

Orientation

Complete the orientation **online** by **Monday Sept. 28 (11.59 pm)**. (Your online orientation is complete when you complete the tasks outlined below.)

If you do not complete the online orientation by the deadline, you are required to attend the in-class orientation on **Wednesday Sept. 30, 4:00 pm**. Meet me in my office 5-145. If you completed the online orientation, you **do not need** to attend the in-class one.

Without completing the online orientation **AND** fail to show up during the in-class orientation, a student will be administratively dropped from the class.

A few reminders:

- Set time, space, and a reliable computer for the course.
- Do not miss deadlines.
- Demonstrate your good citizenship.
- Be a good scholar.
- Use the syllabus and FAQ section - they have answers for most of the course related questions.
- Do not hesitate to contact me if needed.

Purpose of the orientation:

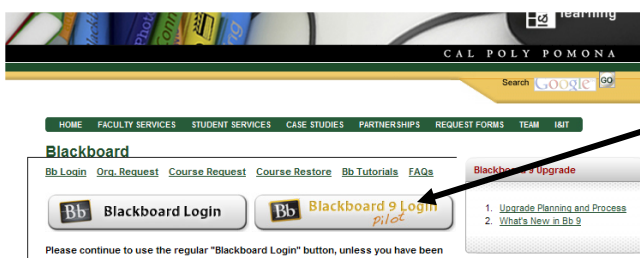
1. Learn the objectives – what you can expect to learn from this course
2. Learn the requirements – the amount and type of work you are expected to do for the course
3. Learn how to access and navigate the online classroom
4. Check and fix compatibility problems of your computer system
5. Decide if the class is a good fit for you

Here are the tasks of online orientation

Log in **Blackboard 9 Pilot site** (Note: this class is offered as part of the Blackboard 9 Pilot project. Your other courses may still be in the old Blackboard 7 system.)

Two ways to log into Blackboard 9:

1. Go directly to <https://bbpilot.csupomona.edu/webapps/login/>
2. Go to the university' regular blackboard page <http://www.csupomona.edu/~iit/learning/blackboard.shtml> and click on Blackboard 9 pilot



Login with your broncoName and broncoPassword

Go to GEO351

Complete the following tasks. Use **syllabus** as a guide. Contact the help desk or me if you have difficulties in completing some of the tasks.

- **Read the Syllabus** Make sure that you can access the document and understand the key points outlined in each of the 10 sections. You will be quizzed on the key points.
- Check out the **Class Calendar** located in the Syllabus and Calendar folder. Put the important dates on your personal calendar/organizer/cell phone (whatever you **actually** use and check)

- My contact info is in the **Instructor** folder if you need to contact me.
- Go to **Course Content** folder and start from “Read me first” file and then check out various types of materials linked to the first two weeks. Make sure that your system is set to access all the files. Fix your system if needed.
- Check out the assignment requirements posted in the **Assignment** folder, especially the group project requirement. You do not need to act on them for now.
- Go to the **Discussion Board**; check out different forums and threads. Post a message if you see fit – it is not required at this point. Your introduction will be done through the blog page.
- Follow the direction carefully to create your introductory blog entry using the **Blog tool**. Click on the **Blogs** from the course menu, and then click on “Who We Are”, follow the instructions (copied below with illustrations) to create your blog.
- View your classmates’ blogs to get to know them.
- Check out the **Message Box** – This is where you send me messages if needed and check my responses.
- Find out how to check your **Grades**.
- Check out the **Exam/Quiz** site. When you are ready, take **QuizO** – you can retake it multiple times until you get most of the questions (over 80%) right (for your future quizzes, you can only take it once).

That’s it – when you complete all of the above and pass QuizO, your orientation is complete and you can start taking the class.

Instructions of creating your introductory blog entry:

As part of the class requirements, the blog entries are intended to be used as an introduction of ourselves in the online environment – they are not intended to be used to “blog” things unrelated to the class. So please follow the direction closely and have an ID type of photo (of you, not your dog or your car – you can include your pets, car, friends, family members, etc. in the picture as long as you note which one is you in the picture) ready before you start.

Click on **Create Blog Entry**.

In the **title box**, enter your name.

In the **text box**, enter your major, your status (junior, senior, etc.), something interesting about your major and something else that you want your classmates to know about you. Say something about you that will make you a good teammate and a contributing member of the class (e.g. you are knowledgeable in a subject area of the class, you are experienced taking online class, you are a very reliable person in a team; etc. etc.).

Click on the “**attach image**” icon (second from the left on the bottom row on the menu bar of the text box) to attach your photo ID like picture of you. Use Browse to find your photo, **set width 200** (you can adjust it later if needed), **leave set height blank** (it automatically adjusts), and click **submit**. Adjust the layout and photo size if needed. When it’s done, click the **Post Entry**.

