TO: Spring 2015 Online Students
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SUBJECT: Online Courses
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Welcome to your online course offered through Jefferson College.

Information on the Web. For your convenience, we have posted much of the information you will need to prepare for your course on our web page. I encourage you to take time to review this information prior to the start of your course. To access this information, complete the following steps:

❖ Go to www.jeffco.edu, and click the JC Online link located under Academics.
❖ On the Online Courses page, click on Online Student Information.
❖ This will take you to a page linking you to information such as, Library hours, Bookstore hours, Testing Center hours, and more.

Most courses will be using Blackboard as our online course delivery system. There are video tutorials available 24/7 to assist you on a variety of Blackboard features at:

    http://ondemand.blackboard.com/students.htm

How to Get Started. A high-speed Internet connection is required for most course features. To access your online course, you will need a current version of Firefox, Chrome or Internet Explorer. After opening your web browser, go to http://jeffco.blackboard.com.

On the Blackboard login page, enter your login information (which is the same as your MyJeffco login), and click the “Login” button. Your initial login information was provided when you were admitted to the College. If you are unsure of your username or password, you can contact the Help Desk for assistance through any of the numbers listed below:

636-481-3234, Option 2; or 636-797-3000, ext. 3234, Option 2; or toll-free 1-866-522-1472

Once logged into Blackboard, look in the My Courses section and click on your Course Number. All the information you need to get started will be provided online in your course by the date the course is scheduled to begin. (Many courses will not be available until the course start date.)
Begin by reading the course syllabus and any orientation information provided by the instructor. Explore the course and make sure you understand the assignment and exam deadlines. If there are any questions regarding course content or deadlines, please contact your instructor.

Jefferson College students will need to have a student photo I.D. to use various College services, including checking out Library materials. If you do not already have your I.D., go to Student Services or to the Library at the Hillsboro campus during regular business hours to have your photo I.D. printed and to have a validation sticker for spring 2015 attached. Photo I.D.’s are also available at the Arnold and Imperial campuses. You will need a Missouri driver’s license or state ID for proof of identity. **Please note** that if you already have your I.D. card, you will only need to get a spring validation sticker.

**Successful Online Students.** Because we want you to be successful, we thought it would be helpful to know a little more about the nature of online courses.

- Past students who have been successful in this delivery format were usually highly motivated, independent, active learners with good organizational and time management skills. It is important to keep up with assignments and meet deadlines. Turning in late work could result in a reduced course grade and may cause one to fail the course.

- A mistake made by some students is to think that this type of course is easier than its on-campus counterpart. Past students agree, however, that this is not the case. Online courses require that students invest sufficient time to complete assigned work.

- Assignments, lectures and discussions are most often in writing. It is important to have good reading and writing skills to be successful.

**Smarter Measure** is a self-assessment tool that students can use to help them determine if they are a good candidate for taking an online course. It is free to take and can be found under the Online Support tab in MyJeffco (http://MyJeffco.jeffco.edu/). For assistance in taking this assessment follow the instructions provided. If you need further guidance, contact the Help Desk.

Please evaluate your skills and learning preferences to make sure this type of delivery format is for you. We anticipate that you will want to continue with the online course and will successfully complete it. However, if you decide that you would prefer to take this course in a classroom, please contact your advisor to discuss your options.

If you have any questions about your online course, please don’t hesitate to contact me.

*Allan Wamsley*