Online Classroom Basics

September 21, 2020
Welcome
Orientation Agenda

• Your Brookline Toolkit
• Getting Started in Class
• Q & A

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Your Brookline Toolkit
Your Brookline Toolkit

Student Portal

Mobile App

Online Classroom
Important: Mobile App and Student Portal use the same password

- The Mobile App and Student Portal share the same log-in credentials
- Your log-in credentials should have been supplied to you by your Admissions Representative
- Contact your Admissions Representative if you haven’t received them
- You will have a different log-in for your classroom (online.brooklinecollege.edu).

Shared Username and Password
(Sent via email when you went through Admissions)
Student Portal

Go to my.brooklinecollege.edu
Click on “LOGIN” in the upper right corner of the page
Student Portal

Your login credentials should have been provided to you via email during the Admissions process. Enter your username and password and click Login.

For login issues, please contact your Admissions Representative or email onln-ss@brooklinecollege.edu
Student Portal

- On the top of the page you will see alerts, holds, or appointments you have with the college.
- On the “Glance” section you can see your current schedule and financial aid balance.
- The “message center” would provide you with any messages from the college.
- The “Advisors” list shows you who your current advisors are at the college.
Student Portal

- Click on the “Academics” link. Here you can view your attendance, unofficial transcripts (with option to print), class schedule, GPA, and grades for the semester.

- Click on the “My Finances” link to view your account info. and 1098T form.

- Click on the “My Financial Aid” link to view your award letter.
Mobile App

https://brooklinecollege.edu/brookline_mobile_app/

- Campus and featured resources/information
- Class schedule
- Course information and announcements
- Final Grades
- Course information
- Student Events
- Scholarship information
- Programs & Degree resources Technology resources
- Available on Google Play and iPhone/iPad App Store
Brookline Classroom

online.brooklinecollege.edu

- Announcements
- Instructor Information
- Course Materials
- Live Lectures
- Assignments
- Gradebook
- Learning Resource Center
Getting Started in Class
How to Log In

Using Chrome, go to online.brooklinecollege.edu and click Lost Password? link
How to Log In

- Enter your personal email account to reset password
How to Log In

- Click continue and go to your email account to retrieve the reset link
How to Log In

- Click on the link in the email
- Temporary link lasts 60 mins
How to Log In

- Enter new password twice (Must be 8 char., at least 1 number, 1 UPPERCASE, 1 lowercase letter) and click **Save Changes**
Save New Password

Once your password is changed, Click Save in the Save Password? pop-up if prompted so that Chrome stores your log-in.
Save Classroom Page

Click on the star ★ in the Chrome address bar so it fills in ★

Click on Done
Login Issues?

Contact Student Services

Onln-ss@brooklinecollege.edu
Student Events Calendar

Virtual Events Include

- Online Classroom Basics
- LRC Orientation
- APA Workshops
- MS OFFICE Basics
- Student Services Open Houses
Adding a Profile Picture

• Click on the drop-down arrow beside the profile icon and click on Preferences
Adding a Profile Picture

- Click on Edit Profile
Adding a Profile Picture

Scroll down on the page until you see the User Picture

Upload or drag and drop a file

Click on Update Profile
Navigating to your course

- Click on My courses the left navigation bar to see your course(s)
Course Page Overview

Left Navigation

Course Summary

Announcements

Grades
Course Syllabus

- Click on the Course Syllabus link to open the syllabus and review it.
Course Syllabus

Download or print

Scroll to read

Make the document larger or smaller
Course Syllabus

• Click on the Course Syllabus link to open the syllabus and review it.
Instructor Welcome

- Write down or save to your phone your instructor’s contact information in case of emergency
- Also, check out the welcome video!
Course Summary - Live Lectures
Course Summary - Live Lectures

• Live Lecture schedule is listed by week
• Click the blue button to launch the Live Lecture
• Meetings are held in RingCentral Meetings with video and screensharing
• Can’t find your Live Lecture? Contact your instructor or email us at onln-ss@brooklinecollege.edu
APA Writing Resources

- Students are required to use the American Psychological Association (APA) style for writing papers and citing sources within those papers.
- Be sure to review the APA Format Video and download the APA Guidelines, Paper Template, and document about plagiarism.
Accessing Your eBooks in class

- eBooks are listed in the Course Summary section. To begin, click on the eBook link. New users will be required to register/create an account with the publisher to access the eBook.
- Courses may have more than 1 eBook and each book may be provided through a different publisher.

**SS100 Example**

**MED A Example**

[Images of eBooks interfaces from SS100 and MED A examples]
Course Basics – What to Expect

- Courses are 5 weeks long
- Weeks begin on Monday and end on Sunday
- Weekly work can include:
  - PowerPoint Chapter Summaries
  - eBook Readings
  - Live Lectures
  - Recorded Video
  - Discussion Assignments*
  - Writing Assignments
  - Projects
  - Quizzes

* Online courses only (Course Code ONL)
Discussion Assignments

Discussions are typically due Wednesday with participation responses to other students due on Sunday.

