



BROOKLINE
COLLEGE
Small College. Big Future.

Online Classroom Basics

September 21, 2020





Welcome

Orientation Agenda

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



Jennifer Greenwood

Online Development Manager

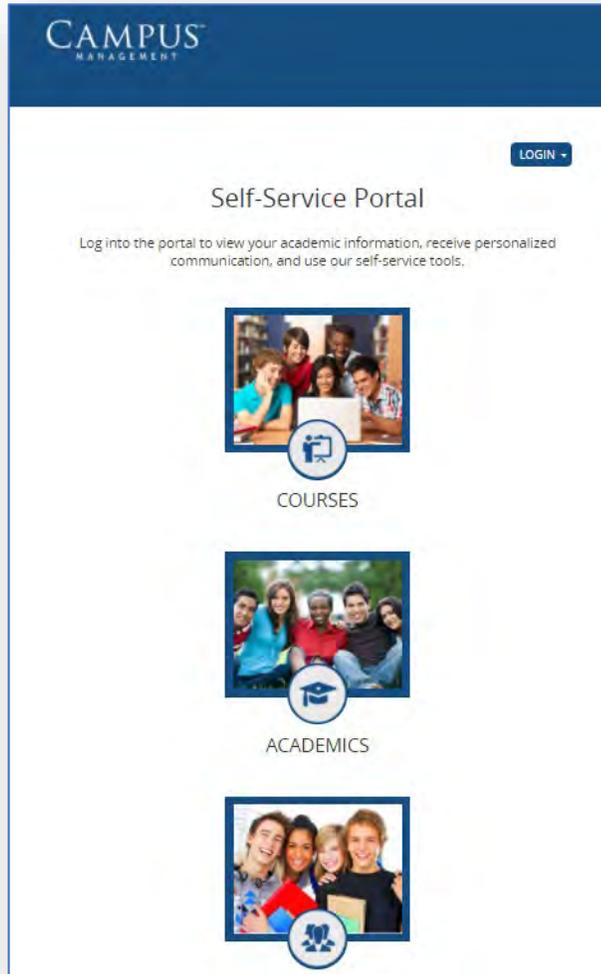
Jennifer.Greenwood@brooklinecollege.edu



Your Brookline Toolkit

Your Brookline Toolkit

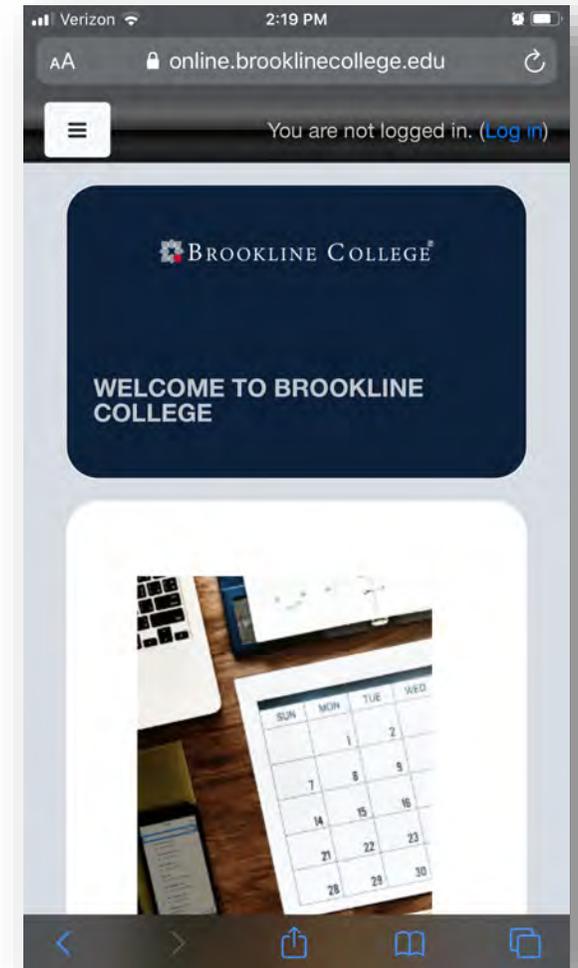
Student Portal



Mobile App



Online Classroom

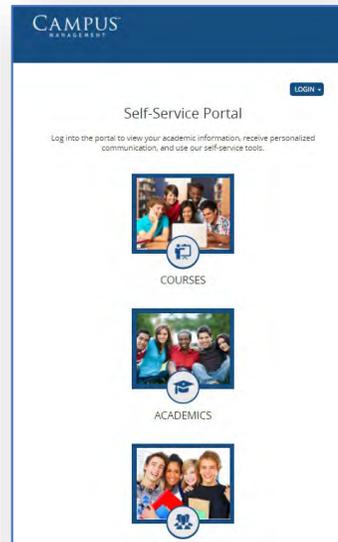


Important: Mobile App and Student Portal use the same password

- 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

CAMPUS[™]
MANAGEMENT

Self-Service Portal

Log into the portal to view your academic information, receive personalized communication...

COURSES

ACADEMICS

STAFF

- Student Portal Homepage
- Current Student Login Here
- Faculty Portal Homepage
- Faculty Login Here
- Applicant Portal Homepage
- To Apply For Admissions, Click Here
- Request Information
- Please send me information on how to become a Student

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

Required Field

Username

Password

Password is case sensitive

[Create a New Account](#) | [Forgot your Password](#)

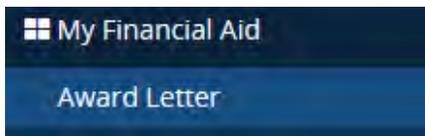
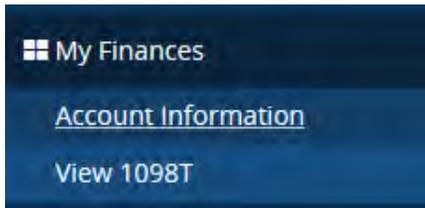
Login

Student Portal

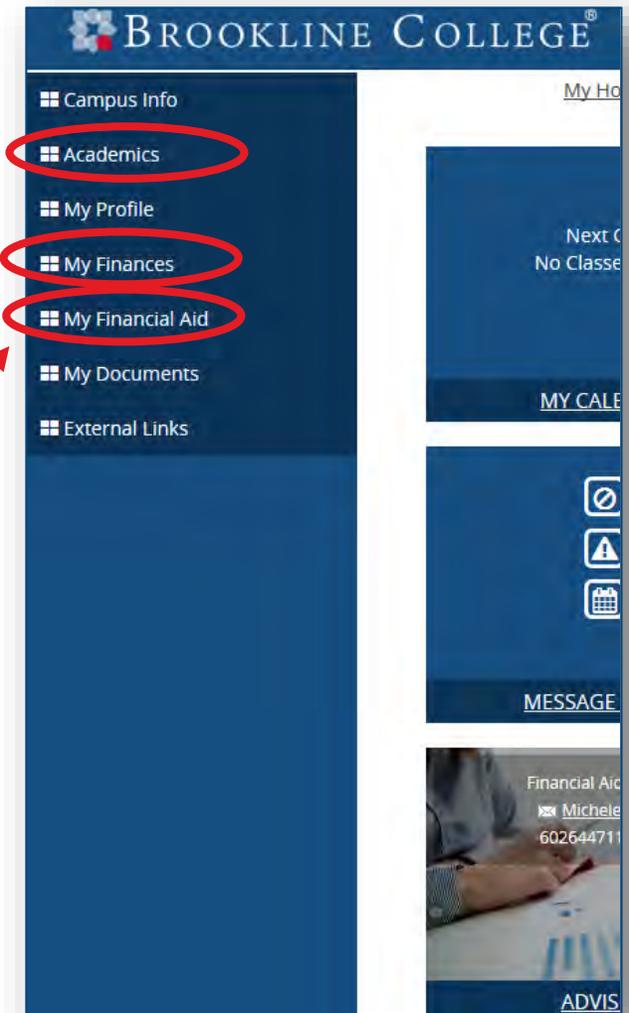
- On the top of the page you will see alerts, holds, or appointments you have with the college
- On the “Glance” section you can see your current schedule and financial aid balance.
- The “message center” would provide you with any messages from the college.
- The “Advisors” list shows you who your current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

The screenshot displays the Brookline College Student Portal. At the top, the college logo and name are visible. Below the header, there are navigation links for "My Home Page", "Holds", "Alerts", and "Appointments". A left sidebar contains a menu with options: "Campus Info", "Academics", "My Profile", "My Finances", "My Financial Aid", "My Documents", and "External Links". The main content area is divided into several sections: "Next Class" (No Classes found), "MY CALENDAR", "GLANCE" (showing 3.00 My Schedule, 3.34 My Profile, and \$0.00 My Financial Aid), "MESSAGE CENTER" (with 0 messages, 0 alerts, and 0 appointments), and "ADVISORS" (listing Michele Aguirre with contact information). Red circles highlight the "Holds", "Alerts", and "Appointments" links, the "GLANCE" section, the "MESSAGE CENTER" section, and the "ADVISORS" section.

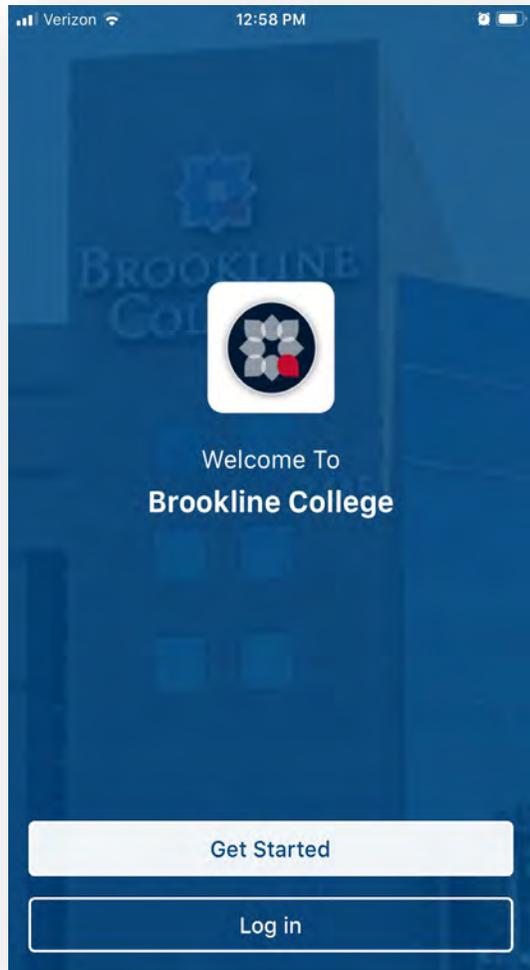
Student Portal



- 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



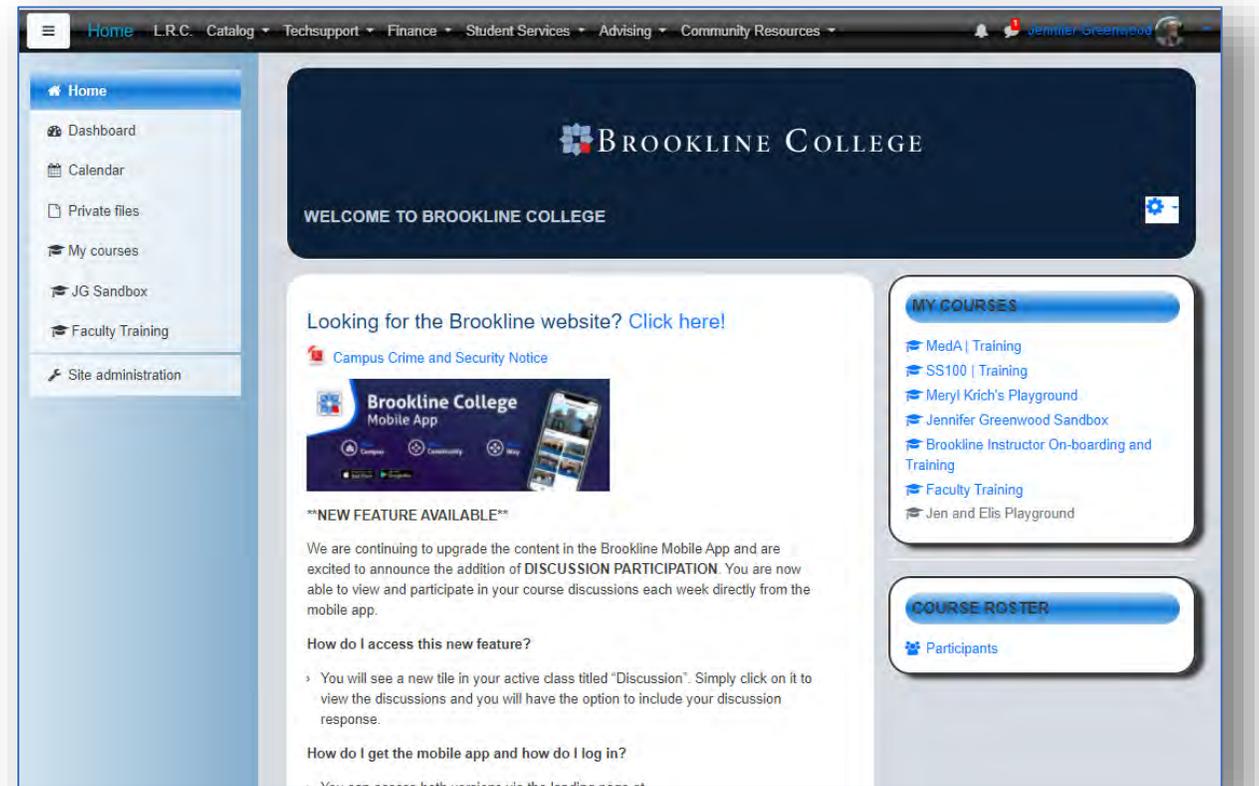
https://brooklinecollege.edu/brookline_mobile_app/

- 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



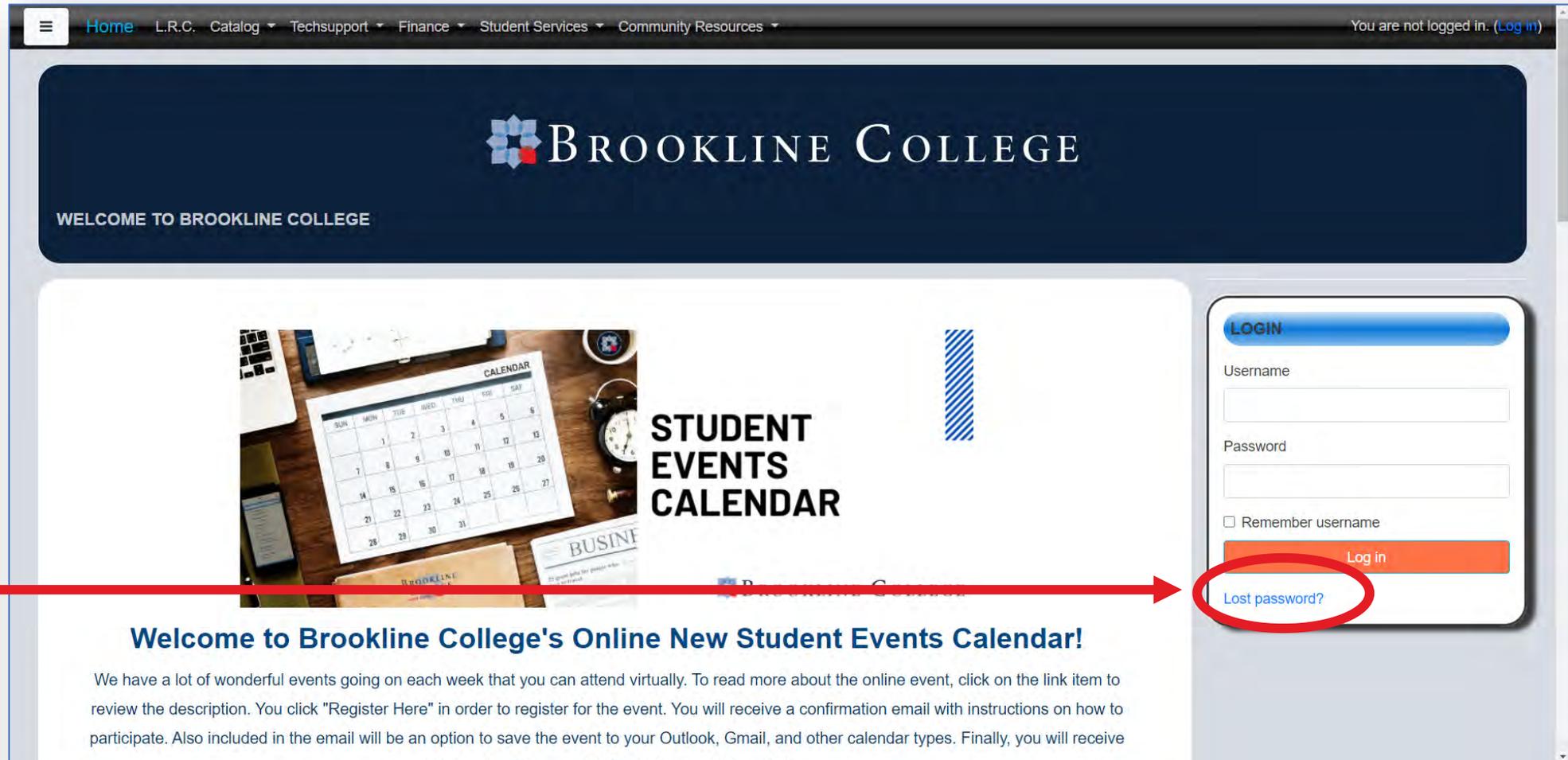
The screenshot displays the Brookline College online classroom interface. At the top, a navigation bar includes links for Home, L.R.C., Catalog, Techsupport, Finance, Student Services, Advising, and Community Resources. A user profile for Jennifer Greenwood is visible in the top right corner. The main content area features a dark blue header with the Brookline College logo and the text "WELCOME TO BROOKLINE COLLEGE". Below this, a central section titled "Looking for the Brookline website? Click here!" contains a "Campus Crime and Security Notice" and a "Brookline College Mobile App" advertisement. The advertisement includes the text: "NEW FEATURE AVAILABLE!! We are continuing to upgrade the content in the Brookline Mobile App and are excited to announce the addition of DISCUSSION PARTICIPATION. You are now able to view and participate in your course discussions each week directly from the mobile app. How do I access this new feature? You will see a new tile in your active class titled 'Discussion'. Simply click on it to view the discussions and you will have the option to include your discussion response. How do I get the mobile app and how do I log in? You can access both versions via the landing page at...". To the right of the main content, there are two sidebars: "MY COURSES" listing MedA | Training, SS100 | Training, Meryl Krich's Playground, Jennifer Greenwood Sandbox, Brookline Instructor On-boarding and Training, Faculty Training, and Jen and Elis Playground; and "COURSE ROSTER" with a "Participants" link.



