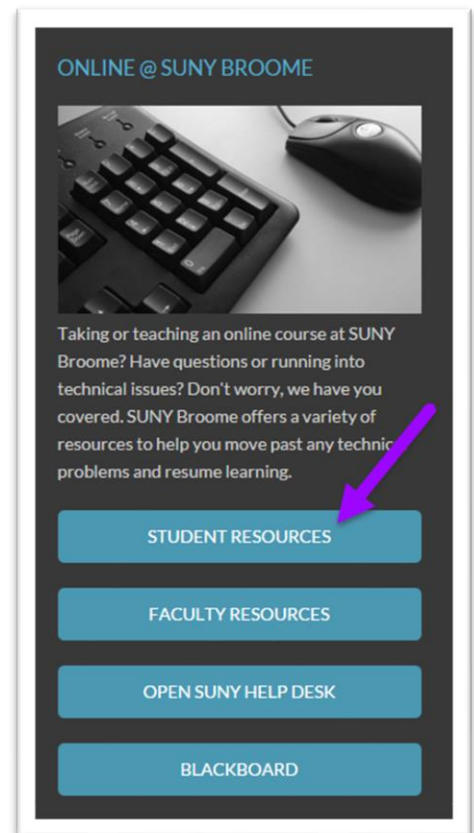


Online, blended and web supplemented courses are offered through Open SUNY and use the Blackboard Learn course management system. Courses can be accessed at <https://broome.open.suny.edu>. Detailed instructions for logging on and accessing courses can be found on the Online@SUNYBroome website at www.sunybroome.edu/online. The Online@SUNYBroome website also contains a wealth of resources for students who are either taking online, blended or web-supplemented courses or are considering registering for one.

GUIDELINES FOR ADVISING ONLINE STUDENTS

- ✓ Ask first time online students to review all information posted in the “Student Resources” area of the Online@SUNYBroome website (www.sunybroome.edu/online). There, students will learn about distance learning at SUNY Broome, determine whether online learning is for them, find answers to frequently asked questions, and receive direction in finding technical assistance or campus supports. The Student Resources area also contains a link to the SUNY Broome/Open SUNY Student Orientation, a non-credit course offered in Blackboard designed to bring students up to speed on navigating Blackboard, interacting in an online course, and finding technical assistance. The orientation is *recommended for all students* who are taking an online, blended or web-supplemented course at SUNY Broome.
- ✓ It is recommended that first time online students *take only one online course* unless they have been advised and approved to be in a fully online program.
- ✓ Let the student know that it is their responsibility to access and participate in their online course. *Self-motivation and strong time-management skills are crucial* to online success.
- ✓ Steer the student to tools that can help them prepare for their online course before they even register. Two great resources are the [Essential Computer Skills Tutorial](#) and the [Online Student Checklist](#).



QUESTIONS TO ASK POTENTIAL ONLINE STUDENTS:

- ? Can you work and learn independently?
- ? Do you manage your time effectively?
- ? Do you like to read and can you capably read for comprehension?
- ? Can you express your thoughts in writing?
- ? Are you experienced in using a word processor and Internet browser?
- ? Do you have access to a reliable computer with Internet access?
- ? Can you devote 3-4 hours per credit hour each week to the course?
- ? Is your grade point average 2.0 or better?
- ? Have you taken other college courses?

Online courses are demanding and require more time and effort on the part of students. The successful online student will answer yes to the questions above. Online courses are not recommended for students needing remediation in reading or writing, first time college students, or students with a GPA less than 2.0.

HOW ARE ONLINE AND BLENDED COURSES DESIGNATED ON THE TALLY IN BANNER?

Online and Blended courses are currently separated into 2 Instructional Methods: Fully Online (Distance Learning Asynch – with a “Y” designator in the course code on the tally) and Blended (Distance Learning Asynch (Blended) with a “B” designator in the course code on the tally). In addition, many of our face-to-face courses are supplemented with an online component. Web supplemented courses do not have a specific course designator. Students should be prepared for the possibility of needing to use a computer in any course they register for at SUNY Broome. If there are questions about the types of activities required in a specific course, please contact the department offering the course.

WHERE SHOULD STUDENTS GO FOR HELP?

Students can receive assistance with their online course by contacting either the Open SUNY Help Desk or SUNY Broome Helpdesk depending on the nature of the problem.

Open SUNY Help Desk

Questions with technical issues with Blackboard
1-800-875-6269
open.suny.edu/help

SUNY Broome Help Desk

Questions regarding logon issues or help with campus computer systems (other than Blackboard)
Library Room 102D
(607) 778-5243
<http://www.sunybroome.edu/helpdesk>
helpdesk@sunybroome.edu

Questions regarding course content or instructor expectations should be directed to the instructor.

Online@SUNYBroome

Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

