# USC Salkehatchie Guide to Online Learning

All online courses at USC Salkehatchie are conducted via Blackboard.  Some instructors may also utilize third-party software, but you can access that information through your Blackboard account.

## How to Log In to Blackboard

You can log in to Blackboard using the link on **uscsalkehatchie.sc.edu** or directly at **blackboard.sc.edu** with your network username and password.  If you do not know your network username  and password, contact admissions.  If you have already claimed your account, you can reset your password or reclaim your account at **myaccount.sc.edu.**

Success in online classes takes deliberate effort.  Listed below are some steps you can take to do your best:

1. **Log on and familiarize yourself with Blackboard prior to the first week of classes.**
2. **Utilize the online guides offered on to how to navigate Blackboard at https://help.blackboard.com/Learn/Student**
3. **Familiarize yourself with the Blackboard homepage.** Here you may find updates to a discussion board, grades, or due dates.
4. **Read your syllabus.**  Important course information can be found in the class syllabus including grading policies, due dates, and contact information for your instructors.
5. **Be aware of all due dates for homework, quizzes, assignments etc.** It is also important to try to submit these assignments prior to their due date in case you have a technical problem.  Generally, due dates can be found in your syllabus or in Blackboard on the assignments.
6. **Know in advance who you will have to contact if you have any technical problems while working with Blackboard.**  Students in need of Blackboard support should call the Division of Information Technology Service Desk at 803-777-1800 and follow the prompts. Assistance with Blackboard is available anytime throughout the day, night, or weekend. The Service Desk can assist with other support issues Monday to Friday from 8:30 a.m. to 5 p.m.
7. **Save each answer as you complete it when taking online quizzes.** This way your answers will be retained even if you have technical problems. Also, remember to click submit when you are finished with your quiz so that it can be graded.
8. **Make a schedule.** Have a planner with everything on it and a separate calendar for each class with important dates and when assignments are due.

9.  **Be organized.** Have all work in folders or binders and keep everything organized by date, topic or chapter.
10. **Plan for the worst.** What if you get sick? You should do everything early in case something should happen that would keep you from meeting your due dates.
11. **Read the material.** When taking an online class, it is easy not to read the designated materials. However, completing the work as assigned will make the assessments much easier to complete.
12. **Pick good times and places to work.** You should study, read, take tests and quizzes and write papers when you can concentrate best. Usually, this is when you are wide-awake, alone and quiet.
13. **Study.** It is very important to study for all tests and quizzes. It may be tempting to just use your book for test taking. Don't. If you do, you may run out of time on the test. Additionally, many instructors use security software to prevent use of materials during tests. Do the right thing and prepare for your assessments.
14. **Don't procrastinate.** It is tempting to procrastinate in an online class because you don't attend face-to-face meetings. Try to stay on top of things and finish a little at a time instead of racing to complete the work by the deadline.