Getting Started in Class

How to Log In

Using [Chrome](#), go to online.brooklinecollege.edu and click **Lost Password?** link



The screenshot shows the Brookline College website interface. At the top, there is a navigation menu with links for Home, L.R.C., Catalog, Techsupport, Finance, Student Services, and Community Resources. The user is not logged in, as indicated by the text "You are not logged in. (Log in)". The main header features the Brookline College logo and the text "WELCOME TO BROOKLINE COLLEGE". Below the header, there is a section for "STUDENT EVENTS CALENDAR" with a calendar image and a "BUSINE" document. A red arrow points from the "Lost password?" link in the login form to the "Lost password?" link in the footer.

LOGIN

Username
[Input field]

Password
[Input field]

Remember username

Log in

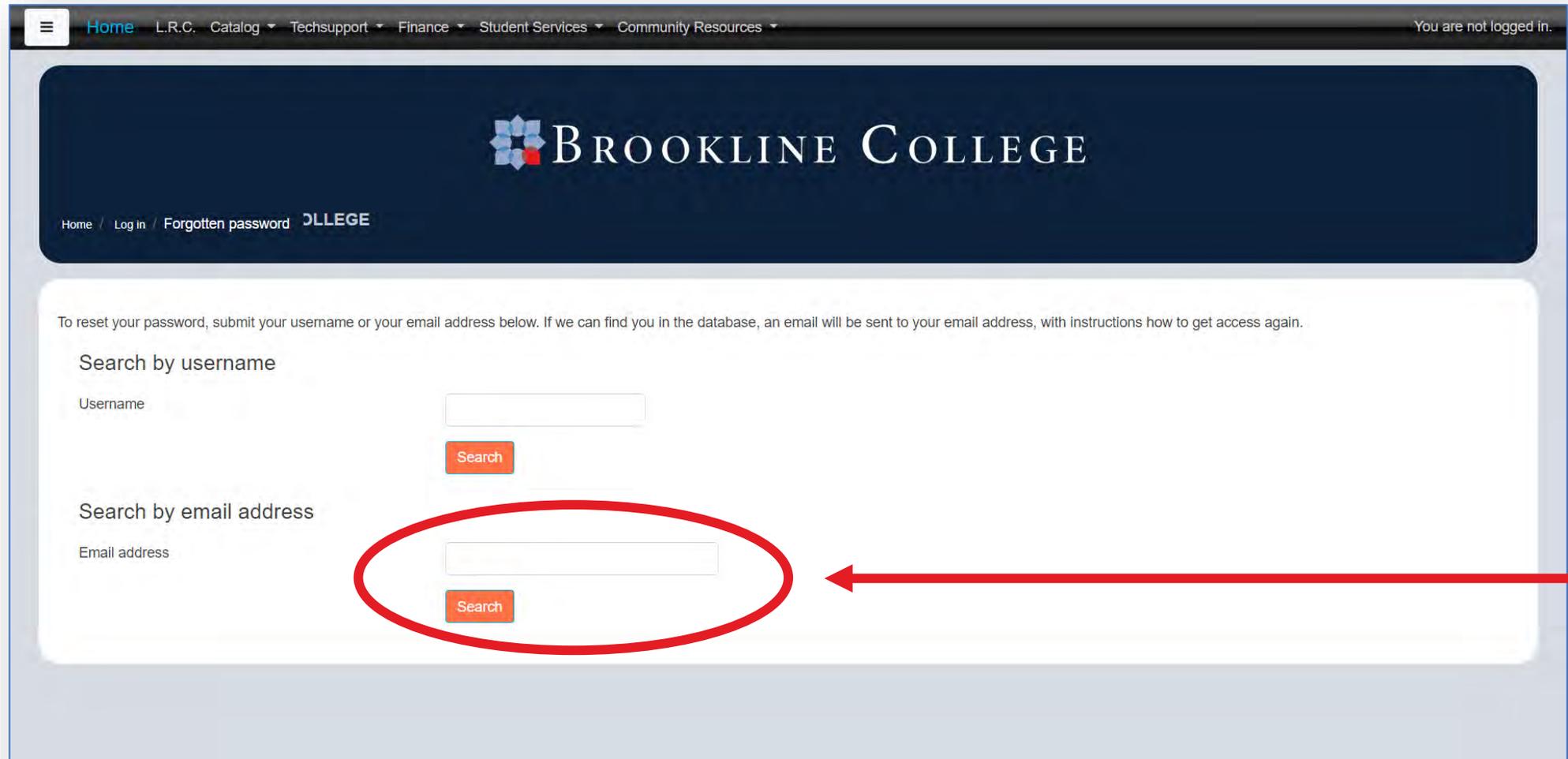
[Lost password?](#)

Welcome to Brookline College's Online New Student Events Calendar!

We have a lot of wonderful events going on each week that you can attend virtually. To read more about the online event, click on the link item to review the description. You click "Register Here" in order to register for the event. You will receive a confirmation email with instructions on how to participate. Also included in the email will be an option to save the event to your Outlook, Gmail, and other calendar types. Finally, you will receive

How to Log In

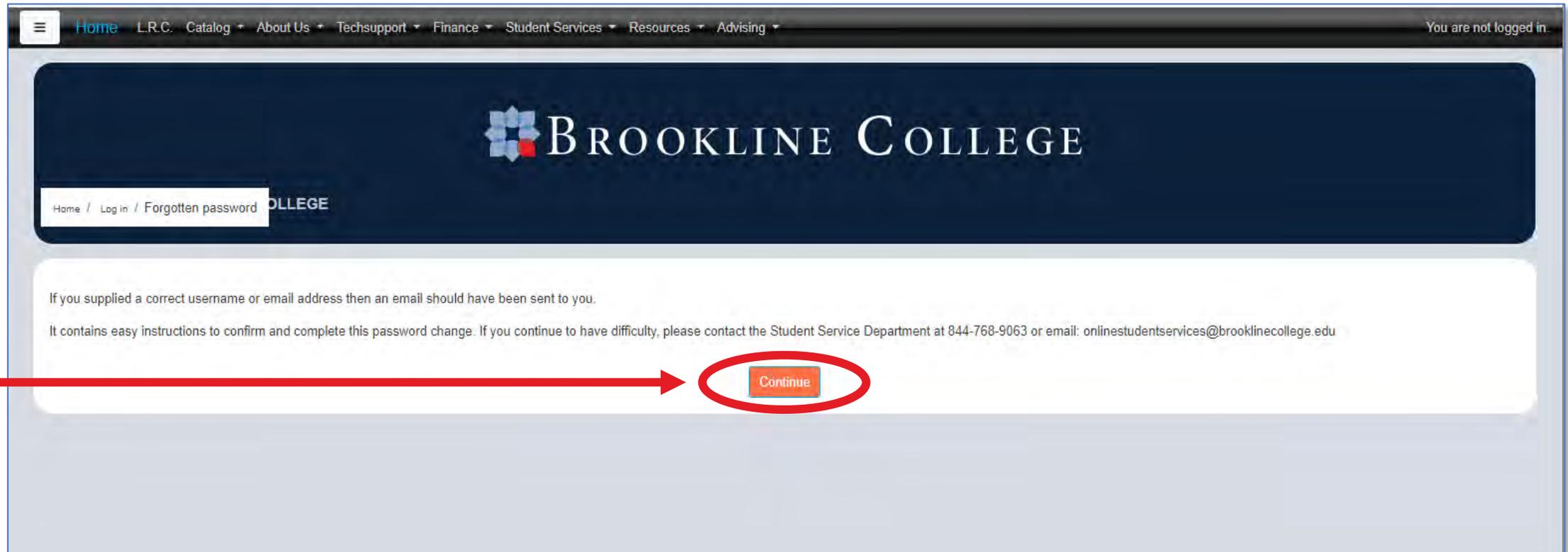
- Enter your personal email account to reset password



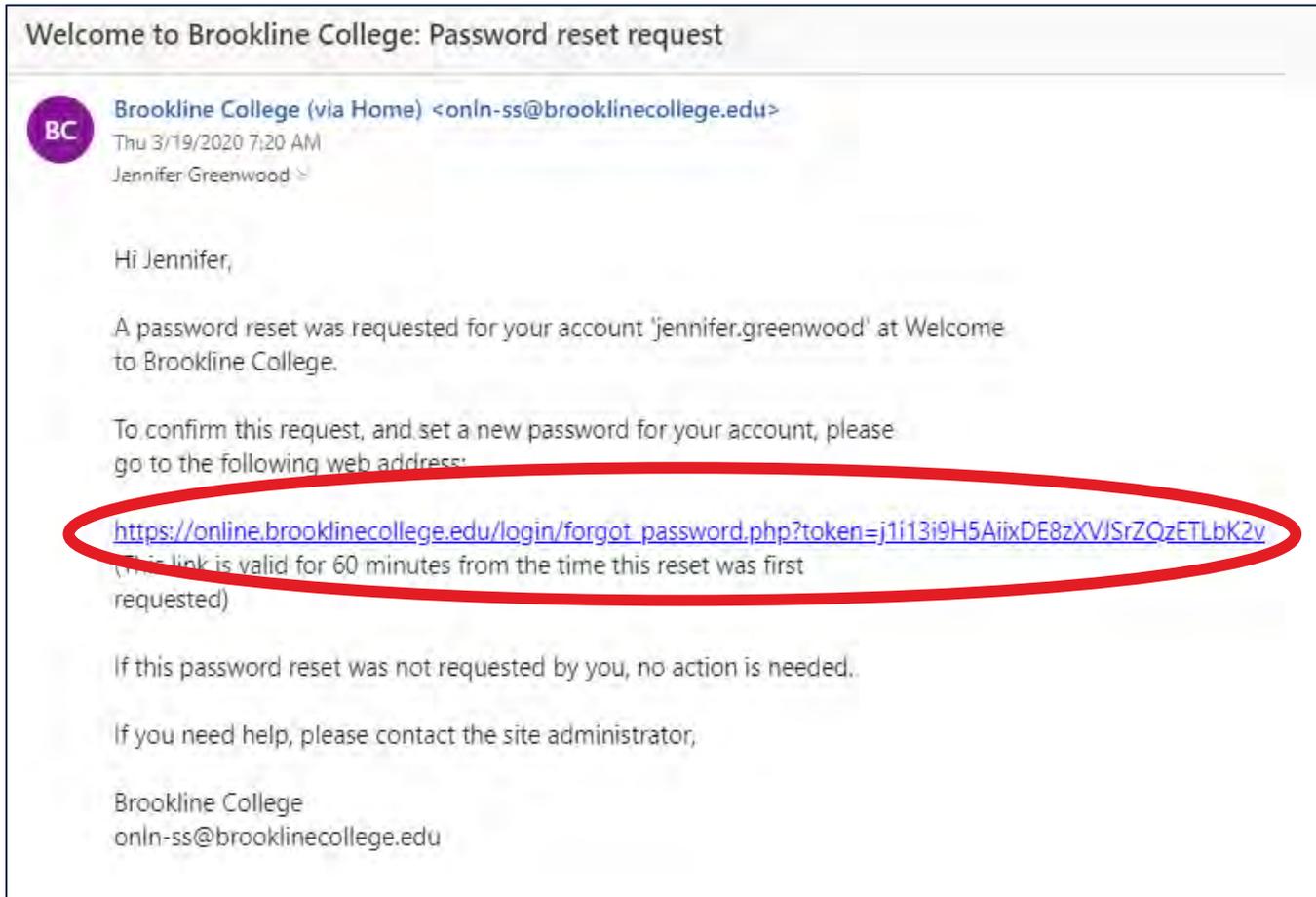
The screenshot shows the Brookline College website's password reset page. At the top, there is a navigation bar with links for Home, L.R.C., Catalog, Techsupport, Finance, Student Services, and Community Resources. The user is not logged in. The main header features the Brookline College logo and name. Below the header, there is a breadcrumb trail: Home / Log in / Forgotten password. The main content area contains the following text: "To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again." There are two search sections: "Search by username" with a "Username" label and a text input field, and "Search by email address" with an "Email address" label and a text input field. The "Email address" input field is circled in red, and a red arrow points to it from the right. Both sections have a "Search" button below the input field.

