contact your instructor >
Know course work and course and WCJC policies >
Know when to prepare and what's due and when >

In one place, all content, tools, and instructions >

Information from your **instructor to the class** >
Information **between** your **instructor and you** >

Tip: Use the discussion within the Learning Folder >
Information from your instructor to you on grades >

Blackboard's videos on how to use Blackboard >
College links, such as to Disability Services >
History Resources from your instructor >



< **Caution:** Decrease the # of Announcements. Use for “welcome” messages or for emergencies.
< **Caution:** Use Discussions **in** the assignment’s folder so students can see the instructions.

History Resources

History resources include:

- Introduction to the discipline of history
- A searchable and sorted US Constitution
- *Merriam-Webster Online Dictionary*
- Map website

Cautions and Tips about My Grades

This is Blackboard's tool for your personal view of your grades in the Gradebook. It has the same data as the instructor's gradebook, but it is not organized in the same way.

Caution about the Setting to Use to Display My Grades

Make sure that the upper right at My Grades shows:

Order by: Course order

Only if you have My Grades in **Course order**, will you be able to tell if you have missed some assignment. For example, you can tell if you never did the Full-Test.

Tip about Reading a Comment by a Grade or a 1.11 Grade

Your instructor will provide rubrics on feedback about the parts of the F.I.O. Projects. At My Grades, you can click on those rubrics. Your instructor also posts an announcement so you know to check for the rubric at My Grades.

Your instructor may also place a comment by your grade. At My Grades, you can click on the comment to read what you need to do.

In this course, your instructor uses an odd series of numbers to indicate that you need to do something in order to solve a problem with a grade. If you see a number 1.11, do:

- Read the Comment
- Act quickly
- And ask if you need details (I posted the Comment and the 1.11 because I was trying to give you a chance and to avoid a lower grade. The number 1.11 means there is something **you need to do** before I can complete my grading of your work.

Example: You stated something was on a specific page of one of our sources, but I cannot see anything as you state it. Sometimes students misread, but sometimes they just typed the wrong page number. Finding that out means I can finish your grade.

Tasks You Do During Getting Started –

Timing and Why You Want **All** of This Done **Before** the Due Date on the List of Due Dates

What's the Reality behind So Much Concern about Respondus?

- Students in last Fall in the prior year did not do well with Respondus. Example: **1/3** of one class and **1/2** of another lost **30%** of their Final Exam points (based on their actions and on the consequences chart in the syllabus for those actions). FYI: At that time I was only using the Sample Respondus Exam to provide feedback, with the Final Exam also requiring Respondus.
- The changes in 2021 in Summer were so concerning that during my summer break I tallied 4 classes on one Respondus Unit II fall term covered in Getting Started are an attempt to have positive ways to prevent those problems and also save time in the period for the Final Exam. I have moved time from the Final Exam period to Getting Started in hopes of having positive results.

I **cannot drop** assignments for you as a class or for individuals in the class. On the other hand, I can try to **offer flexibility** to everyone in the class. **Here is the policy if you come in after Getting Started is over.**

Section from the Syllabus on Getting Started Activities and Trying to Give All Students Their Best Chance in Getting Started

The Getting Started assignments are listed below. If you come in past the due date, you **must** still do these activities, but I will record—temporarily—a 1.11 for **each** grade with a Comment about the grade if it had been on time. At the end of the term, you email your instructor that you have **not** been late with **any** other assignments. I then change the 1.11 grades to match what I have entered in the Comment for that grade.

What Are the Tasks You Need to Do?

#	Assignments You Must Do in Getting Started	Points
1	<p>Respond to the Graded Email in Blackboard Course Messages according to the directions. Use the link Course Messages (Email) that is in Getting Started.</p> <p>Cautions:</p> <ul style="list-style-type: none"> You do need to show that you know how to reply to emails in Blackboard. Why? All communications that are about a grade have to be in the official record--Blackboard Course Messages (Email). You must provide a phone number where I can reach you. As the graded email says, I will only contact a student if it is in the student's—in your--interest. 	10
2	Post your Introduction in the Discussion that your instructor placed for you in Getting Started.	4
3	Take the quiz named Syllabus Acknowledgement Quiz . (Caution: You need to complete it.	1
4	<p>Copy this link from the 1st page of the official syllabus into an email message (or any other tool that you have that you can get to from anywhere): Online at Blackboard Login Page Link Address: wcjc.blackboard.com.</p> <p>Why Copy It to a Safe Place? WCJC has had times when we could not get to Blackboard through the WCJC connection. We have always been able to get to Blackboard from that Link Address. It has always been open.</p>	0
5	Make sure you prepare your computer using the tips emailed to you in your Before Class Email and also copied into General Course Questions & Tips.	0
6	<p>Make sure you do the 1st Required Success Check-In and do the other 7. Each one of the 8 posts is worth 8 points. This is an online version of a method used in face-to-face classes to:</p> <ul style="list-style-type: none"> Help students notice the Course Schedule while there is still time to help them. Help me identify earlier those who are not using the Course Schedule. 	--
Total for this Section of the Course		15