An Orientation To Online Education

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Upon Completion of this Orientation, you should be able to:

- Understand the difference between WebAdvisor and Blackboard
- Understand how to set up your computer to use the Blackboard platform
- Identify your username and password and where to log-in to Blackboard.
- Understand enough Blackboard basics to begin this course
- Contact your instructor
Blackboard Versus WebAdvisor

What is the difference?

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<th>Blackboard</th>
<th>WebAdvisor</th>
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<td>Blackboard is the hosting platform for the college’s Online classes.</td>
<td>WebAdvisor is where you register for admission to the college and thereby enroll in classes.</td>
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**NOTE:** You will have different User names and Passwords for both WebAdvisor and Blackboard.
What You Need To Start

- Your Student ID number- This can be found on your registration receipt or in WebAdvisor.

- Access to a PC or Mac computer with:
  1. Microsoft Word 2003 or 2007
  2. Internet Explorer 7 or later; Mozilla Firefox 3.0X or later; Apple Safari 2 or later with Mac OS 10.4 or 10.5
  3. Java 1.5.0 or later
  4. All pop-up blockers disabled

- An Internet connection, ideally broadband like DSL or Cable

- Good computer skills

- An environment where you can focus on your school work.
Step 1: Open your Browser and type in the Napa Valley College Website Address at http://www.napavalley.edu/
Step 2: Click to Log In to Blackboard
Step 3: In the new window, click on Log In
Step 4: Be sure you have the latest Java update and your pop-up blocker MUST be disabled for this site.
Step 5: Log in!

Your User name was created using the first two letters of your first name, followed by the first two letters of your last name, followed by the last four digits of your Napa Valley College student ID number (WebAdvisor number).

For example, if your name is John Smith and your ID number is 2341343, your User name would be JOSM1343 (letters in all CAPS. If you do not know your student ID number, check your registration receipt or log-in to WebAdvisor.)
Step 6: Yeah! You’ve successfully logged in!

IMPORTANT! NOW CHANGE YOUR PASSWORD IMMEDIATELY!
Be sure to change your password to something easy for you to remember, but hard for someone else to guess.

You can change your password in Personal Information.
Step 7: Click on *Change Password*

Once you’ve changed your Password, click Submit to return your class Home Page.
Step 8: Accessing your course

To access your Online class, click the underlined title to enter the course.

For example, this user has two sections: ENGL 120
Congratulations! You’ve successfully logged into your Online course and are ready to learn more about Online learning!

Problems? If you have questions, or need additional help, go to the www.napavalley.edu/online-ed
How Your Online Class Works

- The Course Homepage contains a schedule for the course.
- The Course Syllabus contains the class policies and requirements for success.
- Course work is organized into Learning Modules.
- Each Learning Module has assignment instructions and links to Assessments (tests), Assignments, Discussion Topics, and related materials, such as websites, videos, and handouts.
- You can also access individual Discussion Topics, from the menu located on the left side of the course web page.
Important Things To Remember

- Tests must be taken during the time period they are available. There are NO make-up exams ever permitted.

- Assignments are due on the date specified. Late work can be submitted up to 7 days after that date for partial credit.

- Postings and replies to the Discussion Topic are due by 8AM on the date due. Postings and replies submitted after this time will not be graded or given credit.

- Unless otherwise instructed, submit your written work in the text box provided for the assignment. DO NOT submit your work as an attachment.
Where To Start

- Log-in to Blackboard and change your password.
- Click on your class and look around. You can’t break anything by “clicking around.”
- Read the Course Home Page and Course Syllabus.
- Review the first few Learning Modules.
- Click on “Discussions” and post a response to the first topic introducing yourself to the class.
- Be sure you have the correct textbook and edition. The edition posted on the Course Home Page is required.
Role of Online Instructors

- Online instructors have a rather different role in Online classes versus a traditional classroom. They are no longer lecturers standing in the front of the classroom, they are in a virtual world.

- “Instructors are no longer sages on the stage, but they become guides by your side”!
Online Etiquette & Chat

- **Online courses are based on the premise that students learn best in a community. However, some things don’t change: the practices of courtesy and respect that apply in the ordinary classroom also apply Online and require even more attention.**

- **Therefore, please use common courtesy and socially acceptable behavior in all e-mail communications.**
Online-Class Etiquette Guidelines

- Participate to share and be heard.

- Be polite, respectful, and honest.

- Do not type in UPPER CASE. This is considered “shouting” on the Internet and is hard to read.

- Don’t be inappropriate. Avoid “flaming” or sending heated or abusive messages. Think BEFORE you decide to reply or not!

- Be clear! Help us to see you by explaining your ideas fully.

- Always enter a subject and your name in your e-mails to your instructor.
Online-Class Etiquette Guidelines

- If sending large attachments, please inform the recipient.
- Be persistent—when stuck, e-mail or call for assistance or help right away.
- There are no dumb questions—share tips, helps, and questions.
- Ask for feedback—agree to disagree if necessary.
- Remember, e-mail is a permanent type of document. It can be retrieved and shared by many persons.
- Think BEFORE you push the “Send” button.
To Online or Not to Online!

*Words of Encouragement!*

- Online classes are NOT easier than traditional classes.

- They require at least as much time as on-campus courses.

- Self-motivation; self-discipline; time management; communication and organizational skills; and patience are all necessary traits to be successful in any Online class.

- In this regard, please plan to fully participate and give this class the amount of time and attention needed to learn the material to be a successful Online student!
Academic Honesty

- Never provide anyone else with access to your online course.

- Do your own work. Submitting the thoughts or words from someone else without quotations or a correct citation is plagiarism. The work you submit is screened by plagiarism checking software.

- Take exams yourself. Obtaining or providing test material to another student, present or former, is cheating and will cause you to fail the course. Respect yourself, be honest.
Enjoy The Course

- Online learning provides freedom, flexibility and fun.
- Engage with your fellow students and the instructor.
- Stay up to date and do not fall behind.
- If you decide to discontinue taking the class, drop the class by contacting the Office of Admission and Records.