How to Log In

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



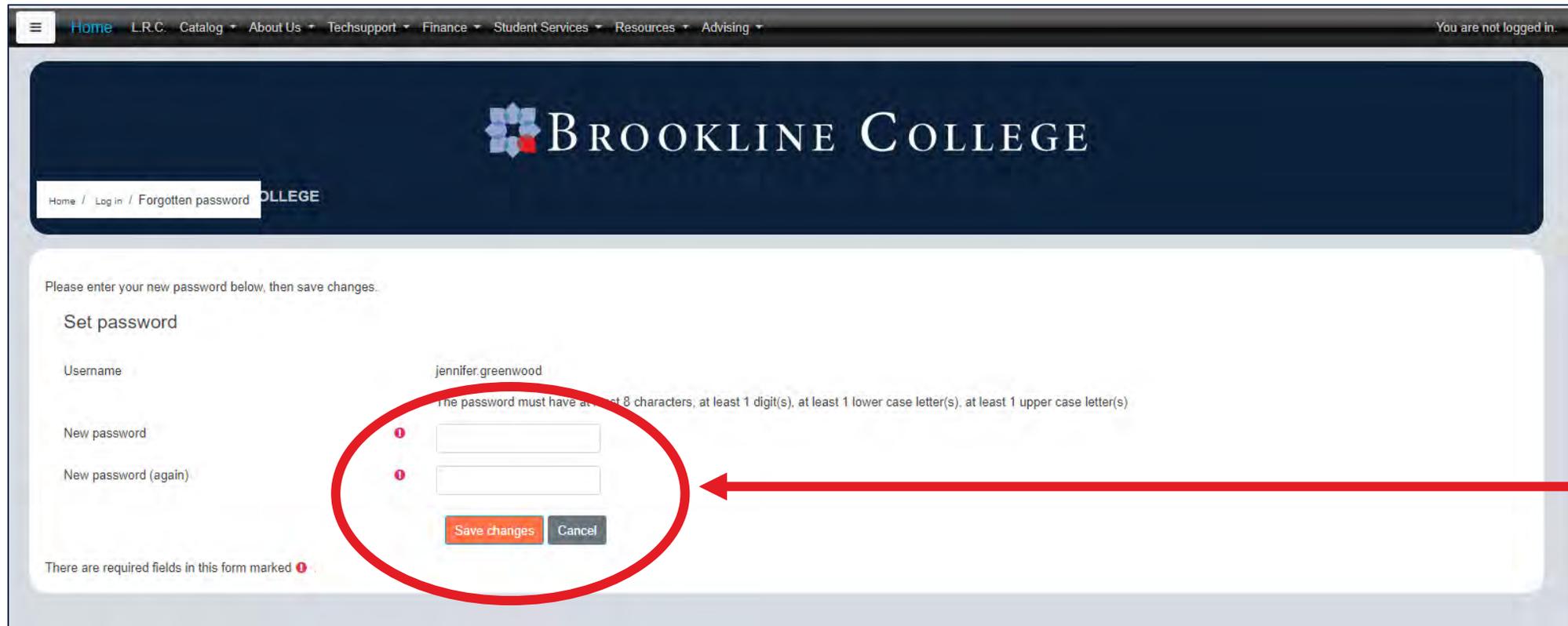
How to Log In



- Click on the link in the email
- Temporary link lasts 60 mins

How to Log In

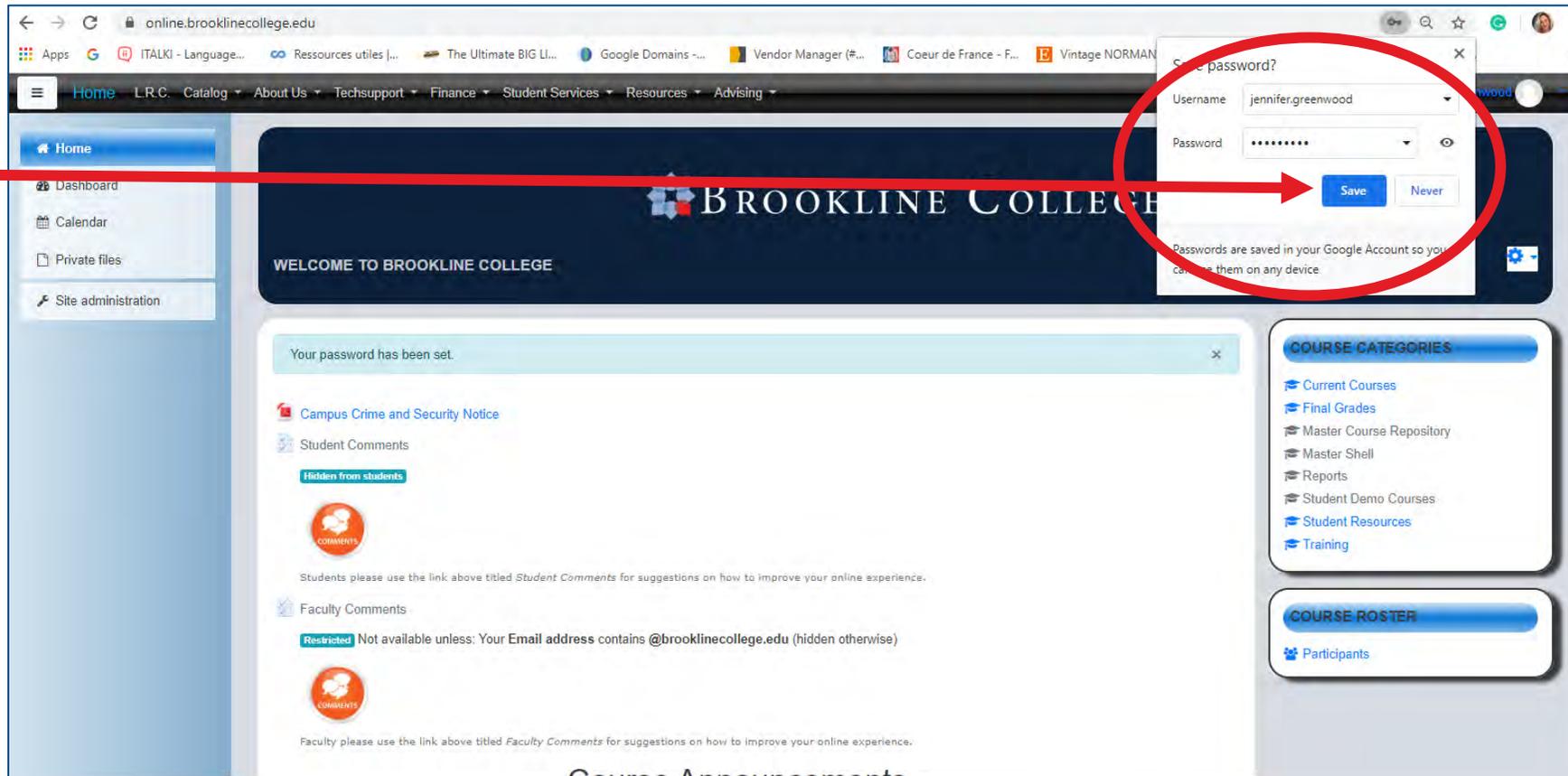
- Enter new password twice (Must be 8 char., at least 1 number, 1 UPPERCASE, 1 lowercase letter) and click **Save Changes**



The screenshot shows the Brookline College website's login page. At the top, there is a navigation menu with links for Home, L.R.C., Catalog, About Us, Techsupport, Finance, Student Services, Resources, and Advising. The user is not logged in. The main header features the Brookline College logo and name. Below the header, there is a breadcrumb trail: Home / Log in / Forgotten password. The main content area is titled "Set password" and contains a form with the following fields: Username (jennifer.greenwood), New password, and New password (again). The password fields are circled in red, and a red arrow points to them from the right. A message above the password fields states: "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)". Below the password fields are "Save changes" and "Cancel" buttons. At the bottom left, there is a message: "There are required fields in this form marked [red dot icon]".

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.



The screenshot shows a web browser window displaying the Brookline College website. A notification bar at the top of the page states "Your password has been set." A "Save Password?" pop-up window is overlaid on the right side of the page, containing a form with the following fields:

- Username: jennifer.greenwood
- Password: [masked]

Below the form are two buttons: "Save" and "Never". A red circle highlights the "Save" button, and a red arrow points to it from the left. The website background includes a navigation menu on the left, a header with the Brookline College logo and name, and several content sections such as "Campus Crime and Security Notice", "Student Comments", "Faculty Comments", "COURSE CATEGORIES", and "COURSE ROSTER".

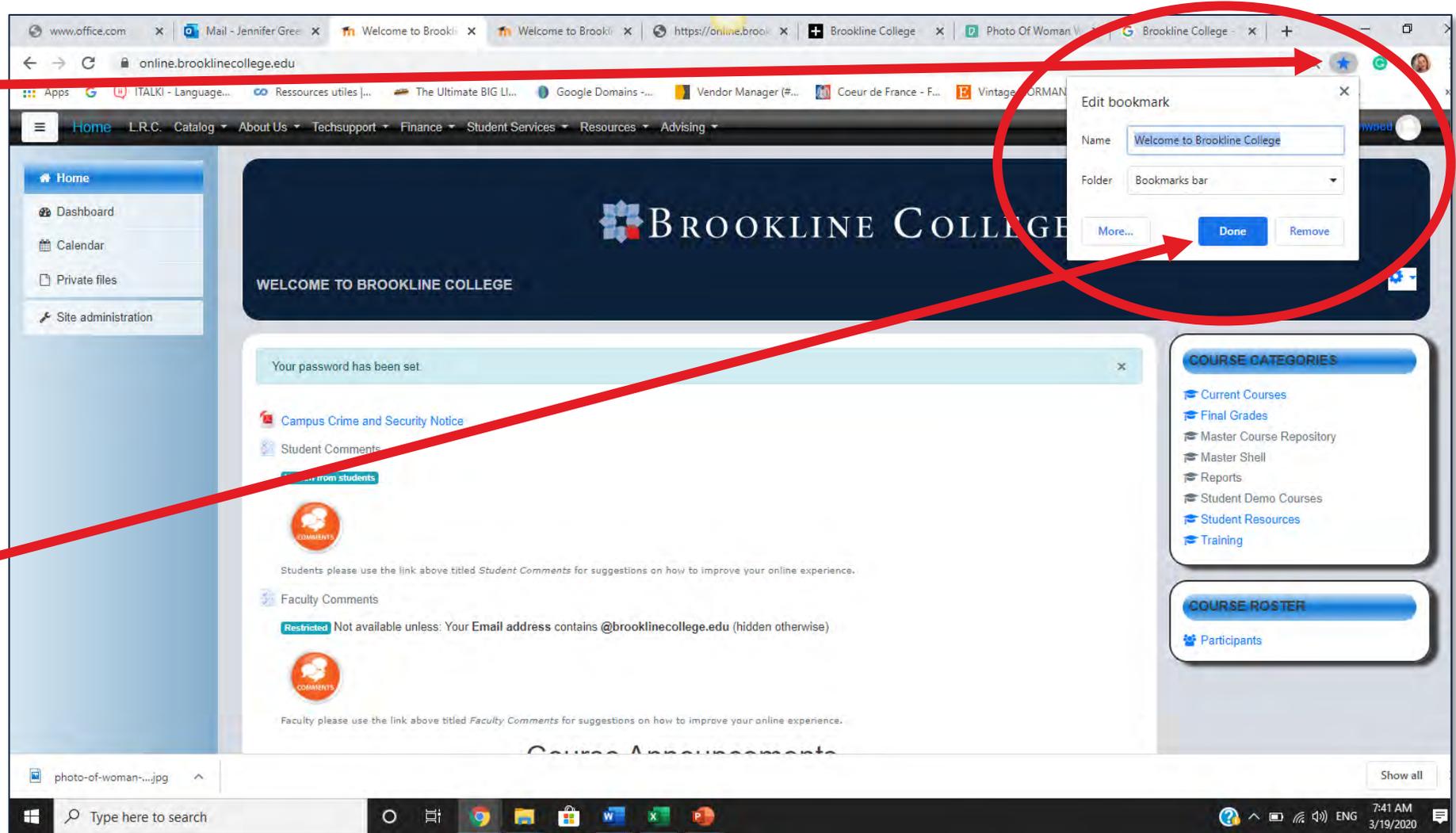
Save Classroom Page

Click on the star 

in the Chrome address bar so it fills in



Click on Done



Login Issues?

Contact Student Services



OnIn-ss@brooklinecollege.edu

Student Events Calendar

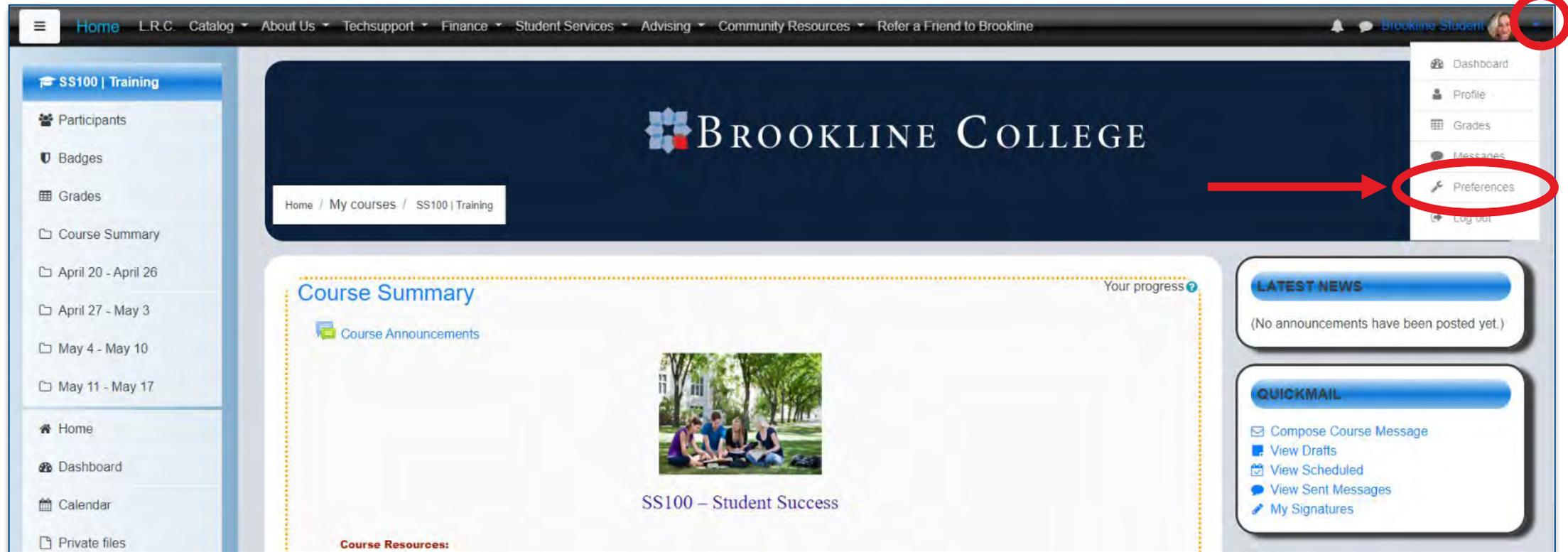
Virtual Events Include

- Online Classroom Basics
- LRC Orientation
- APA Workshops
- MS OFFICE Basics
- Student Services Open Houses

The screenshot shows the Brookline College website's 'Student Events Calendar' page. The navigation menu includes Home, L.R.C. Catalog, Techsupport, Finance, Student Services, and Community Resources. The main content area has a header with a calendar image and the text 'STUDENT EVENTS CALENDAR'. Below this is a welcome message: 'Welcome to Brookline College's Online New Student Events Calendar. We have a lot of wonderful events going on each week that you can attend. Click on the link item to review the description. You click "Register Here" in our calendar to receive a confirmation email with instructions on how to participate. Also included in our calendar are Outlook, Gmail, and other calendar types. Finally, you will receive a registration confirmation email. If you have questions about attending one of our events, please contact us at one of our events!'. A calendar view for August 2020 is shown at the bottom, with a detailed pop-up for the 'Online Classroom Basics' event on Monday, August 24, 7:00am - 7:45am. The pop-up includes a description, a list of topics to be discussed (Log into your online class, Set up your profile, Access your digital books), and links for 'more details' and 'copy to my calendar'.

Adding a Profile Picture

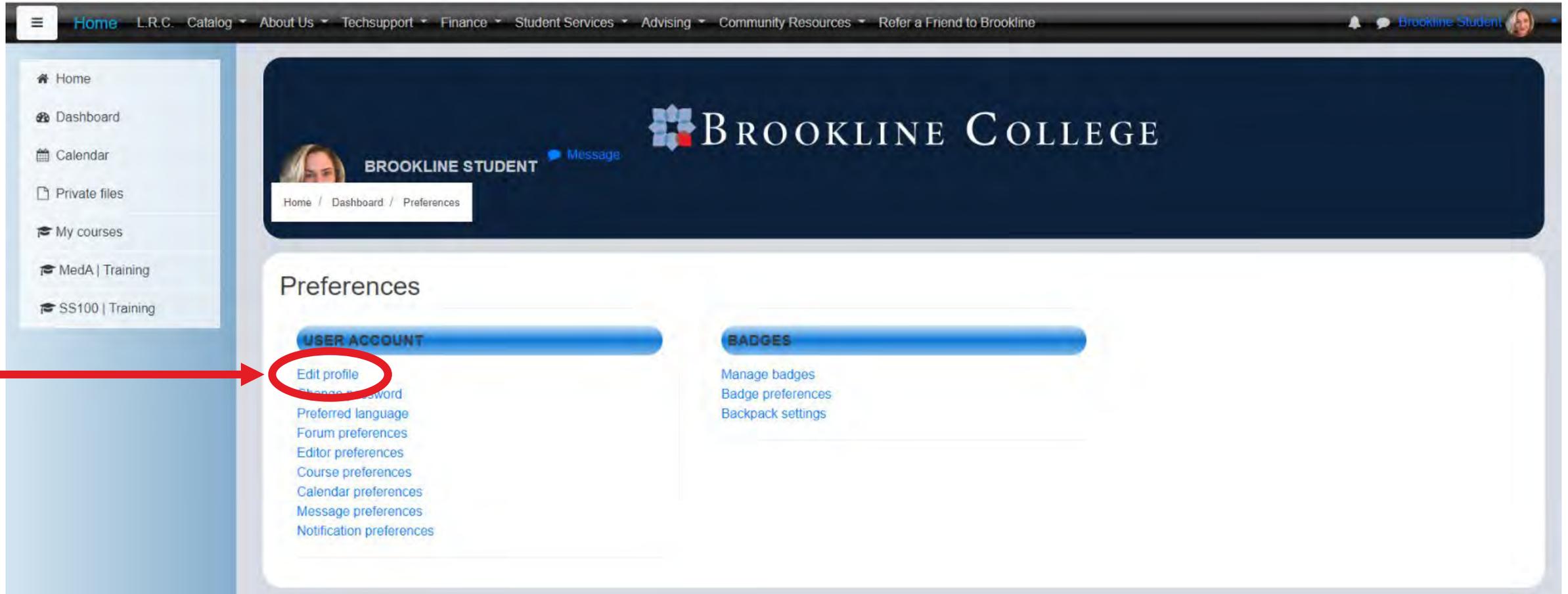
- Click on the drop-down arrow beside the profile icon and click on Preferences



The screenshot displays the Brookline College student portal interface. At the top, a navigation bar includes links for Home, L.R.C., Catalog, About Us, Techsupport, Finance, Student Services, Advising, Community Resources, and Refer a Friend to Brookline. The user is logged in as 'Brookline Student'. A red circle highlights a drop-down arrow next to the profile icon in the top right corner. A red arrow points from this circle to the 'Preferences' option in the user menu, which is also circled in red. The main content area shows the 'SS100 | Training' course page with a 'Course Summary' section. The 'Course Summary' section includes a 'Course Announcements' link and a photo of students sitting on the grass. Below the photo is the text 'SS100 – Student Success'. The right sidebar contains 'LATEST NEWS' (No announcements have been posted yet.) and 'QUICKMAIL' (Compose Course Message, View Drafts, View Scheduled, View Sent Messages, My Signatures).

