

Welcome to Brookline College's Nursing Program!

Go to Website: online.brooklinecollege.edu

Username: **your email address**

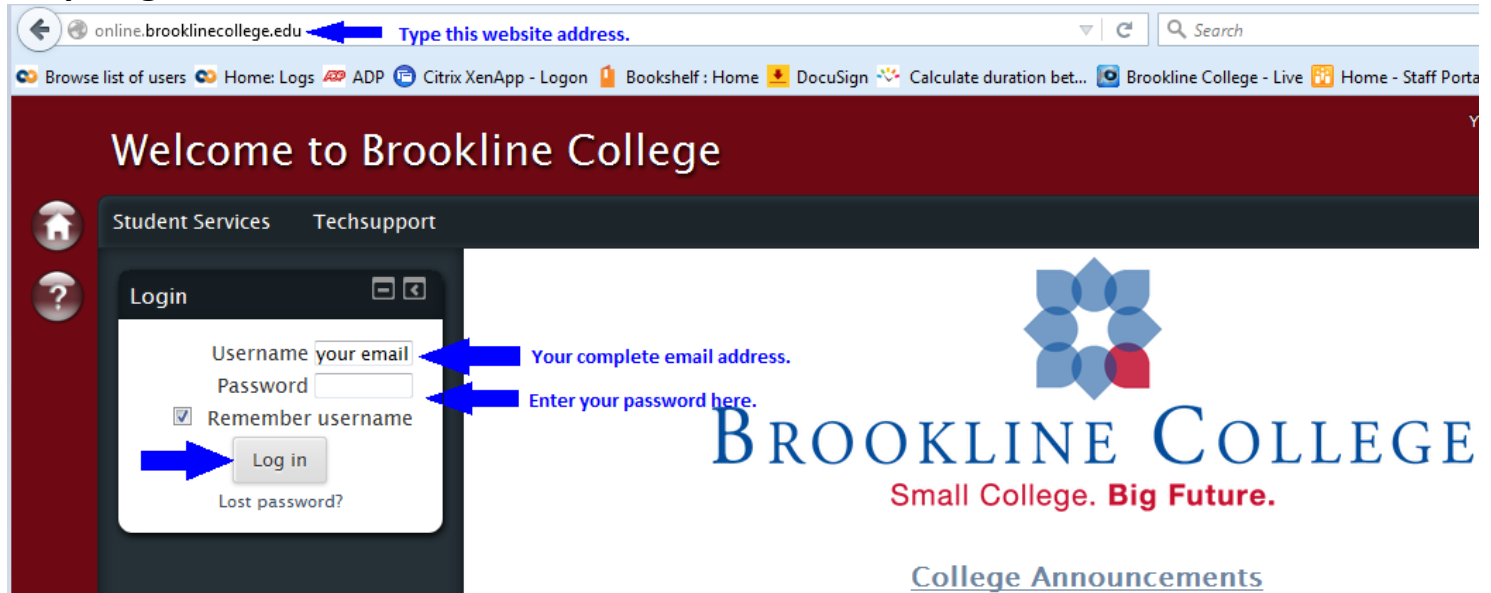
Password: **Changeme1**

Upon your successful login, you will need to change your password. After changing your password, **click on My Courses** to access Online Student Orientation. Make sure to **view all 5 topics**, and also answer the following discussion questions:

- Discussion Question from Topic Welcome to Online (No word requirement).
 - Discussion Question from Topic Time Management and Organization (No word requirement)..
 - Upload "Back-up Plan" Assignment listed in Topic eBook, VitalSource, Online Resources: (No word requirement).
- **Make sure to open the file, save on your computer after you fill out the information, and then upload it as an attachment!**

ONLINE CLASSROOM STEP-BY-STEP GUIDE (Please read each step carefully).

