

PLANNING TO TAKE AN ONLINE CLASS?

Prerequisites for taking an online class include:

1. Placement into college-level reading and writing AND either number 2 or 3 below.
2. Successful completion of NET 100S - Introduction to the Internet or XLN 100S - Online Readiness Proficiency Workshop. NET 100S is a 1-credit hour class you may register for through WebAdvisor.
3. Completion of GEN101s after July 1, 2017.

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. The workshop will take a week to complete. Do not wait until the last minute to begin the workshop. Some activities are time sensitive.

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.

You are permitted to attempt XLN100 twice in one semester. Failure to pass the workshop in two attempts will result in not being permitted to attempt the workshop again during that semester or the semester immediately following. **Failure to pass this workshop will result in removal from any online courses for which you are currently registered.**

2019-2020 Dates for the workshop are:

	Course	Section	Term	Start Date (Wednesday)	End Date (Tuesday)	Register by: (Friday)	
Spring 2020	XLN 100S	715SS	2019SS	01/01/20	01/07/20	12/20/19	Spring 2020
	XLN 100S	711SS	2019SS	01/22/20	01/28/20	01/17/20	
	XLN 100S	712SS	2019SS	01/29/20	02/04/20	01/24/20	
	XLN 100S	713SS	2019SS	02/19/20	02/25/20	02/14/20	
	XLN 100S	714SS	2019SS	03/04/20	03/10/20	02/28/20	
	XLN 100S	705SL	2019SL	04/08/20	04/14/20	04/03/20	
	XLN 100S	706SL	2019SL	04/22/20	04/28/20	04/17/20	
	XLN 100S	707SL	2019SL	05/06/20	05/12/20	05/01/20	
Summer 2020	XLN 100S	701US	2019US	05/13/20	05/19/20	05/08/20	Summer 2020
	XLN 100S	702US	2019US	05/20/20	05/26/20	05/15/20	
	XLN 100S	703US	2019US	06/10/20	06/16/20	06/05/20	
	XLN 100S	704US	2019US	07/15/20	07/21/20	07/10/20	
	XLN 100S	701FS	2020FS	07/29/20	08/04/20	07/24/20	
	XLN 100S	702FS	2020FS	08/12/20	08/18/20	08/07/20	

Beginning Your XLN 100S Workshop

Edison State Community College uses Blackboard 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 **your college-assigned user ID and e-mail address**. Your user name and default password are created at the point of registration.

The Blackboard link is on Edison's Home Page: www.edisonohio.edu, click on the Resources button.

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.

The lead instructor and coordinator for this workshop is Steve Whiteman. Other instructors may also be assigned. Steve Whiteman's contact information: **E-mail:** swhiteman@edisonohio.edu **Phone:** 937-778-7937

The instructor will send a reminder to your Edison email prior to the start of the workshop. The course will not open prior to the scheduled date.

User Name and Password

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

To obtain your new user name:

1. Go to WebAdvisor (<http://www.edisonohio.edu/webadvisor>) for Prospective Students.
2. Click the "What's my User ID" link to locate your new user name.
 - To retrieve your User ID you will need your last name and either Social Security Number or Student ID number (the seven-digit number found on your registration statement, schedule, or bill).

To obtain your password:

1. Determine your system-assigned default password.
 - Your password is made up of the last four digits of your Student ID number 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)
2. Your password will expire every 90 days and may be changed using the Self-Service Reset Password Management System. **Passwords are case-sensitive.**

To change your password:

1. Access the Password Management System found at <https://edisonhelpdell.edisonohio.edu>.
2. You will create two security questions with answers. Be sure to remember the answers because you'll need them when your password expires, if you forget your password, or lock yourself out of your account.
3. 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.

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/IT-Help-Desk/>.

Reminder:

Failure to pass this workshop will result in removal from any online courses for which you are currently registered.



XLN 100S Workshop Registration Form

Registration Procedures

1. You must be admitted to the college to participate in this workshop.
2. Complete this XLN 100S registration form.
3. Submit this registration form to Student Affairs to enroll in XLN 100S. You may register for your online classes at this time also.
4. Receive your schedule from the Resource Specialists in Student Affairs
5. **Note:** Financial Aid funds may not be used to cover the XLN Workshop.

Last Name _____ First Name _____ M.I. _____

Student ID# _____ Current Phone Number _____

Address _____ City _____ State _____ Zip _____

Edison e-mail _____ @edisonohio.edu

Are you a College Credit Plus student?

Alternate e-mail _____

Yes

No

Course Number XLN 100S Section _____

Course Term _____ Start Date _____

Student Signature

Date

For office use only

Processed by: _____

Date: _____

Piqua Greenville

Troy Eaton