

GeorgiaView ORIENTATION

For GeorgiaView information and support, go to www.sgsc.edu and visit **Academics--Online Courses**

A. Read the GeorgiaView Instructions Document posted on your teacher's website at <http://faculty.sgsc.edu/ccozma/> under **GeorgiaView Handouts**.

B. Using the GeorgiaView Mail feature

When you have logged into GeorgiaView and clicked on this class, click on the **Email** link on the top of the screen. Click on **Compose** to write a new message. Click on **Address Book**. **There**, select your teacher's name, Codrina Cozma, click on the **To** link to add her to the Recipients area above. Then, click the **Add Recipients** button on the bottom of the window to add this recipient (your teacher) to your New Message. This will put you back in the message window. Type in a subject and a short email message that should contain.

C. Uploading an assignment to GeorgiaView

Click on **Dropbox** on the top.

Click on the name of the assignment folder you would like to submit, which for today is **GeorgiaView Practice**. In the new window, read the Instructions and follow them to submit the assignment. This is a way of testing if you understand how to submit your future assignments via GeorgiaView. If you successfully submit this assignment, you will earn 10 bonus points in this course.

Instructions

1. Create a Word document with only the word **Practice** on it. Save it on the computer or on a CD or flash drive.
2. Click on **Add a File**, then click on **Browse**. Select your saved Word document with the word **Practice** on it.
3. Click **Upload**.
4. You should be able to see the blue link of your attached assignment document. At this point, you have a chance to click on it to open it and check if it's the correct document. If it's not, you can click on the **Delete** icon to the right of the blue link and then repeat steps 2-3.
5. Click **Submit** (bottom right).

ALWAYS VERIFY IF THE DOCUMENT YOU SUBMITTED AS AN ATTACHMENT CAN BE OPENED AND IF IT IS THE ONE INTENDED FOR SUBMISSION. To do so, go through the next steps:

1. Go to **Dropbox**.
2. Click on the blue number under **Submissions** on the row that corresponds to the assignment you have just submitted (for example, **GeorgiaView Practice**)
3. You should be able to see the blue link of your attached assignment document. At this point, you have a chance to click on it to open it and check if it's the correct document. If it's not, go to **Folder List**, **click on the assignment title (GeorgiaView Practice)**, click on **Add a File**, then click on **Browse**. Select your saved Word document with the word **Practice** on it, click **Upload**. When you can see the blue link of your attached document, click on **Overwrite** (bottom right). The newly uploaded document will replace the one you submitted previously.