Welcome to the Class!

Getting Started & Staying Successful All 8 Weeks is like all Learning Modules (the method used at WCJC). Each module contains **all** that you need to complete that part of a course. You can access **everything** you need from Learning Modules (All Content & Graded Work) on the Course Menu.

1. Look at Read Me First. If you close it and need it later, it is at the top of Getting Started.

2. On the Course Menu, click Learning Modules (All Content & Graded Work) and then Getting Started.

3. Start by clicking on **Course Orientation.** The link provides:
    - Pictures of screens to help you know what is where and how to use it. Pictures help lots of us.
    - On the last pages, a **list of tasks (worth 50 points)** that you do by the date in the List of Due Dates. (If you cannot complete them by that date, notice the instruction in the Syllabus about what to do.

4. When you start the list of tasks, do them in order. Some of the tasks may help you understand the syllabus and how the course can help you.
    - If you think you understand the syllabus, then do the Syllabus Acknowledgement Quiz. **Caution:** You must complete the "syllabus acknowledgment" quiz because you cannot complete the course without it.
    - If not, post a question in General Course Questions & Repeated Announcements & Tips.

5. **Complete all of the tasks in the task list.**

6. **If you have any questions, just ask General Course Questions & Repeated Announcements & Tips.** I am also **glad** to help **each** of you in those discussions or privately if that is what you need. Two supportive **tips:**
    - Do not drift. An 8-week course is an endurance contest for professors and students alike:
    - Place your List of Due Dates where you see it every day and check off what you have done as you do it.

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.

    When you do that, Blackboard makes Unit 1 content visible. When you see these resources **also** depends on the 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.