

# How to start an Online or Onsite course

## **Step 1 • DOWNLOAD SYLLABI :**

Course syllabi are available online in [Webster](#). Simply locate your course (using the search feature), then print your syllabus. Read the syllabus thoroughly and direct any course questions to your instructor.

Note - Your instructor may give you an updated syllabus at the beginning of the course.

- [Student Information Online - Webster](#)

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## **Step 2 • PURCHASE TEXTBOOK & REQUIRED COURSE MATERIALS:**

The EOU Bookstore web site provides a list of all required textbooks and materials for your course. Some items are only available through the [EOU Bookstore](#). Book vouchers may be requested by following the procedure listed by [EOU's Student Accounts](#) office. Book vouchers must be requested each term, and students requesting them must file a [Revolving Charge Contract](#) with the [Student Accounts Office](#).

- [EOU Bookstore](#)
- [Student Accounts Office](#)

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## **Step 3 • SELECT A PROCTOR & ORDER EXAMS ONLINE:**

Review your course syllabi for specific information regarding exams. Some courses require a proctor to administer the exam. You will find proctor information and steps for requesting your exams online at [Testing Services](#). La Grande area students should contact the [Testing Services](#) office for additional information about exams.

- [Testing Services](#)

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## **Step 4 • ACCESS YOUR EOU E-MAIL ACCOUNT:**

All students are automatically assigned an [EOU e-mail account](#) after registering for a course. EOU policy **REQUIRES** students to use their EOU e-mail account for all electronic communications with EOU. When classes begin, e-mail your instructor to introduce yourself. Please review the steps outlined in [How To Use Your E-Mail](#).

- [How to Use your E-Mail](#)
- [EOU e-mail account](#)

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## **Step 5 • COURSES USING BLACKBOARD:**

If you are enrolled in courses using the EOU Blackboard course management system, review our [Blackboard Instructions](#). All students are given a Blackboard account. Most online courses use Blackboard, but a few may not. When you log into Blackboard, you'll see a list of your courses which are using Blackboard. For the most part, courses do not become available in Blackboard until the first day of the term. If you are enrolled in a course and it does not appear in Blackboard after the start of the term, check your syllabus to make sure it uses Blackboard or contact your instructor.

- [Blackboard Instructions and Login](#)

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## **Step 6 • START YOUR COURSE:**

Refer to the Academic Calendar for course start and end dates. Refer to your syllabus for specific assignment deadlines. If your course syllabus indicates that a two term option is available, and you are not receiving Federal Financial Aid, you have the option of completing your course over two consecutive terms.

If you do this, you must select the Two Term Option in your Webster account before the end of the 4th week of the term.

- [Academic Calendar](#)

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### **Step 7 • WE ARE HERE TO HELP YOU:**

We offer free services to help you complete your courses. Answerland at Pierce Library - a virtual reference service is available 24 hours a day via live chat or e-mail. EOU also provides the Online Writing Lab (OWL) with access to writing tutors for Distance Education students! The EOU Student Handbook applies to off-campus students as well as on-campus.

- [Answerland - Pierce Library](#)
- [Online Writing Lab \(OWL\)](#)
- [EOU Student Handbook](#)

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### **Step 8 • TURN IN ASSIGNMENTS:**

Refer to your syllabus for instructions on how to submit your assignments. If your syllabus indicates you are required to submit your coursework via US Postal mail or Fax, be sure to fill out and attach an Assignment Coversheet to each assignment. You may check the status of assignments and hard copy exams routed through the La Grande Office online! If your course is using Blackboard, you may check the status of submitted assignments and completed online exams using the grade book feature.

- [Assignment Cover Sheet \(pdf\)](#)
- [Blackboard Instructions and Login](#)

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### **Step 9 • DISABILITY SERVICES:**

Anyone with a pre-existing disability or who thinks they may have a disability and would like to use appropriate accommodations for coursework, must register with the [EOU ADA office](#) at 541-962-3081.

- [EOU ADA Office](#)

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### **Step 10 • COMPLETING YOUR COURSE:**

Final grades can be viewed in your [Webster](#) account. Your feedback is essential to improving the quality of online and onsite courses and services. When you complete your course, please take a moment to fill out and submit a Course and Instructor Evaluation. This form is available in your [WEBSTER](#) account. The information is anonymous and is not received by instructors until after course grades have been posted.

- [Student Information Online - Webster](#)