

TEXARKANA COLLEGE

ONLINE STUDENT ORIENTATION

The purpose of this orientation is to familiarize students with what is expected of them in an online course. In many ways, learning online is similar to learning in the classroom. Your instructor will provide quality readings, exercises, assignments and quizzes. As with regular classes, what you get out of it is related to how much you put into it. Expect to spend the same amount of time and energy on an online class. In fact, online classes can take *more* time and energy than regular classes.

Online classes differ from face to face classes in several distinct ways.

Work and study habits:

Online classes are convenient and flexible, but students have to be disciplined enough to make time to study and participate. Successful online students:

- Log in regularly to their classes, usually at a minimum of three times a week
- Plan to ensure enough time to study and complete assignments
- Take notes as they study
- Commit 6 to 9 hours per week for each 3 hour class
- Enjoy communicating in writing and reading the writing of others
- Be able to work with others via email and chat to complete projects
- “Speak up” to their instructors when problems arise

Online interactions are often an essential element of the learning experience. Be willing to share your ideas, carefully consider your responses to others, and be prepared to have your ideas challenged occasionally.

Effective Learning Styles

Online learning is best for those who learn by reading and writing. If you learn better by hearing lectures or making presentations, an on-campus class might be a better fit.

Successful online students:

- Are active learners who are willing to take responsibility for their own learning
- Are visual learners able to learn easily from reading and writing. If you learn best by hearing the instructor, you may want to consider an on-campus class.

Necessary skill set

The instructor cannot see their students and won't know if you are confused, bored, or frustrated unless you are willing to talk to her/him about it. Successful online students:

- Know how to use technology properly. This tutorial provides help with computer skills and information about Moodle, the Learning Management System used by Texarkana College to present online courses.
- Read and write well.
- Are comfortable addressing problems at a distance. Distance education students need to be assertive in order to make their needs known.
- Have good time management skills to plot and follow a schedule for finishing readings and assignments.
- Have solid research skills, including how to effectively use the Internet.
- Have the ability to work well cooperatively, even when your communication is restricted to email or online chat.

Two important qualities of a successful online learner are flexibility and adaptability. Learning online is an adventure that will expose you to some entirely new – and not always comfortable – experiences. The ability to be flexible and remain open minded is critical to having a positive experience.

COMPUTER SYSTEM REQUIREMENTS

To participate in Texarkana College Online courses, students are expected to be familiar with computers and the Internet. Students are responsible for their own software and computer equipment maintenance and setup.

Basic System

- Access to a modern computer system with a supported operating system installed.
- An ISP (Internet Service Provider) and a modem or other device capable of connecting to the internet. Your download speed should be in the 3-5 Mb range. If your download speed is less, you may want to consider upgrading your internet connection or finding a faster internet connection elsewhere (possibly on-campus). If a faster internet connection is unavailable to you, you may find it frustrating to take your online courses.
- You should have an internet browser installed on your computer (Firefox, IE, Safari). Moodle recommends the latest version of Firefox.

NETIQUETTE GUIDELINES

Top Five Rules of Netiquette in an Online Course

Written by: Laurie Patsalides • Edited by: Laurie Patsalides

Updated Dec 14, 2011 • Related Guides: Internet

Be prepared to communicate effectively when taking an online course. Following these simple netiquette rules in your online class or education environment will ensure your success!

With the onset of the online education environment and the expansion of online courses, a new buzzword has evolved called netiquette. Simply defined, it means etiquette on the Internet (or net).

In an online course you will have your communication skills tested! You will be speaking through writing both to fellow students and instructors, so it is imperative to communicate well and professionally.

Let's look at five important netiquette rules in an online course or education environment:

1. Be Friendly, Positive and Self- Reflective

When people cannot see you, and also do not know you, feelings can be hurt if you are not careful in how you express yourself. The old saying, think before you speak is important here. Think before you write. One word of advice is, do not respond when you feel angry. Wait. Write it down somewhere and come back to it. When you do, you may find that you no longer feel the same way as you did when you wrote it, because you have had time to reflect about the situation. Last, if you still feel the need to be heard, then edit before you post, and write it in terms that are easily embraced. This is also true when you feel a critique is necessary; say it in a positive tone. Reread what you have written to be sure it is positive.

2. Use Proper Language and Titles

Do not use slang or even profane words in an online education environment, even if they are words you consider, "not so bad," as they will sound offensive to the reader. Do not refer to your professor as "Doc" or by his or her first name, unless it is acceptable with him or her to do so. Also, do not use caps lock when typing. It will insinuate yelling. That would hurt someone's feelings and possibly give him (or her) the wrong impression of you.

