2015-2016
Orientation for Online Learners
A Message from the President to BCU’s Online Learners...

Welcome to Briar Cliff University and congratulations on your decision to pursue your degree through BCU’s online degree program.

Because Briar Cliff has been serving adult students since 1979, we have a long tradition and well-respected reputation of providing a supportive learning environment and academic excellence with faculty attuned to the needs of adult learners.

Ranked regularly in the top tier of the Midwest Best Colleges in the *U.S. News & World Report* edition of America’s Best Colleges, BCU is committed to helping you reach your goals.

Our adult learners choose Briar Cliff for flexibility, affordability and the market relevance of our programs. Learners stay with BCU because they have discovered a lifelong quest for knowledge and learning they never knew existed.

I wish you the very best as you embark on your journey at Briar Cliff University!

Blessings,

Beverly A. Wharton
President
ONLINE LEARNING AT BCU

Online courses offer more flexibility and freedom, requiring students to be more self-motivated, self-disciplined and assertive. To be a successful online learner at BCU, use the following tips:

• Consider your online courses the same way you would for classes that meet face-to-face. Online courses offer the same rigor and require the same amount of time as face-to-face courses require.

• Log on to your course as frequently as your instructor requires or at least 2-3 times per week – more frequently for summer courses. Schedule time online wisely as time management is critical to taking online courses.

• Become comfortable with participating in online classes and articulating your views through writing, since most interactions in online courses are through writing.

• Use online technology appropriately. Become familiar with using the Internet, email, downloading/uploading, saving files.

• Get to know your instructors and how to contact them. If you have questions and concerns about the course, contact your instructor by whatever means the instructor has specified.

Academic Integrity Policy
Briar Cliff strives to create an environment where the dignity of each person is recognized. Accordingly, integrity in relationships and work is supported and rewarded, and honesty in academic matters is expected of all students. For the entire Academic Integrity Policy visit the Briar Cliff University Catalog.

Briar Cliff University Catalog
The Briar Cliff University Catalog provides students with the University’s history, mission, values and detailed information on curricula, graduation and degree requirements, course descriptions, academic policies and regulations and a list of fulltime faculty, administration and staff.

Academic Calendar
BCU’s academic calendar shows dates for the start and end of semesters, breaks, holidays, in addition to advising/registration, add/drop/withdrawal dates.
ACCESS TO BCU’S WEBSITE, ONLINE CLASSES AND MORE

On Briar Cliff’s website at www.briarcliff.edu, you will find information on student services, academics, campus events and more. At the top of the page, you also will find a link to BCYOU, the student portal, which will be your primary communication tool as a student enrolled in online courses at BCU. Through the student portal, you will have access to course materials, class assignments, grades, and your BCU email account under the BCU Mail tab.

Click BCYOU and then login with your user name, which is your last name followed by the first letter of your first name, and your password, which is your UPPERCASE initials of first and last names, student ID#, followed by an exclamation point. (JS123456!)
After logging into BCYou, you will land on the main page of BCYou.

Access Online Course at Brightspace
You will see the following screen after you log onto BCYou. To access your online courses, communicate with your instructors and peers and stay informed about BCU, use the Brightspace button as shown below.

Click Brightspace and then login with your email address, which is your firstname.lastname@briarcliff.edu and your password, which is your UPPERCASE initials of first and last names, student ID#, followed by an exclamation point. (JS123456!)
After you have logged into Brightspace, click on Select a course next to My Home and the screen will list the courses in which you are enrolled. If your courses are not listed, contact your advisor or the Help Desk at IT.HelpDesk@briarcliff.edu.

Before accessing any courses, check out these short videos on the Home Page to familiarize yourself with Brightspace.

First time users need to set up your personal profile, notifications and account settings by clicking on the links under the My Settings nugget or the arrow next to your name. Both will take you to the same place.
To verify the computer or mobile device you are using is compatible and up-to-date, click on the System Check under the Resources tab.

Now you are ready to access a course. Click on the course name from Select a course and this will take you to the Course Home Page where you will find the following:

- **Course News**: “Course News” and events includes announcements from your instructor.
- **Course Calendar**: “Course Calendar” shows due dates for assignments and other important dates specific to the course.
- **Course Content Browser**: “Course Content Browser” gives an overview of what is listed under the Content tab.
- **Course Updates**: “Course Updates” will list any changes made by the instructor within the course.
- **Tasks**: “Course Tasks” will list tasks and deadlines specific to the course.

