

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.

Getting Started – Course Documents and Orientation is like **all** of the Lesson Units. It contains **all** that you need to complete a part of a course, including **all** tools. It provides essential information on 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.
 - To complete the work in a 16-week class in 8-weeks, you must do 2 weeks' work **every** week so you must work **efficiently** (don't assume old habits will help) and **plan** work using course aids, such as Study Guides.
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 Course Orientation 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. See the Course Schedule for dates.
 4. **Review with care WCJC's Academic Honesty Statement for Online Classes.** The 5 Good Habits for Evidence are traditional standards and follow WCJC's policy. Also see the Copyright Notice.
 5. **Notice what is available in the Frequently Asked Questions (FAQs).**
 6. **If you have any questions, please ask right away!** I am **glad** to help **each** of you. The first week is critical for a smooth sailing semester, especially in a 16-week class compressed into 8 weeks. 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 unit, you must** click on the Mark Reviewed button. By marking the Getting Started section as "reviewed," you are confirming you actually read and understood the information contained in each document.

Only then will Blackboard make the Unit 1 content visible and general resources used throughout the term. When you see these resources also depends on the opening date in the Course Schedule (at the end of the syllabus). **Tip:** When you leave Getting Started, **use the Course Schedule (at the end of the syllabus)** to determine what you do next on Lesson Units.

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 to see Unit 1). Please use the Course Schedule in your syllabus as your guide to **when** material opens and closes. Some dates 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.