

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 the other Lesson Units. Each contains **all** that you need to complete a part of a course, including **all** tools.

1. **Read the course Syllabus & Schedule carefully!** This document explains everything you need to know about this course from policies to the Course Schedule. **Tip:** Do not try to read it straight through—you will go to sleep and not notice dangers I will try to help you prevent and benefits I would like for you to have. Instead, do what is in step 3.
2. **Complete the Syllabus Acknowledgement Quiz.** You must complete the “syllabus acknowledgment” quiz because you cannot complete the course if you have not taken this quiz. Do it now so you do not forget, but realize you are acknowledging that you have received the syllabus and are aware of its contents. For that to be true, do not just click on the quiz but also do what is in step 3.
3. **Review Course Orientation.** The link covers:
 - General information that you need to identify so you can use it throughout orientation.
 - Two pages of specific information you need immediately—“General Layout of the Course” (a picture) and “Introductory Tasks,” with one of those required tasks **being a way to notice those dangers and benefits in the syllabus** and also earn points for doing that.
4. **Tip: 2 “Introductory Tasks” are in folders (📁).** Be sure to do the tasks in each folder:
 - Course Plan to Get the Grade You Want and to Avoid Problems You Do Not Want
 - Course Requirement - Distance Education Resources and Sample Respondus Test to Help You with Lockdown Browser and Respondus Monitor. Within that folder, review carefully WCJC’s Academic Honesty Statement for Online Classes, and you will see the reason for WCJC requiring monitoring of online testing. (FYI: The 5 Good Habits for Evidence are traditional standards and follow WCJC’s policy.)
5. Notice other available documents to help you:
 - From WCJC, its Copyright Notice.
 - From the Distance Education Department, FAQs to help you with technology
 - From your instructor, Course FAQs to help you with questions students frequently have
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 doing that, you confirm you read and understood the information contained in each document.

When you do that, Blackboard makes Unit 1 content visible. When you see these resources also depends on the opening date in the Course Schedule. **Tip:** When you leave Getting Started, **use the Course Schedule** (at the end of the syllabus and as a separate link on the Course Menu) 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.