Adding a Profile Picture

- Click on Edit Profile



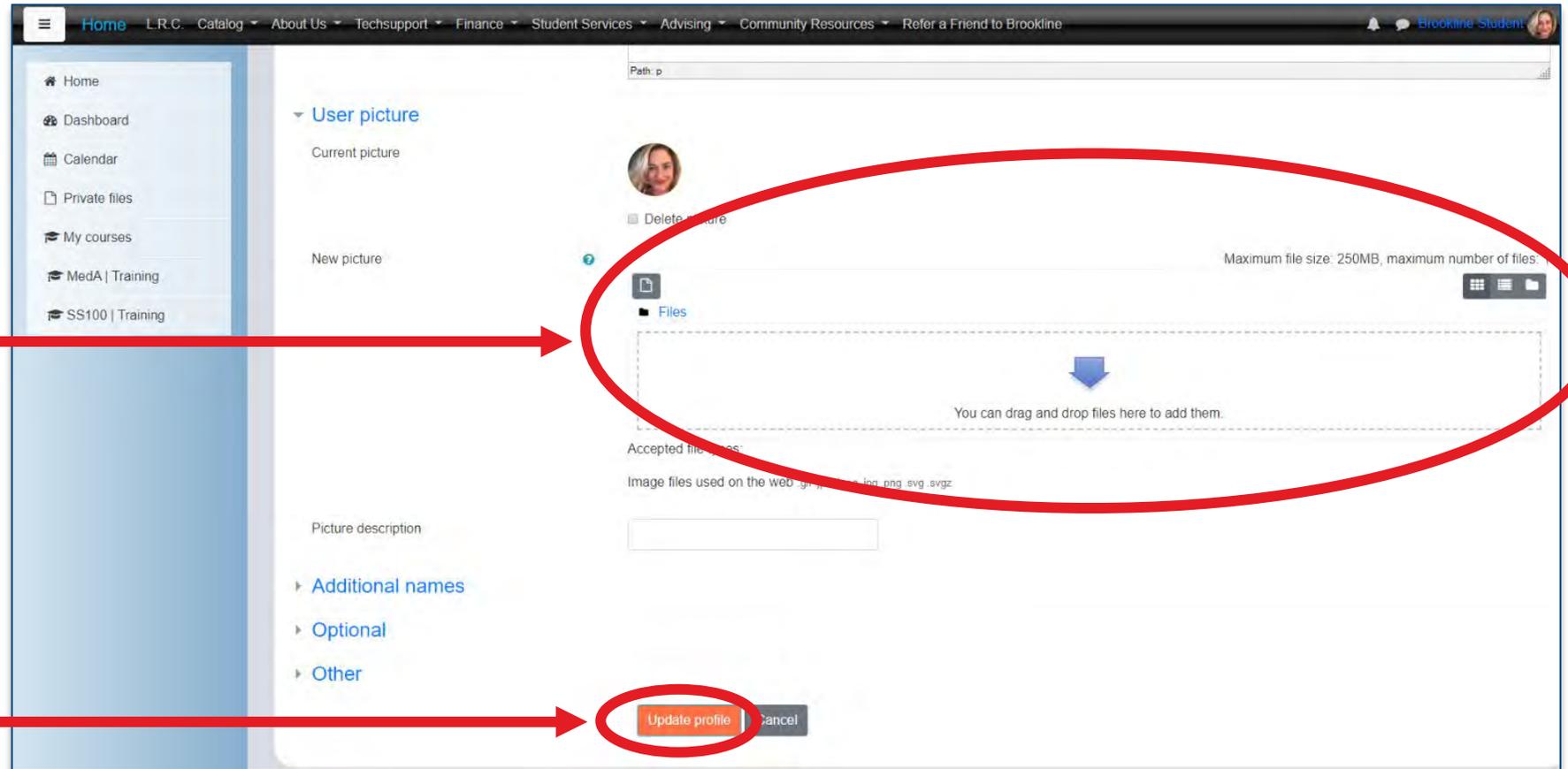
The screenshot shows the Brookline College student portal. At the top, there is a navigation bar with links for Home, L.R.C., Catalog, About Us, Techsupport, Finance, Student Services, Advising, Community Resources, and Refer a Friend to Brookline. A user profile for 'Brookline Student' is visible in the top right corner. The main content area is titled 'PREFERENCES' and is divided into two sections: 'USER ACCOUNT' and 'BADGES'. Under 'USER ACCOUNT', the 'Edit profile' link is circled in red, and a red arrow points to it from the left. Other links in the 'USER ACCOUNT' section include Change password, Preferred language, Forum preferences, Editor preferences, Course preferences, Calendar preferences, Message preferences, and Notification preferences. The 'BADGES' section includes Manage badges, Badge preferences, and Backpack settings. A left sidebar contains navigation options: Home, Dashboard, Calendar, Private files, My courses, MedA | Training, and SS100 | Training.

Adding a Profile Picture

Scroll down on the page until you see the User Picture

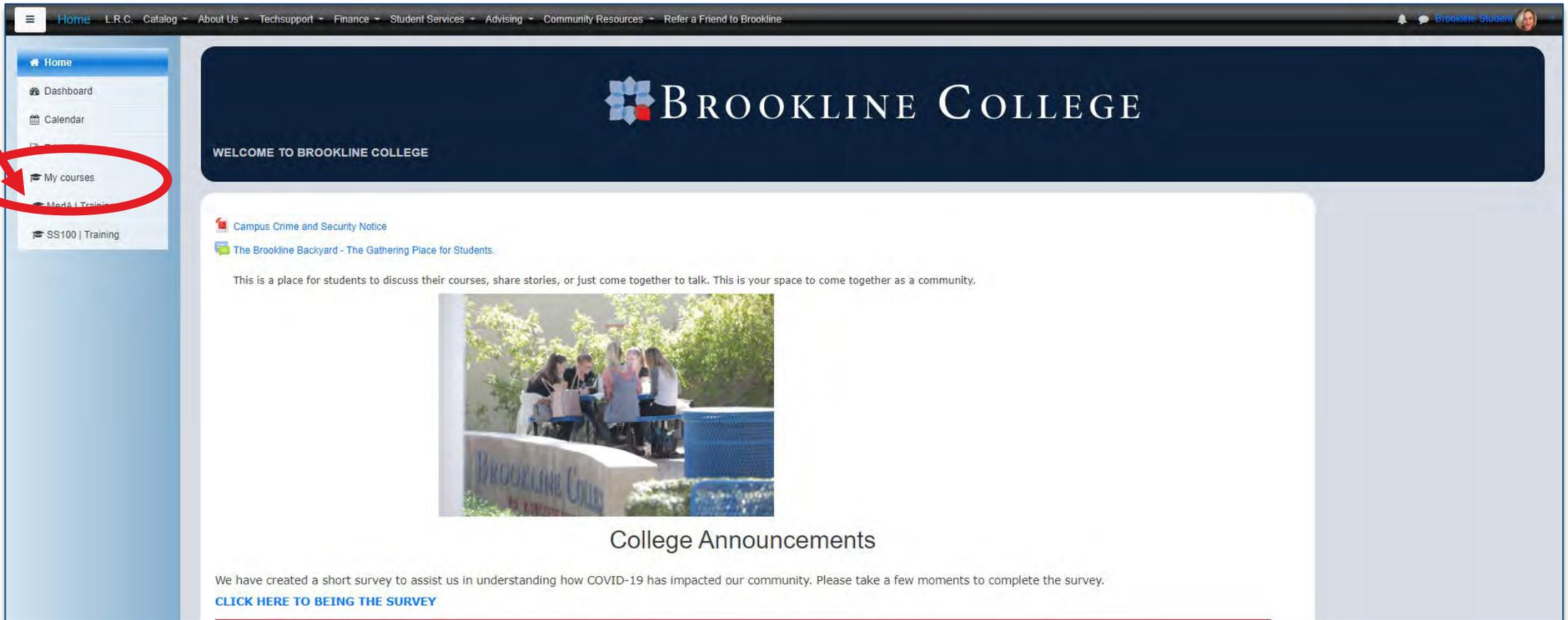
Upload or
drag and drop
a file

Click on Update
Profile



Navigating to your course

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



The screenshot shows the Brookline College website dashboard. The top navigation bar includes links for Home, L.R.C., Catalog, About Us, Techsupport, Finance, Student Services, Advising, Community Resources, and Refer a Friend to Brookline. The left navigation bar contains links for Home, Dashboard, Calendar, My courses (highlighted with a red circle and a red arrow), MedA | Training, and SS100 | Training. The main content area features the Brookline College logo and the text 'WELCOME TO BROOKLINE COLLEGE'. Below this, there is a 'Campus Crime and Security Notice' and a section titled 'The Brookline Backyard - The Gathering Place for Students.' with a photo of students sitting at a table. The text below the photo reads: 'This is a place for students to discuss their courses, share stories, or just come together to talk. This is your space to come together as a community.' Below the photo is the text 'College Announcements'. At the bottom, there is a survey announcement: 'We have created a short survey to assist us in understanding how COVID-19 has impacted our community. Please take a few moments to complete the survey. [CLICK HERE TO BEING THE SURVEY](#)'.

Course Page Overview

Grades

Left Navigation

Course Summary

Announcements

The screenshot shows a web interface for a course page. At the top, there is a navigation bar with links: Home, L.R.C. Catalog, Techsupport, Finance, Student Services, and Community Resources. The user's name, Jennifer Greenwood, is visible in the top right corner. The main content area is divided into three sections: a left navigation pane, a central course summary, and a right sidebar. The left navigation pane contains a list of course items, with 'Grades' circled in red. The central course summary section features the Brookline College logo, a breadcrumb trail, and a 'Course Summary' heading. Below this, there are sections for 'Course Announcements', 'At Risk Student Identification Form', and 'Course Resources'. The right sidebar contains a 'LATEST NEWS' section with a list of recent updates and a 'QUICKMAIL' button. Red arrows point from the labels 'Grades', 'Left Navigation', 'Course Summary', and 'Announcements' to their respective elements in the screenshot.

ONL_20200817.SS10
0.OL-1

Participants

Badges

Grades

Course Summary

August 17 - August 23

August 24 - August 30

August 31 - September 6

September 7 - September 13

September 14 - September 20

Home

Dashboard

Calendar

Private files

My courses

JG Sandbox

Home / Courses / Current Courses / Online / 8/17 / ONL.20200817.SS100.OL-1

BROOKLINE COLLEGE

Course Summary

Course Announcements

SS100 – Student Success

At Risk Student Identification Form

Hidden from students

Course Resources

Course Syllabus

Important: You must complete the below syllabus quiz prior to gaining access to week 1 materials.

Syllabus Quiz

LATEST NEWS

Add a new topic...

8:31 AM, Aug 17
Jennifer Butler-Williams
LRC Live Session for SS100!

6:05 AM, Aug 16
Jennifer Butler-Williams
Late Assignments

5:40 PM, Aug 15
Jennifer Butler-Williams
Welcome - SS100

5:34 PM, Aug 15
Jennifer Butler-Williams
How to Access Live Lectures and Lecture Recordings

5:31 PM, Aug 15
Jennifer Butler-Williams
Course Expectations

Older topics ...

QUICKMAIL

Course Syllabus

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

The screenshot displays a Blackboard course interface for the course ID ALB.20200217.SS100.D. The top navigation bar includes links for Home, L.R.C., Catalog, About Us, Techsupport, Finance, Student Services, Resources, and Advising. The user's name, Jennifer Greenwood, is visible in the top right corner. The left sidebar contains a navigation menu with options such as Participants, Badges, Grades, Course Summary, and a calendar view for the course dates from February 17 to March 22. The main content area features a header image of students and the course title 'SS100 – Student Success'. Below this, a 'Course Resources' section lists several links: 'Course Syllabus' (highlighted with a red circle and a red arrow), 'Syllabus Quiz', 'Classroom Policies', and 'Student Code of Conduct'. An important notice states: 'Important: You must complete the below syllabus quiz prior to gaining access to week 1 materials.' Further down, 'Student Resources' includes 'Instructor Virtual Office' and 'INTRODUCTION'. 'APA Format Resources' includes 'APA Format Video' and 'APA Resources' with a link to 'APA.Guidelines.pdf'. The right sidebar contains a 'Compose Course Message' dropdown menu with options like View Drafts, View Scheduled, View Sent Messages, My Signatures, Alternate Emails, Configuration, Notifications, and Create Notification.

Course Syllabus

The screenshot shows a web browser displaying the course syllabus for ALB.20200217.SS100.D at Brookline College. The page features a navigation menu on the left, a breadcrumb trail at the top, and a main content area with a syllabus document. Annotations include a red circle around the download and print icons in the top right of the document viewer, and another red circle around the zoom-in (+) and zoom-out (-) buttons in the bottom right. Red arrows point from text labels to these circles.

Home | L.R.C. | Catalog | About Us | Techsupport | Finance | Student Services | Resources | Advising | Jennifer Greenwood

ALB.20200217.SS100.D

Participants

Badges

Grades

Course Summary

February 17 - February 23

February 24 - March 1

March 2 - March 8

March 9 - March 15

March 16 - March 22

Home

Dashboard

Calendar

Private files

Site administration

BROOKLINE COLLEGE

Home / Courses / Current Courses / Albuquerque / 2/17 / ALB.20200217.SS100.D / Course Summary / Course Syllabus

Course Syllabus

Brookline College 1 / 6

COURSE SYLLABUS

PREFIX & NUMBER: SS 100
TITLE: Student Success
CREDITS: 3.0 semester credits
CONTACT HOURS: 45 lecture hours 0 lab hours
0 practicum hours 90 out-of-class hours
MODALITY: Residential

COURSE DESCRIPTION:
This course is designed to increase a student's college success by teaching study skills and practical educational strategies. Time management, test taking, communication, and critical thinking are emphasized.

PREREQUISITE/COREQUISITE:
None

COMPETENCY OBJECTIVES:
Upon completion of this course, the student will be competent in these areas and will have knowledge to:

- Discuss effective planning strategies including time management.
- Demonstrate the skills necessary for effective listening and note taking.
- Demonstrate communication skills used in a college-level educational setting.
- Examine personal issues that may affect college success.
- Discuss issues of multiculturalism in college.

ACADEMIC POLICIES & PROCEDURES:

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.

The screenshot displays a Blackboard course interface for the course ID ALB.20200217.SS100.D. The top navigation bar includes links for Home, L.R.C., Catalog, About Us, Techsupport, Finance, Student Services, Resources, and Advising. The user's name, Jennifer Greenwood, is visible in the top right corner. The left sidebar contains a navigation menu with options such as Participants, Badges, Grades, Course Summary, and a calendar view for the course duration from February 17 to March 22. The main content area features a header image of students and the course title 'SS100 – Student Success'. Below this, a 'Course Resources' section lists several links: 'Course Syllabus' (highlighted with a red circle and a red arrow), 'Syllabus Quiz', 'Classroom Policies', and 'Student Code of Conduct'. An important notice states: 'Important: You must complete the below syllabus quiz prior to gaining access to week 1 materials.' Further down, 'Student Resources' includes 'Instructor Virtual Office' and 'INTRODUCTION'. 'APA Format Resources' includes 'APA Format Video' and 'APA Resources' with a link to 'APA.Guidelines.pdf'. The right sidebar contains a 'Compose Course Message' dropdown menu with options like View Drafts, View Scheduled, View Sent Messages, My Signatures, Alternate Emails, Configuration, Notifications, and Create Notification.

Instructor Welcome

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

The screenshot displays a course management system interface. On the left, a sidebar menu includes 'Course Announcements', 'Course Resources', and 'Student Resources'. The 'Student Resources' section is circled in red, with a red arrow pointing to the 'Instructor Welcome' link. The main content area shows the 'Instructor Welcome' page for course ONL 20200713 SS10 0.OL-3. The page features a header with navigation links, a title 'Instructor Welcome', and a subtitle 'Welcome to SS100!'. Below this, a message from the instructor, Marla Greenspan, is displayed. To the right of the message is a profile card with a photo of Marla Greenspan and her contact information: Name: Marla Greenspan, Telephone Number: 480-550-9753, Email Address: mgreenspan@brooklinecollege.edu, Office Hours: Tuesday and Thursdays 10:00 a.m. - 12:00 p.m., and Response Time: I have a 24 hour response time Monday - Friday, 48 hr response time on the weekends. At the bottom right of the page, there is a video player showing a video of Marla Greenspan.

Course Summary - Live Lectures

The screenshot displays a course management system interface. The top navigation bar includes links for Home, L.R.C., Catalog, Techsupport, Finance, Student Services, and Community Resources. The left sidebar shows the course details: ONL_20200817.SS10 0.OL-1, with options for Participants, Badges, Grades, Course Summary, and a weekly schedule from August 17 to September 20. The main content area is titled 'Course Syllabus' and contains an important notice: 'Important: You must complete the below syllabus quiz prior to gaining access to week 1 materials.' Below this notice are links for Syllabus Quiz, Classroom Policies, and Student Code of Conduct. The 'Student Resources' section includes links for Instructor Welcome, INTRODUCTION, and Live Lectures. The 'APA Format Resources' section includes a link for APA Format Video and a folder for APA Resources containing links for APA.Guidelines.pdf, Paper.Template_2020.docx, and Plagiarism.docx. A red arrow points to the 'Live Lectures' link, which is circled in red.

Course Summary - Live Lectures

The image shows a course summary page on the left and a RingCentral meeting launch dialog on the right. A red arrow points from a blue button on the course page to the dialog box.

