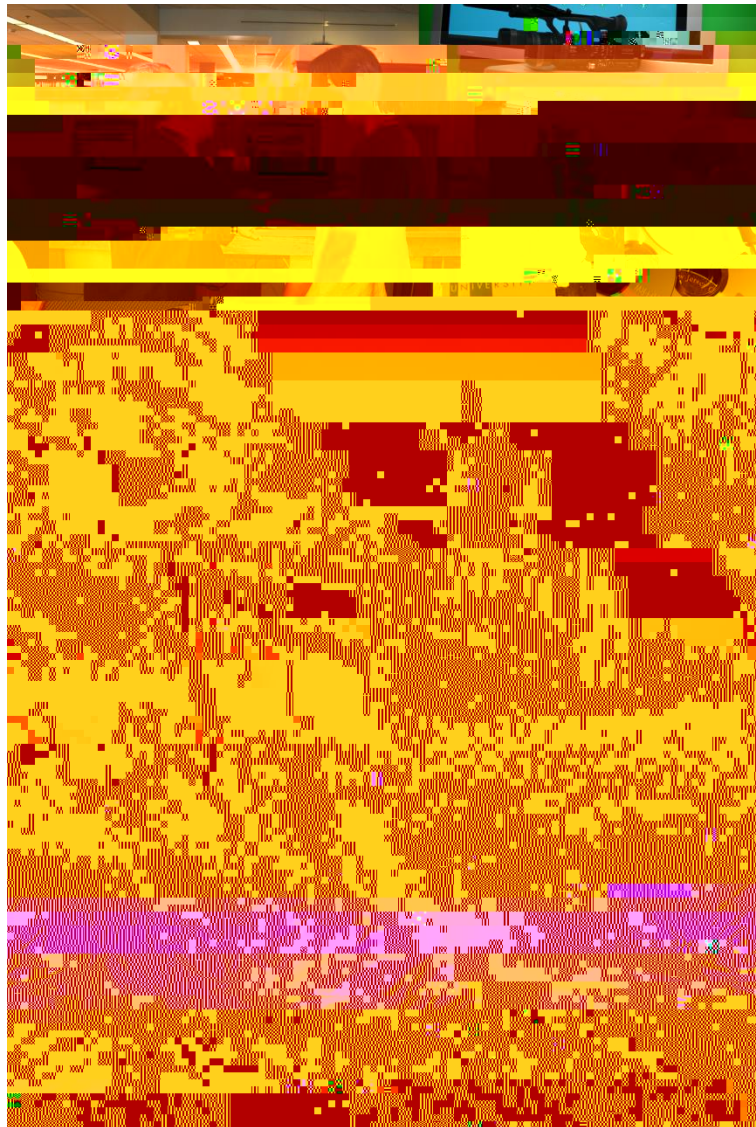


Online Learning @ NJCU

The Guide on the Side for Students



Getting Started

Now that you have registered for your online course, you may be wondering if there is anything you can do to in the weeks ahead to prepare for it. The information in this manual is designed to help you understand what you need to do to prepare for your first online course and become a successful online learner.

Online Course Delivery Systems

Blackboard Learn

All online courses at NJCU use a lear

Purchasing Textbooks for Your Course

As a rule of thumb, you should plan on spending at least as much time in your online course as you would spend in an actual face-to-face classroom, plus whatever additional time might be required to complete out-of-class assignments.

Tip 2: Be a Good Communicator

Since written communication is vital to online learning, you will want to put your best foot forward in your communications with your professor and your classmates. It is generally a good idea to prepare all written communications in a word processing program (e.g., Microsoft Word) before copying and pasting them into Blackboard Learn. This will give you an opportunity, not only to review and spell-check your document, but also to reflect upon what you have written to make sure it communicates exactly what you want to say. Clear communication is particularly important in public areas (e.g., the discussion forum) where misunderstandings can easily occur.

Tip 3: "Speak" Up

There is no room (or reason) for shyness in the online environment. You will get more from your online learning experience if you are willing to share your ideas and comments with your professor and classmates through

Communication in Your Online Course

There are two types of communication that generally take place in an online course: synchronous and asynchronous. Synchronous communication (like synchronous swimming) requires that all participants engage in an activity at the same time. This is similar to the type of communication that occurs in a traditional classroom environment where faculty and students are physically present in the same place and at the same time. Synchronous communication can occur in an online course when a professor schedules a chat which would require that all or specific groups of learners be logged into their course at the same time.

User ID and Password Issues

The most common problem that students encounter when logging into Blackboard Learn is an

	2) If there is no bar across the top of the page, your problem may be due to the fact that you do not have Microsoft Word or PowerPoint installed on your computer.
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PROBLEM:	Your professor cannot open a Word, Excel, Or PowerPoint file that you created in Microsoft Office 2007
SOLUTION:	Select Save As and use the <i>Drop Down</i> menu to save the file in the Word 97-2003, Excel 97-2003, or PowerPoint 97-2003 format. You may also change a default setting in office 2007 so that all files saved thereafter are backwards compatible. See the following website for instructions on saving files: http://www.ms-office2007.com

NJCU Policies Related to Online Learning

Student behavior in online courses shall conform to the student code of conduct as described in the *Gothic Guide Student Handbook*. Students using the Blackboard Learn course management system at NJCU must also comply with pertinent policies including the Academic Integrity Policy, NJCU Copyright Policy and Related Guidelines, and the Responsible Use of Computer Resources policy.

For further information, please see the links below:

Academic Integrity Policy:

<http://www.njcu.edu/dept/senate/integritypolicy.htm>

Gothic Guide: