Dear BIOL 1050 Student,

You are receiving this letter to welcome you to the on-line Environmental Biology class at Bainbridge College and also to provide you with instructions on getting started! Before we get into a lot of instructions, I really want to stress to you the importance of discipline in a completely on-line class. You are going to have to dedicate an allotted time frame that works with your schedule and commit to doing this. If you are unable to find the time and ability for this, then perhaps a class like this might not be the best for you. As far as the materials and information goes, it is absolutely not a bit more difficult or easier than a regular class of mine that would meet in any classroom on campus. The main difference will be self-discipline! I hope it is something you feel comfortable and confident about!!

So some basic information you need to know is that we use the online course system, GeorgiaVIEW at Bainbridge College for online teaching. Look for the link on the BC website (www.bainbridge.edu) under “services” on the top row of tabs and then pick GeorgiaVIEW. The login page to GeorgiaVIEW is called Student GeorgiaVIEW Resources. On your list of courses inside GeorgiaVIEW is a tutorial called Learning to use GeorgiaVIEW – for Students. We hope you’ll find it helpful.

To get started: the website address you need to go to is: https://bainbridge8.view.usg.edu/

**Student Login:** Your user name is the first part of your BC email address (username@student.bainbridge.edu) which will be eight characters or less, and your password is your Banner password. If you are unable to log-in then I’m afraid that I can’t help you there but to get that help, send an e-mail to: support@bainbridge.edu

You will need to make sure that JAVA is downloaded onto your computer in order to take quizzes, exams, watch lectures, and other on-line activities. It is also recommended that you have high-speed internet and NOT dial-up (it takes too long and is too slow for watching lectures!).

Once you have successfully logged in, you will see a list of courses that you are registered for. Click on BIOL 1050 because that is our class. Initially you will see a list of choices on the left side of the screen and most of the screen will be dedicated to class information. Once on the BIOL 1050 home site, you should see three folders titled “Start Here”, “Syllabus”, and “Weekly Materials”. If you do not, then click on the tab on the left titled “course content” and that should bring it up. Begin with “start here”. Under that you will find information about our class, a questionnaire, this letter, and communication information. Please read ALL of these items. Also pay close attention to the questionnaire because you are required to complete this assignment by the end of week 1 and it will be your first grade (worth 20 points). This questionnaire also verifies attendance, which is submitted to the Financial Aid Office! The next thing you should read carefully and thoroughly is the syllabus. This will give you the layout of the course, all materials you are responsible for, grading policy, etc. Now look at the “Weekly Materials” folder. Click on this tab and you will see that all of your weekly information pops up. I hope that you will find this organized and relatively easy to follow. I have arranged it by the week and you will see that the layout is very similar for each week. Each week will have objectives associated with that particular chapter for the week. These objectives are designed to help you focus on the main topics of each chapter lecture and to also function as a study guide for the individual chapters. I have also included chapter notes for every week that you can print off. These notes are designed to be used while listening to my lecture associated with that particular chapter. This will help you fill in the blanks of your notes and take additional notes that are not specifically included in the powerpoint notes. Your exams will be based on the notes, chapter objectives, and information that I give during the actual lecture over
individual chapters. (For specific information on exams, please read the syllabus and look at the
different weeks under “weekly materials” for descriptions of exams).

You will also find quizzes with each week. These quizzes will ONLY be available during the specified
week that we are currently on. They magically appear at midnight on Sunday night/Monday morning
and disappear the following Sunday night/Monday morning at midnight. This should be more than
enough time to take the weekly quiz. My advice is to take it early because you never know what will
happen during the week that might prevent you from dedicating the time you would normally spend on
your web course. Also, please remember that I do NOT allow these quizzes to be made up. They are
only available during the weekly time frame with no exceptions to this rule!! Each quiz will be worth 10
points. This may not seem like a lot, but it can add up rather quickly if you get too slack! Once the
specific week has ended, then the quiz magically disappears and the process starts all over again.

I have certain days set up for your lecture exams. These exams will be taken on-line. I have listed
specific days and time frames (8:00 am until 12:00 pm-midnight) for each exam. I have listed this
in the associated weekly information too.

My contact information is listed below. Most of my students call me Dr. Jenny, so please feel free to call
me that too! I am looking forward to getting to know you better and I really hope you enjoy this class.
Of course I think it is exciting and interesting, but in all honesty, I want you to learn new and wonderful
things! Please feel free to contact me in person during my office hours, by phone, or by e-mail (which
will most likely give you the fastest response to questions, problems, etc. you might be having). If it is
the weekend, then I will get back in touch with you, but probably not until later in the evening or first
thing in the morning. (I try not to live by the computer all the time!)

A few side notes: some students will watch the lectures and think that they are not loud enough. The
way you adjust the volume is as follows: go under “start” at the bottom left of your computer OR you
might have a folder on your desktop titled “my computer”. Either way, you are looking for “my
computer” and go to “control panel”. Under “control panel” click on “sounds and devices”. Here you
can control the volume for your computer if the lecture narrations are not loud enough. Another
important point is how to study for exams. First of all, each week, you are given chapter objectives.
These are your study guides for that week’s chapter. Print these out an answer them. Second, print out
the notes and as you watch the lecture fill in the blanks. Additionally, make notes that are NOT included
in the actual notes themselves of the material that I am discussing. Third, listen to the lectures, perhaps
more than once if necessary. Forth, study until you are so sick of the material that you don’t think you
can look at it again, then study some more!! And as always, contact me if you are having trouble or if
you any questions!

Dr. Jenny’s Contact Information:
Office: Room 235
Telephone: (229) 248-2570 (my office) or (229) 248-2560 (the secretaries, leave a message)
E-mail: jharper@bainbridge.edu

Good luck and have a great semester!!

Dr. Jenny Harper