Course Summary Page:

- Course ID: ONL.20200817.SS1 00.OL-1
- Menu: Participants, Badges, Grades, Course Summary (selected), August 17 - August 23, August 24 - August 30, August 31 - September 6, September 7 - September 13, September 14 - September 20, Home, Dashboard, Calendar, Private files
- Section: **Live Lectures**
- Text: **Welcome to the Live Lecture Page!**
Live Lectures are an essential part of online learning. Please come to this page each week for your weekly live lecture.
For tips on how to make the most of these sessions, click here.
- Schedule: **Weekly Live Lecture Schedule: Mondays 3:30-4pm, Tuesdays 5-5:30pm, and Thursdays 10-10:30am**
- Button: **Click Here To Attend The Live Lecture** (circled in red)

RingCentral Meeting Dialog:

- URL: meetings.ringcentral.com/join?jid=1499313828
- Logo: RingCentral
- Text: Open RingCentral Meetings?
https://ringcentral.zoom.us wants to open this application.
 Always allow ringcentral.zoom.us to open links of this type in the associated app
- Buttons: Open RingCentral Meetings, Cancel
- Status: Launching...
- Instructions: Please click **Open RingCentral Meetings** if you see the system dialog.
If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run RingCentral Meetings](#).

- 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

The screenshot shows a Blackboard LMS interface for a course titled "ONL.20200817.SS10 0.OL-1". The top navigation bar includes links for Home, L.R.C., Catalog, Techsupport, Finance, Student Services, and Community Res. The left sidebar contains navigation options: Participants, Badges, Grades, Course Summary, and a list of dates from August 17 to September 20. The main content area is split into two sections:

- Student Resources:**
 - [Instructor Welcome](#)
 - [INTRODUCTION](#)
 - [Live Lectures](#)
- APA Format Resources:**
 - [APA Format Video](#)
 - APA Resources** folder containing:
 - [APA.Guidelines.pdf](#)
 - [Paper.Template_2020.docx](#)
 - [Plagiarism.docx](#)

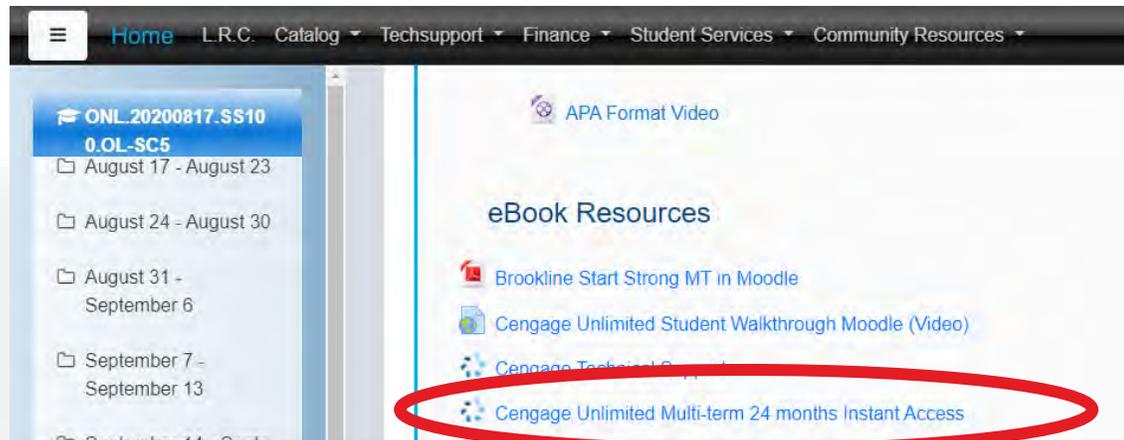
A "Download folder" button is located at the bottom of the APA Resources section.

- 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.

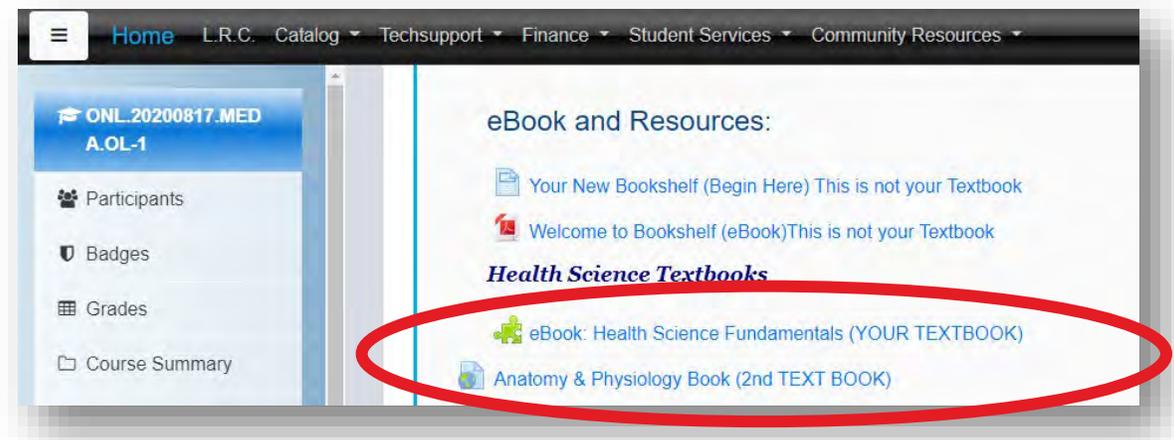
SS100 Example



The screenshot shows the course page for ONL_20200817.SS10 0.OL-SC5. The left sidebar lists dates from August 17 to September 13. The main content area is titled "eBook Resources" and lists several items. A red oval highlights the link "Cengage Unlimited Multi-term 24 months Instant Access".



MED A Example



The screenshot shows the course page for ONL_20200817.MED A.OL-1. The left sidebar lists course elements like Participants, Badges, Grades, and Course Summary. The main content area is titled "eBook and Resources:" and lists several items. A red oval highlights the link "eBook: Health Science Fundamentals (YOUR TEXTBOOK)".



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

Mon - Sun

ONL.20180625.SS100.OL-1

5 Weeks

June 25 - July 1

Week 1:

Topics: college success, personal identity, defining success, socializing

Lesson

Week 1 Readings

Week 1 Supplemental Resources

Discussions:

Week 1: Discussion Question 1 (Due by Wednesday)
1 unread post

Restricted Available from June 25, 2018

Week 1 Participation in Discussion Question 1

Week 1: Discussion Question 2 (Due by Friday)
1 unread post

Restricted Available from June 25, 2018

Week 1 Participation in Discussion Question 2

Assignments:

Written Assignment 1 (Due by Sunday)

Quiz:

Week 1 Quiz (Due by Sunday)

Weekly Work

* Online courses only (Course Code ONL)

Discussion Assignments

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

Home L.R.C. Catalog Techsupport Finance Student Services Community Resources

ONL.20200817.SS10
0.OL-SC5

Participants

Badges

Grades

Course Summary

August 17 - August 23

August 24 - August 30

August 31 - September 6

Pre-Course Survey - Click to view survey - Then ENTER COMMENTS button

Week 1

Lesson:

PPT Chapter 1

PPT Chapter 2

H&P Critical Thinking

Discussion

Initial posting due Wednesday 11:59 p.m. AZ time: Replies to class members due Sunday 11:59 p.m. AZ time

Week 1: Discussion Question (Due by Wednesday)
3 unread posts

Week 1 Participation in Discussion Question 1

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.

The screenshot shows a Blackboard course page for 'ONL 20200323.SS100.0 L-1'. The main content area is titled 'Week 1: Discussion Question (Due by Wednesday)'. It includes a video player, a writing prompt, and a 'Reply' button. Red annotations highlight the video, the prompt, and the reply button.

#1 Watch video or complete a reading

#2 Read the writing prompt

#3 Click the Reply button and post your response

Week 1: Discussion Question (Due by Wednesday)

Week 1 Discussion question initial posts are due by 11:59 p.m. on **Wednesday**, and at least 2 additional posts are due by 11:59 p.m. on Sunday.

Discussion Question:

#2 Read the writing prompt

After watching the video, do you feel you are a procrastinator or a non-procrastinator? This is a tough evaluation of yourself, some think that they might be a bit of both. Reach deep inside and think about it. With your decision, write about what has brought you to that decision and what can you do to help yourself keep on the right track, or crate that overall life / work / college student balance.

Please refer to below guidelines and address all parts of the question to be eligible for full credit.

[Click here](#) for the Threaded Discussion Grading Rubric for specific grading criteria.

Click on the below **Reply** button to respond to this week's question(s).

Reply Edit Delete

103 replies

Last 4 days ago

151 words

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.

The screenshot shows a Blackboard discussion board interface. On the left is a navigation sidebar with course information and a calendar. The main content area displays a post by Shunketta McCool with a writing prompt. Three red annotations are present: 1. A red circle around the 'Reply' button with an arrow pointing to it and the text '#1 Click Reply'. 2. A large red oval around the text input area with the text '#2 Type your response in this box'. 3. A red circle around the 'Submit' button with an arrow pointing to it and the text '#3 Click Submit'. The interface includes a top navigation bar, a user profile, a post header, a text prompt, a reply form with a subject field, a text area, a file upload button, and a submit button.

Home L.R.C. Catalog Techsupport Finance Student Services Community Resources

ONL 20200817.SS10
0.OL-SC5

Participants

Badges

Grades

Course Summary

August 17 - August 23

August 24 - August 30

August 31 - September 6

September 7 - September 13

September 14 - September 20

Home

Post by Shunketta McCool
Re: Week 1: Discussion Question (Due by Wednesday) 6 days ago

I am somewhat of a procrastinator there's things that I know I need to do but I'll wait till the evening I need something that can motivate me and Push me in the right direction being a procrastinator person meeting the deadline is not a great day just think about it if you get your work done OK but now the time you have in between to go back and correct your work to go back and check on me to go back goPush me in the right direction being a procrastinator person meeting the deadline is not a great day just think about it if you get your work done OK but now the time you have in between to go back and correct your work to go back and check on me to go back and add idea

140 words

#1 Click Reply → Reply Edit Delete

Add your reply

Your subject

Type your post

#2 Type your response in this box

Choose Files No file chosen

Submit ← #3 Click Submit

Private reply

Use advanced editor and additional options

Discussion Assignments

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

The screenshot displays a discussion board interface. On the left is a navigation sidebar with options like 'Home', 'Dashboard', 'Calendar', and 'My courses'. The main content area shows a list of posts and replies. The top post is by Akeishia Cabadas, dated 35 days ago. Below it is a reply by Sophia Amador, dated 36 days ago, which is circled in red. A red arrow points from the text above to this 'Reply' button. Other replies are visible below, including one by Jennifer Graves dated 34 days ago. The interface includes a top navigation bar with links like 'Home', 'L.R.C.', 'Catalog', and 'About Us', and a user profile for 'Jannifer Greenwood' in the top right corner.

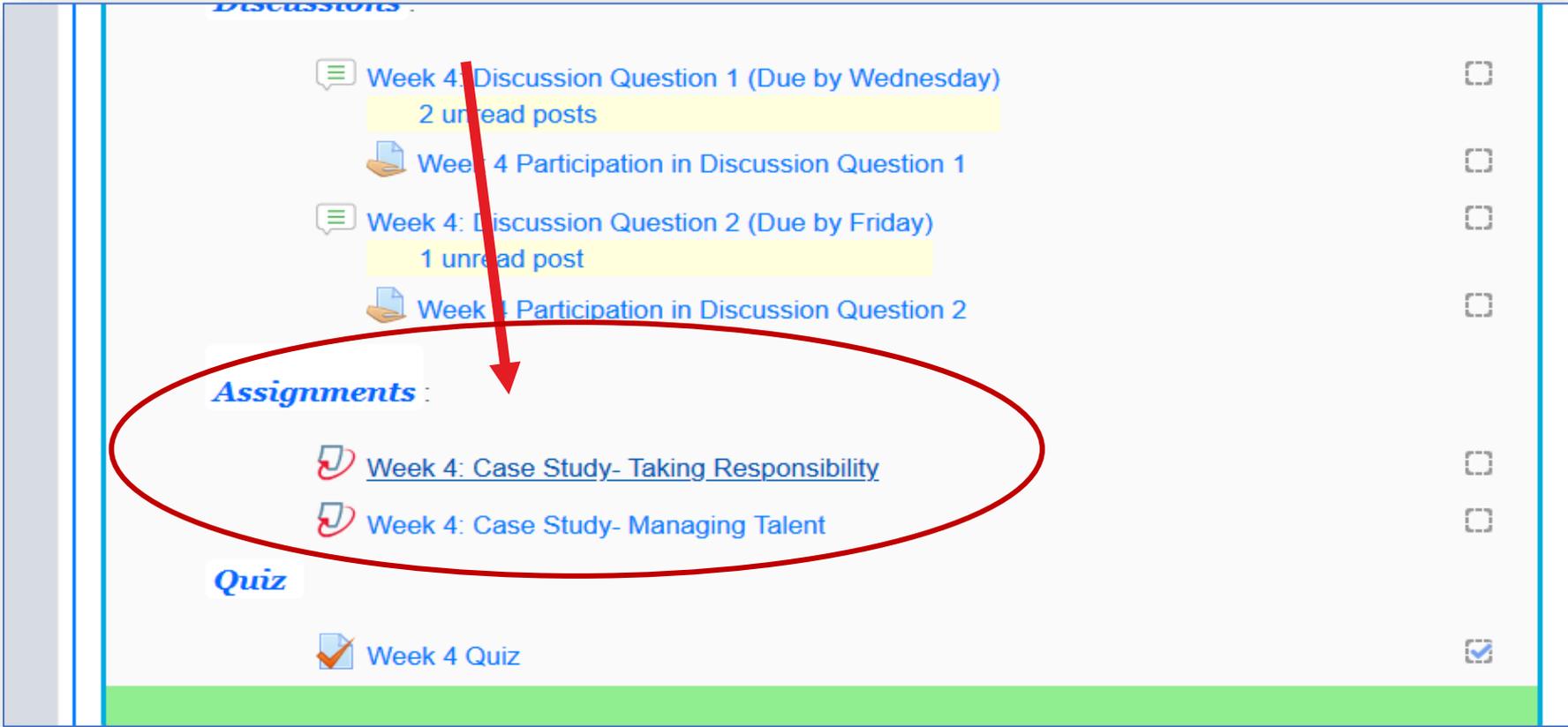
Discussion Assignments

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

The screenshot shows a Blackboard discussion board interface. On the left is a navigation sidebar with a menu icon, a 'Home' link, and a list of course items including 'ONL.20200817.CO41 5.OL-1', 'Participants', 'Badges', 'Grades', 'Course Summary', and a selected week 'August 17 - August 23'. The main content area shows a discussion post by Jennifer Butler-Williams from Mary Gutt, dated 17 days ago, with the subject 'Disability'. The post text reads: 'Was so much easier when I was in a wheel chair, used a walker or cane. People could see those devices. I would still get looks, even thou my husband had to drive. Use the handicapped parking spaces, We had one person say we needed to respect our elders allow older people then us to park there. All I could do was laugh. (Such a bad reaction, I joked with my husband because he is 5 years older then me) we are old parents.' Below the post are three buttons: 'Reply', 'Edit', and 'Delete'. A red arrow points from the text '#1 Click Reply' to the 'Reply' button. Below the post is a 'Add your reply' section with a user profile picture. It contains a 'Your subject' text box, a large text area for 'Type your post' (circled in red with the text '#2 Type your response in this box'), a 'Choose Files' button, and a 'Private reply' checkbox. At the bottom of the reply section is a red 'Submit' button, circled in red with a red arrow pointing from the text '#3 Click Submit'. A link for 'Use advanced editor and additional options' is also visible.

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.