Click on the link to view the Discussion Question.
Discussion Assignments

In this example, students are required to watch a video, read the writing prompt, and click reply to write a response to the writing prompt.

#1 Watch video or complete a reading

#2 Read the writing prompt

#3 Click the Reply button and post your response
Discussion Assignments

In this example, students are required to watch a video, read the writing prompt, and click reply to write a response to the writing prompt.

1. Click Reply
2. Type your response in this box
3. Click Submit
Discussion Assignments

To reply to another student (by Sunday), click Reply under their posting.
Discussion Assignments

Type into the box to reply and click submit to post your response

#1 Click Reply

#2 Type your response in this box

#3 Click Submit
Writing Assignments

To access writing assignments, click on the link shown under Assignments. Some assignments will have the “TurnItIn” logo beside the link. TurnItIn is an automated tool that checks for the originality of your paper.
Writing Assignments

• Use Microsoft Word to create your paper or writing assignment. It has built in features for things like spell check and grammar.

• Students are also recommended to use the Microsoft Word APA Paper Template available in the Course Summary section of your course.
Writing Assignments

To submit your assignment, click on the Submit Paper link.

<table>
<thead>
<tr>
<th>Title</th>
<th>Start Date</th>
<th>Not Accepted After</th>
<th>Due Date</th>
<th>Grades Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 4: Case Study- Taking Responsibility - Part 1</td>
<td>7 Sep 2020 - 00:00</td>
<td>20 Sep 2020 - 17:00</td>
<td>13 Sep 2020 - 23:59</td>
<td>30</td>
</tr>
</tbody>
</table>

Summary:

Case Study: Taking Responsibility

Read through the Taking Responsibility case "The Starbucks Way to Get an Education" on page 439 of your textbook.

Answer the questions that follow in a 3-4 page APA formatted paper. Include a minimum of 2 outside sources.

Submit your completed assignment

[Submit Paper link]
Writing Assignments

The following box will appear. Leave “Submission Type” as is. Change the “Submission Title” to what you wish to call your assignment. Next click on the paper icon.
Writing Assignments

Click “Browse” and find your saved assignment on your computer to upload. Under the “Save As” section, name your assignment what you previously named it under its submission title. Then, click “Upload this File” to submit your assignment.
Microsoft Office 365 Account & Student Email

- All students receive a complimentary MS OFFICE 365 and Student Email account
- You will receive an email to your personal account on file that includes your log-in credentials and instructions to log in.
- Student email accounts are formatted as First.Last###@student.brooklinecollege.edu
- Once signed in, you’ll be able to download and install Microsoft Office on up to 5 devices!
Microsoft Office 365 
Account Activation Email

• Students receive 2 emails with their login credentials – one from Microsoft Office and one from Brookline College
Your Brookline Student Email Account

- Click on Outlook from the app list to launch your email account
Getting Help

• Self-Help through the Top Navigation Bar Links on online.brooklinecollege.edu
The Learning Resource Center

Your Online Library
LRC@brooklinecollege.edu

• 24/7 Access
• Online books, periodicals, journals and more
• APA Tutorials, Assistance
  APA@brooklinecollege.edu
• Librarians to help 8am – 5pm Mon-Fri
Financial Aid

- Telephone - 844-769-0009
- Email - OnlineFA@brooklinecollege.edu
Student Services

• Student Services Advisor Information
• Technical Requirements
• Technical Check-Up
• Orientation Guides
• Hours of Operation

Hours of Operation
Mon – Th: 8am – 8pm & Fri: 8am – 6pm
Next Steps for Monday

1. Log Into Classes
2. Read your Syllabi and Topical Outlines
3. Make a Schedule of Due Dates
4. Access Your Book (Register/Create Account)
5. Begin Your Week 1 Work!
Getting Help

• Self-Help through the Top Navigation Bar Links on online.brooklinecollege.edu
The Learning Resource Center

Your Online Library
LRC@brooklinecollege.edu

• 24/7 Access
• Online books, periodicals, journals and more
• APA Tutorials, Assistance APA@brooklinecollege.edu
• Librarians to help 8am – 5pm Mon-Fri
The Learning Resource Center
Technical Classroom Issues?

Technical Classroom Issues
• Course Help Form

Other Technical Issues?
• Email, Chat and Telephone on the Technical Support Portal
• 844-505-3992
Financial Aid

- Telephone - 844-769-0009
- Email - OnlineFA@brooklinecollege.edu
Student Services

Albuquerque—America Kelleher (505) 836-9729
Online—Lynette Marmolejo (602) 644-7033
Phoenix—Steven Moore (602) 644-7041
Tempe—Jenae Francis (480) 507-4117
Tucson—Tonia Southam (520) 584-5263

onlinestudentservices@brooklinecollege.edu

Hours of Operation
Mon – Th: 8am – 8pm & Fri: 8am – 6pm
Next Steps

1. Log Into Class
2. Read your Syllabus
3. Complete your Syllabus Quiz*
4. Access Your Book (Register/Create Account)
5. Begin Your Week 1 Work!
Thank you!