



Welcome Letter 2009-2010

Welcome to Fairfax County Public Schools' Online Learning environment, the Online Campus. We are excited that you have chosen this option. We want to assure you that every student will receive a high quality education online, because all FCPS online courses are in alignment with the Fairfax County Public School's Program of Studies and the Commonwealth of Virginia's Standards of Learning.

Every student who enrolls in an online course must first complete an Online Technology Prerequisite Course. This two-hour technology primer is available through [FCPS 24/7](#) (Blackboard) within 24 hours of the registration. If you have registered, you need to log onto [Blackboard](#) and click on the Technology Prerequisite Course from the list of your courses. This Prerequisite course can be started today! Make sure you have a microphone and speakers with your computer. For detailed instructions see [page 2](#) of this welcome letter. *This Technology Prerequisite Course must be completed before the start of your high school course.*

After successful completion, the student will have a mandatory orientation with their subject teacher. This will be scheduled directly with the teacher, and parents are encouraged to participate.

If you are the parent and have not watched the parent-orientation, you can [click here](#) to watch the 3½ minute presentation.

Here are a few tips to help you become a successful online student:

1. Schedule the same time every day to work in the online course. When students do not see their teacher, they tend to forget about the course. On average students need to schedule about **5 hours a week** for their course.
2. Make sure the teacher has both the student's and parent's email address for communication purposes*.
3. Create a work folder on your computer where all the assignments are kept. After all, there are no binders to get lost.
4. Make a list of questions to ask the content teacher when you attend the orientation.
5. Obtain a photo ID for your mid-term and final exams. (Locations to be determined)

Again, welcome to the Online Campus. Please do not hesitate to contact your teacher if you have any questions regarding the Online Technology Prerequisite Course or the Subject Course.

Sincerely,

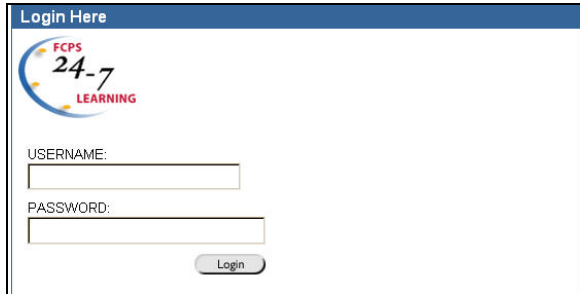
Michael Kowalski
Online Campus Administrator

**in the recent past, Yahoo has blocked some of FCPS emails from teachers. Therefore we recommend you use a non-Yahoo mail account to communicate with teachers.*

Start your Online Technology Prerequisite Course now!

To get started in the *Online Technology Prerequisite Course* in Blackboard, follow these directions.

1. Send an email to onlinecampus@fcps.edu with your complete name and course you are taking:
2. Open your browser on your computer (IE or Firefox)
3. Turn all POP-UP BLOCKERS OFF
4. Type in this URL: <http://fcps.blackboard.com> (Notice NO www)
5. This Blackboard log-in screen should appear.



6. Your *username* and *password* are both your student ID number first time you login into Blackboard. Your login is.

Username: <your student ID #>

Password: <your student ID #>

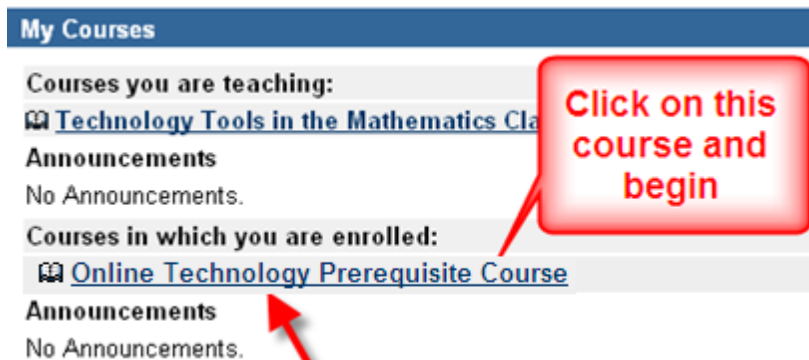
7. **If you use Blackboard in your face-to-face classes, use the same login for your online courses.** When you successfully login for the first time, you will be directed to change your password.

Now it is time to access your *Online Technology Prerequisite Course*.

8. Click on the Green Tab "Courses" (see below)



9. Find the course titled Online Technology Prerequisite Course.



10. Read the announcements and get started!

If you have technical difficulties with your computer while taking this course, the Presidium Help Desk provides 24-HOUR technical help/assistance.

Call Presidium (1-866-434-8880) if you have computer difficulties with any of your Online Courses. Please do not share the technical support number with anyone else; it is only for you to use to get help for this course.

Please e-mail if you have difficulties. We check e-mail regularly.

Sincerely,

The OC Technology Teachers