

Netiquette*

Below is a list of general netiquette expectations for online courses:

- ⇒ Make sure to read your emails and understand the subject and message matter.
- ⇒ Carefully read your messages and proof for grammar mistakes as this can make your message difficult to interpret.
- ⇒ Clearly label comments using humor or sarcasm with “ha ha” or :)
- ⇒ Know your audience...make sure that the person(s) to whom you are sending the message is appropriate.
- ⇒ Avoid cluttering your messages with symbols, arrows, etc. This makes the messages hard to follow.
- ⇒ Be specific when asking questions.
- ⇒ Include all pertinent information in your email including how to be contacted such as an alternate email address and/or phone number to be reached at.
- ⇒ Use upper and lower case letters as if you use ALL CAPS it can be considered offensive.
- ⇒ Try to stay as calm as possible when composing or responding to an email as you might regret something you would say during a moment of anger.

Your professor might have specific guidelines for his/her course as well.

Important Info

BCU Online {ANGEL} URL:

<https://www.briarcliff.edu/bcuonline>

BCU Online Support:

Monday thru Friday 8 a.m.- 5 p.m.: 712-279-5401

Monday thru Friday 5 p.m.- 9 p.m.: 712-251-0469

Saturday & Sunday 12 p.m.- 5 p.m. 712-251-0469

Email Support: bcuonline@briarcliff.edu

Library Services URL:

<http://www.briarcliff.edu/library/library.aspx>

Library Services Phone: 712-279-5449

Registrar

Phone: 712-279-5447

Business Office

Phone: 712-279-5440



Helpful Hints for Online Learning Success

*Some of the information in this brochure was found in the University of South Dakota's School of Business Tips to Online Learning.

Being a successful online learner

- ⇒ Online Learners must be self-motivated and self disciplined because the online format allows you take FULL responsibility in completing your coursework.
- ⇒ Online courses are not to be thought of as easier as these courses require just as much effort as a face-to-face class. Review your syllabi for course standards and objectives.
- ⇒ It is important that you logon at least three times weekly or as much as your instructor recommends. Remember you have full control of completing the coursework in the time-line specified by the instructor.
- ⇒ Remember your only communication interaction is going online so make sure your messages are concise and appropriate.
- ⇒ Online learning requires a technological understanding. Online users need to know how to utilize email, the internet, uploading & downloading files, as well knowledge of Microsoft Office Applications such as Word, Excel, and PowerPoint.
- ⇒ It is important that you know how to communicate with your instructors by the method suggested by the instructor. Instructors are the individuals you can assist you with coursework.

BCU Technological Resources

E-mail

Briar Cliff University is pleased to offer Microsoft Outlook Web Access as our email system. All emails have the following standard:

FirstName.LastName@briarcliff.edu

Students need to visit the Briar Cliff University website at www.briarcliff.edu and click on the e-mail via the homepage or <https://mail.briarcliff.edu/owa>

Web Advisor

The IT Center provides access to Web Advisor. Web Advisor workflows enable students and employees to conduct standard transactions online, such as grading, viewing budgets, checking class schedules, viewing “unofficial” transcripts, viewing class rosters, obtaining financial aid information, and more! All current students are setup with a Web Advisor account. Check out the Briar Cliff University website at www.briarcliff.edu and click on Web Advisor via the homepage for more information. Your username and password for accessing this information is the same as your email password.

BCU Online

Briar Cliff University has adapted an online learning management system. This program provides the ability for true online classes without the conventional use of a classroom.

BCU Student Portal

Briar Cliff University will be implementing a student portal prior to the first day of classes. This portal will allow you to access all your network resources, Email, WebAdvisor, and BCU Online along with other important information pertaining to your BCU life. To access the portal go to bcyou.briarcliff.edu.

Suggested Technology for Successful Online Learning

BCU Online System Requirements:

- ⇒ **Operating System**
 - ⇒ Windows XP or Vista
 - ⇒ Macintosh OS X
- ⇒ **Web Browsers**
 - ⇒ **Internet Explorer 7.x or higher**
 - ⇒ **Firefox**
- ⇒ **Java Runtime Environment 1.4 or greater**
- ⇒ **Pop-Up Blockers**
 - ⇒ Disabled or configured to allow pop-ups from the BCU Online URL:
<https://www.briarcliff.edu/bcuonline>
- ⇒ **Java Script Enabled** on your web browser
- ⇒ **Processor**
 - ⇒ 1.0 Ghz or higher
- ⇒ **RAM**
 - ⇒ 512 MB or higher
- ⇒ **Monitor Resolution**
 - ⇒ 1024x768 or higher
- ⇒ **Sound Card to listen to audio**
- ⇒ **Office Suite**
 - ⇒ MS Office 2003 or 2007 or Mac Office 2004 OpenOffice files will NOT be supported.