

Online Orientation

The following are some pieces of advice offered by online instructors at Bishop State Community College that will help you to succeed in your online courses.

1. You **MUST** use your Bishop State Campus E-mail address for your online course(s). For more information on this, please go to <http://www.bishop.edu/cemail.htm>. You will need to check this address for mail at this address at least every other day throughout the term.
2. If you have not received the “Welcome” email that provides you with instructions about how to access your courses, send an email to info@bishop.edu to inform us that you need the login information. The “Welcome” email contains all of the information you need to log into your online class including your password and a link to the course website.
3. Take the “browser test” and view the “student orientation tutorial” (from the list of courses you are enrolled in) as soon as you gain access to the system.
4. **DO NOT FALL BEHIND!** This is probably the most important piece of advice to follow when taking an online course – it is very easy to fall behind.
5. Keep up with due dates. Use a calendar to keep track of when various assignments/tests are due.
6. Log into the course the first day each unit opens for viewing so you know exactly what you will need to do during that week.
7. Complete reading assignments immediately after they are assigned. Plan on reading all assigned readings several times, especially since you don’t have lectures to listen to.
8. Read and follow all instructions very carefully.
9. Compose all work outside of your course, then copy/paste it into the appropriate area. This will prevent you from losing your work if you get kicked off of the Internet. Check all work for correct spelling/punctuation, and keep a copy of everything that you turn in.
10. Use Internet Explorer, not Netscape. IE works better with the eCollege platform.
11. If your instructor utilizes announcements, read them as soon as they are posted.
12. Check your email as often as possible.
13. Never send wps files to your instructor – save files in rich text format.
14. If you ever have a problem, immediately send an email to your instructor - don’t be afraid to call your instructor if you don’t get a response.
15. You may use any of the computers on campus to check in to your online courses while you are on campus, but it is recommended that you also have your own computer at home.
16. If you have technical problems, contact the eCollege helpdesk at helpdesk@bsconline.org or (303) 873-0005 for assistance.