Planning to take an Online Class?

Prerequisites for taking an Online class include:

- **Placement into college-level reading and writing AND;**

- **Successful Completion of NET 100S—Introduction to the Internet or XLN 100S—Online Readiness Proficiency Workshop.**

NET 100S – Introduction to the Internet

Please see the current schedule for more information and availability of the Introduction to the Internet Class.

XLN 100S Online Readiness Proficiency Workshop

The XLN 100S Online Readiness Proficiency Workshop is designed to test your preparedness for online learning and proficiency in using the online learning tools.   It will assess your time management, organizational and Internet skills, and guide you in the use of the Blackboard course management system.

Workshops run from Wednesday to Tuesday and are completely online. There is no orientation or face-to-face meeting. ***You must register for the workshop by the Friday before the start date.*** The cost is $30. PAYMENT IS DUE AT TIME OF REGISTRATION. The fee is non-refundable after the start date of the class. The workshop will take a week to complete. Do not wait until the last minute to begin the workshop. Some activities are time sensitive.

Dates for the workshop are:

Course	Section	Term	Start Date (Wednesday)	End Date (Tuesday)	Register By: (Friday)
XLN 100S	701FS	2014FS	9-10-14	9-16-14	9-5-14
XLN 100S	702FS	2014FS	9-10-14	9-16-14	9-5-14
XLN 100S	703FS	2014FS	9-17-14	9-23-14	9-12-14
XLN 100S	704FS	2014FS	9-17-14	9-23-14	9-12-14
XLN 100S	705FS	2014FS	10-8-14	10-14-14	10-3-14
XLN 100S	701FL	2014FS	10-29-14	11-4-14	10-24-14
XLN 100S	702FL	2014FS	11-5-14	11-11-14	10-31-14
XLN 100S	703FL	2014FS	11-12-14	11-18-14	11-7-14
XLN 100S	704FL	2014FS	11-12-14	11-18-14	11-7-14
XLN 100S	705FL	2014FS	11-19-14	11-25-14	11-14-14
XLN 100S	706FL	2014FS	11-19-14	11-25-14	11-14-14
XLN 100S	707FL	2014FS	12-3-14	12-9-14	11-28-14*
XLN 100S	708FL	2014FS	12-3-14	12-9-14	11-28-14*
XLN 100S	709FL	2014FS	12-10-14	12-16-14	12-5-14
XLN 100S	710FL	2014FS	12-10-14	12-16-14	12-5-14

Getting Started in Your Online Workshop

Edison Community College uses the Blackboard Course Management System for online courses. To participate in your online workshop and future online courses, you will need to use a computer that is connected to the internet, and **must have activated your college-assigned user ID and e-mail address (**See Username and Password guidelines below).

The Blackboard link can be found on Edison's Home Page: www.edisonohio.edu.

To access Blackboard you will need a user name and password. Your user name and default password are created at the point of registration. Your password will expire every 90 days and may be changed using the Self-Service Reset Password Management System. **Please note that passwords are case-sensitive**.

User Name and Password

You will use your college-assigned user ID (user name) and password to access Blackboard, your Edison e-mail, and WebAdvisor.

To obtain your new user name:
- Go to WebAdvisor (http://www.edisonohio.edu/webadvisor/) for Prospective Students
- Click the "What's my User ID" link to locate your new User ID (name) by entering your last name and either your Social Security Number or your Student ID number (found on your registration statement, schedule, or a copy of your bill – it is a 7-digit number)
- Determine your system-assigned default password. It is made up of the last four digits of your Student ID number (if your ID number is less than 1000, use leading zeroes ex.: 0012), and the first four letters of your last name. **The first letter MUST be capitalized** and the rest lower case. If your last name contains fewer than four characters add capital A's.
  Example: 0123Gree or 1234HeAA)
- Activate your WebAdvisor account by logging in with your new ID and your default password
- With these steps completed, you should now be ready to login to Blackboard as well.

Each student is be provided an e-mail account ending in "@edisonohio.edu." **Everyone** (students, faculty, adjuncts, and staff) **MUST** use their Edison e-mail for ALL college communication.

To change your password:

- Access the Password Management System found at https://edisonhelpdell.edisonohio.edu.
- You will create TWO security questions with answers. Please make sure you remember the answers because you'll need them when your password expires, if you forget your password, or lock yourself out of your account.
- Once you've activated your account you should **IMMEDIATELY** reset your password to something that only you know. Your password is CASE-SENSITIVE, so be careful with UPPER and lower case.

Your e-mail account is web-based Outlook. Find it at https://hs2105.edisonohio.edu/exchange
Complete instructions for logging in as well as other handouts related to your user ID, password, and account management are found at http://www.edisonohio.edu/EdisonMail/

A few notes for students in the online workshops:

All workshops begin on Wednesday and end at midnight Tuesday. Some activities must be completed within certain days of the workshop, so it is your responsibility to begin no later than Friday. Failure to begin the class on time will put you seriously behind.

If you contact your instructor before the start of the workshop, and you do not receive a response right away, the course may not yet be available.

Instructor Contact Information

The lead instructor and coordinator for this workshop is: Steve Whiteman
E-mail: SWhiteman@edisonohio.edu   *Phone*: 937-778-7937

(Other instructors may be assigned for specific sections; if so, you will be sent an e-mail from the section instructor prior to the start of the workshop.)

Workshop Registration Procedures

1. You must be **admitted** to the college to participate in this workshop.
2. Complete the **Registration** form. You may register for your online classes at this time also.
3. **Pay** for workshop at the time of registration. The fee is $30. Note: the registration fee is **non-refundable** after the start date of workshop. Pick up your schedule and bill.
4. **Note:** PSEOP and/or Financial Aid funds may not be used to cover the XLN Workshop.
5. Activate your college-assigned user ID, e-mail account and password.
6. The instructor will send an e-mail to your Edison e-mail account a day or two prior to the start of the workshop, and another when the Blackboard course site is available.
7. The workshop begins on Wednesday and ends midnight Tuesday. There are specific tasks that are time sensitive, so begin as soon as possible.
8. Start immediately. Contact your instructor the first day of the workshop if you are unable to access the course. If you have not received an e-mail from the instructor by the start date of the workshop, **it is your responsibility** to contact the instructor.
9. In some cases, you may be concurrently enrolled in an XLN workshop during the first week of your online course. **Your continued enrollment in your online courses is contingent upon your successful completion of the XLN Online Readiness Workshop**. If for any reason you do NOT successfully complete the XLN workshop, you will be dropped from your online course within the refund period.

XLN 100S Workshop Registration Form

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip_____

Edison E-mail _____@edisonohio.edu Phone _____

Alternate e-mail _____ Alt. Phone _____

Student ID _____

Course Number <u>XLN 100S</u> Section _____   Start/End Date_____/_____

Payment by: € Cash   € Check   € Credit Card

Credit Card Type: € American Express € Visa
                                      € MasterCard   € Discover

Card Number _____ Expiration Date _____ Security Code _____

Student Signature _____