Read Me **First** &Welcome to the Class!

Getting Started is a **Learning Module** (the method used for Distance Education classes at WCJC). What the word **module** means is it contains **all—all content and work for a grade—**that you need to complete a **part** of a course. Pass **all** modules and you pass the **course**.

You do **not** have to hunt around—just go through the **right door** to **where you do all of your work** for the class

1. When you come into your course, Blackboard shows you:
	* On the left, Blackboard’s Course Menu that you can hide or close.
	* On the right, Read Me First filling the screen. **Tip**: If you need to use Read Me First again, look at the top of the Course Menu and click on Read Me First.
2. Once you have examined Read Me First, look on the Course Menu and click on Learning Modules (All Content & Graded Work).
3. Pause a minute and look at everything on Learning Modules (All Content & Graded Work). It does have:
	* **All content**—all history lessons, study guides, primaries for writing work—with the exception of your required textbook.
	* **All graded work**—all instructions for work and all Blackboard tools whether quizzes, exams, Turnitin, Discussions—with the exception of an email that you must reply to using your wcjc email

Start by clicking on **Course Orientation.** The link provides:

Pictures of screens to help you know what is where and how to use it. Pictures help lots of us.

On the last page, a **list of tasks** that you do by the date in the List of Due Dates. (If you cannot complete them by that date, notice the instruction in the List of Due Dates about what to do.

One of the tasks is to Submit Your Course Plan. Consider opening side by side on your computer these files:

Course Plan

Syllabus & Success which has links to “pictures” that I show my on-campus students. when we talk about the course

. Pressing Ctrl and F (for Find) displays a box where you can search so also open these **2 things**:

Syllabus & Success –

Syllabus & Schedule—which is a traditional syllabus with the List of Due Dates at the end

Start filling in the Course Plan and using Ctrl-F with those 2 things.

**Notice the Syllabus & Schedule and the L** . ***Tips:***

Use the Discussion General Course Questions… on Learning Modules and in Discussions to ask and answer questions.

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**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.

**If you have any questions, just ask General Course Questions & Repeated Announcements & Tips.** 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 List of Due Dates where you see it every day
 and mark what you have done as you do it.**

**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 List of Due Dates. ***Tip*:** When you leave Getting Started, **use the List of Due Dates** (at the end of the syllabus and as a separate link on the Course Menu) to determine what you do nexton Learning Modules.

**Please Note:** This is **not** a self-paced course and **no**t a correspondence course. Examples:

Materials open and close on the schedule in the List of Due Dates) 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 List of Due Dates 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.

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