



Log in Guide

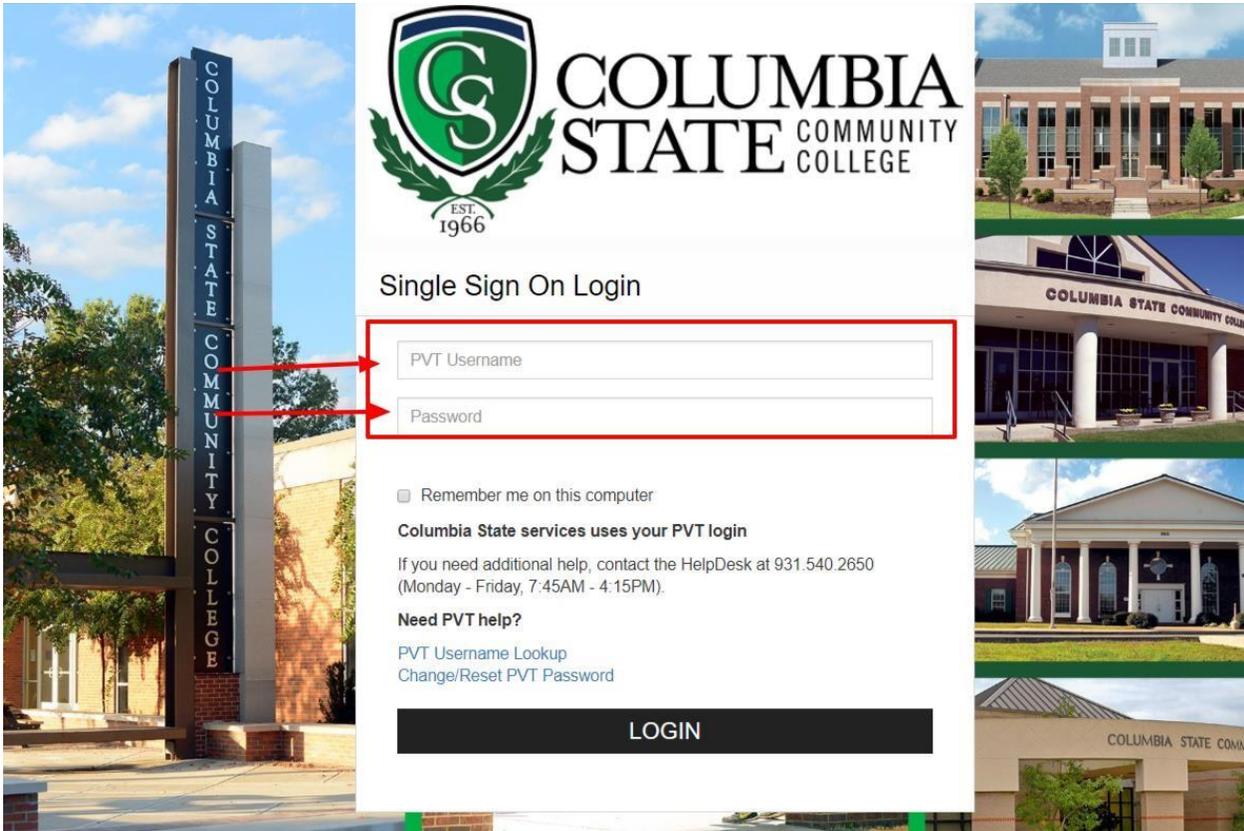
Welcome to your Columbia State ONLINE classes here at Columbia State Community College!

Please see below for helpful steps on how to log into your CoSCC ONLINE Courses:

1. Navigate to the [Columbia State Community College homepage](#) > go to the top blue navigation bar.



2. Select "Online Campus" and log in with your Columbia State user name and password.



3. Congratulations! Now you're at your CoSCC ONLINE homepage. You'll see "Online Campus" in the left hand corner. Click on the "cube" to display all your courses:



4 . After you click on the “cube”, you’ll see a list of all your courses. Click on the title of one to enter (PRO TIP: click on the pushpin icon to “pin” a course to this view, so you don’t have to search):

The screenshot shows the Online Campus interface for Columbia State Community College. At the top, there is a navigation bar with a home icon, the college logo, and the text "Online Campus Columbia State Community College". To the right of the logo are icons for a grid (the "cube"), email, chat, notifications, and a user profile icon labeled "Marla Cartwright".

Below the navigation bar, there are links for "Email", "System Check", and "Faculty FA". A search bar is present with the placeholder text "Search for a course" and a magnifying glass icon. To the right of the search bar is an "Advanced Search" link.

