

# BOSSIER PARISH COMMUNITY COLLEGE

## Policy & Procedures

<b>Title:</b>	<b>Student Orientation For Online Courses</b>
<b>Effective Date:</b>	<b>January 7, 2002</b>
<b>Cancellation:</b>	
<b>Division:</b>	<b>Academic/Educational Technology</b>

### Policy Statement

The following policy is in reference to student orientation sessions for online courses. Because of the nature of the technology and platform used to deliver Internet courses, it is necessary to provide online students with an orientation on how to access their courses delivered through the Blackboard Platform.

In order to insure that every online student has the skills and knowledge to access their respective online courses, and also to provide faculty with the flexibility to provide their students with their own course specific orientations, the following procedures will be implemented.

### Terms of Policy

1. The Director of Educational Technology will provide general information orientation sessions on how to access the Blackboard Platform and login to courses, during the New Student Orientation sessions and during the Faculty/Staff meetings at the beginning of each semester. This same information will be provided in all the advisor rooms during registration.
2. Instructors may elect to require their online students to participate in a face-to-face orientation session on campus in a lab situation. Instructors will be responsible for setting up times, dates, and lab locations for face-to-face orientation sessions, and reporting this information to the Director of Educational Technology so that it may be posted to the academic bulletins and on the Blackboard Platform/BPCC Website.

3. Online students who are unable to physically attend a New Student Orientation and or an instructor's face-to-face orientation session due to a disability and or geographic location must have access to the same orientation information. Instructors should post their course specific orientation information to their Blackboard Course Site(s) and or provide an alternative method for retrieving this information.
4. Students who pre-register for an online course(s) must receive Blackboard orientation information.

Approved:

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*College Committee  
(if applicable)*

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*Committee Chair*

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*Vice Chancellor*

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*Chancellor*

*Policy Reference:*

*Review Process:*

*Distribution Process:*

*revised: 3-10-98; 7/15/99*