Free Workshop: How to Take an Online Course
UNM-LA
Handout for Students

Have you ever taken an online course? Or have you ever used UNM's online course environment, Blackboard Learn?

You will probably take several online courses while you are in college. In many online classes, all interactions with your instructor and classmates will be online, not face-to-face. Because taking an online course can be challenging at first, UNM-LA has created a free workshop for students who are new to online courses or new to the Learn online course environment to help you prepare for this type of course.   Because the workshop itself is online you will get a taste of what it is like to take an online course.

What is in the workshop?
The workshop consists of eight modules that will help prepare you for taking a class online. Topics include how you will do classroom activities online, such as how you will communicate (including participating in discussions), submit assignments, take exams, and get help.   You will work through each module in the order that it is presented, and finish all except the last one by taking a short quiz. When you pass the quiz with a grade of at least 80% you will be awarded a certificate for that module. The complete workshop should take between one and three hours to finish.

How do I sign up and take the workshop?
This workshop uses CourseSites by Blackboard, an online environment that is almost identical to UNM's version of Learn. To sign up for the workshop, follow these steps:

1. Launch a browser and type the following link address in the address bar of the browser[*]:

   ## http://tinyurl.com/unmla-how

2. You will see a screen with the title, "UNMLA: How to Take an Online Course."

    a. Click on the Self-Enroll button.

    b. In the box that pops up, enter the course access code, which is **unmlaonline** , and then click on Save and Continue.

3. What you do on the next screen depends on whether you already have a CourseSites account or not:

    a. **If you already have a CourseSites account**, click on the top yellow button. Go to **step 5**, below.

    b. **If you do not have a CourseSites account**, you will need to create one. Continue to step 4 below.

4. **I Need a CourseSites Account:** Click on the bottom yellow button to create an account.

      a. Fill in the form for creating an account.

           i. Use your full name.

           ii. For your email address, use your UNM LoboMail address (yourNetID@unm.edu).

           iii. For your Username, use your UNM NetID. If your username is rejected, attach "100" to the end and try again (e.g., mynetid or mynetid100).

      b. Click on Save and Continue. You will see a confirmation message; click on "Go to Course >." Continue to step 5, below.

5. If a dark screen appears next, you can go directly to the workshop by clicking on "I'll do it later" under button #2 on that screen. (You do not need to work through the items on the dark screen.) You will be taken to the home page of the workshop – see step 6 below.

6. You should see a screen called "Home Page" with a picture of a student and a laptop. This is the home page of the workshop. From here, follow the instructions to work through the modules in the workshop.

To log in to the workshop again later: Now that you have an account and are enrolled in the "How to Take an Online Course" workshop, to log in later, go the same link as in step 1 above. Click on the Login button, and log in with your new CourseSites username and password. You will be taken to the Home Page screen of the workshop, as in step 6 above.

When may I take the workshop?

You may take this workshop on your own, at any time during the semester or between semesters. If you are planning to take online classes in an upcoming semester, we recommend that you take this workshop first. It is free, and you can self-enroll and take it at your own pace. Some of your online instructors may require you to take this workshop. They may assign some or all of the modules, depending on how they are teaching their course.
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Where can I get help?

If you have problems enrolling in or while you are taking this workshop, you may contact

Carol Furchner (furchner@unm.edu) or DeBray Bailey (baileyd@unm.edu) .

Please note: You will not receive college credit for taking this workshop.

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* This is a shortened version of the link, which is
https://www.coursesites.com/s/_UNMLA_How_to_Take_Online_Course