Welcome to the Class!

When you come into the course, you see not only a Course Menu on the left but also Learning Folders (All Content and Graded Work) on the right. As the name says, each folder contains **all** that you need to complete that part of a course:

- Not just **all content**, such as Lessons and historical videos
- But also **all** of the **graded assignments** that use that content and their instructions

1. Either before or after you come into the course, develop the habit of checking Announcements 1st thing. Then check Course Messages (Blackboard's email). For today, you can wait on Course Messages because you will be using Blackboard's email with one of your assignments.

2. Because this type of course (one approved by WCJC's Distance Education Department) requires that you come into the course in the traditional way, this term your prof is trying a few experiments to help students come in so they succeed. Most are in Getting Started with a few others to try to help you with the course.

   Click on the instructor's video at the top of Learning Folders (All Content & Graded Work). If you do **not** see that at the top, then you need to log out and come in the traditional way. Your prof provided those directions at the top of Learning Folders (All Content & Graded Work)
   - As an attachment at the top of Learning Folders
   - As an attachment in the Discussion with that experiment
   - As an attachment to a message to your class sent through WCJC email the week before the class opens.

3. When you are done with the 1st experiment, notice the 2nd one immediately below it and do it. **Tip:** When done, you can make them smaller by clicking on Mark Reviewed so they go back to the way they were when you first came in.

4. When done with the 2 experiments, click on Getting Started, the **only** folder that is open on the 1st day. Within Getting Started, begin at the **top** and work **down**—the way that you should use **ANY** folder in the course.

5. When you get to the link called **Course Orientation,** make sure you do **all** the tasks listed at the **end,** including the **Syllabus Acknowledgement Quiz.** They are worth a total of 55 points **and** they help you know how to succeed. ==If you cannot do all the assignments by the date in the List of Due Dates, then email your prof 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. **Tip:** Place your List of Due Dates where you see it **every day** and **check off** what you have done as you do it. It shows you when to **plan**, not just when to **do**.

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 **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.

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.