Ecampus Guide to Getting Started Checklist

❑ **Familiarize yourself with the Enrollment & Services section of the Ecampus Website**
   http://ecampus.oregonstate.edu/services/
   The Enrollment & Services section of our website has been designed for you to have a consolidated area to locate all services, processes, and resources that you may need to successfully complete your degree program or course:

o Advising	o Starting Your Course	o Technical Help
o Admissions	o Exams and Proctoring	o Services and Resources
o Registration	o Online Tutoring	o Academic Regulations
o Tuition and Fees	o Grades and Transcripts	o Academic Calendars

❑ **Sign up for your ONID account (OSU Network Identification)**
   This account is necessary for you to access Blackboard, and provides you with your university email address. Go to http://www.onid.orst.edu to sign up. You can set your ONID email to be forwarded to a different email address. If not, you will have to login to ONID to check your university and Blackboard messages. **Your ONID email is your official OSU email. Your billing notification and all other OSU communications will be sent there. Be sure to check it regularly.**

❑ **Order your course materials**
   Order your course materials at least two weeks before courses begin by going to http://ecampus.oregonstate.edu. Click on: "Schedule of Classes," term, subject area, then title of the course(s) you are taking. You will see more details about the course and a link to "OSU Bookstore." Be sure to only order materials for the Ecampus course section (400-499), as on-campus sections of the same course may have different course materials. You can place your order online or call the bookstore at 800-595-0357.

❑ **Review your course syllabus**
   Prior to the beginning of the term, you can get a **sample** syllabus for your course from the Extended Campus website. Go to http://ecampus.oregonstate.edu. Click on: "Schedule of Classes," term, subject area, then scroll down to find your course. You will see more details about the course and a link to "Section Syllabus." The official course syllabus, governing your work for this term, will be available in your Blackboard course.

❑ **Login to Blackboard**
   A few days after you get your ONID account, you can login to Blackboard, http://my.oregonstate.edu, using your ONID username and password. **Your courses will show up in Blackboard when the instructor has finished preparing the course site and should be available the first day of the term.** Within your Blackboard course you will find detailed information on assignments and other course specifics, your instructors will post announcements and assignments, and you may be taking quizzes and discussing important topics with your classmates.

❑ **Recommended technical requirements for your computer**
   If you are using MS Office 2007, to avoid formatting issues, please use the "save as" feature and save your work as an Office 97-2003 document, which is most widely used by OSU instructors. To check if your computer meets minimum requirements for an online course, go to http://ecampus.oregonstate.edu/forms/browsercheck/
   Windows and Mac
   o **Mozilla Firefox is highly recommended over Internet Explorer and Safari**
   o Acrobat Reader
   o Real Media (Real Player)
   o Anti Virus Software

❑ **Proctored Exams**
   Some Ecampus courses require one or more proctored exams. If your course syllabus indicates a proctor is necessary, please login to the Ecampus Exam and Proctoring Form http://ecampus.oregonstate.edu/services/proctoring/ to make arrangements.