PLEASE READ!!! – VERY IMPORTANT

To: Fall 2009 Computer Fundamentals students.

From: Dr. Jenna Miley, Assistant Professor

Date: August-2009

Subj: Instructions for (GeorgiaView) online course.

*****************************************************************************
This year we have an improved online course system, GeorgiaVIEW. If you have used WebCT in the past, you should have no problem making the change. Indeed, this new version has several improvements, including a more logical layout of tools. We also have new resources to help you learn and use GeorgiaVIEW. Look for the link on the BC website and on the login page to GeorgiaVIEW 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.

We’ll also be offering a series of 30-minute overview workshops in the Maple Center for new users of GeorgiaVIEW. Each workshop has a limit of 15, so come early if you want a seat:

  Wednesday, Aug 19: 10 a.m. or 4 p.m.
  Thursday, Aug 20: 9 a.m. or 4 p.m.
  Friday, Aug. 21: 9 a.m. or 11 a.m.

There are also several demos in how to accomplish many of the tasks in Georgia VIEW located from the BC home page. Click on the third link down called Orientation for online classes - Click here. About midway down is a link called DEMOS for USING WEBCT FEATURES. Click this link and choose the activity you want to view.

REMEMBER, YOU MUST BE LOGGED INTO YOUR ONLINE CLASSES BY FRIDAY, AUG. 21, AT 5 P.M. TO RECEIVE FINANCIAL AID FOR THEM.

An in-person orientation session will not be given for the class. This is your orientation! Please read all information carefully. Everything you need to know to get started is on the website or in this memorandum. If you have any problems please email me at jmiley@bainbridge.edu or telephone me at 229-248-2567 and leave a message.

http://www.lulu.com/content/e-book/introduction-to-computer-basics-and-basic-software-use/7465955 Use this link to purchase the e-textbook for this course. Textbook Name: Introduction to Computer Basics and Basic Software Use. Author: Dr. Jenna Miley. Price: $31.25. If you need to use financial aid to purchase the e-text, you can purchase a debit card from the on-campus bookstore with your financial aid.
Below is a list of steps you should follow to get started with the class:

1. The first official day of class is **Tuesday, August 18, 2009**. **YOU MUST LOG INTO THE COURSE ROOM AT LEAST BY FRIDAY, AUGUST 21st and complete the following three exercises!** If you do not, you risk being dropped from the class as well as financial aid for the class.

2. After logging into Georgia View (WebCT), click on the Week 1 folder to access and read the Course Syllabus thoroughly. After reading the course syllabus, you must reply to the SYLLABUS ASSIGNMENT and tell me that you have read and understand the syllabus. Next review the schedule and then complete the SCHEDULE ASSIGNMENT to tell me that you have read and understand the schedule and that there are due dates. Next complete the SOFTWARE ASSIGNMENT telling me that you understand we use Open Office or you can use Microsoft Office if you already have it. There is a syllabus quiz that must be completed for the first week of class as well. THERE IS A DUE DATE FOR THIS WORK!

3. Be aware of the fact that this course uses Open Office or the Microsoft Office 2007 software suite AND NONE OTHER! We will also use the Internet. **You CANNOT use Corel WordPerfect, Microsoft Works or any other software program for this course.** I cannot open those program files; therefore you would receive a zero for those assignments. Reply to the SOFTWARE ASSIGNMENT (in the assignment area) saying that you understand the software you must use in order to complete this course. THIS MUST BE DONE WITHIN THE FIRST WEEK OF CLASS.

4. Please be aware that you do not have to own a computer in order to be successful in this class; however, **it sure does help.** Having a computer at home with Internet access will only make the course easier for you. **NOT having one is not an excuse for late work.** However, you are certainly welcome to use the computers at the college or at your local library. If your library does not have the right programs for you to use, **THIS IS NOT MY PROBLEM!** It is no excuse for not doing the work required. Sorry but I cannot be held responsible for this. You must have access to a computer with Internet access in order to take quizzes, submit homework and accomplish any research necessary. Also if you have technical problems with your computer, you better get to the college quickly and get assignments turned in. I do not accept “technology issues” as excuses. It is imperative that you read directions thoroughly and do as instructed. Do not get angry with me when I assign a zero to an assignment because it was submitted incorrectly!

5. It is not a good idea to plan vacations and such around the class if you will not have Internet access while on this trip. The whole point of an online course is that you can access the class 24 hours a day, 7 days a week. You can do your work ahead of time and turn it in early. However, **I DO NOT ACCEPT LATE WORK FOR ANY REASON.** There are no exceptions to this. Remember, an online course gives you the freedom to do work anytime and anywhere; however, there are still due dates in the virtual classroom.
6. The most important advice I can give you is to pay attention to what you are doing and read all directions before doing exercises and homework. Peruse this website and learn how to log into the course room, attach assignments, etc. Remember, you are a college student and responsible for your own actions. If something isn’t working right for you then get in touch with me and let’s work it out. DO NOT WAIT UNTIL THE END OF THE SEMESTER AND THEN TELL ME THINGS AREN’T WORKING OUT!!!!!!

7. Email me if you have problems. Anything dealing with class work should be emailed from within the course room in Georgia VIEW. Do not email course related issues to my jmiley@bainbridge.edu account. I also have an IM address with Yahoo which is docjin07@yahoo.com. The Yahoo address is for instant messenger only. Do not send emails to the Yahoo address. For class related issues ALWAYS email me through the course room. If you call my office, make sure you have a clear connection, speak clearly, leave your name, telephone number and a short reason for the call. You don’t need to tell me you are a student in my computer fundamentals class. I have already figured that out. Just state your problem and I will get back with you as soon as possible. However, if your problem is class related you should email me through the course room.

8. Thanks and I wish for you a successful semester.