

COD Online  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137-6599

Dear Student,

Welcome and thank you for enrolling in one or more COD Online classes. The following information will help you get started.

### **Access to Blackboard and Student Email via InsideCOD**

**InsideCOD:** InsideCOD is a portal with easy access to college systems and various information and resources. You can access the College's online learning management system, Blackboard, and your COD email account through InsideCOD. Use your myACCESS ID and password to log into [InsideCOD](#).

**Blackboard:** The College uses Blackboard to manage and deliver online courses. To access Blackboard, click the Blackboard icon on the right of the Inside COD portal page. Please read the enclosed *Student Blackboard Quick Start Guide*. It explains how to access your course materials in Blackboard.



**Note:** *Unless an arrangement is made between you and your instructor, you will not be able to view your course in Blackboard until the first day of your class.*

**Student Email:** Most online instructors expect students to use their COD email for communication related to course work. To access your COD email, click the link under the Mail icon on the top left of the InsideCOD portal page.



For login assistance, contact the Student Help Desk by phone at 630-942-2999 or via e-mail at [studenthelp@dupage.edu](mailto:studenthelp@dupage.edu).

### **Instructor**

**You are encouraged to contact your instructor with any course specific questions.** To find out who your instructor is or his/her contact information, please follow [instructions](#) at our website.

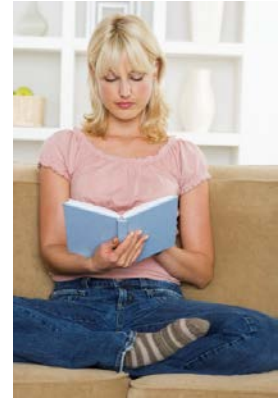
**Note:** *Your instructor may or may not be available to you prior to the first day of your class.*

<p style="text-align: center;"><b>Is online learning for me?</b> <i>SmarterMeasure</i> can help you answer this question. Take the test for free at: <a href="http://cod.readi.info">http://cod.readi.info</a> <b>Username:</b> student <b>Password:</b> student</p>
--

## Textbook and Course Information

For most courses, you can purchase your textbooks from the COD Bookstore in person or online for home delivery or in-store pickup. For more information, call (630) 942-3883 or visit the [Bookstore's website](#), which is also accessible from InsideCOD.

For additional basic course information, view the [Course Summary](#) for your course. Your syllabus (usually available to you after class starts) is the official course document. If the summary is not available for the course or your section of the course, please contact the instructor.



## Successful Online Learner



You should be a self-directed and self-motivated learner. In particular, you will need to avoid procrastination by setting up your own study schedule and staying on top of your assignments. You are encouraged to initiate communication with your instructor, especially if you have difficulties.

You are expected to have necessary technical skills for achieving academic success in an online environment including use of software for Internet browsing, word processing, online communication, e-mail attachment and file transfer.

To learn more about learning online at the College of DuPage, please visit the [COD Online](#) website and browse through the [FAQ pages](#).

## Student Support

For general questions about COD Online courses, please call, email or make an appointment with COD Online support staff. Our phone number and email address are (630) 942-2490 and [codonline@cod.edu](mailto:codonline@cod.edu).

Academic advising and counseling are available by phone, e-mail, or walk-in visit. For more information, visit their [website](#) or call (630) 942-2259.



College of DuPage Online