Welcome to the Class!

Tip: Save this file to your computer, but keep it open where you can see it **until you finish all** the tasks.

To get started, please select Learning Modules from the Course Menu (the menu on the left of the screen) and begin by reading through the "Getting Started: Course Overview and Orientation" module. A *module* contains **all** that you need to complete a part of a course, including **all** tools. With this and all other modules, you will succeed in less time and with fewer mistake if you do **all** of your work **in** the module.

This module provides important information regarding how this course will function and what will be expected of you.

1. **Read the course Syllabus & Schedule carefully**! This document explains everything you need to know about this course in terms of policies, guidelines, course outlines, and assessments. I will not answer questions that have already been addressed by the syllabus but rather direct you back to the syllabus.

   The syllabus ends with the Course Schedule that lists all the important due dates for the course. *3 Tips:* Log **every** due date for every class, for your job, and for every responsibility you have in a month-in-view calendar that you use **every** day. With major tasks, estimate when you'd have to start and log those dates. Check the Homepage and Messages **every** time you log in so that you don't miss important information. To complete the work in a 16-week class in these 8-weeks, you must do 2 weeks' work **every** week and you must plan your work.

2. **Complete the Syllabus Acknowledgement Quiz.** You must complete the "syllabus acknowledgment" quiz (acknowledging that you have received the syllabus and are aware of its contents). The quiz earns only 1 point, but you cannot complete the course if you have not taken this quiz.

3. **Review the Orientation to the Course and complete all of the required, graded tasks**. This material will explain some of the key aspects of the course such as specific requirements, contact information, and guidelines on how to use the Discussion Board. It also asks you to do several graded tasks that must be completed within the first *2* days of class. The task with Good Habits for Evidence has a later due date. See the Course Schedule for the date.

4. **Review what is available to you in the Frequently Asked Questions (FAQs) in Getting Started**.

5. **Review Good Habits for Evidence and complete the task explained on the last page of the link at the top.**

6. **If you have any questions, please ask right away**! The first week is critical for a smooth sailing semester. If you don't pay close attention to the course documents, you are likely to encounter bigger problems later.

7. **After you have reviewed all of the materials in the Getting Started module, you need to mark the learning module as reviewed** before the first course content unit will become visible. (When you see the first unit also depends on the opening date in the Course Schedule at the end of the syllabus.) By marking the section as "reviewed," you are confirming that you have actually read and understood the information contained in each of the documents.

Please Note: This is NOT a self-paced course. Materials open and close on a schedule and may not become visible until a specified point in the course. Some materials open only after you complete another task (such as click Mark Reviewed). Please use the Course Schedule in your syllabus as your guide to when material opens and closes. Some of the dates for the units overlap in order to give students maximum flexibility during each unit.

> With thanks to WCJC's Director of Distance Education, Professor Michele Betancourt, for her permission to use her Getting Started documents (including her exact words) in the Getting Started sections of our WCJC courses.