

# DISTANCE LEARNING ONLINE ORIENTATION CHECKLIST

## Plugins/Add-Ons

Java  
Macromedia Flash  
Macromedia Shockwave  
Windows Media Player  
Apple QuickTime Player  
Adobe Reader  
Windows Media Player for  
MAC OS 9  
RealPlayer  
iTunes  
How to Log into WebCT



Welcome to Jackson State University's Distance Learning Program. We hope that you are excited as we are in having you take distance learning courses. It is our mission to help you have a seamless, effective, and successful online experience. To meet this mission we want to first introduce and orientate you to Distance Learning. We will start this orientation by providing the following checklist of actions that you will need to accomplish in the order provided.

Online Orientation Checklist:

## FINALIZE REGISTRATION

**Step 1.** Have you completed/finalized your registration per the letter or email you have received from JSU? To complete your online registration go to: [https://osiris.jsums.edu:4446/pls/PROD/ztwbkwbis.P\\_WWWLogin](https://osiris.jsums.edu:4446/pls/PROD/ztwbkwbis.P_WWWLogin)

## CREATE A NETID

**Step 2.** You will need to have an active NetID to take your online courses. The NetID is the same username and password used for the Online Library System and the JSU open Labs. If you need a NetID or need to reset it due to not remembering the password follow this link if you need to take one of these actions: <http://password.jsums.edu/accounts/Reset>. If you have any problems with setting the NetID please contact NetID Support at 601-979-1986 or [netid@jsums.edu](mailto:netid@jsums.edu).

## FAMILIARIZE YOURSELF WITH THE JSU DISTANCE LEARNING WEBSITE

**Step 3.** Go to the Distance Learning web page and become familiar with some of the links and information located there: <http://www.jsums.edu/~dl/>

## REGISTER FOR ONLINE ORIENTATION



**Step 4.** You will now need to register to take the WebCT Online Orientation. To register go to <http://www2.jsums.edu/studenttraining/schedule.cfm>. Shortly afterward, you will receive an email with information on how to log-in to the orientation and assignments to complete. While you are waiting for the return email about the online orientation, go to the next step #5.

## FINAL STEP COMPLETE THE READI- READINESS FOR EDUCATION AT A DISTANCE INDICATOR

**Step 5.** This final step is for you to complete the READI- Readiness for Education at a Distance Indicator. This 30-minute assessment will measure your skills such as reading comprehension, technical knowledge, technical competency, and personal attributes. When you finish the READI, you will need to send a completed READI Report to each online instructor within the first week of class. If you are taking more than one course with the same online instructor you will need to send the same READI Report to each of the classes with that instructor.

## Other Helpful Links

Add/Drop  
Dictionary/Thesaurus  
Encyclopedia  
Technology Encyclopedia  
Microsoft Office Assistance  
PowerPoint Viewer 2003  
PowerPoint Viewer 2007  
Log into WebCT

## Free E-mail Accounts

Hotmail <http://www.hotmail.com>  
Yahoo <http://www.yahoo.com>  
Google <http://mail.google.com>

## Search Engines

Google <http://www.google.com>  
MSN <http://search.msn.com>  
Ask Jeeves <http://www.ask.com>  
Lycos <http://www.lycos.com>  
Alta Vista <http://altavista.com>

You can access READI by either the JSU Distance Learning web page or directly at: <http://jsums.readi.info> using the "New User" section and the Username of: dljsums and Password of: tigers. After you complete the first page of the READI an email will go to the email account you listed with a PIN so you can return later, if you need to, and sign-in as a "Returning User".

Please let us know if we can ever be of assistance to you. Your success and participation in distance learning is our main purpose.