3. Use Effective Communication

Say what you mean to say. This takes practice and thoughtful writing. Try to speak and write clearly at all times. Again, reread before you respond. Define and restate your words when necessary. Correct a misunderstanding right away. Chances are, if one person felt a certain way about what you said, another may have as well. Likewise, be mindful of chosen words and

joking. Let's say for example, I write, "get out!" This slang term can be interpreted in several ways, either positively or negatively.

4. Professionalism

Leave the characters like smiley faces, and instant message abbreviations out. Your friends may like it, but chances are your professor will not. Save it for personal conversations or definitely ask for permission before using them. They may be interpreted as childish or too casual for the online education environment. Last, always say please and thank you.

5. Ask for Clarification

If you are unsure of what was said, or the instructor's directive, or are trying to interpret a person's expressions, then ask again. Do not sit in silence either misunderstanding or feeling offended. Do not interrupt though; wait until there is a break in the conversation, or until the open interaction occurs. Your instructor will appreciate your responsiveness and maturity. A simple way to do this is to say (or write), "I did not understand...", which will always keep the onus for the misunderstanding on yourself.

The Golden Rule of Netiquette

With these top five netiquette rules, you are on your way to a great grade in your online course. Most importantly, when speaking in an online course or in any online environment for that matter, the same rules apply for etiquette as in real-time. The golden rule of netiquette in an online class or environment is, do not do or say online what you would not do or say offline.

ATTENDANCE

All students are expected to attend class regularly, thus online students must login to their course(s) on a regular basis (check the syllabus). A student may be dropped from a course for non-attendance if the student does not login and "actively participate" during the first week of class or specified times during the semester. Be sure to read your syllabus for this information. Viewing this online orientation does **not** count towards attendance. Your instructor should define what active participation is for your course. Active participation may be one or more of the following:

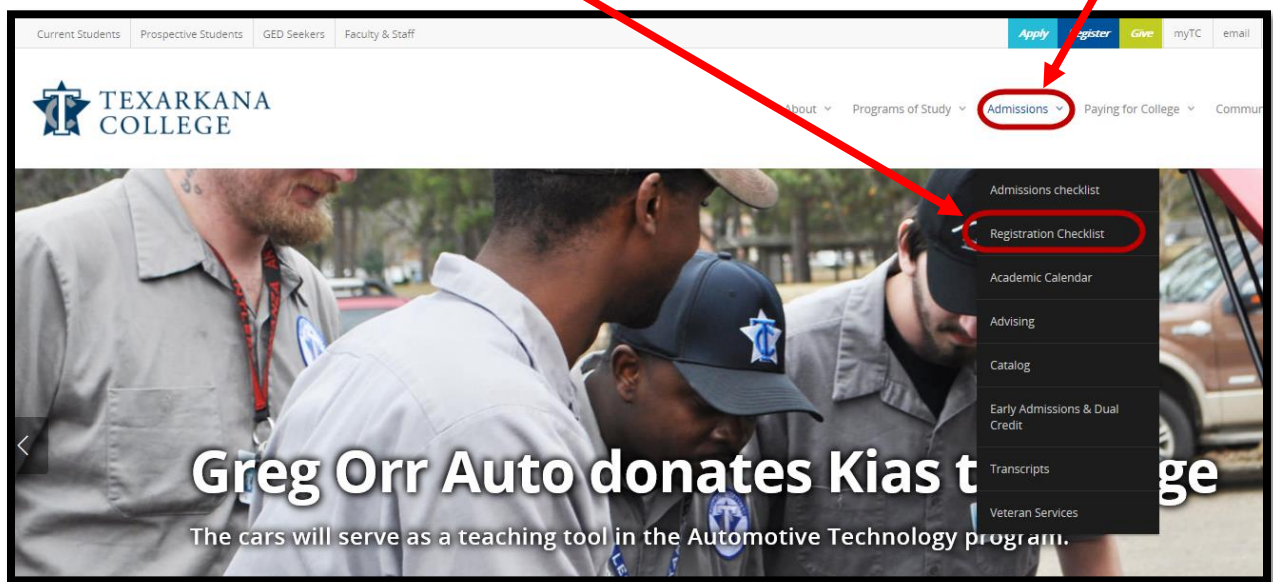
1. quiz/test on either the syllabus or another assignment
2. essay response to an instructor's prompt
3. discussion response to an instructor's question

You are expected to participate in online course activities on a regular basis, which means it is not an option to wait until the end of a term before completing online activities.

