

Before You Begin Checklist

Tips for Success in Your Online Course . . . Complete This Checklist Before You Begin Your Online Course

1. Complete the Distance Education Blackboard Orientation.

- ✦ The Distance Education Orientation can be found on our online page or you may use the direct address: <http://lor.gvtc.org/uploads/HEL008/index.html>. This orientation will highlight some of the challenges of online learning and provide resources to be successful. In addition, information and tutorials for Blackboard are provided.
- ✦ This Distance Education Blackboard Orientation is required for online students. Students need to complete the orientation only once for duration of Wiregrass enrollment. After reviewing the orientation in its entirety, be sure to complete the assessment at the end to receive credit.
- ✦ Do not confuse this orientation with the New Student Orientation. All new students and students who are returning to Wiregrass after two years are required to complete an orientation for new students held on campus. New online students should complete both orientations.

2. Access Blackboard and Save Address to Favorites (or Bookmark).

- ✦ All online, hybrid, and web-enhanced courses use Blackboard.
- ✦ Visit and save the Wiregrass Blackboard homepage <http://wiregrass.blackboard.com> to your favorites (or bookmark) on your web browser. You don't have to go through the Wiregrass Georgia website to get to Blackboard. In fact, if the Wiregrass site is down, you can still access Blackboard if you know this address.
- ✦ To access Blackboard, go to <http://wiregrass.blackboard.com>:
Blackboard Username: 48_900xxxxxx (where 900xxxxxx is your WGTC 9-digit student ID)
Blackboard Password: 48_900xxxxxx (where 900xxxxxx is your WGTC 9-digit student ID)
You will not be prompted to change your password; however, you are strongly encouraged to change your password immediately after your first login. Directions to change your password are found in the Distance Education Blackboard Orientation.
- ✦ Students will not be able to login to Blackboard until a few days before the term. Students cannot access Blackboard courses until the first day of class. However, students can still complete all the tasks on this sheet.

3. Run Browser Test.

- ✦ From the Wiregrass Blackboard homepage <http://wiregrass.blackboard.com>, click the Test your Browser button on the Browser Test module. You want to see green checkmarks beside the components. If you see any red circle with an X, you want to install those components. To install, see the next step. In addition, you want to ensure you can Display an Alert and Display a Pop-up; pop-up blockers should be disabled.
- ✦ If any of the components had the red circle with an X, you need to install that specific component. From the Wiregrass Blackboard homepage <http://wiregrass.blackboard.com>, click Plugin Downloads from the Help and Resources module. Select the appropriate download and follow the prompts. All of these plugins can be downloaded free of charge.
- ✦ From the Wiregrass Blackboard homepage <http://wiregrass.blackboard.com>, click Computer Needs from the Help and Resources module. Ensure your computer meets the necessary requirements and you are using a Blackboard Supported Browser. Google Chrome or Mozilla Firefox is recommended.

4. Check for Additional Hardware/Software and Proctor Requirements.

- ✦ Additional or different media may be needed for some courses. Verify that you have the required hardware and/or software for each course. **For business and computer courses, you must have Microsoft Office 2016 and a Windows-based computer.** Wiregrass students can download a free version of the Microsoft Office Suite through their student email account. Apple computers, tablets, or iPads will not work; earlier Microsoft Office versions or non-Microsoft Office products will not work.
- ✦ Review the Course Requirements for Online and Hybrid Courses to check for special requirements such as hardware/software and on-campus visits or proctored events. This document can be found at www.wiregrass.edu/online/blackboard.php.
- ✦ Most courses require at least one proctored event/exam during the term. A proctor is a person that supervises an event/exam. Wiregrass proctors do not charge for proctoring Wiregrass students; however, other proctors may charge. **You are responsible for any expenses that may be incurred to secure an approved proctor.**

5. Get Your Books.

- Go to the Wiregrass Bookstore page www.wiregrass.edu/student/bookstore.php to view the textbook(s) needed for your course(s) and necessary contact, ordering, and shipping information.
- Pell or HOPE funds may be available three days before the term begins.
- Transient students are encouraged to buy books before the term begins to allow time for shipping.
- Contact the bookstore or your instructor if you have questions about the required textbook or software.

Valdosta Campus Bookstore: 229.333.5392

Ben-Hill Irwin Campus Bookstore: 229.468.2020

Or email bookstore@wiregrass.edu

Coffee Campus Bookstore: 229.468.2227

6. Find Your Student Email Address in BannerWeb and Access Your Student Email.

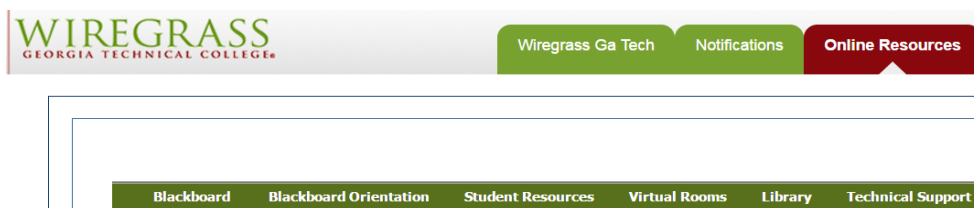
- BannerWeb (also known as BanWeb) is the WGTC database. You use this site to register for classes, drop/add classes during the drop/add period, check financial aid, check grades, and other tasks.
- To access BannerWeb, go to <http://banweb.wiregrass.edu/> and click **Login to BanWeb**:
BannerWeb User ID: 900xxxxxx (where 900xxxxxx is your WGTC 9-digit student ID)
BannerWeb PIN: your six-digit birthday. (A birthday of February 13, 1998 would be 021398)
- Select Personal Information to see your student email address. **Write down your student email address. You will need it to access your student email.** Your student email account is created once you are accepted into the college. If you cannot access your email account, email ithelpdesk@wiregrass.edu.
- To access your Wiregrass student email account, to www.outlook.com/student.wiregrass.edu
Email Username: your student email address.
Email Password: 900xxxxxx (where 900xxxxxx is your WGTC 9-digit student ID)
- Correspondence for your online or hybrid course will be sent to you through your Wiregrass Georgia Technical College student email account. Check your email regularly!

7. Ask for Help if Needed.

- If you need Blackboard technical support, email online@wiregrass.edu.
- If you need student email technical support, email ithelpdesk@wiregrass.edu.
- If you need BannerWeb technical support, email registrar@wiregrass.edu.
- You may also stop by one of our Distance Education offices or call us at 229.468.2022 or 229.245.6554.

Online students must CONFIRM COURSE ENROLLMENT during the first three days of the term. To confirm course enrollment, login to each online course and complete the Confirm Course Enrollment survey in the Start Here link. You must confirm course enrollment to remain in the online course. You may drop an individual course within the first three days through BannerWeb. If you want to withdraw after the first three days, you must complete and submit the appropriate withdrawal form before midterm [Contact Registrar for Information](#).

Be sure to visit the Online Resources Page in Blackboard for more information.



Equal Opportunity Institution

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A Unit of the Technical College System of Georgia

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