VERY IMPORTANT—PLEASE READ AND FOLLOW THESE INSTRUCTIONS

To: Summer 2009 English Composition Web 1102-50160 students  
From: Dr. LaFace  
Date: May 30, 2009  
Subject: Instructions for logging-in and starting the course

I. The purpose of this memo is to provide students with instructions needed to log-on to the Georgia View (VISTA), ENGL 1102 Web class. Send an email to me at betty.laface@bainbridge.edu, if you have a question or a concern. As a college student, you are responsible for your success or failure in this class. Dr. Tonya Strickland, Interim Chair, Division of Arts & Sciences, is the campus contact to assist students who have urgent problems.

II. The first day of class is Monday, June 1, 2009. The first assignment is to purchase the textbook, At a Glance (Reader), by Lee Brandon (ISBN 0-618-54228-0), and access the Georgia View (VISTA), ENGL 1102 Web class. The Bainbridge College Book Store, located in Student Center, Room 333, is now Barnes & Noble College Booksellers: http://bainbridge.bncollege.com Phone: 229-248-2526. If you are planning to charge the book against your financial aid, you must buy the book during the "charge dates" listed on the Bainbridge College homepage. If your financial aid is not ready during those dates, you will find the textbook on reserve in the BC library. You can't check it out, but you can use it there until you purchase your textbook. Most importantly, you must ASAP have the required textbook.

III. If you do not log-in the course by 5 PM on June 4, you risk being dropped from the class and losing your financial aid for this course. Students must complete all homework, tutorials, quizzes, tests, and other assignments. Follow these steps to enroll in the course:

STEP 1: GET STARTED
2. Select the Services tab and choose GeorgiaVIEW (Vista). The login screen will appear.
3. Click the Log In button.

STEP 2: CHECK YOUR TECH
1. If this is your first time using WebCT Vista on your personal computer, click the Check Browser link in the top-right corner. If all of the items have a check, you are ready to go. If not, you will need to make the recommended changes. The links at the bottom of the window will help you with this process. Close the window when you are done.
2. Your work must be saved in Word 2003 or 2007 documents. I can't open .wps files.

STEP 3: NEED HELP?
If you encounter problems online, chat support offers 24/7 assistance, including password resets, at http://help.view.usg.edu.
STEP 4: ACCESS THE COURSE

4. Enter your user name and password. Your user name is the first part of your Bainbridge College email address. Your password is your Banner PIN. Contact Admissions in person if you don't have your PIN. Your 9000 number can be looked up at My BCID, and directions for your email address are in Banner Web.

5. Once logged in, you will see the My WebCT page. This is your organizer page. Besides listing your courses, the My WebCT page also gives you a view of your class calendars, new mail, new grades, and important announcements. You can add your own calendar entries, bookmarks, and to-do items.

6. Click on the course and see yours listed; unless your other instructors are using GeorgiaVIEW, you'll be unable to enter those courses. You can choose which courses to show or hide on this webpage by clicking the pencil icon in the upper-right corner of COURSE LIST on MyWebCT.
STEP 5: PLAN FOR SUCCESS

1. Important dates for SUMMER 2009
   June 1 First day of Class for Regular Term
   June 1-5 Drop/Add/Registration
   June 24 Midterm
   July 3 Holiday (College Offices Closed)
   July 21 Last Day of Classes for regular Term
   July 22-23 Final Exams
   July 24 Grades Due by 5:00 PM

2. Read the syllabus thoroughly and reply to the introduction and syllabus assignments on the Discussion Board before midnight, Sunday, June 7th. Assignments are usually due weekly by midnight Sunday. Do not miss a deadline. The best advice I can give you is pay attention to what you are doing, read all directions, and understand the assignments and their due dates.

3. The biggest challenge of taking an online course is **time management** and **staying on schedule**. With regard to written work (grammar and vocabulary quizzes, discussion questions, and essay assignments), you will see the 8 Learning Modules corresponding to the 8 weeks of the summer semester. I will let you know how the written work should be completed and when it is due. Understandably, certain chapter readings and online content information will help you prepare for various assignments.

4. The time usually spent in a classroom will be required of the students in the online process of completing assignments. If you miss assignments or feel that you are not where you want to be in terms of your grade, contact me or Dr. Strickland for assistance!

5. Sign up for a free tutor in the Academic Resource Center in the Oak Center during the first week of class for any weak subject areas.

6. You do not have to own a computer to be successful in this class; however, having a computer at home 24/7 with Internet connection makes the course easier. The BC campus and local library computers are available, but you are responsible for having all work done on time.

7. Ask for help. Don't quit or you will receive an “F.” An “F” will be on your transcripts forever and can hurt your financial aid, which requires a 67% success rate in all classes.

8. It is not a good idea to plan vacation or a heavy work schedule when you will not have access to a computer. The main point of an online course is that you can access the class 24/7. You can do your work ahead of time and turn it in early, **but I do not accept late work for any reason. There are no exceptions because an online course gives students the freedom to work at any time and at any location. Most assignments are due weekly. Deadlines are firm in the virtual classroom.**

9. Check your grades at the end of the semester in Banner Web. I do not mail grades. Log into Banner Web. Your User ID is your 9000 number, and your password is your Banner PIN.