

Lehman Online Orientation

Reference Page

This page contains tips and links related to online courses at Lehman College. To see this material in its original context, follow the "Lehman Online" link on the Lehman College homepage, <http://www.lehman.edu>.

I'm registered. Now what?

Before the semester, make sure you can...

Log in to Blackboard (go to <http://www.cuny.edu>, or follow the "Blackboard" link on the Lehman College homepage, <http://www.lehman.edu>). You'll need a CUNY Portal username and password. If you've never entered the system before, you must first activate your account.

Courses don't become visible in Blackboard until instructors activate them, so you may not see your course listed right away. Wait until the day after you register, as the course may not appear in Blackboard for 24 hours.

Access your **Lehman e-mail** account (go to <http://www.lehman.edu/lehman/live>, or follow the link on the Lehman College homepage, <http://www.lehman.edu>). This is the address configured for you in Blackboard. Most professors will use this address by default when initiating communication with students.

Take care of both these logon issues early to avoid frustration and delays at the start of the semester. For assistance, contact the IT Center Help Desk, Carman 108, 718-960-1111.

Once the semester begins...

Attend your **initial course meeting**. For more information, follow the "Lehman Online" link on the Lehman College homepage, <http://www.lehman.edu>.

If your course won't be holding a meeting, log in at the beginning of the semester or contact your professor by e-mail.

Read carefully all **course information**, including the syllabus.

Plan your schedule. Figure out how to make your online coursework fit into your schedule. Block out at least **nine hours a week** for a three-credit course.

How can I Succeed?

Keep on track.

Take note of all **deadlines** and turn all work in on time. Online courses move quickly, and it can be very hard, if not impossible, to catch up if you fall behind.

Plan.

Manage your time wisely. Online courses are demanding. You will likely find you're doing more reading and especially more writing than in other classes.

Start early.

Don't procrastinate about getting started on assignments, and seek feedback from your instructor if you're not sure you're headed in the right direction. If you don't have much recent experience writing formal academic papers, you'll probably have to put in some extra effort and ask some questions in order to get it right.

Be aware.

Understand what **plagiarism** is, and don't let it happen. As your performance in your online course is evaluated almost entirely through your writing, it is critical you completely understand this issue. See this site for more information: <http://owl.english.purdue.edu/owl/resource/589/01/>

Speak up.

Contact your instructor right away if you're having problems. It is very difficult for instructors to help a student once he or she has fallen behind.

Get help.

The **Academic Support Center** offers free tutoring services, including assistance with the writing process. The earlier in the semester you seek help, the more you'll benefit. Let your instructor know that you're working with a tutor; he or she may be able to suggest areas where you should focus your attention. Visit their website at: <http://www.lehman.cuny.edu/provost/enrollmentmgmt/issp/ace.html>

Be resourceful.

Take advantage of the various online resources available to you. A few are listed here. Bookmark these sites, and return to them often.

Lehman College Library <http://www.lehman.edu/provost/library/>

Access online catalogs (CUNY+, Worldcat), full-text databases such as JSTOR and Academic Search Premier, electronic resources like the Oxford English Dictionary and Britannica Online, information on conducting research, and much more.

CUNY WriteSite
<http://writesite.cuny.edu>

A broad array of resources, including step-by-step advice on how to carry out writing projects.

The Online Writing Lab (OWL)

<http://owl.english.purdue.edu/>

Another place to go for guidance on the writing process. This site from Perdue University also includes information on MLA and APA style.