

# Welcome to Online Learning at Athens Technical College

## Introduction to Online Learning

Our College uses Blackboard Learn Original as our learning management system. All courses use some online learning for communication. Instructors of all classes will use Blackboard to communicate the course syllabus, announcements, and grades with students, regardless of course type. Distance Education courses are those that use Blackboard for more than 50% of course instruction. Distance Education courses include blended, online, eCampus, and Dual Achievement. These types of courses will use Blackboard for quizzes, exams, assignments, discussions, and class activities.

All students enrolled at Athens Technical College are encouraged to review this Online Learning Orientation and complete the assessment before the start of the semester.

## Online Learning Policies

### Proctored Event

All online and eCampus courses are required to have at least one proctored activity during the semester. Proctored activities are required learning events for which the student must appear in person and present photo ID, such as a driver's license or College issued ID, to complete the activity. The proctored event cannot be a grade that is dropped by the instructor and must count no less than a major assessment in the course.

Proctored events must be complete in-person or through Blackboard, as specified by the instructor. Some instructors may require students to download and use Respondus LockDown Browser to complete the proctored assignment. There is no cost to the student for using Respondus LockDown Browser. In special circumstances, students may complete the proctored activity at an alternate site with the approval of the instructor and/or division dean. Third-party proctors may charge a fee. All fees are the responsibility of the student. For more information, please review our [Proctoring Policy](#) [Link opens in new page].

The instructor will provide details of the proctored activity in the course syllabus.

### Course Expectations

Online Learning courses are not self-paced and have the same learning outcomes, assignment, and testing requirements as the same class taught on campus.

## Online Learning Minimum Requirements

All students are responsible for having access to the following items to ensure that they are able to complete all coursework:

- Laptop or PC
- Google Chrome browser installed
- Webcam
- Headset or ability to hear audio
- Microphone with the ability to record audio

- Internet access (mobile hotspot or cell data not recommended)

Students may visit a college library for access to a computer if needed.

There may be additional requirements for students based on their program or course. Please communicate with your advisor and instructors regarding course-specific requirements.

## Accessing Blackboard



**Blackboard**  
learn<sup>+</sup>

### **Always use the Google Chrome browser to access Blackboard.**

Firefox may be used when necessary. However, other browsers may not load your course content completely (Safari, Internet Explorer, Edge, Opera, etc.)

### **Never use a mobile device to take tests or submit assignments.**

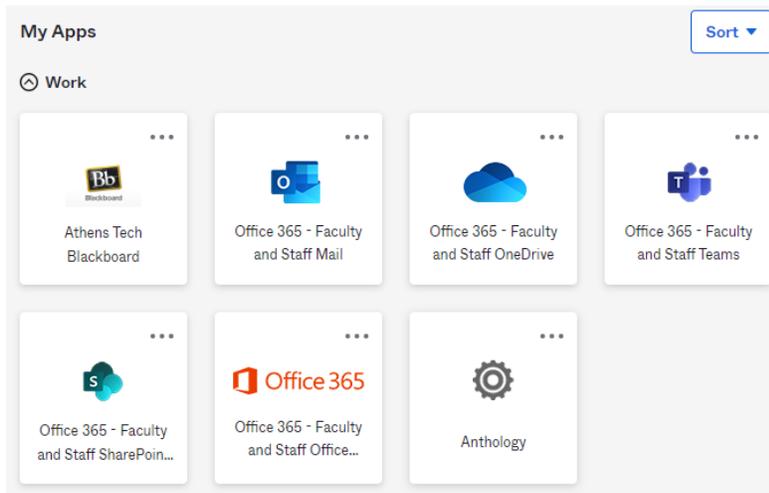
Always use a desktop or laptop computer to access Blackboard. Phones, tablets, iPads and other mobile devices do not have an internet connection reliable enough to complete course work.