COURSE SPECIFIC REQUIREMENTS

Some online classes require activities or proctored exams that must be completed at a specific location. Some examples include an on campus lab session for a science class, or a math class that requires proctored exams which can occur on campus or at an instructor approved testing location near you.

Some online classes have specific instructions you might need to know about before the class is made available on the first day of class. This information should be listed in the course description when you do a class search. Go to the TC homepage and hover over the Admissions link and then click on the Registration Checklist.



Click on Search for classes.

Have you [already applied](#) and are ready to register for classes? This checklist will help guide you through the process.

- ## 1 Advising

First-Semester Academic Students: Meet with an [advisor](#) to discuss class selection and any disability needs.
Advising is optional for Continuing Students.
Notice, Workforce students must consult with relevant faculty or advising prior to registration.
- ## 2 Register for classes

 - [Search for classes](#)
 - [View your unofficial transcript](#), if needed.

When the Course Search page comes up, type in the Course Code (my example here is GOVT 2305 W1) and click on the Search tab at the bottom of the page.

Course Search - Course Search

[Add/Drop](#) > [Course Search](#)

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

Division:

Click on the Course Code link.

myTC Portal

Course Search - Results

Add/Drop > Course Search

Search Results

Search Again Term: 2014-2015 - Spring Division: All Search

Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
		GOVT 2305 W1 WEB	Federal Government	Smith, Candy S	0/50	Full	Web;	3.00	1/20/2015	5/14/2015

When the next page comes up you will see a note show up at the beginning of the Course Description that will give you instructions as to what you may need to do for the class.

Course Details

Federal Government (GOVT 2305 W1 WEB)

Instructor(s): Smith, Candy S

Spring 2015-16 Weeks, Undergraduate 3.00 Credit(s), Lecture
Dept: GOVT Clock Hours: 48.00
Status: Full (0 out of 50 seats)

Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
Web	1/20/2015 - 5/14/2015	

Course Description

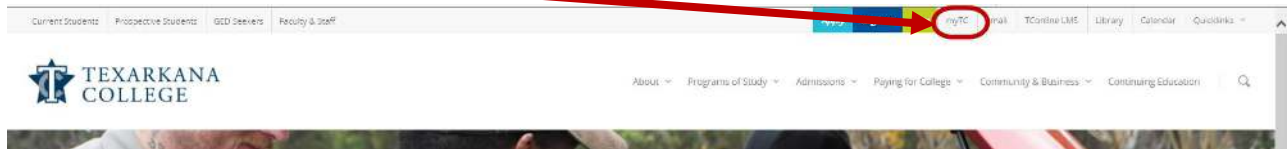
NOTE: You must sign in to your myTC account and click on the TC Online icon. Once you are on the TC Online page, your course will appear in the My Courses block on the left side of the screen. Click on the class to open. Failure to log in and complete an activity within the first week of the semester may result in you being dropped from the course. Being dropped from the course may negatively affect your financial aid status. A study of American national government with emphasis on the United States Constitution, Federalism, Congress, the Presidency, and the federal courts. Additional emphasis is placed on bureaucracy, criminal procedure, civil liberties, political parties, and voting behavior. Prerequisite: Successfully completed the reading portion of the TSI Test.

» Bookstore

All courses in the Department, Undergraduate Division

HOW TO GET TO YOUR ONLINE COURSES

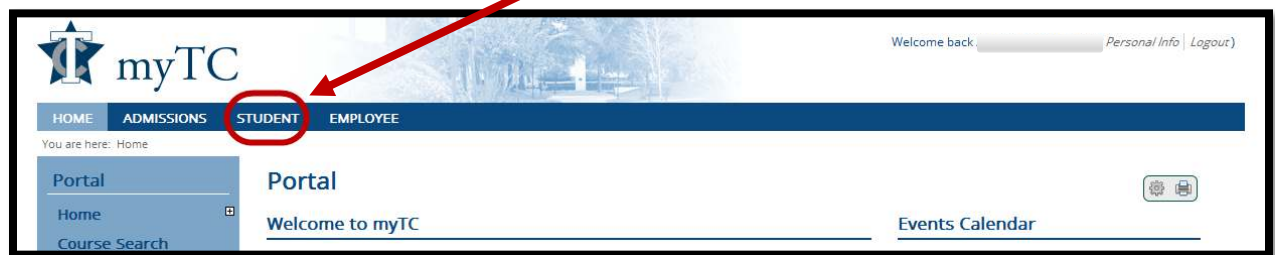
1. Go to the Texarkana College home page @ <https://www.texarkanacollege.edu> and click on the MYTC link.



