

# 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 & Staying Successful All 8 Weeks is like all of History & All Assignments. Each part contains **all** that you need to complete a part of a course. You can access everything you need from History & All Assignments.

- 1. Read the course Syllabus & Schedule carefully. **Tip:****
  - Use the Syllabus & Success discussion in Getting Started to earn points and to help yourself focus and to ask and answer questions.
  - Use Ctrl-F (or Find) to locate information you need throughout the syllabus.
- 2. Complete the Syllabus Acknowledgement Quiz. **Caution:**** 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. Complete the tasks in the Course Orientation.** The link provides:
  - Pictures to help you know what is where and how to use it. **(When you first come in, the pictures will not yet be in the link.)**
  - A list of “Introductory Tasks” that you must complete by the date in the Course Schedule. (If you cannot complete them by that date, notice the instruction in the Course Schedule about what to do.)
- 4. Notice that 2 of the “Introductory Tasks” are in folders (  ).** Folders are a Blackboard method to keep needed things together. The folders are:
  - Available on the 1<sup>st</sup> day of class, Folder: Course Plan for the Grade You Want (It contains the file you complete and the Blackboard Assignment Tool that you use to submit it.)
  - Available on the date in the Course Schedule, Folder: Respondus Requirements (It contains the Respondus & Success discussion to help you earn points and understand all of the aspects of honesty in online testing from WCJC’s policies to the technology that professors and students use. The Respondus & Success discussion also let you ask and answer questions.)
- 5. If you have any questions, just ask in the discussions.** I am also **glad** to help **each** of you in those discussions or privately if that is what you need. Two supportive **tips:** Do not drift. An 8-week course is an endurance contest for professors and students alike. Place your Course Schedule where you see it every day and mark what you have done as you do it.
- 6. 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.