Keys to Success in Your Online Class

1. **Accept that your first online class may feel overwhelming:** Trying something new often feels challenging. It takes time to learn Blackboard, which is the online system used for your class. The more you use Blackboard; however, the easier it will become (North Hennepin Community College [NHCC], n.d., para. 1).

2. **Take responsibility:** Taking classes via the Internet is still going to school. Take online classes as seriously as you would a traditional class (Orange Coast College [OCC], 2014, para. 2).

3. **Connect with instructors early on:** Get to know your online class instructors early in your class. Follow up with him or her for feedback on assignments or any clarifications that you may need (Lytle, 2013, para. 6-7).

4. **Set Goals:** Your goals can be to log into your class every day, to set aside a set time for completing your work, or to post to the discussion board every other day. Once you set your goals, make sure to follow through (OCC, 2014, para. 3).

5. **Set Schedules:** While an online class can be a convenient way to fit education into your busy life, it’s also important that you set aside regular time to work on your course. Be sure to stick to the schedule you set (NHCC, n.d., para. 5).

6. **Stay organized:** Students in a traditional class usually have a clear cut schedule to follow. Your schedule might be less clear in your online class. Get organized from the very beginning—track assignments and due dates on a calendar, for example. Create electronic or paper folders for your course work, too (Lytle, 2013, para. 10-11).

7. **Log on frequently:** Plan to log into your course daily. This is a good way to stay informed about any changes to your course (Goucher College, 2015, para. 5).

8. **Participate:** Just like participating is important in traditional courses, it’s also important to participate in all activities and discussions for your online courses (Goucher College, 2015, para. 6). In fact, because there are no face-to-face interactions in an online class, participation might be even more important (OCC, 2014, para. 4).

9. **Have a consistent workplace:** Having a quiet space where you can study can be a helpful technique when taking an online class. Just like you don’t want too many distractions while in the classroom, you don’t want too many distractions when working on your online class work (NHCC, n.d., para. 6).

10. **Speak up:** If you are having difficulties with any aspect of your online course, it’s important to speak up. Other students may be struggling as well. And, unless you say something to your instructor, he or she may never know (Goucher College, 2015, para. 9).

References


Created by: Becky Nielsen and Gretchen Peterson, January 2015
IMPORTANT ONLINE FACTS

SESSIONS

- Online classes are split into two 7.5 week sessions – Session 1 & Session 2
- Session 1 will have a section number of XXX-1
- Session 2 will have a section number of XXX-2
- You must register for both Session 1 and Session 2 courses during the registration process
- Online classes have to be requested through the Online campus so availability is not guaranteed
- The earlier you register the better

WEEKS

- Online classes start on Sunday and end on Saturday
- Campus based courses start on Wednesday and end on Tuesday
- This means if you have an online session 1 class, your week 1 work will need to be submitted by Saturday
- Online time runs on East Coast time
- When your assignment is due End of Week 1 by 11:59 pm it will be 10:59 pm Central time

BROWSERS

DO NOT USE
- INTERNET EXPLORER

USE
- GOOGLE CHROME
- FIREFOX

⇒ Bayshore IT recommends using Google Chrome because it updates automatically and it best supports all functions that you will need to completed in myBSC (this includes additional programs such as “My Foundations Lab”)

RECOGNIZING AN ONLINE CLASS ON YOUR SCHEDULE

Online section “SECT” number will indicate if your class is 1st or 2nd session

Online Campus Code = J

Online classes will not be scheduled for a specific time or day
Blackboard (myBSC) Basics

myBSC is also known as Blackboard
To get to myBSC go to https://mybsc.bryantstratton.edu
Never use Internet Explorer
Only use Google Chrome or Firefox

Click the orange button in the middle of the screen to log in

On the next screen, enter
Username: BID#
Password: Same password you use to log on to a campus computer and into your college email

The next screen will have your courses listed in the left hand corner under “My Courses”
- The courses will have the Subject, Number and Section—look closely
- Both your online classes and campus base classes will be listed
- You will have to complete an online orientation when scheduled for an online class

- When you are done working in myBSC, it’s very important you completely log out of myBSC and close your internet browser
- This is especially important when using a campus computer
GETTING STARTED

Meet and learn details about your instructor and find their contact information

Find course Syllabus and Tracking Calendar

Find Lectures and Activities assigned by week

Post questions to your instructor—All students in class will be able to view

Find important weekly announcements from your instructor

Find your grades for submitted assignments

Calendar you can set up to keep track of your assignments

A list of e-mail groups—Example: You can e-mail all students in your class

No functionality at this time. Stay tuned for updates!

Links to: Blackboard help, Bookshelf, Course Materials, Employable You, Roster, Smart Thinking

Frequently asked questions and links

Course Name

Created by: Becky Nielsen and Gretchen Peterson, January 2015
Course Announcements can be found in several places
When you log in to myBSC, you may see a red alert by your name
You will also see announcements listed when you open your individual class page

Very important information may be posted! Check daily!
FINDING ASSIGNMENTS

Click on “Weeks”

Your instructor will post a new folder each week
Click on the corresponding week to view lectures and assignments

Each week’s folder may have:
- Lecture Folder
- Discussion Post
- Activities Folder
- Read-up
You will need to click on and complete items in each folder

To open these folders, click on the folder’s title
DISCUSSION POSTS

This icon indicates a discussion post
Generally, you are expected to create and respond to your classmates' posts several times throughout the week.

Once you open the post, you will see a list of posts from your classmates. You will need to create your own post AND respond to your classmates' posts. Aim to be active in discussion at least five days a week.

Click "Create Thread" to make your own post
Click on your classmate's thread to open and respond to their post

Created by: Becky Nielsen and Gretchen Peterson, January 2015
Click “Create Thread” to create your own post

After you click “Create Thread,” a text box will appear and you will need to follow the directions provided.

After you have completed your post, click and your post will appear for others to see

Once you click your name will appear and others will be able to view and respond to your post
RESPONDING TO A THREAD

Click on your classmate’s thread to open and respond to their post.

Once you open the post, you will see your classmates’ original post and any other classmates who have responded. To respond to the post, click “Reply”.

After you respond and submit, you will see your response listed below other classmates’ responses.
SUBMITTING AN ASSIGNMENT

You can add a comment if you need to explain something to your instructor.

Do NOT type your assignment in the "Add Comments" box.

Choose a method of submitting your assignment:
- **Text Submission**
  - Create assignment directly on page
- **Attach file**
  - Create assignment using Microsoft Office and attach file (you will want to use this method if assignment needs APA or other specific formatting)

**TEXT SUBMISSION**

After you click "Write Submission" a text box will appear:
- Type your assignment here
- Click "Submit" button at bottom of page

**ATTACH FILE**

To Attach a file click "Browse My Computer":
- Your documents will appear.

Your documents will appear after clicking "Browse My Computer":
- Double click on the file you want to attach
- Click "Submit" at the bottom of the page.
FINDING ePORTFOLIO

Next, click on EmployableYOU

First, click on eYOU Links

Click the drop down arrow and select your program

Next, click “Open Library”

Once you open your program library, a list of your required outcomes will appear. Click on the number of the outcome you will be submitting to.

After you click on the number, click on “add comments and update scoring”

If you are not sure which number to submit your assignment to, ask your instructor
SUBMITTING IN ePORTFOLIO

After you click “Add comment & update scoring,” a submission box will appear.

Click “Choose File” to attach your work.

Click “Add comment & update scoring” to submit your work.

After attaching your work, you will see your submission.

You also have the ability to Edit or Delete your submissions.