Welcome to *Math with Business Applications* online! I hope this letter answers some of the questions you have. If there is anything else you need to know, please e-mail me at jklappa@nicoletcollege.edu.

**Q. What materials will I need?**


You will also need a business analyst calculator. Please choose one of the following for your use: Texas Instrument BAII Plus or the HP B10II. The calculator is *required* for the course and can be purchased at the Nicolet Bookstore as well.

**Q. How do I access my online course?**

*A. Mathematics with Business Applications* is being delivered using the Blackboard online platform. You will be able to login to your online course beginning on January 19, 2009 to allow you time to become comfortable with the course design. Actual instruction will not begin until the first day of the semester, which is January 22, 2009.

To Login:

- Go to [http://natcbb.nicoletcollege.edu](http://natcbb.nicoletcollege.edu)
- After you access the Blackboard sign-on screen, click on the Login link.
- Enter your Username (your 9 digit Student ID Number which is located on your admissions slip or your Student ID Card) and your password (Also your Student ID Number) and select "Login".
- Please change your password after you have logged in by navigating to "Tools", "Personal Information", and “Change Password” on the left side of your screen. Make sure to remember your changed password.
- You will see the course(s) you are enrolled in on the right side of your screen.
- Select the course link of the course you would like to enter. On the next page you will see the course title and links to the different content areas of your course.

**Q. What if I have problems with the technology?**

**A.** If you are having problems accessing your course or have questions about navigating within your Blackboard Course(s) you can contact technical support at (715) 365-4478 or (800) 544-3039 ext 4478. Telephone support is available Monday-Thursday 7:30 - 9:00 p.m. and Friday 7:30 - 4:00 p.m. After hours and on weekends, leave a message providing the following information: name of course(s), your student ID number, what you were trying to do, error messages you may have received, and your contact information. You may also email helpdesk@nicoletcollege.edu. Email messages are responded to during regular business hours, Monday - Friday.

**Q. What should I do first?**

**A.** When you access the course, check for announcements from the Blackboard Administrator or me and then select the Syllabus button on the left side of your screen. Open and read the Syllabus, Course Schedule, and Grading Guidelines provided. I encourage you to print these documents and save them for future reference. They will guide you through the activities and
assignments of the semester. Next, select the **Course Documents** button on the left side of your screen. Select the folder labeled Learning Plan 1 – this covers Chapters 1 and 2 in your textbook. Complete the activities in this learning plan to meet your classmates and to become familiar with the online course environment. The course is designed that you complete one learning plan every two weeks during the semester.

If you are a first time Blackboard user or have little experience with Blackboard, I strongly recommend that you attend one of the following Blackboard orientation sessions:

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 19</td>
<td>9 – 11 am</td>
<td>Lakeland Campus, Room 13</td>
</tr>
<tr>
<td>Monday, January 19</td>
<td>5:30 – 7:30 pm</td>
<td>Lake Julia Campus, TC 204</td>
</tr>
<tr>
<td>Tuesday, January 20</td>
<td>1 – 3 pm</td>
<td>Lake Julia Campus, TC 204</td>
</tr>
<tr>
<td>Wednesday, January 21</td>
<td>5:30 – 7:30 pm</td>
<td>Lakeland Campus, Room 13</td>
</tr>
<tr>
<td>Thursday, January 22</td>
<td>9 – 11 am</td>
<td>Lake Julia Campus, LRC 205</td>
</tr>
<tr>
<td>Monday, January 26</td>
<td>9 – 11 am</td>
<td>Lake Julia Campus, LRC 205</td>
</tr>
<tr>
<td>Monday, January 26</td>
<td>5:30 – 7:30 pm</td>
<td>Lakeland Campus, Room 13</td>
</tr>
<tr>
<td>Tuesday, January 27</td>
<td>5:30 – 7:30 pm</td>
<td>Lake Julia Campus, LRC 205</td>
</tr>
</tbody>
</table>

**Q. How do I make my online experience a great one?**

**A.** Here are a couple of tips to help make your online learning experience enjoyable.

- Make sure you have access to a functioning computer. If something happens to your available computer, contact the instructor immediately.
- Obtain the textbook and calculator required before the course begins.
- Be sure you know when your course begins and how to get into it. Take advantage of the Blackboard training opportunities mentioned above.
- Update and/or activate your Nicolet e-mail address, and change your password the first time you enter your Blackboard course.
- Set-up a regular, daily, or weekly schedule of study and communication time. Build in 5-minute quick review times at the beginning and end of each session. Time management is a critical factor in an online learning course.
- Prioritize assignments, discussions, and quizzes. Know due dates and prepare work so that it is ready to be submitted on time (or early). Use the checklists provided by the instructor (built into the course schedule).
- Check in often and ask questions whenever they come up so you maintain a good comfort level in the course.
- Complete and submit all required assignments, discussions, projects, and/or tests and exams by scheduled deadlines.
- Contact your instructor when an emergency arises. Make arrangements to complete the work on an adjusted schedule if possible.

I look forward to working with you in *Mathematics with Business Applications* online! Please do not hesitate to e-mail me at jklappa@nicoletcollege.edu if you have any questions.

Sincerely,

Jamie Klappa
Mathematics with Business Applications Instructor
Nicolet Area Technical College