



## *Online Student? Please read this!*

To be successful in your online class, or classes, please read the information below.

### **BASIC RULES FOR SUCCESS**

1. Some online courses may require a proctor for your tests/exams, so please read your syllabus carefully and check your FSCC email daily for information from your instructor. Your instructor will only use your FSCC email and/or Black Board to communicate with you.
2. If you have to order your books from the FSCC Bookstore, please order your books at least 15 days before the class starts to insure they arrive on time. The FSCC Bookstore number is 620 223 2700 ext. 5140
3. **Log into Blackboard and your class the first day of the class.** (If you have trouble logging in, see instructions below). Many instructors require you read the course syllabus and respond to them per their instructions, so please be sure to read the syllabus and course instructions carefully.
4. Log in at least 4 to 5 times each week (daily for 4 week classes) to do your work and to stay caught up. If you do not log in regularly, you may be dropped from the course or increase your chance of failing.
5. **Assignment Due Dates:** Each class will have a syllabus. Read it carefully because your assignments have due dates! Late assignments will likely be docked or counted as zeroes. **Check your FSCC email often!**

**LOGGING IN:** To be successful in an online course, you will need to be able to log into the three systems here at Fort Scott Community College. Here are the directions for logging into these systems –

### **Three Systems, one portal (Student Portal)**

1. Go to [www.fortscott.edu](http://www.fortscott.edu)
2. Click on the “Student Portal” at the top
3. In the Student Portal, you will see “Gizmo Login, Student Email, and Blackboard Login”

**Logging into Blackboard:** (*Blackboard is where you will find your online classes. You can access your syllabi, grades, and course information here*). For "Username," enter your Student ID #, then enter your password (Last four of your social security #. (If the last four start with a zero, then enter the last three digits). Problems logging into Blackboard or can't find your class? If you do not see your class in Blackboard, or have trouble logging in to Black Board, call the Librarian (Susie) at 620-223-2700, ext. 3441

**BLACKBOARD TIPS:** Access Blackboard Tutorial here: <http://www.fortscott.edu/blackboardinfo>

**Logging into Gizmo:** (*Gizmo is your Student Account*) Enter student ID #, then enter the four digit PIN # you created when you completed your online application.

**Logging into Student Email:** Enter your username (“first initial\_last name\_last four digits of student ID #”). For your “password,” enter the password you created for your email when you applied. \*Contact Advising for password reset. (**NOTE: Financial Aid and your instructors will communicate with you ONLY via FSCC email, so be sure to check it often!**)

If you have login issues with Gizmo or your Student email, please contact Advising at 620-223-2700, ext. 3630.

**NOTE:** **Algebra classes** take place through the Hawkes Software. Contact the bookstore to get your access key at 620 223 2700 ext. 5140