Getting The First Time Online Learner On Track to Success

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Interesting Facts About Lehman College

Lehman College

- Total Enrollment: 14,787 Undergraduate and Graduate Students

- 80 Undergraduate Majors and Programs

- 65 Master's Degree Programs

- Undergraduate and Graduate Certificate Programs

- Ranked 3rd in Upward Mobility among Four-Year Public Colleges

- Lehman College is the #1 Hispanic Service College in America for Helping Students Climb the Economic Ladder
- 381 Full-Time Faculty/639 Part-Time Faculty
- Student To Faculty Ratio:16:1
- Top-5 Majors @ Lehman College are: Nursing, Business Administration, Psychology, Sociology, Health Services Administration
- 56% of Students are First Generation College Students
- Over 3,000 sections almost 20% of Classes Delivered Fully Online or Hybrid/Blended

Facts About CUNY

- 11 Senior (4-Year Colleges)
- 7 Community College
- 7 Graduate Honors and Professional Schools offering more than 30 Doctoral Programs
- 8 in 10 CUNY College Graduates Carry **NO** Student Debt
- New York State Resident Tuition: $6,930 per Year (Based on 15-Credits per Semester)
- CUNY is the Largest Public Urban University in America Providing an Accessible Quality Education To 275,000 Students in all Five NYC Boroughs

Are You Ready for Online Learning?

- Students Can Work on Modules at their own pace. It will take the average student 90-minutes or less to complete All Modules.

My Progress
Enabled: Adaptive Release
You can check on your progress here. Once you have completed the course, your badges and achievements will appear below.

Online Learning Badge and Achievements
Enabled: Adaptive Release
Enter here to view your online learning badge, and print your certificate.

Watch the Welcome video

Is The Student Ready For Online Study?

Are You Ready?

To begin this self-assessment, click the link above.

Note: *No matter what score you receive on this self-assessment, it will not prevent you from continuing and completing this course and receiving the certificate.*

Total score between 21 and 30
Enabled: Adaptive Release

- **Your total score was between 21 and 30!**
- Here are recommendations based on your score:
- Online learning is a suitable option for you.
- You can read the interpretation of questions below, or click on **Section 1: Welcome to CUNY Online Learning!**

Total score between 15 and 20
Enabled: Adaptive Release

- **Your total score was between 15 and 20!**
- Here are recommendations based on your score:
- Online learning may be a possibility for you.
- Look over your responses to questions 1, 2, 3, 6, 7 and 10.
- If you answered a) to at least three of these questions, you may succeed in an online class.
- Review the interpretation of questions below, then proceed to **Section 1: Welcome to CUNY Online Learning!**

Total score 14 or below
Enabled: Adaptive Release

- **Your total score was less than 14.**

If the assessment score is less that 14. Online Learning may not be suitable for the student

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Blackboard and Adaptive Release

Video Explanation on Taking a Class Fully Online. This video is called: WHAT IS ONLINE LEARNING

Short Video Explains What is Expected of the Student Taking an Online Class
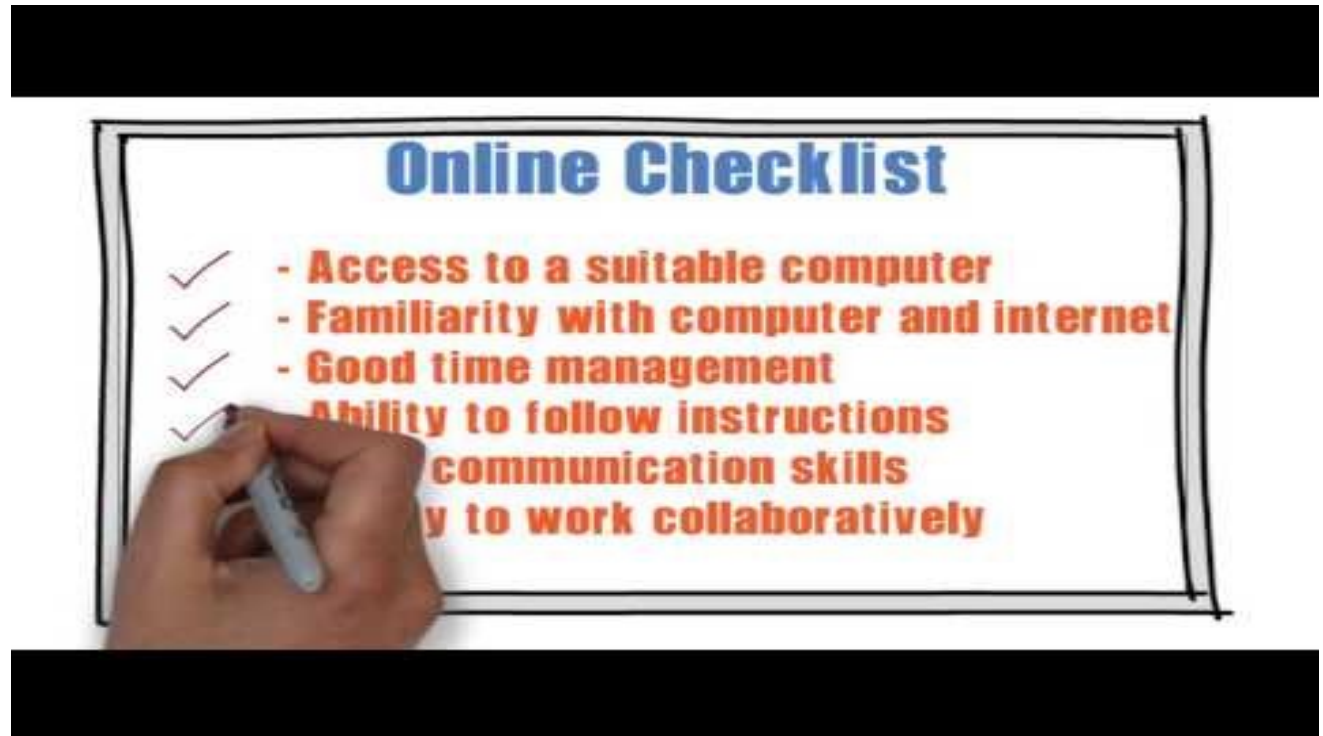
Students Learn about CUNY's Learning Management System: Blackboard