2. Log in with your TC username and password



3. Once you are logged in, click on the STUDENT tab.



4. Once your STUDENT tab opens, scroll down to the section titled **TC Online – Moodle LMS** and click on the class you would like to go to. You will need to have your pop-up blocker turned off in the browser you are using. If you are using Firefox or Internet Explorer, a reminder to turn them off will show up. If you are using Safari on a Mac, the reminder will not show up. You just need to make sure the blocker is off. If you do not, nothing will happen. Please do not go directly to your Moodle Class Page by typing the address directly into your browser address bar. This is causing some problems and we would like you to access everything from myTC.

You are here: Student > Registration

Student

Registration

Billing and Payments

Course Schedule

Financial Aid

Course Search

Search...

Show search options

Quick Links

My Pages

TexarkanaCollege.edu

Email

Directory

Online Book Store

Financial Aid

Library

Help Desk

Student

My Course Schedule

Course Schedule for

View Details

Course	Title	Meets
BIOL 1322 01 TRA	Nutrition	MW -11:00 - 12:20
BIOL 2102 51 TRA	Anatomy & Physiology II Lab	MW -9:30 - 10:50 AM
BIOL 2302 01 TRA	Anatomy & Physiology II	MW -8:00 - 9:20 AM
RNSG 1360 04 TRA	Clinical Nursing-Registered Nurse T	TR -8:00 - 2:00
RNSG 1513 01 TRA	Foundations for Nursing Practice	MW -12:30 PM - 2:30

Add/Drop Courses

Add/Drop

Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2014-2015 - Fall

Add Period Closed / Drop Period Closed

Holds: Updated official transcript(s) from previous school(s) is required.
Past due balance.

TC Online - Moodle LMS

Current Courses ▾

Code	Course name	Grade	Schedule
BIOL 1322 (01 TRA)	Nutrition	--	Mon, Wed 11-12:20 PM;
BIOL 2102 (51 TRA)	Anatomy & Physiology II Lab	--	Mon, Wed 9:30-10:50 AM;
BIOL 2302 (01 TRA)	Anatomy & Physiology II	--	Mon, Wed 8-9:20 AM;
RNSG 1360 (04 TRA)	Clinical Nursing-Registered Nurse Training (Foundations)	--	Tue, Thu 8-2:00 PM;
RNSG 1513 (01 TRA)	Foundations for Nursing Practice	--	Mon, Wed 12:30-2:30 PM;

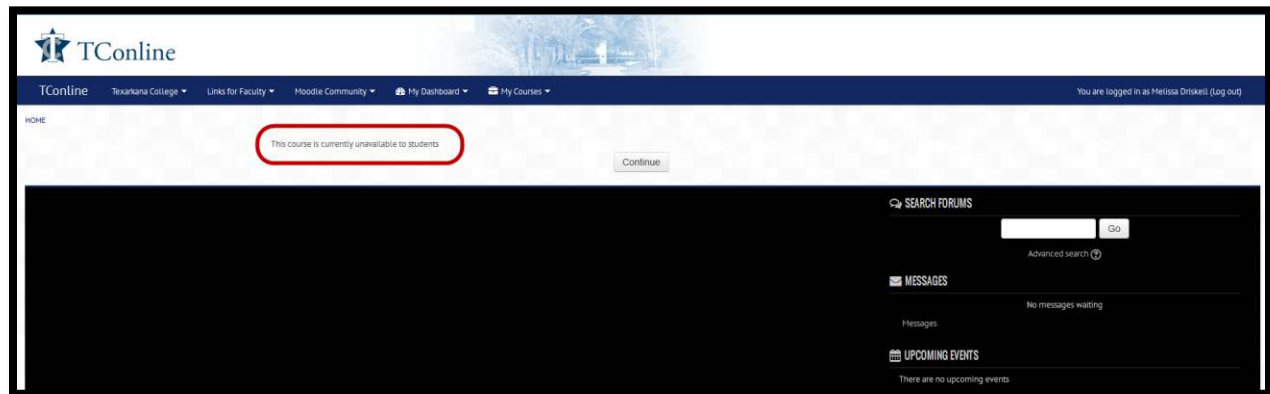
Your Schedule (Registered)

Course	Title	Status
BIOL 1322 01 TRA	Nutrition	Current
BIOL 2102 51 TRA	Anatomy & Physiology II Lab	Current
BIOL 2302 01 TRA	Anatomy & Physiology II	Current
RNSG 1360 04 TRA	Clinical Nursing-Registered Nurse T	Current
RNSG 1513 01 TRA	Foundations for Nursing Practice	Current

