

# ORIENTATION INFORMATION FOR ONLINE at MCC

You are responsible for the reading and application of the following policies for this class. Following these policies and understanding them will make you a more effective student and alleviate any problems throughout the course. Once you have read the material, you will be asked to complete some activities applying these policies. Please take some quality time and read the material. It will make your learning experience easier.

## Blackboard Platform

As with most online classes at MCC, Blackboard is the LMS (learning management system) used to deliver these classes. We are currently using the Bb8 version of the software. Please note the access, login, and password information below:

1. **URL:** <http://blackboard.muskegoncc.edu> or click "Blackboard" from the blue bar at the top of MCC's home page (<http://muskegoncc.edu>).
2. **Login:** firstname.lastname (john.doe)
3. **Password:** the same password used for your email, WebAdvisor, and network login. Contact the helpdesk at 231-777-0351 if you do not know your password.

## Bb Navigation and Setup of Course

Organization is the key to a good online class. Both instructor and students need to have a handle on being organized. After all, your instructor is not in front of a classroom leading you through procedures. Below is a quick summary of the Navigation available in Blackboard. Your instructor may have made some of the features unavailable to you. Your buttons or links will appear at the left side of your screen. You can move from one area to another using this navigation. Your instructor will give you specific navigation information in their course site. All the information in the course is available for your use. It is not necessary to print out any of the information unless you feel it is useful to you to have a printed copy. PDF documents can also be saved to your computer using the SAVE icon (looks like a computer disk).

In the gray box below the course navigation you will find *COURSE TOOLS* and *COMMUNICATION*. The **Course Tools** link is where you will find your grades for each activity. Look under "My Grades." The Communication link gives you access to communication tools such as Discussion Boards, Send eMail, and other features.

## Document Formats

Documents in your course may be in PDF (portable document format), RICH TEXT FORMAT (.rtf), MS Office format, or other file types. View the "Student's Guide to Blackboard" document linked in MCC Orientation for more information on Saving and Opening Files for further information. When submitting a file to your instructor, refer to any specific instructions they may have for the assignment file type. RTF files can be opened in any word processing program whereas files specific

to the program (such as Word, Star Office, WordPerfect) will only open in the program they were composed in. Open Office is another package that you may have. Keep in mind that you can save a document in Word, PDF, or Rich Text Format as well as the native Open Office format (.odt). ODT files will not be opened in other programs even though you can open MS Office files in your Open Office program. To save files in another format in most programs, you will need to use the SAVE AS feature in the program and use the drop down list for the type of file format you wish to use.

## Email Netiquette

Students will be expected to use courtesy and adhere to email and discussion procedures. It is simple: be courteous, use no profanity, and write in complete sentences. Sign your emails with your name, please. Please visit: <http://www.easytechnoskills.com/teach-learn/discussion.htm> or <http://www.albion.com/netiquette/corerules.html>.

## Technical Help

Contact the Student Helpdesk anytime you are having problems using the computer technology. They are available 24/7 to you. **At this time, copy down this number so you have it accessible: 866.718.5170.**

## eMail

All students will be sent email using their MCC email account. **All emails are sent to your MCC email account!** Your MCC eMail address has been included in your Bb profile of personal information. When eMail is sent to all students in the class through Blackboard; it will always go to your MCC email address. To access your MCC email, go to MCC's home page: <http://muskegoncc.edu>, click on eMail at the top of the homepage. **You can forward your email to another account. Contact the helpdesk for assistance in doing this!**

## Announcements Area

Your course site will normally start at the Announcements page where instructors post current information you need to know. **NOTE: It is imperative that you log on to Blackboard at least several times a week. Your instructor may post announcements in your course site that communicates information that you will need to know for your course. Please check your email consistently as information may be sent there as well. It is your responsibility to stay current and be proactive in communicating with your instructor if you don't understand something.**

## Grades/Location of Grades

Your grades are visible only to you. No one else can see them! Click on the Tools button, and click "My Grades." Your instructor will advise you if they are not using the online grade center.

## Integrity

Integrity is very important to your instructors and this institution of higher education. All your work will be reviewed and instructors will validate that you are completing your own work. Please refer to Academic dishonesty consists of , but is not limited to:

1) Cheating - Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain materials, or information, including computer material pertaining to a quiz, examination or other work that a student is expected to do alone.

2) Plagiarism - Plagiarism is defined as the use of another's words or ideas without acknowledgement.

## Discussion Board

The Discussion Board is a parallel method to classroom conversation and discussion. As students, you need to "talk" and to ask questions of other students. Your instructor will provide added direction on the use of Discussion Boards if they are being used in your course.

**It is your responsibility to:**

**Follow instructions posted in the discussion query**

**Make sure posting support your rationale and ideas**

**Saying "I Agree" or "I don't agree" is not acceptable without support as to the reasons**

**Remember this is a discussion, as you might have face to face.**

**You must click ADD THREAD to post your discussion response to the questions; AND**

**You must click REPLY to reply to at least four other postings**

## Backup Plans

This goes without saying--have a Plan B! You have due dates for your assignments which are specifically listed in each assignment and rubric. You can turn the work in anytime before that. Have a plan if your computer is acting up such as coming to campus to use a computer lab or going to a library or other location. Procrastination is a habit of so many, but it can lead to lateness of work and lost points. Plan ahead, please.

## Syllabus

Your syllabus has important information about textbook and requirements, grading guidelines, due dates of assignments, and MCC policies.

Your instructor will provide you more specific information related to your courses.