The **Content** tab allows you to view all course materials including the syllabus, assignments, exams, discussions, dropboxes, etc.

The **Resources** tab is where you will locate System Check and User Progress which contains reports of your progress in all areas of the course, Attendance and Grades.
The Communication tab is where you may send emails to your peers and instructors, view Classlist, etc. “Course mail” is for communicating with other students, sending questions to and receiving replies from instructors.

“Classlist” provides the names of classmates to collaborate with as you learn and study course materials together.

The Collaborate tab provides streaming lectures and previously recorded sessions that may or may not be used by instructors. *Refer to Collaborate setup instructions at the end of this orientation.

A personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You control what to include and share.

The Log Out icon is where you will gracefully exit the course. Failure to do so can result in your session locking you out and prohibiting access the next time you log in.

BCU Mail

BCU Mail is Briar Cliff University’s email system, which uses Microsoft Outlook Web Access. All emails have the following standard address:

firstname.lastname@briarcliff.edu

Check BCU Mail frequently. Not checking your email could result in missed assignments and failing grades.
Click **Web Advisor** and then login with your user name, which is your last name followed by the first letter of your first name, and your password, which is your UPPERCASE initials of first and last names, student ID#, followed by an exclamation point. (JS123456!).

On Web Advisor, you may view your student account and pay your bill online, review financial aid information, class schedule and final course grades.

**To Access Your Grades** select "Grades," and then select the semester. After you click "Submit," course titles, credits and grades will appear.
COLLABORATE SETUP INSTRUCTIONS

Collaborate provides streaming lectures and previously recorded sessions that may or may not be used by instructors to enhance the online learning experience. In preparation for Collaborate, make sure your computer has adequate speakers and a microphone. It is highly recommended that you use a headset, which can be purchased at any computer hardware or accessories store. Prior to the first session, watch this online tutorial.

Next, we strongly recommend that you go to the Blackboard Collaborate Support Portal at http://support.blackboardcollaborate.com in order to be setup for the training session. Click on Blackboard Collaborate Web Conferencing – First Time Users and complete a short training session. Please complete steps 1, 2 and at least one option in step 3.

Step 1 – Checking System Requirements
Step 2 – Configuring your system [use the v12.* Configuration Room (US-SAS)]
Install the Blackboard Collaborate Launcher (one time per computer)

Step 3 – Complete at least one: Online Orientation or On-Demand Learning Center.

Step 1 ensures your computer will work with Blackboard Collaborate and that the required software is installed.
Step 2 takes you to a Configuration Room that tests your connection and configures your audio.
Step 3 offers a brief look into a sample Blackboard Collaborate session and the function of the icons. Step 3 also provides you with the opportunity to print a hard copy of the Quick Reference Guide for Participants.
**Step-by-Step Access to Blackboard Collaborate**

1. Logon to Brightspace at learn.briarcliff.edu.

2. Select your course and then click the Collaborate Tab.

3. Click on the Session Name hyperlink [see screen shot below].

![Sessions](screenshot)

4. Click Join

![Join](screenshot)

5. Once you have entered the session, click Tools, Audio and Audio Set Up Wizard or the \(\text{Audio} \) icon will take you to the same audio set up area.

6. Follow the instructions to set up your speakers and microphone. Prior to each session, complete these instructions to ensure your speakers and microphone are working properly. (Same as Steps 1 and 2 in **Collaborate** support.)

It is highly recommended that you do not use a wireless connection. The signal strength is typically not stable enough.

Please make sure you have adequate speakers and a microphone. You can order a headset from the BCU bookstore if you do not have one. If you currently have a microphone feel free to try using this first, but if it does not work you will need to purchase the headset.
**Note:** For assistance with online course issues, contact your instructor. For technical issues, contact it.helpdesk@briarcliff.edu or 712-279-5401.

**COLLABORATE ON IPHONE/IPAD**

With **Collaborate**, you can join live web conferencing sessions right from your iPhone or iPad using the free Collaborate. Recorded sessions are not available on mobile devices at this time.