Course Orientation & the Tasks You Do for Getting Started

What's on the Course Menu

Home Page	< Entry point after Getting Started
Read Me First	< Entry point before Getting Started - Use this!
Contact Instructor	< Office hours, contact information – Ask! I want to help you.
Syllabus & Schedule	< Searchable with the Ctrl-F – Ask if you do not understand.
List of Due Dates	< List of Due Dates – If any date changes, I will change this and make an announcement

Course Materials

Learning Modules — < Everything you need in 1 place - Use it to see instructions and aids for the work you need to do.

Discussion Instructions — < How you do the Unit Learning Discussions and 3-Part Writing

Evidence Requirements / Quizzes — < Shortcut to the Evidence section of 3-Part Writing and its quizzes

Learning Quizzes — < Shortcut to the Learning Quizzes for Unit 1, 2, and 3

Assignments / Tests — < Shortcut to Blackboard Assignments, to Getting Started quizzes, and to Exams (Unit 1, 2, and 3 and the Final Exam)

Course Tools

Discussions — < Where you do some graded work and ask/answer **public** questions

Course Messages (Email) — < Where you receive some graded feedback and ask **private** questions.

Announcements — < Where the instructor sends information to all students – This also shows up on Home Page once Getting Started is over.

Calendar — < A useless tool for classes

My Grades — < Where you see your grades and sometimes a Comment from your instructor telling you what you need to do about a grade

Help and Resources

Help with Blackboard — < Blackboard videos for students

College / History Resources — < Shortcuts to college resources and to tools for history

< Access to the Reader available in Blackboard

What's on Lesson Modules? (Everything you need in one spot.)

Tasks You Do During Getting Started

The list of tasks for Getting Started is the same one in the Course Plan that you complete during Getting Started

Getting Started

	Assignment (These assignments are listed in Getting Started.)
	Reply to the WCJC email about the actions you must do **before** you start the class—**and do them**.
	Take Syllabus Acknowledgement Quiz. (**_Caution:_** You must do it to stay in the course.)
	Post your Introduction in the Discussion available from Getting Started.
	Complete Your Course Plan for Your Grade and submit it in its Blackboard Assignment.
	Complete the Syllabus & Success Assignment and submit it in its Blackboard Assignment.
	When the Distance Education section of Getting Started opens—the section on Respondus Monitor—complete either of the two choices covered in the Syllabus depending on: • If you have never used Respondus Monitor at WCJC • If you believe you have correctly used Respondus Monitor at WCJC many times
	Total for this Section of the Course