Click here to submit assignment

Enabled: Adaptive Release
Attached Files: 📄 How to reset your Email in Blackboard (925.799 KB)

↳ Click on the link above to take access the assignment.

While Completing ARE YOU READY, Students will learn how to perform many of the basic functions in Blackboard-Submitting an Assignment

INSTRUCTIONS

1. Download the file below, follow the instructions to make sure that your Blackboard Announcements will be forwarded to your Lehman email.
2. Once you have done this, submit your Lehman email, by clicking "Write Submission," and using the Blackboard User Interface.

You must complete this assignment in order to proceed!
If you have any questions about this assignment, **do not contact your instructor!** Contact your on-campus support team. Click on **On-Campus Support** in the **Navigation menu.**

ASSIGNMENT INFORMATION

Points Possible
1

↳ Click on the link above to take access the assignment.

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How to reset your Email in Blackboard

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach Files   Browse My Computer   Browse Content Collection   Browse Cloud Storage

ADD COMMENTS

Technology Requirements for Online Learning Students View a Short Video on the Technology Requirements for Online Learning
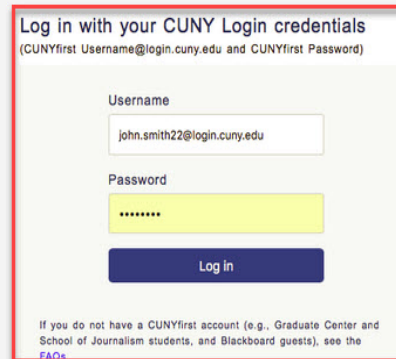
How Do Our Students Access Blackboard and other CUNY Systems

🔒 ⌄ **Usernames and Passwords:**

There are two usernames and passwords you need to know to access online tools: (You should always keep track of your usernames and passwords!)

1. **CUNY Login ID:** The CUNY Login ID and password allows you to see your grades, sign up for classes, and see all your financial information on CUNYfirst. It is also used to access Blackboard. On the login screen, type in your CUNYfirst username followed by @login.cuny.edu, then your CUNYfirst password in the Password field. The username field is already populated with the @login.cuny.edu part, as shown below.

   ○ This password expires and needs to be reset every three months.

2. **Campus ID:** Your school ID and e-mail address is associated with all campus services.

   ○ You must have a campus e-mail as it is the primary method of contact with your online instructor. A Lehman e-mail address looks like john.doe@lc.cuny.edu

   ○ If you have not set up your student e-mail, contact your campus support team. Click **On-Campus Support** in the navigation menu on the left for details.

   ○ To send e-mails and check your CUNY campus e-mail, you will need to go to your campus e-mail system (ie. Lehman e-mail) and enter your username and password.

   ○ **TIP: Adding an attachment:** You can attach small files in an e-mail to another person; the attach function usually looks like a paper clip. Campus e-mails usually have a file size limit to attachments; file attachments that are bigger than this limit will not send successfully.

