Online Class Orientation

Objectives:
Understand what to expect in an online course
Determine how to maximize your performance in an online course
Navigate the online course management system
Online Course Delivery Formats

- **Full Online Course**: 95% or more of the coursework is completed online.
- **Partial Online Course**: 51% to 94% of the coursework is completed online.
- **Hybrid Online Course**: Up to 50% of the coursework is completed online.

12/11/2012
# Face-to-Face and Online Class Comparison

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<th>Face-to-Face Class</th>
<th>Online Class</th>
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<tr>
<td><strong>Meetings</strong></td>
<td>Scheduled one, twice or three times per week.</td>
<td>No class meetings for full online courses. For partial and hybrid online courses, class meetings are held both online and in the classroom.</td>
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<tr>
<td><strong>Communication</strong></td>
<td>Takes place in class and as needed, via phone and email.</td>
<td>Takes place via email, the discussion board, announcements, and as needed via phone.</td>
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<td><strong>Time</strong></td>
<td>Three hours per week is spent in class and six hours per week preparing for class.</td>
<td>Between six and nine hours per week is spent completing the coursework.</td>
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<td><strong>Coursework</strong></td>
<td>Includes lectures, in-class oral discussions, reading the book and materials, and completing assignments, projects, quizzes and exams.</td>
<td>Includes reading, accessing any audio-visual materials, responding to discussion postings, completing assignments, projects, quizzes and exams.</td>
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A Typical Day for an Online Student

- Log into the course daily
- Check for emails, announcements or discussion postings
- Schedule time to complete
  - Reading
  - Assignments
  - Discussion Postings
  - Quizzes or Exams

12/11/2012
Tips on How to Improve Your Performance in an Online Course
What You Need to Get Started

**COMPUTER ACCESS**

Reliable Computer Access— you will need consistent computer access and Internet connectivity to complete the coursework.

**DISCIPLINE**

- You will not see the instructor each week to receive direction and instructions. Instead, you will need to follow the instructions provided online.

- You must be diligent in keeping up with the workload to meet the regular course deadlines. Online courses will allow you to work ahead and at your convenience.
Login Early and Regularly

**EARLY**

- Login to your online class early. If you fail to login to the online course before the “No Show” reporting period and follow the professor’s instructions for establishing your attendance in the class, you may be dropped from the class per the CSU “No Show” policy.

- You will be able to access the course the Saturday before the first weekday of class as published in the academic calendar. Your instructor may forward information on accessing the course to your CSU email account or the syllabus may be posted on the instructor’s webpage.

**REGULARLY**

- Login to Your Class Daily - You should check announcements, email, and due dates.

- Online classes require regular and frequent online participation.

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Do Not Procrastinate

RISK

• If you procrastinate, you assume the risk of forgetting the assignment and receiving a zero.
• You may encounter technical problems or personal circumstances that prevent you from completing coursework at the last minute.

SAFEGUARD

• Starting your work early is the best safeguard against these unpredictable factors as it allows you flexibility and time for assistance from the instructor or technical support.
• Try to be among the very first to post a discussion response rather than the last. You will find that staying ahead of your assignments will improve your performance and increase your chances of success.

12/11/2012
Communication

QUESTIONS

If you have questions, first check the syllabus as instructors often include information in the syllabus to answer frequent student inquiries. If you still have a question, email the instructor (the class syllabus will contain instructions on whether to send emails to the instructor’s Desire2Learn or the Clayton State email account).

COMMUNICATE RESPECTFULLY

Compose all communication very carefully. You cannot observe each other’s facial expressions, tone and body language, and you may unintentionally offend someone. For instance, use of all capital letters is equivalent to shouting in the online environment.

12/11/2012
How to Login to the Online Course?

- We recommend using Mozilla Firefox as your browser for D2L. You can download it free [here].

- Beginning Spring 2013, we begin the use of Desire2Learn, which is an upgrade of GaView. From the Clayton State home page, access Desire2Learn (D2L) by entering the SWAN portal login. Enter your DUCK username and password.

Select the GaView icon on the right side.
When you enter Desire2Learn, you will see a list of each of your online courses. Select the course to enter.
How to Navigate Features in Desire2Learn

Click this link to learn more about:

- Setting preferences
- Setting notifications
- Using Content
- Sending Email
- Viewing Grades
- Taking Quizzes
- Using the Dropbox
- Using Groups
- Posting Discussions
- Using D2L Mobile

Please be patient as it may take several moments for videos to play. If the video does not play within 90 seconds, please close and reopen the file.

For the best viewing experience, set your default browser to Firefox, Chrome, Safari, or Internet Explorer 9+.
If you Encounter Technology Problems

- Run the Browser Check from the Desire2Learn Home Page
- Contact the HUB (678) 466-4357 or TheHub@clayton.edu
The course cannot be accessed during the Desire2Learn maintenance period.

Under news you can see the maintenance schedule:

- Spring 2013 Maintenance
- Begins 10 PM Ends 7 AM
- Friday, Jan 11 to Saturday, Jan 12
- Friday, Jan 25 to Saturday, Jan 26
- Friday, Feb 8 to Saturday, Feb 9
- Friday, Feb 22 to Saturday, Feb 23
- Friday, Mar 8 to Saturday, Mar 9
- Friday, Mar 22 to Saturday, Mar 23
- Friday, Apr 5 to Saturday, Apr 6
- Friday, Apr 19 to Saturday, Apr 20
- Friday, May 3 to Saturday, May 4
This GeorgiaVIEW Production Service is currently undergoing scheduled maintenance. Service will be restored by the end of this maintenance period.

Each GeorgiaVIEW server undergoes scheduled maintenance every other weekend, during which the GeorgiaVIEW service is temporarily unavailable. This routine, periodic maintenance is essential to keep GeorgiaVIEW operating smoothly. GeorgiaVIEW is usually returned to service about 2 hours after maintenance begins. However, the entire window is always reserved in case of complications or if additional work is necessary.

To view the GeorgiaVIEW scheduled maintenance calendar, go to http://www.usg.edu/gaview/support/maint-schedule.phtml
Quiz

• Are you ready?

• Take this quiz to assess your understanding:

  Click here to take the Online Orientation Quiz