Dear BIOL 1108 Lab Student,

You are receiving this letter to welcome you to the on-line Principles of General Biology II Laboratory 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).

Once you have successfully logged in, you will see a list of courses that you are registered for. Click on BIOL 1108 Lab 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 1108 Lab 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, 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 has an exercise and quiz under the specified week. Each exercise is in PDF format to make it easy for you to print out. After you have print out the exercise, you should go through the material and answer each question. Once you have finished the exercise, you then need to punch holes in it and place it in a 3-prong folder. This will become your notebook. Please make sure you put your name on the cover of your notebook! You will turn in 2 notebooks to me over the course of the semester. The first notebook will include exercises 1-5 and will be due the Monday you take the first laboratory exam. The second lab...
notebook will include exercises 6-10 and will also be due the Monday you take your second laboratory exam. For each day the notebook is late, I will deduct 5 points. Each notebook is worth 50 points for a total of 100 points. I will grade them based on completion, correctness of answers, and neatness. Your exams will be based on the exercises during the individual weeks. Exams will be given on-line through the GeorgiaVIEW system. They will consist of 50 multiple choice questions based on the material taken directly from your lab notebooks. I have listed specific days and time frames (8:00 am until 12:00 pm-midnight) for each exam. I have reminders of this in the associated weekly information too. (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.

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 lab. 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!)

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