Acceptable Tools for Blackboard

PROCESSING TOOLS ⊘

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While the majority of interaction and content will occur in Blackbaord, you should also have a basic proficiency with processing tools and softward. Some include, but are not limited to:

- Word processors - i.e. Word, Pages, Google Docs
- Spreadsheets - i.e. Excel, Numbers, Google Spreadsheets
- Presentation or slideshow - i.e. PowerPoint, Keynote, Google Slides

IMPORTANT TIP A: If using Apple iWork software (Pages, Numbers, Keynote) make sure to submit final submissions to Blackboard as either a . PDF or Microsoft Office file (.docx, .xlsx, .pptx, .doc, .xsl, .ppt) by using "File/Export." This will ensure that your instructor can open your files.
IMPORTANT TIP B: Google Drive has FREE processing tools that in most cases will fulfill the needs of an online course. Make sure that final submissions to Blackboard are either a . PDF or Microsoft Office file (.docx, .xlsx, .pptx, .doc, .xsl, .ppt) by using "File/Download" in Google Drive. This will ensure that your Instructor can open your files.
IMPORTANT TIP C: If asked to enter a submission using the Blackboard User Interface, make sure to write it in a word processor first, then copy and paste into the Blackboard User Interface. This will ensure that:

- You have a copy of work you've done.
- If your internet connection is interrupted, you can easily re-submit your work.
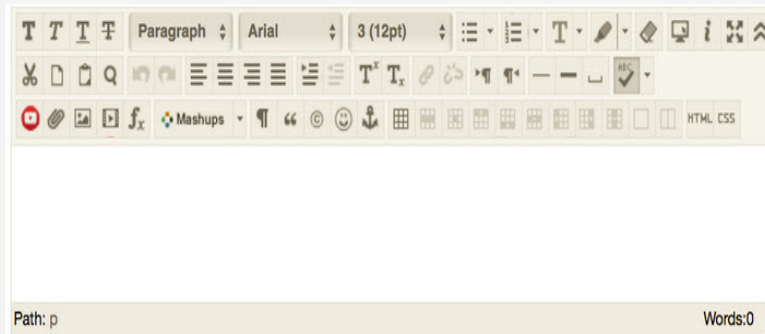
Some Interactive Tools Students will work with in Blackboard

Interactive Tools ⊘

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While there are countless tools at the disposal of your instructors, below are a few of the most commonly used tools:

Blogs

A blog is an online journal, meant to be viewed by the class, and can be updated by the author(s) and commented on by others. They can be class blogs where all can post, group blogs where postings are limited to group members and individual student journals, where only the student and instructor have access. Blackboard includes a blog feature, and many instructors use for assignments.

Wikis

A Wiki is a collaborative website that allows users to add and update content on the site using their own web browser. In Blackboard, wikis are used as a way for students to work on a group project online. Wikipedia is an example of a worldwide collaborative wiki.

Discussion Board

On the Discussion Board the instructor creates a forum around a question or topic and students post responses (threads) which the instructor and other classmates can comment on, the comments becoming part of the thread. This structure can lead to lively discussion that the regular classroom often doesn't allow time for. Try out the **Am I Ready** discussion board by **clicking the link** in the side menu.

Blackboard Collaborate Ultra and Live Videoconferencing

It's possible that an instructor in an online course will use Collaborate, a feature within Blackboard, to conduct a live lesson online. This lesson can include web conferencing, live streaming video and audio, live chat, virtual meeting spaces, interactive whiteboard, quizzing and polling, and web tours. You may need to have a working microphone and webcam (for both, either built-in or connected to your computer) if the instructor requires audio and video participation in the project.

Your instructor might use Collaborate Classic, an older version of Collaborate which is loaded with more features. If you are using the Classic version you will need to install the Java plugin on your computer.

Interactive Tool Tip: Whenever using a tool that uses the Blackboard user interface, it is always a good idea to use a word processor to copy and paste from. This also keeps a record for you in case your instructor does not receive it.

How To Present Yourself in your Online Course

Act Like A Professional in Your Online Course

Everyone deserves to be treated as a respected colleague. Any behavior that is inappropriate in a traditional classroom is inappropriate in the online classroom

- Exhibit the same courtesy to your classmates and professor as you would expect to receive. Be open-minded and accepting of constructive criticism and difference of opinion.
- Make certain that your tone is positive and professional.
- Flaming, or bashing, is when someone attacks a person instead of the logic of his or her argument. Flaming will not be tolerated.
- All criticism should be constructive.
- If someone posts a message that is difficult to understand or offensive, ask for clarification. Don't respond in kind.

Respect Privacy

Within campus online services it is important to recognize that these services are ACADEMIC online spaces and have a different level of privacy than spaces like social media.

In any academic online service it's important to remember:

- Don't post private matters on the discussion forum.
- Don't spam the instructor or classmates or send Facebook friend invites.
- Don't send harassing or bullying communications.
- Don't send or post inflammatory, argumentative or hate speech.
- Use private emails to socialize.
- Don't make inappropriate overtures to classmates or instructor.

ACADEMIC INTEGRITY

CUNY Policy on Academic Integrity

Academic dishonesty is prohibited in CUNY. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

1. Definitions and Examples of Academic Dishonesty

1.1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, asking, or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers, or other technologies to retrieve or send information.

What About Technical Support?

Help is only a click away

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Thank You For Attending

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