

Online Instructions for Women's Ministry Courses

These instructions are designed to help you register for online Women's Ministry courses and to complete the work required. They are designed for Women's Ministry courses only, and do not apply to other online courses offered through NOBTS. They are subject to change from semester to semester due to software upgrades and changes in course delivery. If you are unable to complete a task online according to the instructions or have problems understanding these instructions, please contact Courtney Veasey (Director of Women's Academic Programs) at womensacademic@nobts.edu or 1-800-NOBTS01 x3334 for further assistance.

Please review these instructions before you register for the course and before you begin the course. You also can refer to them as needed throughout the course.

Contact Information

Director of Women's Academic Programs: Courtney Veasey - womensacademic@nobts.edu, 504-282-4455 x3334 – contact with questions regarding registration, getting into the class via Blackboard, withdrawing from a course, course grades, and questions about the Women's Ministry Programs.

Blackboard Helpdesk – blackboardhelpdesk@nobts.edu, - contact with technical problems and technical questions within the Blackboard system.

Course Instructor: Check course syllabus for instructor contact info. Contact her for questions related to course content.

Registration

Registration is a three-step process. Before registering for a course, make sure your computer meets the technical requirements – including internet access, Power Point, and Real Player.

Certificate students should go to the following website: www.nobts.edu/leavellcollege. Click on “Leavell College Online Courses” from the menu on the top right side of the page. Then click on “ONLINE REGISTRATION FORM”. Complete the form by entering all of the necessary information.

******Important Form Instructions:** If you are a current student, please enter your NOBTS ID number and do *not* enter your social security number. New students will not have a NOBTS ID number and must enter their social security number. It is important that you enter the course name and number. If you are unsure of the course number/name, please refer to the course schedule. **At the end of the form, two types of students are listed: undergraduate and graduate. Certificate students (both Basic and Advanced), Associate, and Bachelor students all fall under the “undergraduate” title,** and should mail or fax the form to the Leavell College Assistant Registrar along with tuition payment. Tuition and fees can be paid with check or credit card. If using a credit card, please contact the Business Office first to process the card at 504-282-4455 x3210.

New Basic Certificate Students: If this is your first class in the Women's Ministry certificate program, then you will need to apply for the Basic Certificate in Women's Ministry. There is a \$25 application fee that will need to be included in your tuition payment for your first course. The \$25 application fee is a one-time fee. Your online registration form serves as your course registration and application to the program. New students paying for application and tuition with credit card will need an NOBTS ID number first. Please contact Courtney Veasey (womensacademic@nobts.edu) for information on how to get your ID number if you will be paying by credit card.

Undergraduate (pursuing an Associate's or a Bachelor's degree) and Graduate students should register for Women's Ministry online courses via Self-Serve. If you are unable to do so, then you will need to follow the instructions above and register via the mail. **In order to receive credit towards an Associate's, Bachelor's, or Graduate degree, you must have completed the full application process in advance and have been accepted into your program.** There are some exceptions to this. Please contact Leavell College at leavelladmissions@nobts.edu (for undergraduate students) or the Registrar's Office at regfrnt1@nobts.edu (for graduate students) regarding questions about applying and taking online courses for those degree plans.

After you have mailed your form along with payment, please contact Judi Jackson (contact information listed above). This is to insure the receipt and processing of your registration for these classes. The registration deadlines are strongly enforced because of other types of registration taking place. Please plan to mail your form and payment far in advance of the registration deadline in order to be registered in a timely manner. Mailing the form a couple of days before the deadline might cause a delay in your registration process, and possibly could put you behind in starting the course.

Once the Registrar receives your registration form and payment, they will register you in the class via Self-Serve. You can check your Self-Serve account to verify that you have been enrolled in the course. You should check your Self-Serve account to verify enrollment at least several days before the first week of class. If you are not registered in Self-Serve, please contact Courtney Veasey (contact information listed above).

New certificate students have to be put into the degree plan before they can be registered for classes. Please allow more time between registration and the start of class. New certificate students will need to create a Self-Serve account by going to www.nobts.edu, click on Self-Serve on the left side of the screen, click on "Request Access," and then click on "Current Member of NOBTS without Self-Serve Access."

