

Welcome to the Class!

Getting Started in This Course is one of the folders that you see in the wide right frame. Each folder contains **all** that you need to complete that part of a course. The course opens with the Course Menu on the left and in the right frame with Learning Folders (All Content & Graded Work).

1. When you come into the course, you see a Course Menu on the left and Learning Folders (All Content and Graded Work on the right).
2. Click on Announcements and read them.
3. Click on Getting Started, the **only** folder that is open on the 1st day of class.
4. Start **from the top and work down** all the way to the Course Messages
5. When you get to **Course Orientation**, make sure you have done **all** the tasks listed at the **end**, including the **Syllabus Acknowledgement Quiz**. They are worth **45** points, and more than that the points they may help you know how to:
 - Both get more points
 - And also learn more with less misery

If you cannot do them by the date in the List of Due Dates, then email in Course Messages for more time.

6. If you have any questions, just ask in **General Course Questions & 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 check off what you have done as you do it.
7. **After you have reviewed all of the materials in Getting Started**, you must click on the Mark Reviewed button. By doing that, you confirm you read and understood the information contained in each document.

On the date in the List of Due Dates, Blackboard makes Unit 1 available to you. When you see these resources **also** depends on their opening date in the List of Due Dates.

8. **Please Note:** This is **not** a self-paced course and **not** 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.

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.