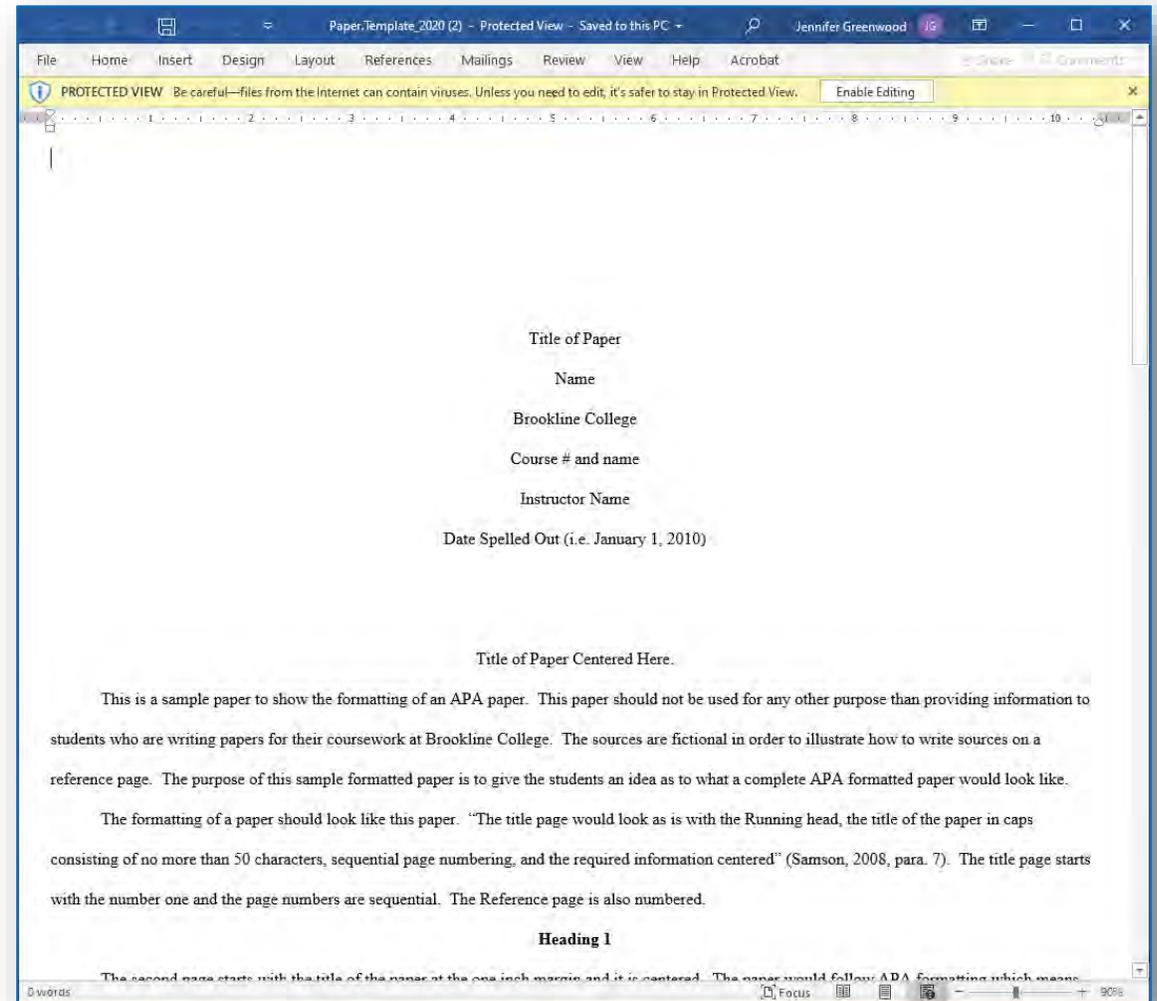
The screenshot displays a course management system interface with the following elements:

- Discussions:**
 - Week 4: Discussion Question 1 (Due by Wednesday) with 2 unread posts.
 - Week 4 Participation in Discussion Question 1.
 - Week 4: Discussion Question 2 (Due by Friday) with 1 unread post.
 - Week 4 Participation in Discussion Question 2.
- Assignments:** A red oval highlights this section, which contains:
 - Week 4: Case Study- Taking Responsibility (with a TurnItIn logo).
 - Week 4: Case Study- Managing Talent (with a TurnItIn logo).
- Quiz:**
 - Week 4 Quiz (with a checkmark icon).

A red arrow points from the top of the 'Assignments' section to the 'Week 4: Case Study- Taking Responsibility' link.

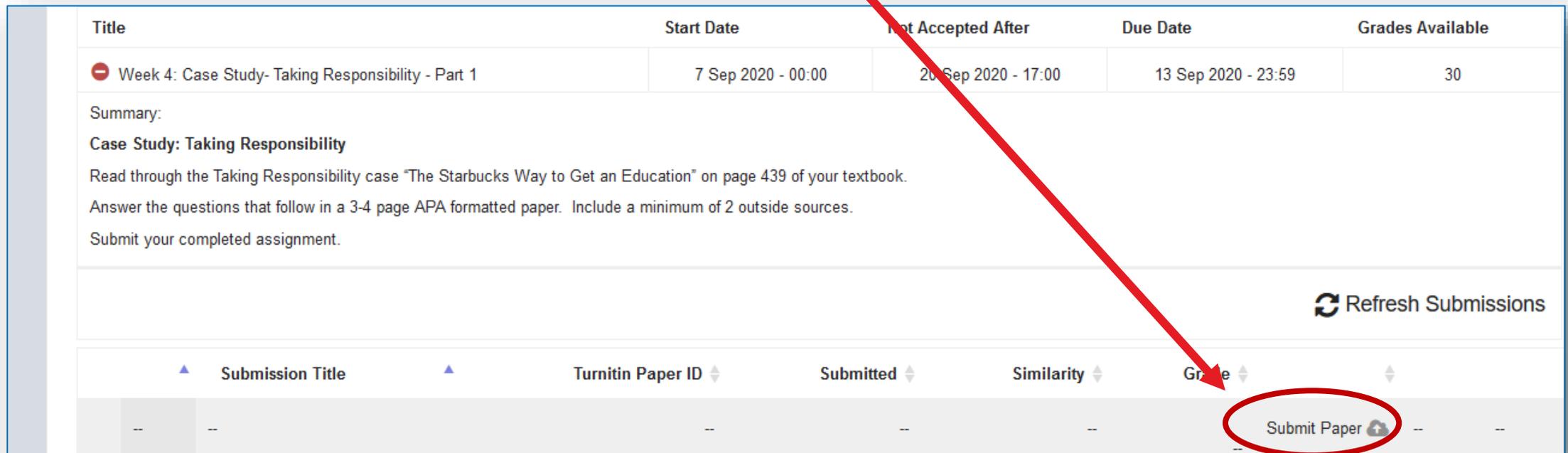
Writing Assignments

- 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.



The screenshot shows a Blackboard assignment page. At the top, there is a table with columns: Title, Start Date, Not Accepted After, Due Date, and Grades Available. Below this is a summary section with the title "Case Study: Taking Responsibility" and instructions. At the bottom, there is a submission table with columns: Submission Title, Turnitin Paper ID, Submitted, Similarity, Grade, and a "Submit Paper" button with a paper icon. A red arrow points to the "Submit Paper" button, which is circled in red.

Title	Start Date	Not Accepted After	Due Date	Grades Available
Week 4: Case Study- Taking Responsibility - Part 1	7 Sep 2020 - 00:00	20 Sep 2020 - 17:00	13 Sep 2020 - 23:59	30

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.

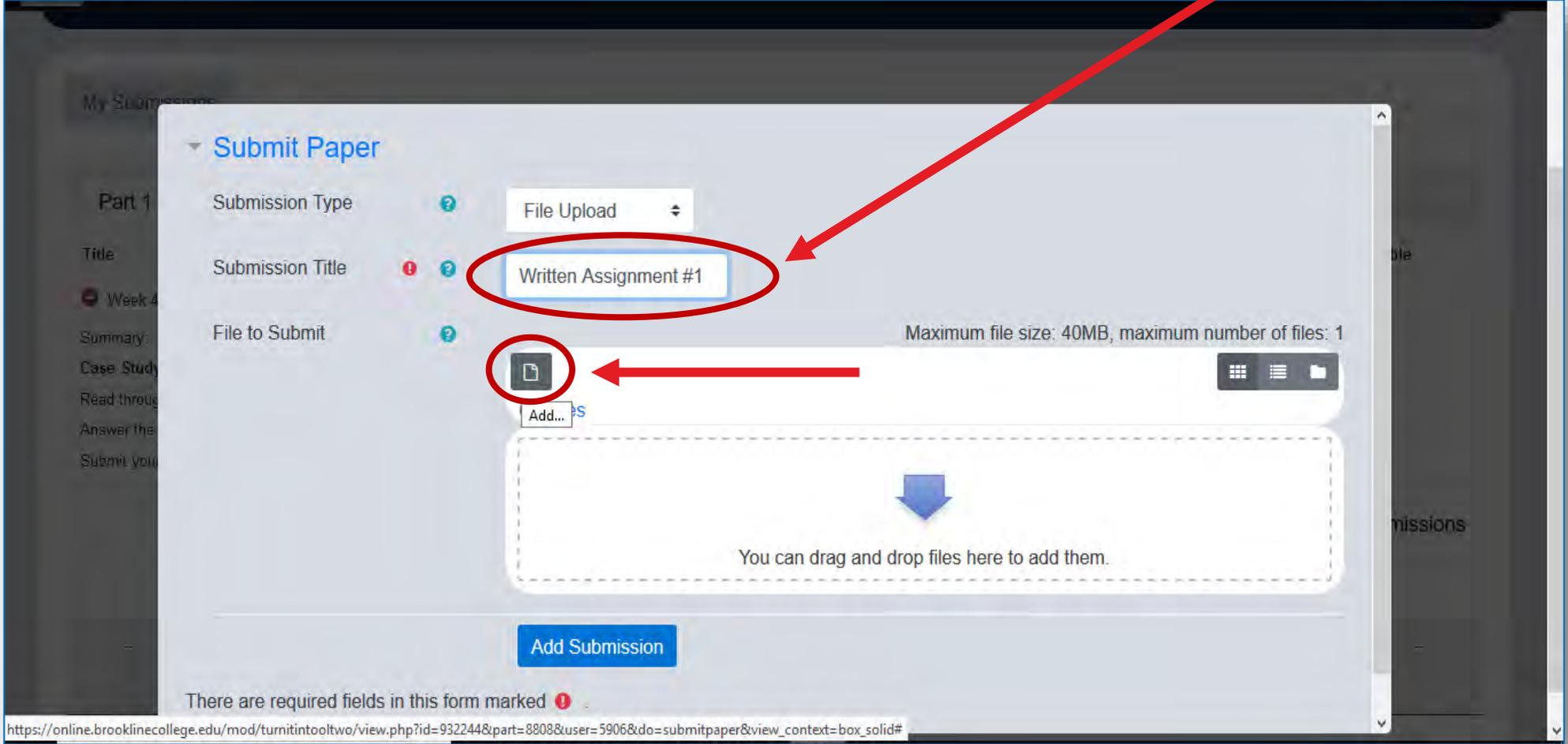
Submit your completed assignment.

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
--	--	--	--	--	Submit Paper 

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 .



Submit Paper

Submission Type ? File Upload

Submission Title ! ? Written Assignment #1

File to Submit ? Maximum file size: 40MB, maximum number of files: 1

Add...

You can drag and drop files here to add them.

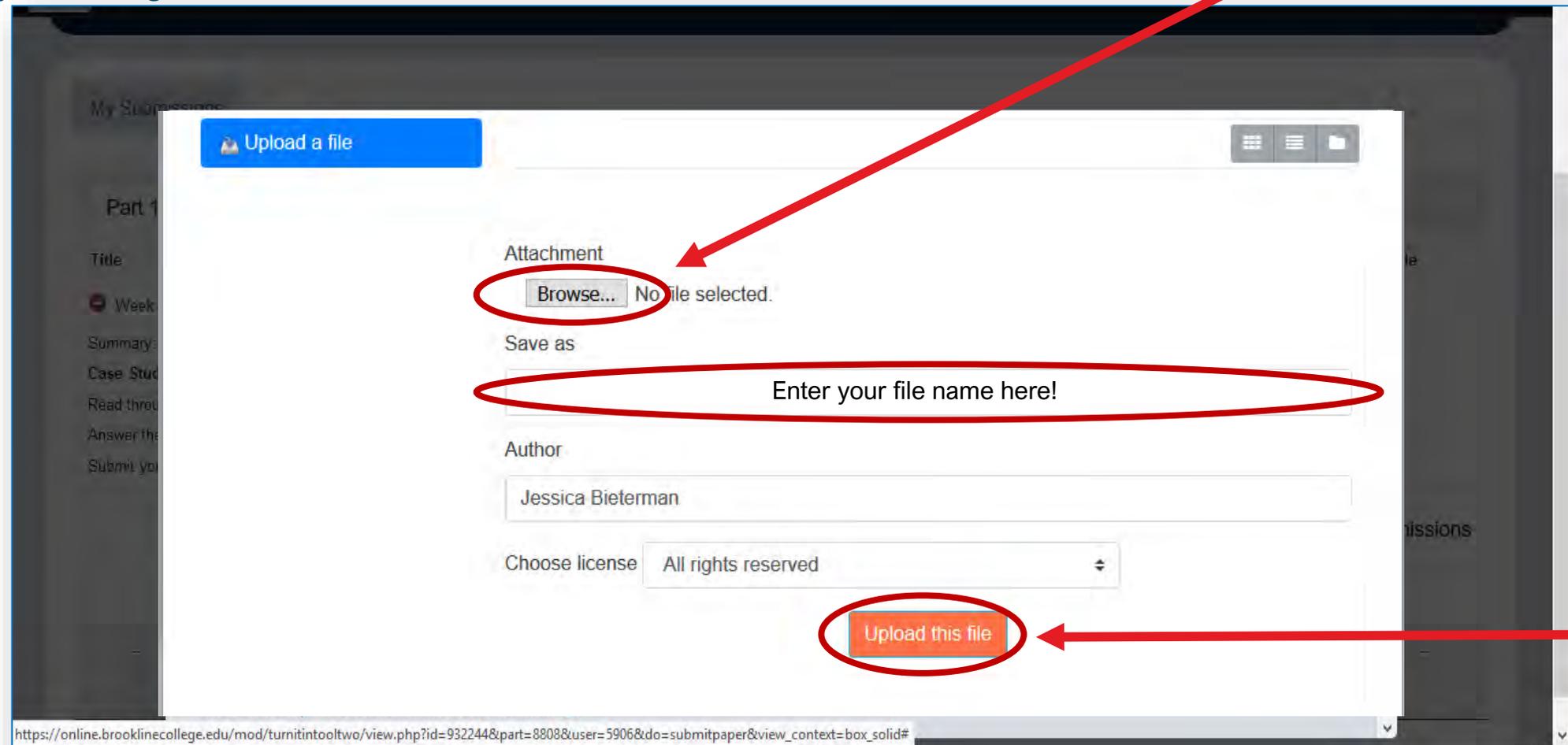
Add Submission

There are required fields in this form marked !

https://online.brooklinecollege.edu/mod/turnitintooltwo/view.php?id=932244&part=8808&user=5906&do=submitpaper&view_context=box_solid#

Writing Assignments

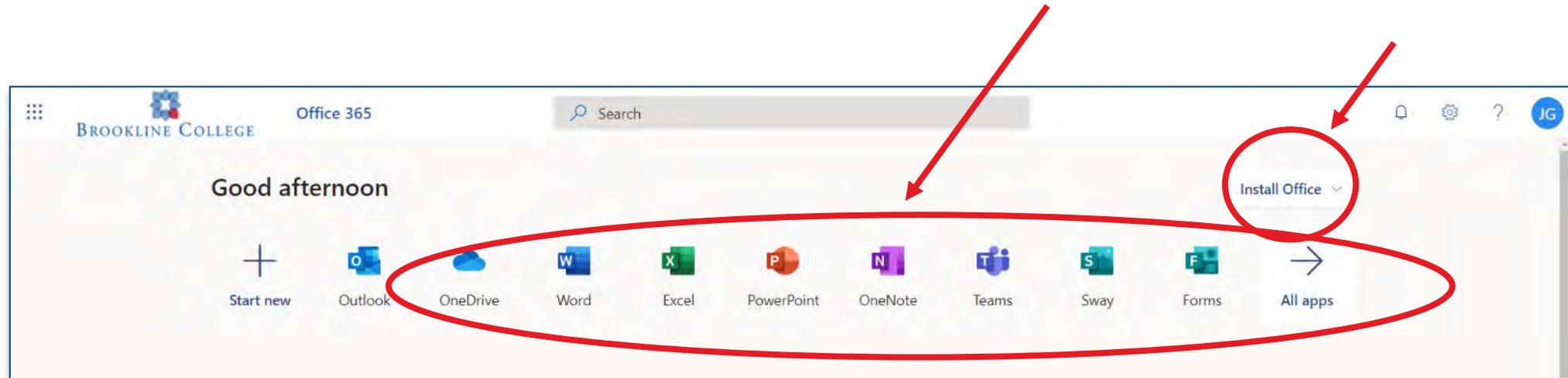
Click “Browse” and find your saved assignment on your computer to upload. Under the “Save As” section, name your assignment what you previously named it under its submission title. Then, click “Upload this File” to submit your assignment.



