

Composition I Online Orientation
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Dear Students:

Here are the steps you should take to ensure your success in this online course:

1. Make sure you have your GeorgiaView username and password, so you can log into the course.
2. Once you have your GeorgiaView login info, you may log into your online course. The most direct way to get to the GeorgiaView Login Page is by clicking on the following link (or by copying and pasting it into your browser address box): <https://sgsc.view.usg.edu/>
3. If this is the computer you are going to use to post your assignments, before you fill in the Username and Password boxes, click on the link [please click here for a System Check before you log in.](#) under **Welcome** on the right of the page. This will check if your computer has everything it needs to use GeorgiaView. If you see a **green Yes** to the left margin of a checked feature, that means your computer already has it, and that is alright. If you see a **red recommendation to install something** to the left margin of a feature, please follow that link to download whatever is required.
4. Once you have prepared your computer for GeorgiaView, you may now log into GeorgiaView by filling in your Username and Password (which you obtained following Step 1). You will then see a list of courses you are enrolled in this semester. Click on this particular course.
5. On the course home page, you will see under **News - Class Documents**, several documents you will need to read for this class: Syllabus, Lecture Notes, GeorgiaView Instructions, this Orientation document, an MLA Handout, and a Verb Tenses Handout. Save them on your own computer and read them thoroughly. Your **Syllabus** contains a description of the course policies, grading scales, assignments description, and a calendar with all the assigned weekly readings and written assignments, so follow this calendar for weekly assignments due dates. **You will have to read weekly the Lecture Notes** to help you understand the readings and for additional explanations on how to do your homework. Read the **GeorgiaView Instructions** document to understand how to use the functions of these learning platform (Email, posting Discussions, uploading assignments in the Dropbox, and taking Quizzes). It is a good idea to print these documents at the beginning of the semester, so that you can consult them even if you lose access to GeorgiaView.
6. Note that on top of your course home page, you will also find a link called **Grades**, where you can go to view all your grades.
7. The other links on the top of the course home page, **Discussions** and **Dropbox** contain assignments you will have to complete during this semester. You will have to follow the **Assignments Calendar** on the **Syllabus** to see when each assignment is due. All you have to do is click on an assignment and follow the instructions; you will find there explanations for both the required content of the assignment and for the way you should submit it. **However, you may find additional directions regarding the content of the assignment on the Syllabus and the Lecture Notes for the week in which the assignment is due.** When submitting the **Discussion** assignments (**D1, D2**, etc.) in the **Discussions**, you must click on **D1**, for example, then click on **Compose**, then type your answers in the message box (or you can write them first in Word on your computer, and then copy and paste them in). The **Assignments** (Essay and Research Project) will have to be submitted **as attachments in the Dropbox** and are due later in the semester. Your Syllabus contains detailed information about the required format and submission guidelines of the assignments that are to be submitted as attachments.

No work on paper or via email will be accepted except for one late assignments per semester that may be submitted using the GeorgiaView email!

8. The **Quizzes** (also a link on the top of the course home page) are timed assessments for which you will have to select the correct answers. While taking them, you will be able to see the remaining time on the top right of your window. You only have two attempts for each of them, and you will be shut out once the time is out, **so do not attempt to take a look at them and go in before you are ready to take them.** You will be able to see your grade immediately after submission.
9. Here are some GOLDEN RULES for success in this online course:
 - A. When you commit to an online class, you commit to resort to any computer in the world that has Word and Internet access. **Therefore, since your home computer is not the only computer in the world, you cannot use its malfunctioning as an excuse for lateness.**
 - B. This course does not provide any computer training, so if you are not familiar with using Word, Email, or the Internet, this course is not your best option.
 - C. Always **read** first what is required for each week, and **then** do your homework
 - D. Always have a **backup** of all your work
 - E. Don't wait until the last minute to submit your work; **late assignments** won't be accepted under any circumstances. The only way you can make up for missed or late assignments is by taking the Extra-Credit Test, but that is worth only 7% of your final grade in the course, so only a small fraction of what you missed can be made up for.
 - F. After you submit your work, always go back to that assignment link and **check if it has been posted in the required format, and whether or not the assignment you posted is THE ONE you meant to post.** Please follow the **verification steps described on pages 4-5 of your Syllabus.**
 - G. For **technical difficulties**, please contact the IT Department at South Georgia State College, and not the teacher. Technical difficulties are not an acceptable excuse for lateness (see Rule A).

Best wishes,

Dr. Codrina Cozma