



GUIDE TO ONLINE LEARNING

What Can I Expect from my Online Course?

On-Campus Orientation

You will attend an orientation your first semester to:

- + Meet with faculty and students
- + Receive a password and username to access the course website
- + Learn to navigate the Blackboard course system

On Your Course Site

You will find the information and directions for completing the course requirements, such as:

- + A paragraph or two introducing your professor and the course requirements
- + A course syllabus listing the important assignments, deadlines, and grading policies
- + A listing of the required textbooks and a list of resources available through the Internet

Assignments

Your assignments may include short papers, internet searches, case studies, quizzes, etc. Also, there is usually a research paper required.

- + You will check to see if the instructor has given any additional instructions or comments to your class. Usually this is done via e-mail.

Participation/Discussion

Class participation is very important. There are two ways class discussions are held:

- + **Discussion Boards.** Many times your instructor will present a discussion question and ask each student comment on a "discussion board" by a certain date. Your comment can be entered at any time day or night. Then, you check for a responses other students or your instructor have made to which you may want to respond.
- + **Chats.** Very rarely, your instructors will schedule a certain time for all students to participate in a discussion simultaneously. This kind of discussion mirrors a typical in-person discussion since students comment and respond to each other immediately.



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Computer Requirements

Hardware

+ Minimum Requirements — 64 MB RAM, CD-ROM with sound, Internet Connection.

+ Recommended Requirements — 128 MB RAM, DSL or Cable modem.

Software

+ Internet Explorer 6.0 or Foxfire, Microsoft Office 97 or higher, Microsoft PowerPoint, Adobe Acrobat Reader, Current anti-virus software.

Skills

+ Proficiency in word processing, Web browsing, and e-mail; you must have an active e-mail address.

WJU Student Support Services

+ WJU's Academic Resource Center Offers additional academic assistance online, through e-mail, and in person.

+ Technical Support is available through e-mail and a dedicated 800 number staffed by the Distance Learning Office.

Questions about computer requirements

Call our Distance Learning Technical Support at **800.873.7665**.



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