



## ***Online Student? Please read this!***

To be successful in your online class, or classes, please read the information below.

### **BASIC RULES FOR SUCCESS**

1. Log in the first day of class. (If you have trouble logging in, see instructions below).
2. Log in at least 3 times each week to do your work and to avoid being dropped. If you do not log in regularly, you will likely be dropped from the class.
3. **You cannot do the work whenever you want:** Each class will have a syllabus. Read it carefully because your assignments have due dates! Late assignments will likely be docked or counted as zeroes.

**LOGGING IN:** To be successful in an online course, you will need to be able to log into the three systems here at Fort Scott Community College. Here are the directions for logging into these systems –

### **Three Systems, one portal (Student Portal)**

1. Go to [www.fortscott.edu](http://www.fortscott.edu)
2. Click on the “Student Portal” at the top
3. In the Student Portal, you will see “Gizmo Login, Student Email, and Blackboard Login”

**Logging into Blackboard:** (*Blackboard is where you will find your online classes. You can access your syllabi, grades, and course information here.* For “Username,” enter your Student ID #, then enter your password (Last four of your social security #. (If the last four start with a zero, then enter the last three digits). Problems logging into Blackboard or can’t find your class? If you do not see your class in Blackboard, or have trouble logging in, call the Registrar’s office at 620-223-2700, ext. 3650

**BLACKBOARD TIPS:** Access Blackboard Tutorial here: <http://www.fortscott.edu/blackboardinfo>

**Logging into Gizmo:** (*Gizmo is your Student Account*) Enter student ID #, then enter the four digit PIN # you created when you completed your online application.

**Logging into Student Email:** Enter your username (“first initial\_last name\_last four digits of student ID #”). For your “password,” enter the password you created for your email when you applied. \*Contact Advising for password reset. (NOTE: Financial Aid and your instructors will communicate with you via FSCC email, so be sure to check it often!)

If you have login issues with Gizmo or your Student email, please contact Advising at 620-223-2700, ext. 3630.

**NOTE:** **Algebra classes** take place through the Hawkes Software. Contact the bookstore to purchase your key.