

Spring 2012 Computer Information for REA 075 and REA 095

Mrs. D.J. Schellack, BCC Reading Coordinator

You will use the following Internet websites in your classroom computer lab and for outside work on a regular basis:

(REMEMBER TO RECORD THE PASSWORDS YOU SELECT.)

- **BCC website for email and WebAdvisor**

www.bcc.edu

Click on email access.

Select Student email.

Follow the directions to access your BCC email account.

Your password is your birthday (MMDDYY), until you change it.

(You will also use WebAdvisor Access at this site to register for classes, get final grades, and see your schedule.)

Call the OIT (Office of Institutional Technology) Help Desk at x 1304 if necessary.

BCC student email has no sent mail function, so whenever you send something, it is strongly recommended that you blind-copy yourself at your BCC email and also your home email.

Record your (first name_last name)**email address here** _____ -- _____@mymail.bcc.edu

Record your password clue here: _____

Use the Gradebook link on WebAdvisor to regularly track all your assignment grades and attendance .

- **Townsend Press website**

www.townsendpress.com (See the back of your text cover.) www.townsendpress.net takes you directly to login.

Click on "Online Learning Center".

Follow directions to create an account. (use your BCC email IF it works, if not- use another)

Select the two texts that match your two Townsend Press book covers.

Townsend Press Tests will be activated after the corresponding lessons are taught. Any computer work not finished during class lab should be completed at home or in a BCC student Computer lab or room.

Never retake any computer exercises, EVEN if you are not satisfied with your score.

Your computer portion of the grade will be based on completeness, timeliness of assignment completion, and whether or not assignments with scores below 70 were done in a rushed fashion.

Computer assignments are the reinforcement of skills taught during class. Assignments should be completed online out of class if more time is necessary.

Students may phone Townsend Press toll free at 888-752-6410 Monday- Friday 9 AM- 5 PM for support issues.

Record your email address here: _____

Record your password clue here: _____

- **Instructor website**

<http://staff.bcc.edu/DSCHELLA>

Familiarize yourself with this entire website.