Step 1: go to URL: online.brooklinecollege.edu



The screenshot shows a web browser window with the address bar containing online.brooklinecollege.edu. A blue arrow points to the address bar with the text "Type this website address." The browser tabs include "Browse list of users", "Home: Logs", "ADP", "Citrix XenApp - Logon", "Bookshelf : Home", "DocuSign", "Calculate duration bet...", "Brookline College - Live", and "Home - Staff Porta". The main content area has a dark red header with "Welcome to Brookline College" and navigation links for "Student Services" and "Techsupport". A "Login" form is displayed with the following fields: "Username" (containing "your email"), "Password", and a checked "Remember username" checkbox. A blue arrow points to the "Username" field with the text "Your complete email address." Another blue arrow points to the "Password" field with the text "Enter your password here." A third blue arrow points to the "Log in" button. Below the form is a "Lost password?" link. To the right of the form is the Brookline College logo, which consists of a stylized blue and red flower-like shape above the text "BROOKLINE COLLEGE" in blue and "Small College. Big Future." in red. Below the logo is a link for "College Announcements".

Step 2:

Welcome to Brookline College

L.R.C. Catalog About Us Techsupport Student Finance Student Services My courses Student Resources

Home > My profile settings > Change password

You must change your password to proceed.

Change password

Username

Current password*

New password*

New password (again)*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Type your temporary password.

Create your new password following the above requirements.

Re-type your new password.

There are required fields in this form marked *.

Step 3:

Welcome to Brookline College

L.R.C. Catalog About Us Techsupport Student Finance Student Services My courses Student Resources

Home > My profile settings > Change password

Administration

- My profile settings
 - Edit profile
 - Change password**
 - Messaging
 - Badges

Password has been changed

Step 4:

L.R.C. Catalog About Us Techsupport Student Finance Student Services My courses Student Resources


Home > My courses > Brookline College > Online Student Orientation | 2015.10

Course Announcements

Click this link to access your online library. If you are unable to find an article in the library, contact Librarian at :(602) 589-1329
Email: phnxlrc@brooklinecollege.edu

Hours:
Monday-Thursday 7:30 am – 10:00 pm; Friday 7:30 am – 5:00 pm;

Click these links above to switch between classroom pages. Don't use the browser back arrow button.



BROOKLINE COLLEGE
Small College. Big Future.

Step 5:

L.R.C. Catalog About Us Techsupport Student Finance Student Services My courses Student Resources

Home > My profile > View profile

Administration

- My profile settings
 - Edit profile
 - Change password
 - Messaging
 - Badges

Country United States

Office365 C... User is not connected to Office 365. Connect to Office 365

Course prof... Online Student Orientation | 2015.10

First access ... Thursday, October 8, 2015, 11:10 AM (7 mins 21 secs)

Last access ... Thursday, October 8, 2015, 11:17 AM (now)

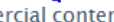
Bring mouse arrow on My Courses and from the drop-down menu click Online Student Orientation. This is how you will access your class on the first day of school.

Step 6:


L.R.C. Catalog About Us Techsupport Student Finance Student Services My courses Student Resources

Home > My courses > Brookline College > Online Student Orientation | 2015.10


Administration


- Course administration
 - Grades  Under Administration tab, click Grades to see your weekly grades and instructor feedback.
 - Commercial content
 - Joule Grader
 - Joule Reports
- My profile settings

Messages


- Instructor's Message. 1
- Other Messages. 1
- Messages 

To send a private message to the instructor, Click Messages link above and then click "Message Navigation" drop down arrow to Select your Course. Click your instructor name and type your personal message in the message box and then click send/submit button. This is where you will see instructor's reply to your message.


Course Announcements  This is where you will find your instructor's contact information. Any course related updates/announcements will be posted here as well. Please check course announcements daily!

Instructor Virtual Office  Click this public forum link "Instructor Virtual Office" to submit any common course related questions. After you click this link, on the bottom right corner click "reply" and type your question and click submit.


Course Resources: Weekly participation requirements; Weekly assignments; Passing grade requirements; Text book info; Late assignment policy etc are listed here.

- Syllabus 

Student Resources: For writing help with APA format, view APA flash tutorial and APA guidelines. You may use the Paper Template word file to write a paper. For additional help with writing, please contact Professor Gay Brack via email at gbrack@brooklinecollege.edu

- APA Basics: Flash Tutorial 
- APA.Guidelines
- Paper.Template

Step 7:

Topic - Welcome to Online  Click this link Welcome to Online.

