Online Courses & Features - Spring 2014

The College of Professional and Continuing Studies, in collaboration with the Schools of Arts and Sciences and Business, will offer the following fully online undergraduate courses for Spring 2014: (Only these online courses will be open to both day & evening students. Other online courses (not listed below) are only open to students in specific programs.)

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<th>CRN</th>
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<th>P/T</th>
<th>Title</th>
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<td>301</td>
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Currently enrolled students, who have a minimum cumulative grade point average of 2.00 at the time Spring classes begin, are eligible to take these courses. A student may take a maximum of two online courses per semester.

Student should be aware of the following features of online courses:

- They are taught by a La Salle University instructor.
- They follow a specific syllabus for assignments, threaded discussions, tests, etc.
- They are highly structured and are not independent study or self-paced learning experiences.
- They require students to be engaged with the course on a daily basis (this may vary from course to course)
- They offer the convenience of being able to participate anytime of the day or night
- They are available through the Blackboard Learning System 24/7 (with limited down-time each week for system maintenance)
- They are currently offered in an asynchronous mode (no specific time of day to be online); note that individual instructors may schedule synchronous events (specific day and time to be online) as part of their requirements
  - Getting Started – Login to MyLaSalle Portal: https://my.lasalle.edu/web/home-community/home#
  - Click the e-mail link (in Tools) to ensure you have access to your La Salle e-mail account.
  - Click on the Blackboard link (in Tools) to ensure you have access to the online course.
- If you experience trouble with either e-mail or Blackboard, contact the help desk at 215-951-1788 or www.lasalle.edu/resnet/email
- Details of course requirements will be found in the course syllabus, available in Blackboard about one week prior to the start of the class.
- Review of Blackboard Resources, which is an introduction to Blackboard, is required of all students who will be taking their first fully online course at La Salle. (see page 3)
Online Course Information - Spring 2014

Students who are successful in the online learning environment:

- Have regular and easy access to appropriate tools (computer, software) at home or at work
- Have a comfort level with using the tools (Blackboard, email, printing, file management, uploading and downloading files)
- Understand their learning style and abilities
- Enjoy reading & writing assignments
- Have very good time-management and organizational skills
- Have willingness to ask for help when needed
- Take responsibility for being prepared and completing assignments on time
- Have high level of motivation and strong commitment to putting in time and effort

Assessment Tools

Students considering enrolling in an online course should be aware of the following:

- Online readiness assessment quizzes should be taken prior to registering for these classes; it is a self-assessment tool that will help determine readiness to learn in a fully online environment and can be accessed at:
  1. Wisconsin Technical College Skills Assessment
     http://www.witc.edu/academics/online/orientation/selfassess.php

- Student Resources – and Blackboard Resources within Blackboard will detail the following:
  o Student Responsibilities in Online or Blended Courses – students should review this document to understand their responsibilities in taking online courses:
    http://www.lasalle.edu/schools/cpcs/bb/StudentResponsibilities.pdf
  o Computer specifications - learn what is needed (links to websites) to set up a computer for an online or blended course:
    Mozilla Firefox Internet Explorer;
    Microsoft Office 2007-2010;
    Adobe Flash Player and Adobe Reader;
    Google Chrome (for Windows 7 users or Vista XP users) OR Safari (for MAC users);
  o Overview of the Blackboard Learning system – see Online Orientation - Black Board Resources - next sheet
    https://online.lasalle.edu/webapps/portal/frameset.jsp?tab_tab_group_id=2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_17964_1%26url%3D

Guidelines/ Timelines

This information must be carefully reviewed and followed:

- Students who will be taking their first online course should review Blackboard Resources, (see next page).
- University policies relating to registration, adding and dropping classes, withdrawals, and tuition refund schedules for online courses are the same as for other courses that are offered in their respective time frames; see CPCS “Deadlines” calendar for specific details; Day students must receive approval from the Assistant Dean of their respective school;
- The calendars for online courses are the same as for traditional classroom-based courses, unless noted;
- No more than two online courses can be taken; during one semester;
- Cumulative grade point averages will be checked after Summer grades are processed; students not meeting the required minimum 2.00 GPA will be contacted by their advisors and dropped from their online class(es);
College of Professional & Continuing Studies

Online Orientation - Blackboard Resources

As part of the University’s ongoing efforts to enhance the quality of our online learning experiences, the College of Professional Studies (CPCS) and Academic Computing (AC) offer the “Blackboard Resources” reference, which serves as an online orientation to Blackboard. Students who will be taking their first online course are expected to become familiar with the features of Blackboard through “Blackboard Resources” prior to the start of their online course.

Students can access Blackboard through Tools on the “my.lasalle.edu” portal home page. Click on Student Resources in the “Course List”, and then click on Blackboard Resources. In Blackboard Resources, students can become familiar with the guidelines and expectations of an online course. More pointedly, students can review the tools used in the Blackboard Learning System which facilitate: contacting instructors & classmates, participating in discussions, submitting assignments, taking tests, etc. It also serves as a continuous resource for online courses. Students are encouraged to review Blackboard Resources whenever they have a question concerning Blackboard.