**First, provide additional information, including how to contact you.** I rarely use it unless there is something that might result in your having a lower final letter grade and I need to reach you quickly.

1. Select the Messages link from the left hand menu or within the Getting Started Module.

2. Choose “Create Message.”

3. Under recipients, click on "To" and select C.J. Bibus (Instructor). The word (Instructor) is essential.

4. On the Subject line, please put "Your Name – Emergency Contact Information."

5. In the Message box, provide an emergency e-mail address and phone number. Please say if it is OK to leave messages at that number. Also add any information that you would like for me to know about you.

**Second, introduce yourself to the other students.**

1. Select Discussions – Class from the left hand menu or within the Getting Started module.

2. Click on the forum Student Introductions

3. Choose “Create Thread.”

4. On the Subject line, type “Your Name” or a short phrase that identifies you. If you write the short phrase, remember Discussions are a public place, so don’t get yourself (or me) in trouble, OK?

5. In the message box, type about 150 words to introduce yourself to the class. Eventually the class will begin posting to the Working Groups and it is always nice to know a little about the people that you are working with. Please do not attach a file in Discussions. It makes it difficult for others to view.

6. While you are in these forums, check postings in other discussions forums, such as Course Questions.

**Third, use the Readiness Assessment to find out about yourself and online classes and to find ways that you can improve your skills for each of the weaknesses that it identifies.** If you took the Readiness Assessment in the last 4 months and you still have the Report (not the summary), you may use it for this assignment, but you must follow steps 5 and 6.

1. To see the instructions on this webpage while taking the assessment, copy this URL into another Internet window: <http://wcjc.smartermeasure.com/> If you know how to use the right mouse menu to open a URL in a new window or tab, that method also works.

2. If you run out of time, you can click on the button that lets you save and resume later.

3. When you finish, select “Print/Download the Report” on the left side of the screen.

4. Save the Report to a location you can find again.

5. Review your Report and identify 4 to 5 statements that are recommended changes that you believe you should make. (FYI: fast typing is not necessary for this online class.)

6. Using the instructions above for how to email your instructor in Blackboard Messages,

\* On the Subject line, type “Your Name – Readiness Report”

\* In the message box, copy those 4 to 5 statements.

\* Attach the file containing the Report

**Fourth, if you have not already done it, click on the Syllabus Acknowledgement Quiz** in the Getting Started module and choose True. If you do not understand something, ask now. You can post in the Course Questions discussion forum or email me. Glad to help you.

**Fifth, review the Good Habits for Evidence rubric used with Comparison Topics.**

1. Click on the folder “Good Habits for Evidence,” and then click on the link inside the folder.

2. Follow the steps in the link and use the definitions and *The Bedford Handbook* pages in the folder.

3. Send the email described at the end of the link. You then earn 20 points. Those points cause Blackboard to make visible the Turnitin Assignments you use to submit your Comparison Topics.