Welcome to Online


- Topics: Overview of online staff and college resources
- Readings: Overview of Online Student Services

Step 8:

Welcome to Online

- Topics: Overview of online staff and college resources
- Readings: Overview of Online Student Services

Lessons:

 Overview of Student Services

 How Do Online Classes Work

Discussion:

 Discussion Forum 1  [Click this link to view the discussion question.](#)

Step 9:

Discussion Forum 1



Now that you have learned about how Online courses work and about Online Student Services, please share a little bit about yourself. Consider sharing about where you live, what program you are in, your work, your career goals, hobbies, interests, and so on.

Add a new discussion

Click this button first to respond to the discussion question.

Search

Search

Add your discussion



Your subject

Type your post

Browse...

No files selected.

Submit

Click this button to submit your response.

Use advanced editor

Step 10:

Topic - Time Management and Organization
Time Management and Organization

Click this link **Time Management and Organization** and repeat the above steps to respond to the discussion question.

- Topics: Time management and motivation strategies
- Readings: Time Management Strategies and Take Control of Homework

Step 11:

Topic - eBook, VitalSource, Online Resources
eBook, VitalSource, Online Resources

Click eBook, VitalSource, Online Resources
and then click "



- Topics: Review benefits of eBooks, Overview of VitalSource, and Online resources and features
- Readings: Benefits to eBooks over Physical Books, Bookshelf Instructions for Moodle Users, and Learning Resource Center-website access.
- Assessment: Back-Up Plan Homework Assignment

Step 12:

(Note: MSN Students don't receive electronic books.)


Topic - eBook, VitalSource, Online Resources

□

Lessons:

 Benefits to eBooks

 Bookshelf Instructions

 eBooks FAQ

 Learning Resource Center (L.R.C)

Assignment:

 Back-Up Plan  Click Back-Up Plan Link.

Step 13:

Back-Up Plan

Assignment:

Complete a Back-Up Plan Form ([Click Here to view](#)) with three different plans you have in place to demonstrate that you are properly prepared for emergency type situations.

Submit your completed assignment.

1 [Click here to download back-up plan file to your desktop.](#)

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	Thursday, October 8, 2015, 3:32 PM
Submission comments	► Comments (0)

Add submission

2

[Click this button to Upload file.](#)

Make changes to your submission

Step 14:

Back-Up Plan

Assignment:

Complete a Back-Up Plan Form ([Click Here to view](#)) with three different plans you have in place to demonstrate that you are properly prepared for emergency type situations.

Submit your completed assignment.

Online text

Paragraph **B** *I* [List] [Numbered] [Link] [Unlink] [Image] [Smiley] [Video] [Attachment]

Path: p

File submissions

Maximum size for new files: 10MB, maximum attachments: 3

[Upload] [Folder]

Files

1 You can click this blue arrow pointing down to upload a word format file, or you can simply drag and drop the word format file in this box.

You can drag and drop files here to add them.

Save changes

Cancel

Step 15:

File picker

Upload a file

1. Click Upload a file link.

2. Click browse button and then from the pop-up window select your back-up plan file and then click open button from the pop-up box.

Attachment Back-up plan.docx Name of the file you are about to upload.

Save as

Author

Choose license

3. Click the Upload this file button.

Step 16:

Online text

Paragraph **B** *I* [List] [List] [Link] [Unlink] [Link] [Image] [Smiley] [Video] [File]


Path: p

File submissions

Maximum size for new files: 10MB, maximum attachments: 3

[Add] [Remove] [Upload]

Files

 **To edit or delete your file at this page, bring mouse arrow on top on the file and right click your mouse button and click "Delete" and then click 'Ok'. To submit the edited file/new file, repeat the above steps.**

Back-up plan.docx

Click save changes to submit file to the instructor.



Save changes Cancel

Please let me know if you have any question or concern. Good luck!

Sincerely,
Muhammad Butt
Student Services and Faculty Manager, MBA-HCA

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