### **Always use Microsoft software to complete assignments.**

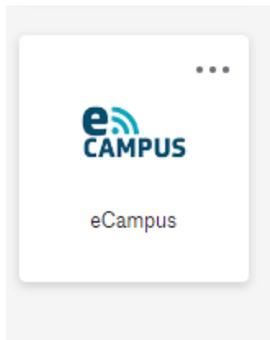
Use Word, Excel, PowerPoint, etc. to complete assignments. Blackboard is not compatible with Macintosh software. Assignments submitted using Pages, Numbers, or Keynote will not be readable by your instructor. All enrolled students have access to Microsoft Office 365 through your OKTA dashboard. Login directions are below.

#### **To log into Blackboard:**

- From a computer, log into Blackboard from our College website: [www.athenstech.edu](http://www.athenstech.edu)
- Choose *Student & Staff Login* at the top of the page.
- At the OKTA login prompt, enter your college username and password.
- You will see your OKTA dashboard.
- Click on **Athens Tech Blackboard** to access your courses.



**NOTE:** If you are enrolled in an eCampus or DAP course, you must click on the **eCampus** icon to see your eCampus and DAP courses.



If you don't see the Blackboard or eCampus apps on your OKTA dashboard, please contact the Office of Registration and Records: [Registration@athenstech.edu](mailto:Registration@athenstech.edu)

**NOTE:** Always use your **student.athenstech.edu account** when communicating with college faculty and staff.

## Navigating Blackboard's Homepage

Your Blackboard dashboard will similar to the image below. Your courses will appear in the **Course List** in the middle of the page. Courses will not be available until the first day of class.

All students are enrolled in two Organizations, Library Services and Writing Center. If you don't see these two organizations or need to enroll in other college organizations, you can self-enroll by following the directions at the link: [Blackboard Organizations: Self Enroll](#).

Troubleshooting Tip: If you receive any errors when using Blackboard, clear your browsing history and try again. Directions can be found in the solution article [Clear Browsing History](#) in our Solution Center.

The **Help and Resources** section on the left side of your screen has two useful links if you need technical support: **Helpdesk Request Form** and **Helpdesk Solution Center**. You can use the Request Form to submit questions to our College's Blackboard Helpdesk. The Solution Center has answers to frequently asked questions.

When you have finished using Blackboard, always logoff using the *Logout* button beside your name before closing the browser.

## How to use Blackboard

To learn how to use Blackboard, please view these Orientation Videos from Blackboard:

- [Introduction to the Original Course View for Students](https://youtu.be/OWc63PS01x4) (https://youtu.be/OWc63PS01x4)
- [Check Your Grades in Blackboard using My Grades](https://youtu.be/im1j8wGNoBg) (https://youtu.be/im1j8wGNoBg)
- [Check Assignment Grades in Blackboard](https://youtu.be/JRockj3e-3Y) (https://youtu.be/JRockj3e-3Y)
- [Use Discussions in the Original Course View](https://youtu.be/vNMO-417uBI) (https://youtu.be/vNMO-417uBI)
- [Assignments Overview \(Student\)](https://youtu.be/oI3X0XW-xkl) (https://youtu.be/oI3X0XW-xkl)
- [Submit an Assignment \(Student\)](https://youtu.be/Cv1KOhABIBE) (https://youtu.be/Cv1KOhABIBE)
- [Check Assignment Grades in Blackboard](https://youtu.be/im1j8wGNoBg) (https://youtu.be/im1j8wGNoBg)

- [Test Overview in the Original Course View](https://youtu.be/qztOnai9GZM) (https://youtu.be/qztOnai9GZM)
- [Use the Calendar in Blackboard](https://youtu.be/WjzuTGVyKos) (https://youtu.be/WjzuTGVyKos)
- [Course to Course Navigation in Blackboard](https://youtu.be/RDoXrMCzp-l) (https://youtu.be/RDoXrMCzp-l)

After viewing the videos above, all students are asked to complete this Online Learning Assessment to acknowledge completion of the Online Learning Orientation.

**[Click here to complete the Online Learning Assessment](#)**