

# Online Orientation

## What should you do first?

1. Log into your courses at <http://bishopstate.blackboard.com/> Once you are enrolled in Blackboard, your **login ID** will be your **student number**, and your **password** will be your **6-digit date of birth** plus the **last 4 digits of your SSN**. If this does not work, **click the “Forget Your Password?” link and follow the steps to have it sent to you. If you don’t receive anything, contact Bishop State Blackboard Support at [bishopstate@supportcenteronline.com](mailto:bishopstate@supportcenteronline.com).**
2. Once you are in your course, print the syllabus, read all announcements, and look at Unit 1 (click on “Units” on the left side of the page, then “Unit 1” or whatever unit is available).
3. If you have questions, email your instructor from within your course by clicking on “Email” on the left side of the page. All emails sent to you from your instructor or Bishop State will go directly to your Bishop State email address. For information related to accessing this account, go to [www.bishop.edu](http://www.bishop.edu) and click on “Bishop State Email”.
4. Change the following setting on your computer: Click on “tools”, then “internet options”, then “settings” (in browsing history), then set to “every time I visit page”
5. Updating to the latest Java Engine:
  - Go to <http://www.java.com>
  - Click on “Free Java Download” button and follow instructions
6. Installing Adobe Acrobat:
  - Go to <http://www.adobe.com/products/reader/>
  - Click on the “Get Adobe Reader” button, click “Download”, follow instructions.
7. If you don’t have Word and/or PowerPoint on your computer, download Open Office:
  1. Go to <http://www.openoffice.org>
  2. Click on the “I want to download OpenOffice.org” link and follow instructions
8. Instructions for Updating Internet Explorer to version 9:  
If Internet Explorer is installed on your system, first determine the version that you have:
  1. Start Internet Explorer.
  2. From the top of the browser tool bar select "Help".
  3. From the drop down panel select "About Internet Explorer".
  4. A window will appear displaying the version number – if it is below 7 continue.
  5. Go to <http://www.microsoft.com>
  6. Click on Internet Explorer 9 and follow the instructions to install
9. If you have technical problems, contact the Blackboard helpdesk at 866-940-8994 or [bishopstate@supportcenteronline.com](mailto:bishopstate@supportcenteronline.com). You may also receive help through our **Online Support** portal.
10. If you are in need of help, and you don’t know where to go (or you aren’t finding an answer), feel free to contact Robert McWilliams at [rmcwilliams@bishop.edu](mailto:rmcwilliams@bishop.edu) or (251) 405-7144.

The following are some additional pieces of advice offered by online instructors at Bishop State Community College that should help you to succeed in your online courses.

1. You **MUST** use your Bishop State Campus E-mail address for all of your online course(s). Check your email as often as possible (at least every other day). Please include your name, course, and section # in all emails.
2. **DO NOT FALL BEHIND!** This is probably the most important piece of advice to follow when taking an online course – it is very easy to fall behind.
3. Keep up with due dates. Use a calendar to keep track of when various assignments/tests are due.
4. Log into the course the first day each unit opens for viewing so you know exactly what you will need to do during that week.
5. Complete reading assignments immediately after they are assigned. Plan on reading all assigned readings several times, especially since you don't have traditional lectures to attend.
6. Read and follow all instructions very carefully.
7. Compose all work outside of your course, then copy/paste it into the appropriate area. This will prevent you from losing your work if you get kicked off of the Internet. Check all work for correct spelling/punctuation, and keep a copy of everything that you turn in.
8. If your instructor utilizes announcements, read them as soon as they are posted.
9. If you ever have a problem, immediately send an email to your instructor - don't be afraid to call your instructor if you don't get a response.
10. Check your Bishop State email account at least every other day. You may use any of the computers on campus to check in to your online courses while you are on campus, but it is recommended that you also have your own computer at home.

Go to <http://www.bishop.edu/distance.html> for additional advice.