The screenshot shows a web interface for submitting a file. At the top left, there is a blue button labeled "Upload a file". Below it, the "Attachment" section contains a "Browse..." button, which is circled in red. To its right, the text "No file selected." is visible. A red arrow points from the top right of the page towards the "Browse..." button. Below the "Attachment" section is the "Save as" section, which has a text input field containing the placeholder text "Enter your file name here!". This field is circled in red. Below the "Save as" section is the "Author" section, with a text input field containing the name "Jessica Bieterman". Below the "Author" section is the "Choose license" section, with a dropdown menu currently set to "All rights reserved". At the bottom of the form is an orange button labeled "Upload this file", which is also circled in red. A red arrow points from the right side of the page towards this button. The browser's address bar at the bottom shows the URL: https://online.brooklinecollege.edu/mod/turnitintooltwo/view.php?id=932244&part=8808&user=5906&do=submitpaper&view_context=box_solid#

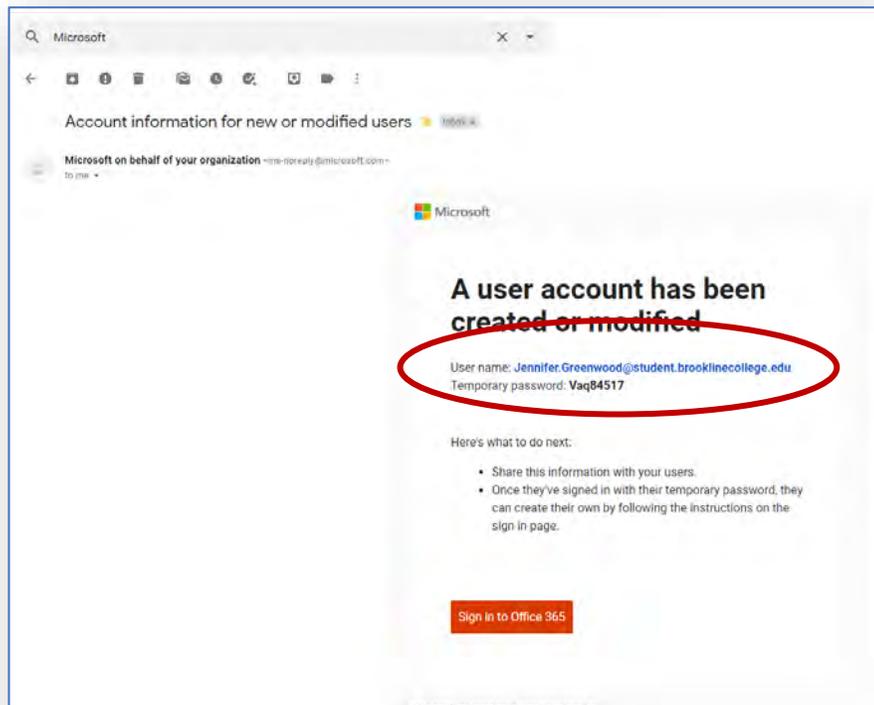
Microsoft Office 365 Account & Student Email

- 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 Microsoft Office and Student Email Account Credentials

Monica Valdez
Student ID: 493312461

Dear Monica,

As a new student, you are eligible for a complimentary account for Microsoft Office 365 along with a student email account.

Yesterday afternoon, you may have received an email directly from Microsoft with this account information. We wanted to ensure you didn't miss the message with your log-in credentials, so we wanted to resend it to you today and make sure you get your account activated.

Follow the steps below to log into Microsoft Office 365.

1. Go to <https://www.office.com/>
2. In the upper right corner of the page, click "Sign In"
3. Enter your username: [redacted]@student.brooklinecollege.edu
4. Enter your temporary password: Qov13710
5. Create a new password and save

After completing these steps you should be on the Microsoft Office 365 dashboard page. We invite you to check out [Events Calendar](#) for weekly training on Microsoft products, such as Word and Excel.

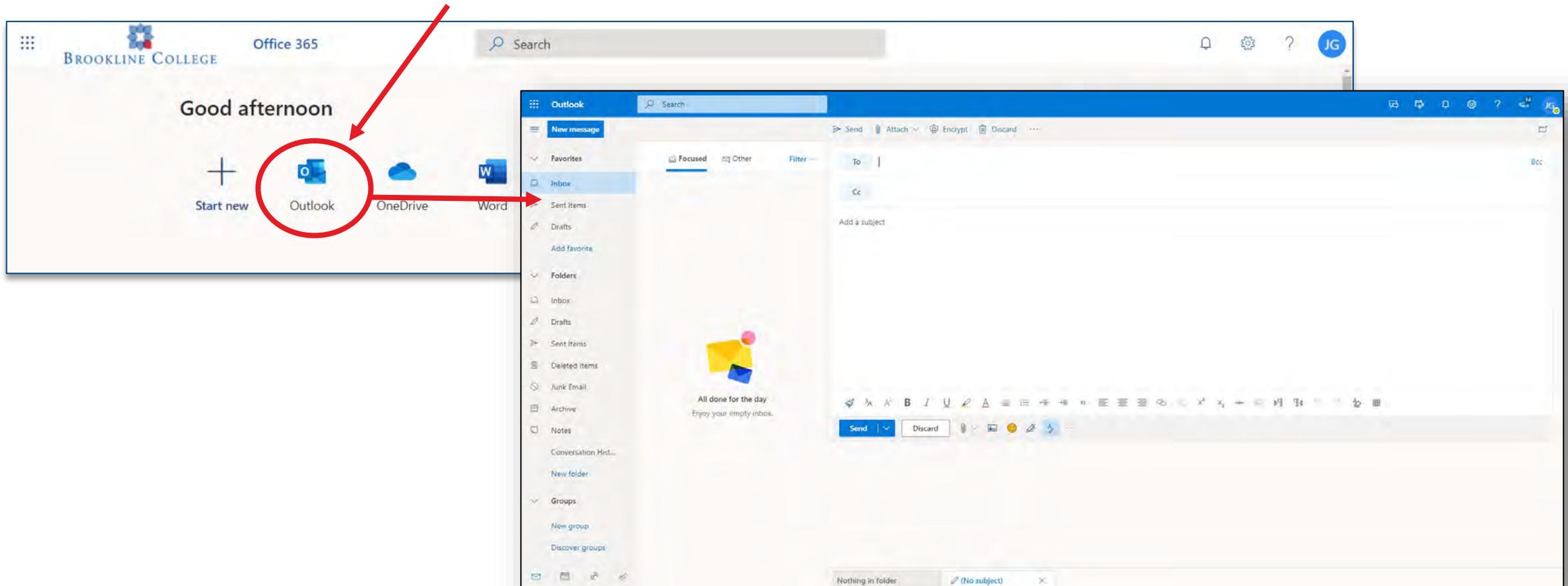
Please note: If you already received the Microsoft Office email and have already created a new password, you can ignore this email. If you have not created a new password yet, this email is a reminder to go through the process to activate your new account.

If you have questions or problems setting up your account, don't hesitate to contact your Student Service Advisor, Lynette Marmolejo at Lynette.Marmolejo@brooklinecollege.edu or reply to this email

[Click Here To Sign Into OFFICE 365](#)

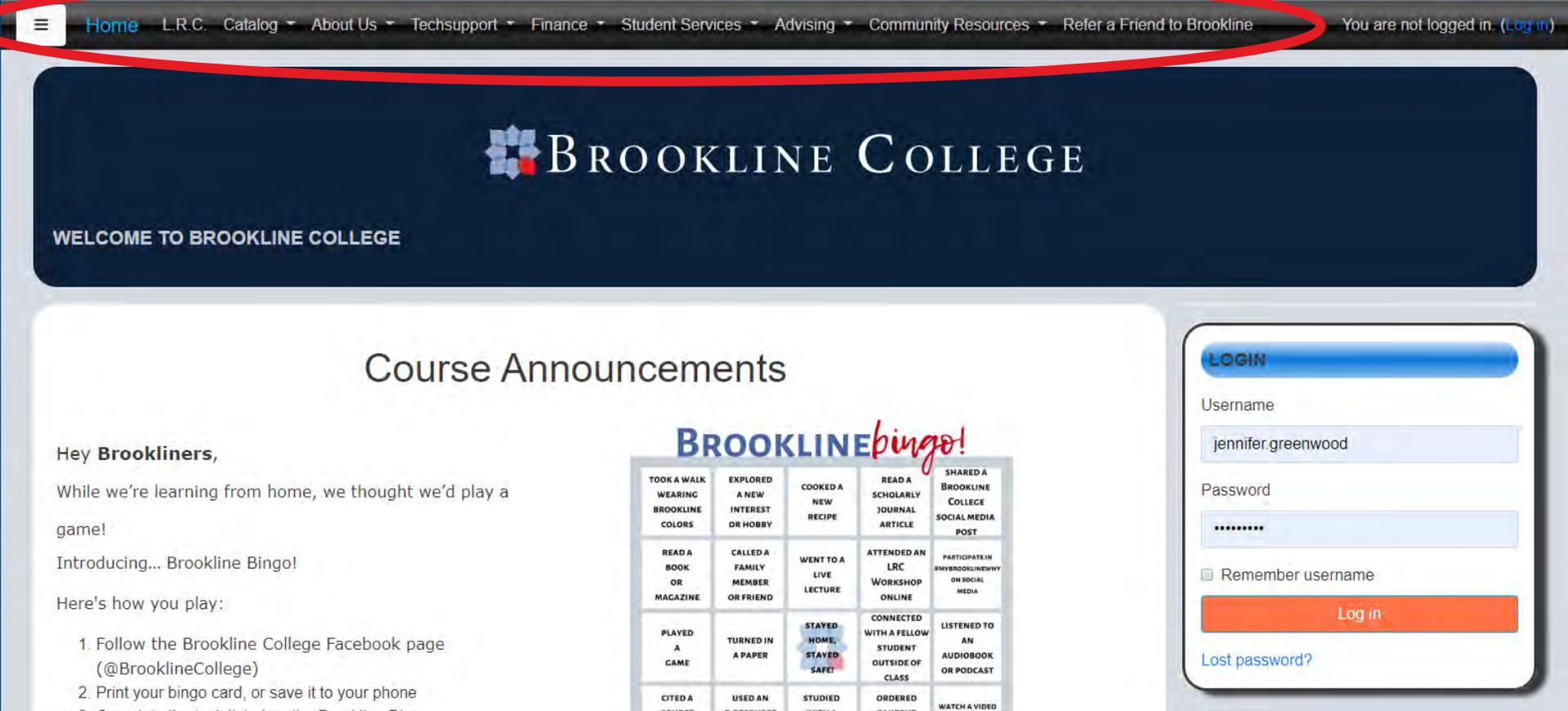
Your Brookline Student Email Account

- 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 screenshot shows the top navigation bar of the Brookline College website. A red oval highlights the navigation links: Home, L.R.C., Catalog, About Us, Techsupport, Finance, Student Services, Advising, Community Resources, and Refer a Friend to Brookline. A red arrow points to the Home link. Below the navigation bar is the Brookline College logo and the text "WELCOME TO BROOKLINE COLLEGE". The main content area features "Course Announcements" and a "Brookline Bingo!" game. A login form is visible on the right side of the page.

Home L.R.C. Catalog About Us Techsupport Finance Student Services Advising Community Resources Refer a Friend to Brookline You are not logged in. (Log in)

BROOKLINE COLLEGE

WELCOME TO BROOKLINE COLLEGE

Course Announcements

Hey **Brookliners**,

While we're learning from home, we thought we'd play a game!

Introducing... Brookline Bingo!

Here's how you play:

1. Follow the Brookline College Facebook page (@BrooklineCollege)
2. Print your bingo card, or save it to your phone

BROOKLINEbingo!

TOOK A WALK WEARING BROOKLINE COLORS	EXPLORED A NEW INTEREST OR HOBBY	COOKED A NEW RECIPE	READ A SCHOLARLY JOURNAL ARTICLE	SHARED A BROOKLINE COLLEGE SOCIAL MEDIA POST
READ A BOOK OR MAGAZINE	CALLED A FAMILY MEMBER OR FRIEND	WENT TO A LIVE LECTURE	ATTENDED AN LRC WORKSHOP ONLINE	PARTICIPATE IN #MYBROOKLINEWHY ON SOCIAL MEDIA
PLAYED A GAME	TURNED IN A PAPER	STAYED HOME, STAYED SAFE!	CONNECTED WITH A FELLOW STUDENT OUTSIDE OF CLASS	LISTENED TO AN AUDIOBOOK OR PODCAST
CITED A SOURCE	USED AN APP	STUDIED	ORDERED	WATCH A VIDEO

LOGIN

Username
jennifer.greenwood

Password

Remember username

Log in

[Lost password?](#)

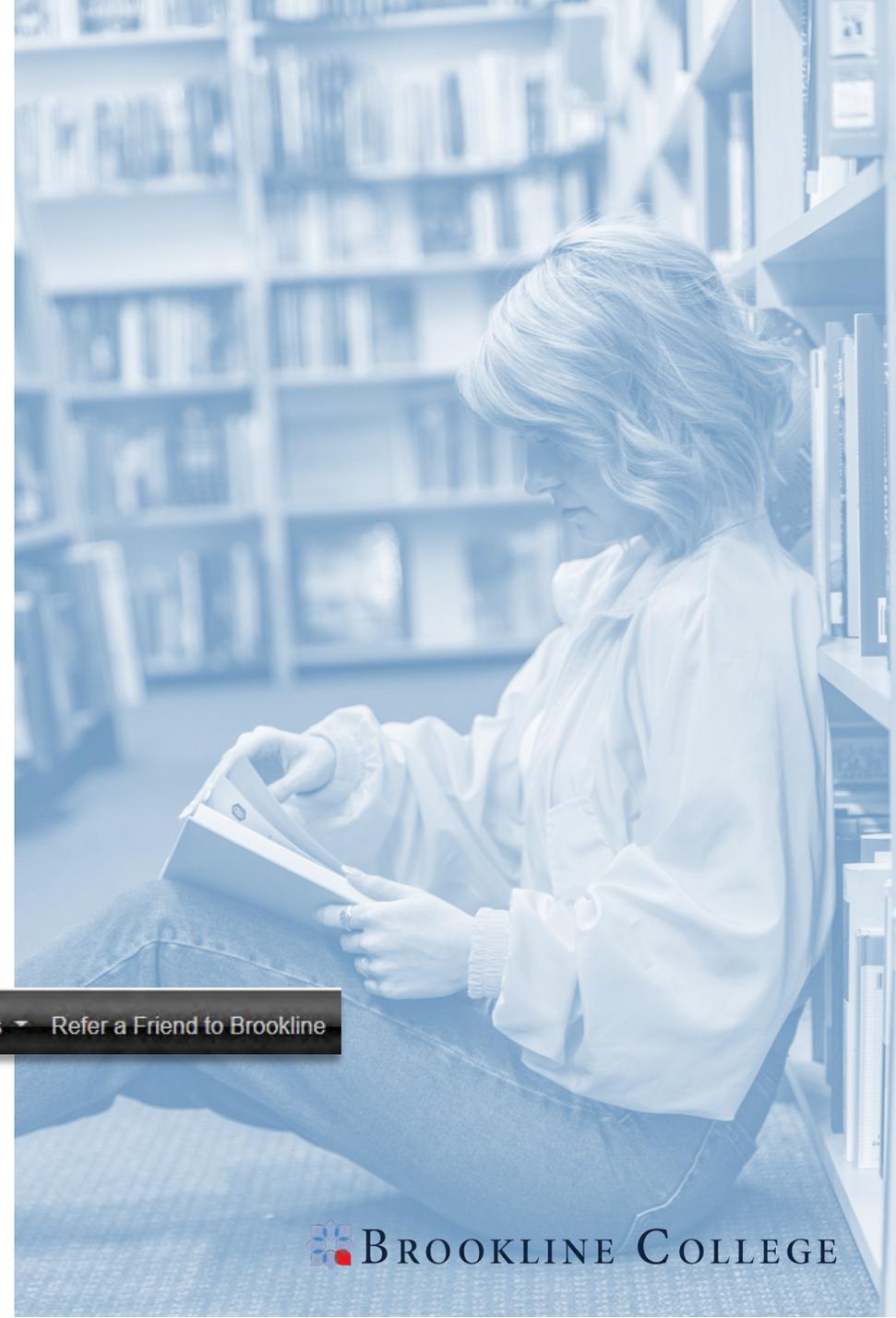
The Learning Resource Center

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

[Home](#) [L.R.C.](#) [Catalog](#) [About Us](#) [Techsupport](#) [Finance](#) [Student Services](#) [Advising](#) [Community Resources](#) [Refer a Friend to Brookline](#)



Financial Aid

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



[Home](#) [L.R.C.](#) [Catalog](#) [About Us](#) [Techsupport](#) [Finance](#) [Student Services](#) [Advising](#) [Community Resources](#) [Refer a Friend to Brookline](#)



