

College of DuPage

COD Online

425 Fawell Blvd.

Glen Ellyn, IL 60137

Dear COD Student,

Congratulations on enrolling in an online course at College of DuPage!

Online courses are an exciting and challenging way to learn, and we want to help you get the most out of the experience.

Success in an online course requires a firm commitment from you – a commitment to make time for the course, to actively engage with your instructor and classmates, and ultimately a commitment to take on the responsibility for your own learning.

There are a few things you should do right away to prepare for your online course:

- Make sure you have the book. Online courses use textbooks just like classroom classes, and it's up to you to make sure you have purchased the correct book and have it ready for the first day of class. Visit the COD Bookstore at <http://cod.edu/academics/resources/bookstore.aspx>.
- Learn how to access your College of DuPage email, and check it for important information. Your instructor will communicate with you through this email account, so you should get used to checking it every day. You can find your student email at www.cod.edu/about/information_technology/email.
- Work through the student orientation in Blackboard, the College's online course system. When you log into Blackboard for the first time you should see a class called ***Orientation to Online Learning***. This orientation contains information that will help you be successful, including strategies for working through a course module online, suggestions for time management, tutorials about using Blackboard and technical requirements for your computer. You can log into Blackboard from the College of DuPage website or at <http://bb.cod.edu/>. View the ***Blackboard Student Quick Start Guide*** online at: http://www.cod.edu/online/getting_started/pdf/quickstartguide.pdf.
- Learn how to contact your instructor. If you have a question about your course, you should never hesitate to email your instructor. You can find faculty contact information in your Blackboard course, or in myACCESS.
- Is online learning for you? ***SmarterMeasure*** can help you answer this question. Take the test for free at: <http://cod.smartermeasure.com/>. **Username:** general student
Password: student

We hope your online course experience at College of DuPage is a good one. If you have questions about any aspect of your online course, feel free to contact us at (630) 942-2490.

Good luck with your course!

Kirk Overstreet

Associate Vice President Academic Affairs