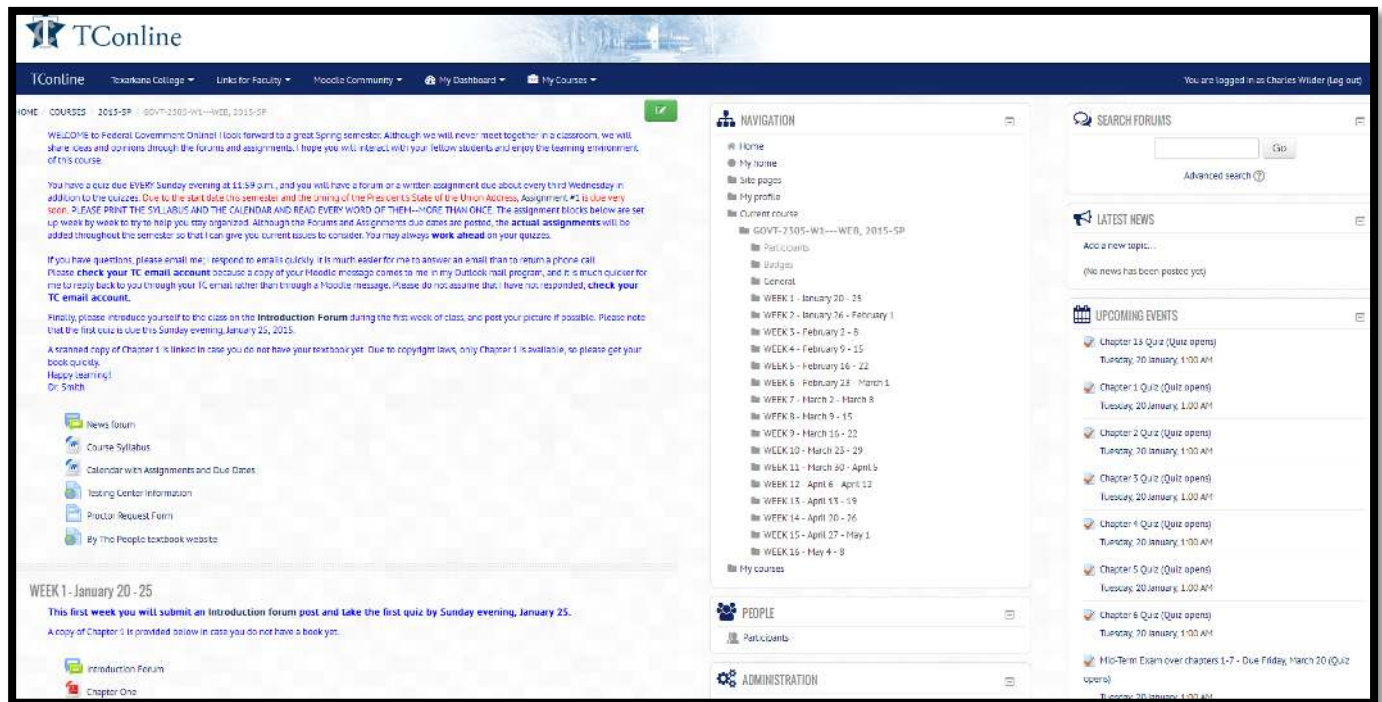
My Unofficial Transcript

Division: Undergraduate

5. Most online classes do not open until the first day of the regular semester. If you click on a class before then, you will most likely get a screen similar to the following that says “This course is currently unavailable to students”.



6. Here is an example of how a course looks once it is opened and you are able to access it. Be sure to read all the information that is posted, especially the syllabus.



7. The course is divided into topics or weeks. Within each topic or week the instructor will place the work you will need to complete (forums, quizzes, notes, powerpoints, assignments, etc.).

WEEK 1 - January 20 - 25

This first week you will submit an Introduction forum post and take the first quiz by Sunday evening, January 25.

A copy of Chapter 1 is provided below in case you do not have a book yet.

- Introduction Forum
- Chapter One
- Chapter 1 Quiz
- Chapter 1

WEEK 2 - January 26 - February 1

Assignment #1 is due this week on Wednesday, January 28 at midnight. Click on State of the Union Assignment below to see the details, and click on Assignment #1 to type your paper. DO NOT attach a document--type directly into Moodle.

I will post a link to a web version of the speech as soon as it is over; however, you might prefer to watch it live on television or the web on Tuesday, January 20. Typically, the speech airs at 8:00 p.m. Central Time, but please check on that day to ensure that this is the correct time.

- State of the Union Assignment
- Assignment #1
- Chapter 2 Quiz

8. If you have any questions during the semester, contact your instructor for clarification immediately. Falling behind is a major reason students tend to get frustrated and do not finish the course.