Student Services

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

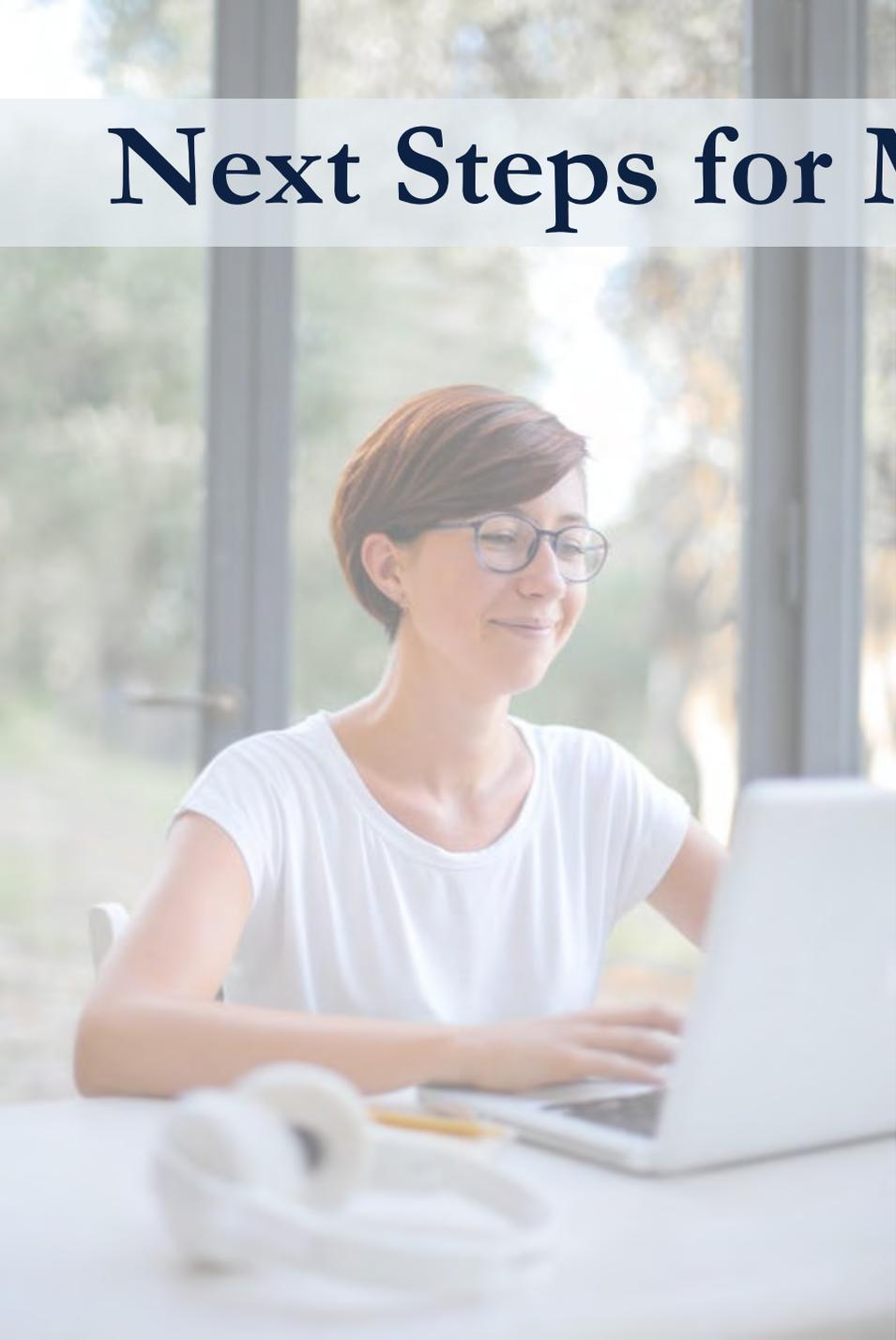
[Home](#) [L.R.C.](#) [Catalog](#) [About Us](#) [Techsupport](#) [Finance](#) [Student Services](#) [Advising](#) [Community Resources](#) [Refer a Friend to Brookline](#)

Hours of Operation

Mon – Th: 8am – 8pm & **Fri:** 8am – 6pm

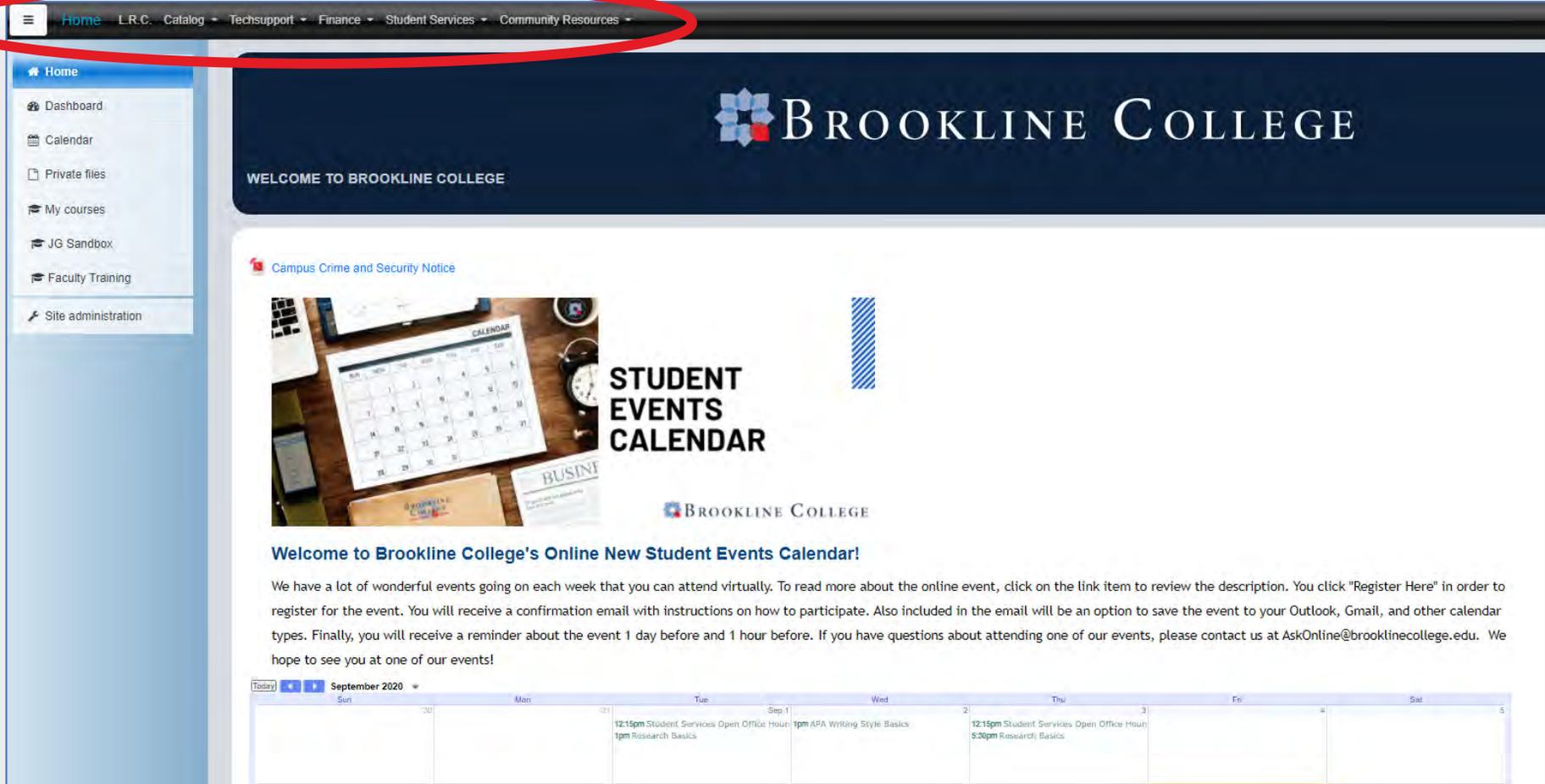
Next Steps for Monday

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 screenshot shows the Brookline College website interface. A red arrow points to the top navigation bar, which is circled in red. The navigation bar contains the following links: Home, L.R.C., Catalog, Techsupport, Finance, Student Services, and Community Resources. Below the navigation bar, the website header features the Brookline College logo and the text "WELCOME TO BROOKLINE COLLEGE". The main content area displays a "Campus Crime and Security Notice" and a "STUDENT EVENTS CALENDAR" section. The calendar section includes a welcome message and a detailed description of the online events, followed by a calendar grid for September 2020. The calendar grid shows events on Tuesday, Wednesday, and Thursday.

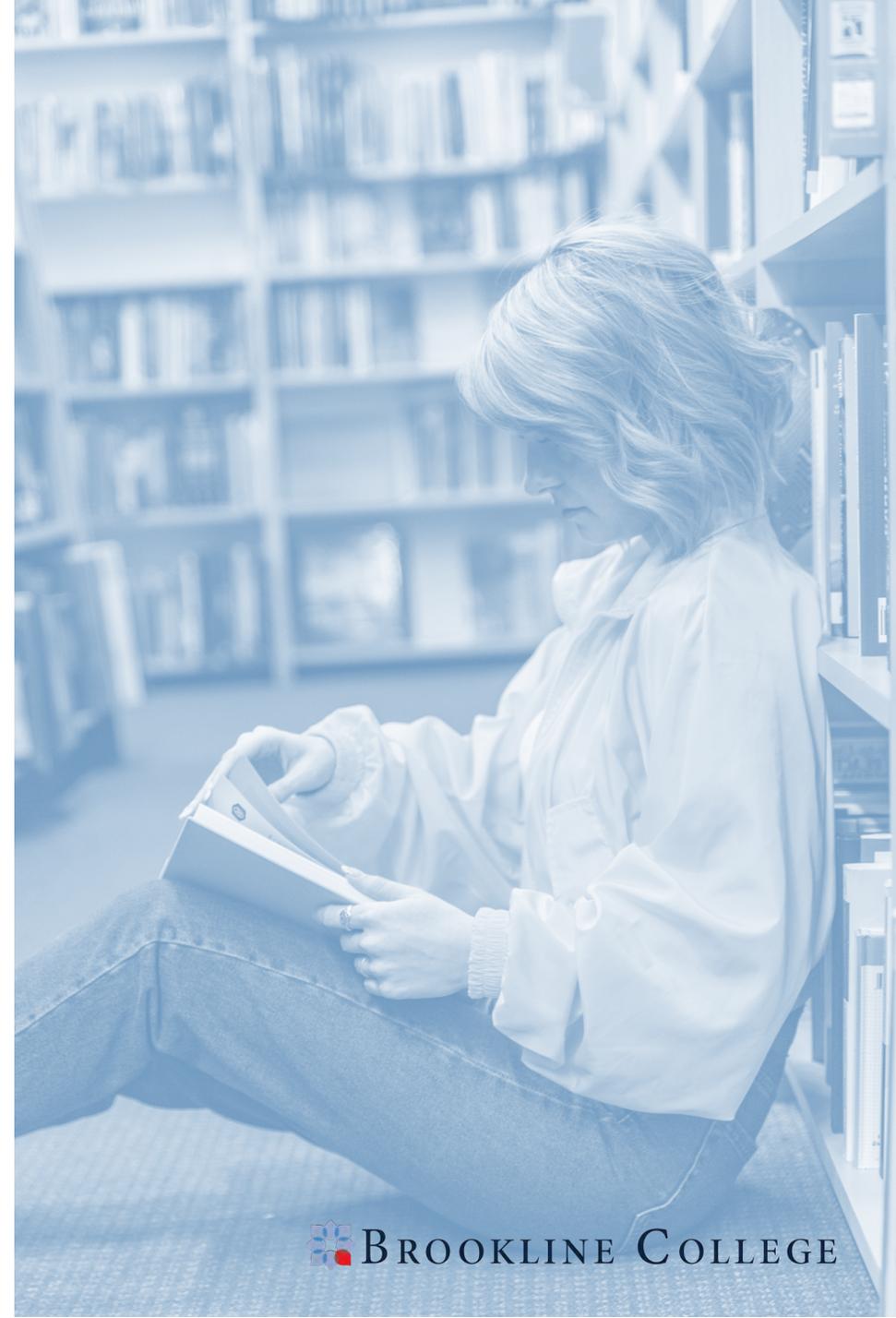
Today	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			12:15pm Student Services Open Office Hour 1pm Research Basics	1pm APA Writing Style Basics	12:15pm Student Services Open Office Hour 5:30pm Research Basics		

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

The screenshot displays the Brookline College Learning Resource Center website. At the top, a navigation bar includes links for Home, L.R.C., Catalog, Techsupport, Finance, Student Services, and Community Resources. A left-hand sidebar menu lists various resources such as LRC | Phoenix, Participants, Badges, Grades, General, LRC Databases A to Z, Research Guides, Welcome to the LRC!, Research Databases, LRC Tutorials, APA Style Guides, Contact Us!, Home, Dashboard, Calendar, Private files, My courses, JG Sandbox, Faculty Training, and Site administration.

The main content area features a dark blue header with the Brookline College logo and name. Below this is a breadcrumb trail: Home / Courses / Current Courses / LRC / LRC | Phoenix. A secondary navigation bar contains links for Home, Find a Journal Article, Find a Book, Research Guides, Tutorials, APA Style Guide, and Contact us.

The 'General' section is titled 'LRC Announcements' and includes the following text:
To register for our upcoming virtual workshops, check out the [Student Events Calendar!](#)
Have a question for the Librarians? Email: LRC@brooklinecollege.edu
Have questions about APA Formatting or want your paper proofread? Email: APA@brooklinecollege.edu

Did you know?
During the times listed, a librarian will be available for one-on-one 'walk in' help.
Click the links below to join the waiting room, and a librarian will be with you soon!

TUESDAYS: <https://meetings.ringcentral.com/j/1493231864>
THURSDAYS: <https://meetings.ringcentral.com/j/8545049582>

Below the text is a graphic for 'Library OFFICE HOURS' featuring two circular portraits of librarians, a stack of colorful books, and the Brookline College logo. The office hours are listed as:
TUESDAYS
11:00 AM TO 12:00 PM
2:00 PM TO 3:00 PM
THURSDAYS
4:00 PM TO 6:00 PM

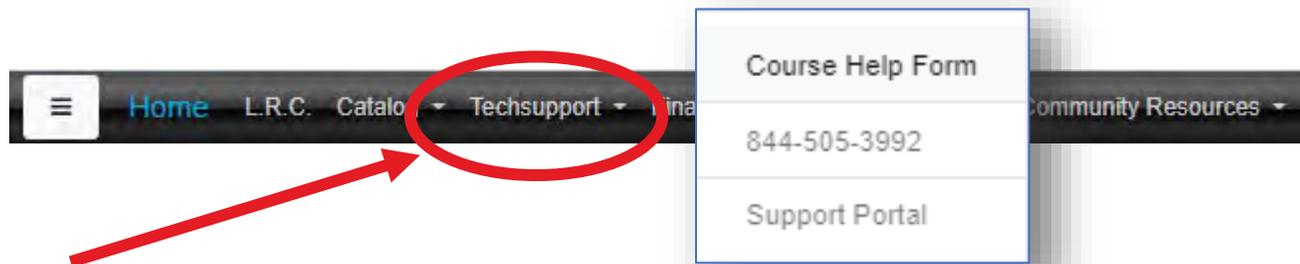
Technical Classroom Issues?

Technical Classroom Issues

- Course Help Form

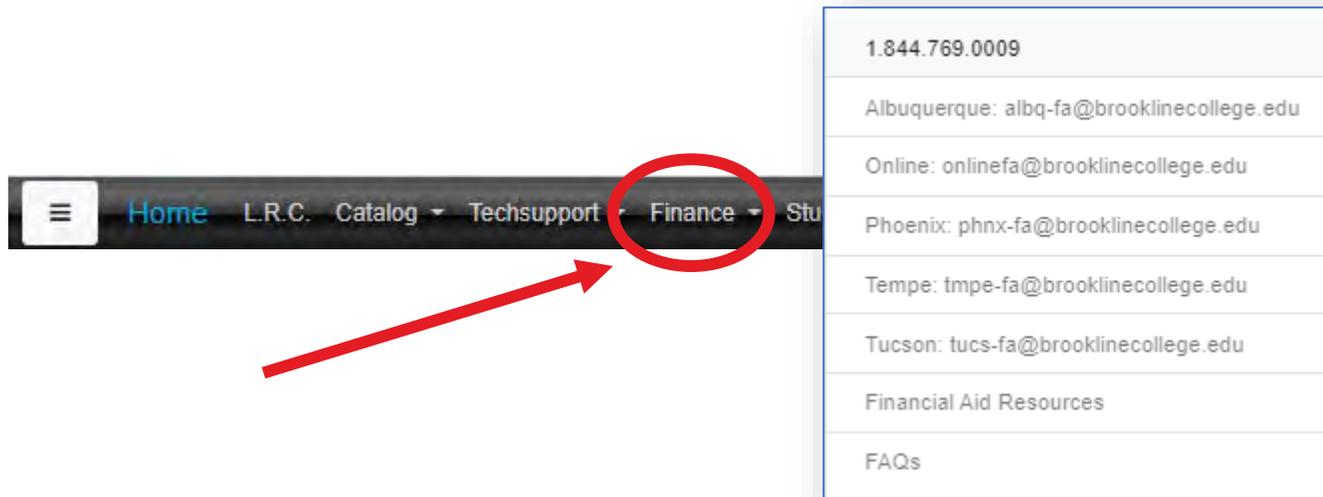
Other Technical Issues?

- 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

ALB Nursing: America Kelleher 505-836-9727 America.Kelleher@brooklinecollege.edu
ONL: Lynette Marmolejo 602.644.7033 onln-ss@brooklinecollege.edu
ONL Nursing: Nursing: America Kelleher 505-836-9727
PHX: Steven Moore 602.644.7041 Phoenix-ss@brooklinecollege.edu
PHX Nursing: Zachary Heisserer 602-589-1306 Zachary.Heisserer@brooklinecollege.edu
TEM: Jenae Francis 480-507-4117 Tempe-SS@brooklinecollege.edu
TUC: Tonia Southam 520.584.5263 Tucson-SS@brooklinecollege.edu
Hours of Operation: M - Th 8am - 8pm F 8am - 6pm
855-303-8715 Nursing PHX
Email: Onln-SS@brooklinecollege.edu
FAQs
Online Orientation Guidebook
Online Orientation Webinar
Technical Check-Up
Technical Requirements

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!



Q & A

Open Forum

 BROOKLINE COLLEGE



Thank you!

 BROOKLINE COLLEGE