



## Online and Hybrid - Getting Started Checklist

Make sure that you are able to login to GVSU's learning management system, your email, and campus network. From the GVSU homepage, go to Blackboard or Email and enter your campus network username and password. If you are unable to login, verify or change your password using the link on the email login page. If you still experience difficulty, contact the GVSU IT HelpDesk.

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Get the required books and course materials. Use the GVSU Lakerstore to shop, compare prices, and order from GVSU or other vendors. This assures the best prices. You can pick them up from the bookstore, or have them shipped directly to you. (Note: You need to allow for at least one week to receive books that are shipped to you.)

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Look for communication from your professor prior to the first week of classes. Many will send an email. If you miss the email, be sure to login to Blackboard to see if your course is available to you early.

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On or before the first day of the semester, login to Blackboard and find your course. Click on the course link in the box titled "My Courses". Look for instructions for getting started. Instructions may be located in an email, announcement, or a content area.

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Follow any directions provided by your instructor. They might be in an initial email, posted as an announcement, or under another content area.

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Be sure to locate the course syllabus and read it carefully.

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Find the course schedule/calendar and review the due dates throughout the semester. It is useful to update your personal calendar with the due dates listed.

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Some courses will include live synchronous meetings or online office hours using Blackboard Collaborate Ultra. To use this technology you will need to have a device with a webcam and microphone.

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If you have any course related questions, contact your instructor, and if you experience technical difficulties, reach out to the GVSU IT HelpDesk!

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