Introduction Week

The first week of class is called "Introduction Week." During this time, the Blackboard representative and the Business Office will work together to clear all students enrolled in online courses and put them in the courses within the Blackboard system. Students should receive a copy of the course syllabus or syllabi during this week. Please review the material in the syllabus and order your textbooks during this week. If you do not

receive the email with the syllabus, contact Courtney Veasey at womensacademic@nobts.edu, 504-282-4455 x3334.

Blackboard is the system all online students will use to access their course(s) during the next 8 weeks. Before the Introduction Week, all new online students should set up an account in Blackboard, and returning students should make sure they can access their current Blackboard account. If you have an account in Blackboard, please do not create a new account. If you have forgotten your user name/password information, follow the instructions on the Blackboard page or contact the Blackboard Representative for assistance.

The class officially begins the week with Introduction Week. You should have access to the class in your Blackboard account on the Monday of this week. If you do not have access, please contact blackboardhelpdesk@nobts.edu.

Blackboard Set-Up Instructions for New Students

Go to www.nobts.edu, click on “Blackboard” (which is in the left column of links), click on “User Login,” and then put in user name and password. **If you have an account on Blackboard, you do not need to create a new one. If you do not remember your user name and password, then contact the Blackboard Helpdesk Representative at blackboardhelpdesk@nobts.edu.**

To create a Blackboard account, go to www.nobts.edu and click on Blackboard on the left side of the screen. Then click on “Create Account.” Complete the information in the boxes. You should know your NOBTS student ID but it is not required to create an account. Once you have an account in Blackboard, please remember your User Name and Password. You will need this each time you access your account and class each time.

Class Work

Each class is broken down into eight-week sessions. Each week you will be responsible for going into the class via Blackboard several times and completing the work required for that week. You do not have to go into the course(s) at any set time or day of the week, unless specifically instructed by the instructor to do so. It is highly recommended that you enter the class the first day of the week and get reading assignments. This will help with doing the discussion part of the work in a timely manner. The amount of time you spend online in the class will depend on the speed of your internet connection. Most students find it easier to download the material from online and then view it offline.

First Week of Class

The first week of class you should access the Blackboard system. The class you are registered for should appear under the “My Courses” list on the right side of the screen. If the class does not appear, then contact blackboardhelpdesk@nobts.edu.

After accessing the class, you should read the important introduction material. Go first to the “Course Information” menu option on the left side of the screen. Download and read the entire syllabus. **You are responsible for downloading, saving, and reading the**

entire syllabus for each class. The course requirements section on the syllabus will give you vital information regarding online work and the class project. The majority of your grade will come from what you do online during the eight weeks and the class project due four weeks after the last week of class.

Be sure to read through the “Information” section which includes the schedule information, important instructions, and the discussion board etiquette.

Weekly Class Assignments

Go to “Course Documents” section in order to download or view the weekly material (or another tab if directed by your instructor). Read through any material written by the instructor for that week. Click on the week you want to select. The first assignment for the week will appear on the screen. You can click on the “Contents” under the numeral 1 to see all of the numbered items for that week or you can click on the arrow keys on the right of the screen to move to the next number (page). You are responsible for viewing/reading all the material for that week and for participating each week in the discussion board.

The material for the week will usually include a Power Point presentation and/or a video, reading assignments, and discussion board. Make sure you view/read all of the material for that week before moving to the discussion board (also read the discussion board etiquette in the course information section).

Discussion Board

You can access the discussion board from the main menu on the left side of the screen. In this section will be weekly forums, webliography, and a ‘miscellaneous questions’ forum. Your participation in the weekly forums is required in order to meet the requirements for your participation grade. Consult the syllabus under “Course Requirements” for the participation requirements. Read the question posted by the professor for each weekly forum and then access that week’s forum by clicking on the week and number. To add your answer to the question, you can click on “Thread.” Add information in the subject line and then go to the box below subject to type the message. After writing your thread, then you can save or submit it. Once you submit the thread, it is posted on the discussion board.

You also will need to respond to students’ threads they have posted. To do this, click on the thread you want to read, and then click the reply button when you are ready to respond. Each week you will need to add a thread and reply to other students’ threads.

If you get behind in your weekly work, please try to catch up as soon as possible. Half of your grade depends on the weekly work you complete.

We pray that these instructions will assist you while taking your online course. If you have further questions, please refer to the Contact Information listed on the first page.