

EDISON STATE ONLINE STUDENT ORIENTATION and ONLINE WORKSHOP

Edison State's ONLINE STUDENT ORIENTATION provides new and returning students with an information repository for all things Edison State! The orientation is available in Blackboard and provides students with detailed information for each of the following: Student Services, Campus Services, Student Resources, campus policies and procedures, and much, much more! Students have access to this course in Blackboard 24-48 hours after they register for their first Edison State course and access to the orientation module continues the entire time they are students at Edison State. On-campus orientations are also available to students who would prefer to learn about college resources in person.

PLANNING TO TAKE AN ONLINE CLASS?

Prerequisites for taking an online class at Edison State include:

Placement into college-level reading and successful completion of ONE of the criteria below:

- a. XLN 100s – Online Readiness Proficiency Workshop (offered through March 2020)
- b. **Online Workshop** – a free module completed in Blackboard (Feb 2020 & after)
- c. GEN 101s – First Year Experience course

ONLINE WORKSHOP

The **Online Workshop** is designed to test students' preparedness for online learning and proficiency using the online learning tools. The workshop guides students through the use of the Blackboard course management system and assesses students' ability to successfully navigate online coursework.

Students **MUST** successfully complete the Online Workshop prior to taking online courses at Edison State. The workshop is free and is accessible to students in Blackboard approximately 24-48 hours after course registration for their first term at the college. Students may log-in to Blackboard to complete the workshop any time (there is no face-to-face meeting for this course – it is completed entirely online through Blackboard). However, the workshop must be completed one week prior to the semester of intended online coursework. Students receive completion credits for the workshop assignments and must receive 80% or higher on each of the workshop quizzes. **Students who fail to successfully complete the workshop one week prior to the start of the semester will have all online courses removed from their class schedule.**

EDISON STATE USER ID and PASSWORD

Students will need their Edison State User ID and password to access Blackboard.

User ID	Password:
<p>All students are assigned an Edison State User ID 24-48 hours after they first enroll in courses at the college. This User ID provides access to ALL log-in services AND serves as students' Edison State email address (userID@edisonohio.edu).</p> <p>How to retrieve your Edison State User ID:</p> <ol style="list-style-type: none">1. Visit Edison State's website: www.edisonohio.edu2. Click on "Resources" at the top right3. Click on "Web Advisor"4. Select "Prospective Student"5. Click "What's my User ID"6. Complete form with Last Name and Student ID or SSN	<p>Default Password: at the time the User ID is issued, students are assigned a default password. The default password consists of the following:</p> <ol style="list-style-type: none">1. The last four digits of your Student ID Number2. Followed by the first four letters of your last name (with the first letter capitalized) <p>Changing your password or trouble logging in:</p> <ol style="list-style-type: none">1. Visit Edison State's website: www.edisonohio.edu2. Click on "Resources" at the top right3. Click on "IT HELP DESK" <p>Students are encouraged to change their default password and set up account security questions as soon as possible. IT assistance is available at 937-778-7957.</p>

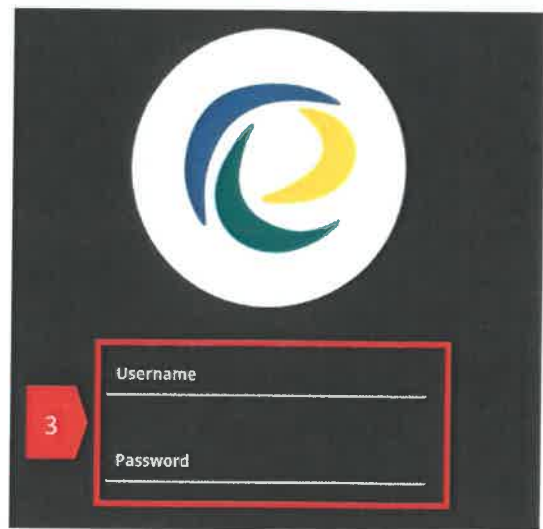
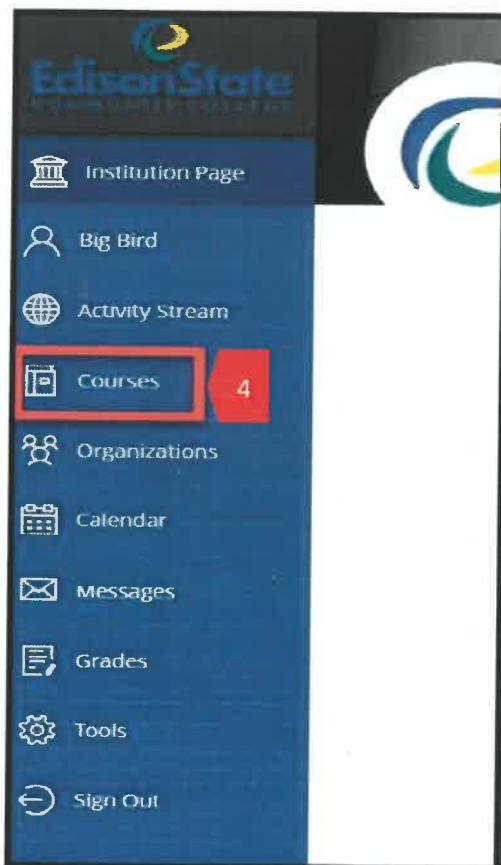
ACCESSING COURSES IN BLACKBOARD

Follow the steps below to gain access to your courses in Blackboard:

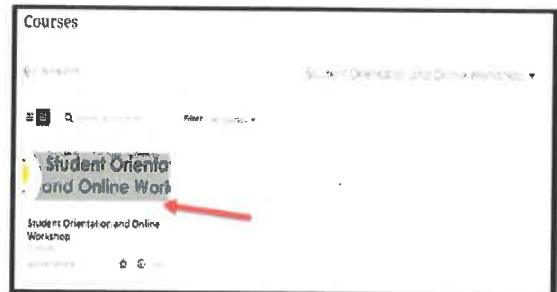
1. Visit www.edisonohio.edu and click on “Resources” in the top right corner.
2. From the green drop down menu, select “Blackboard”.



3. Log in with your Edison State credentials – User ID/Username and Password.
4. Click on “Courses” in the left panel to view available courses.



5. Select your course from the options provided. Note: The Student Orientation and Online Workshop course is available to all students throughout their entire time at Edison State.



NEED HELP? Visit www.edisonohio.edu/IT-Help-Desk or call 937.778.7957

SUCCESS TIP: Every course is set up differently, so if you cannot find something in your course, reach out to your instructor. If you have specific questions regarding Blackboard or the Online Student Workshop, please reach out to Jessica Edwards, Director of Distance Learning at jedwards3@edisonohio.edu.