A dropdown menu is open, displaying a list of courses. A red arrow points from the "Course Start" dropdown menu to the third course entry in the list. The course entries are as follows:

Course Title	Pin Icon
Admin_Testing - Admin_Testing	📌
BIOL2010 WWW Carter-Lowe and Santee - BIOL2010 WWW Carter-Lowe and Santee	📌
BIOL2010 WWW 15WK ksantee - BIOL2010 WWW 15WK ksantee	📌
HIST1120 HYB jdelamer - HIST1120 HYB jdelamer	📌
HIST2320 WWW gmewbourn - HIST2320 WWW gmewbourn	📌
BIOL2230 WWW amalone6 - BIOL2230 WWW amalone6	📌
Accessible Syllabus - Employees - Campus Culture for Accessibility	📌
Accessible Online Campus Content - CCA Accessible OC Content	📌
FERPA Training 2018-2019 - FERPA Training 2018-2019	📌
Non-Discrimination/Harassment Training 2018-2019 - NDHT	📌

The pin icon for the third course, "BIOL2010 WWW 15WK ksantee - BIOL2010 WWW 15WK ksantee", is highlighted with a red square. Below the search dropdown, there is a section titled "CHECK CLASSLISTS" with the text "Dear Faculty, Please make sure you check your... Online Campus Classlist. If there is a discrepancy, please send an email to Helpdesk@columbiastate.edu and provide the CRN of the course and the". To the right of this section, there is a "FACULTY FORMS" button.

5. Once in the classroom, you'll see the name of the class at top, then a top navigation (nav) bar that begins with "course home". We'll explore these in a bit. Keep in mind that each time you click to enter your classroom, you will always start at Course Home. This is where the class announcements are displayed.

Home Fundamentals of Communication - COMM-2025... Marla Cartwright as Student

Course Home Content Communication Course Work Course Tools Library

Announcements

Each time you log into your Online Classroom, you'll start at the Course Home page, where you'll see Announcements from your instructor. Be sure to scroll down and read through these for important information. Then click "Content" to enter the main area of your classroom.

Welcome

Hello and welcome to the online course: Fundamentals of Communication!

To get started, please read below then click on the Content tab and begin reading the "Start Here" module. I'm looking forward to the semester!

If you are reading this, you have been enrolled in Fundamentals of Communication (COMM 2025) online. If you did not do this on purpose, please go to ChargerNet

Class Updates

1 Unread Discussion Posts

Calendar

Friday, March 20, 2020

6. To go into the “heart” of your classroom, click on “Content” on the top nav bar. Now you will see a left nav that lists all the individual modules or units in your classroom. You may also see a “Start Here” area; it’s recommended that you review this area first for important information. Then move through each of these modules (think of them as “buckets” or “folders” where more information is contained).

Fundamentals of Communication - COMM-2025...

Course Home Content Communication Course Work Course Tools Library

1. Once you click "Content" you'll see a left navigation area that list all the Units or Modules within the class.

Unit 1: Fundamentals of Human Communication

2. Here are the content items of the class.

3. Start here for the syllabus and other info.

4. To start Unit 1, click here.

0 % 0 of 13 topics complete

- Unit 1 Learning Objectives (Web Page)
- Unit 1 Checklist (Web Page)
- Journal Prompt 1 (Web Page)

Optional: You are only required to complete five journal entries for the semester.

7. We mentioned the top nav bar earlier. Let's explore this in more depth. In the student view, there are 6 areas, outlined below:



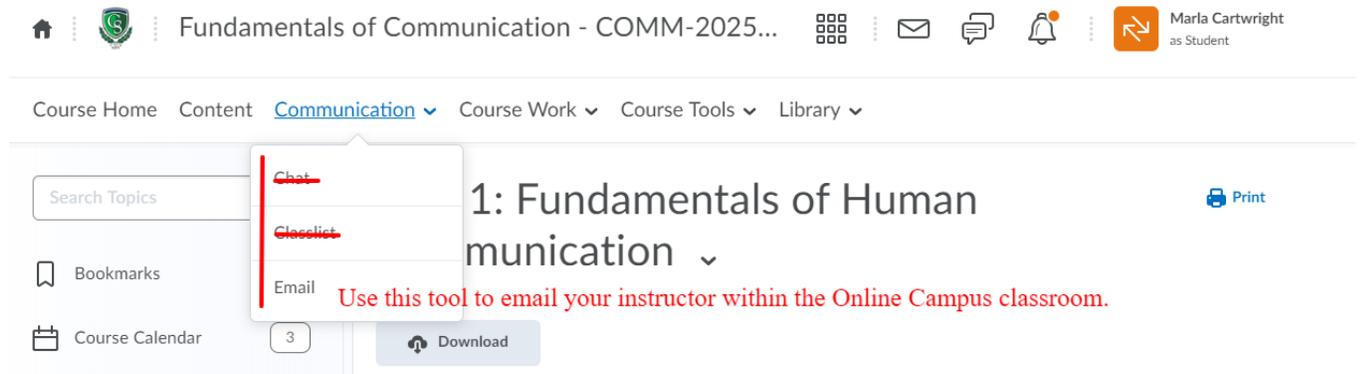
We've already discussed Course Home and Content:

Course Home – the first area you automatically come to when you log into your Online Campus course. This is where you will see Announcements from your instructor.

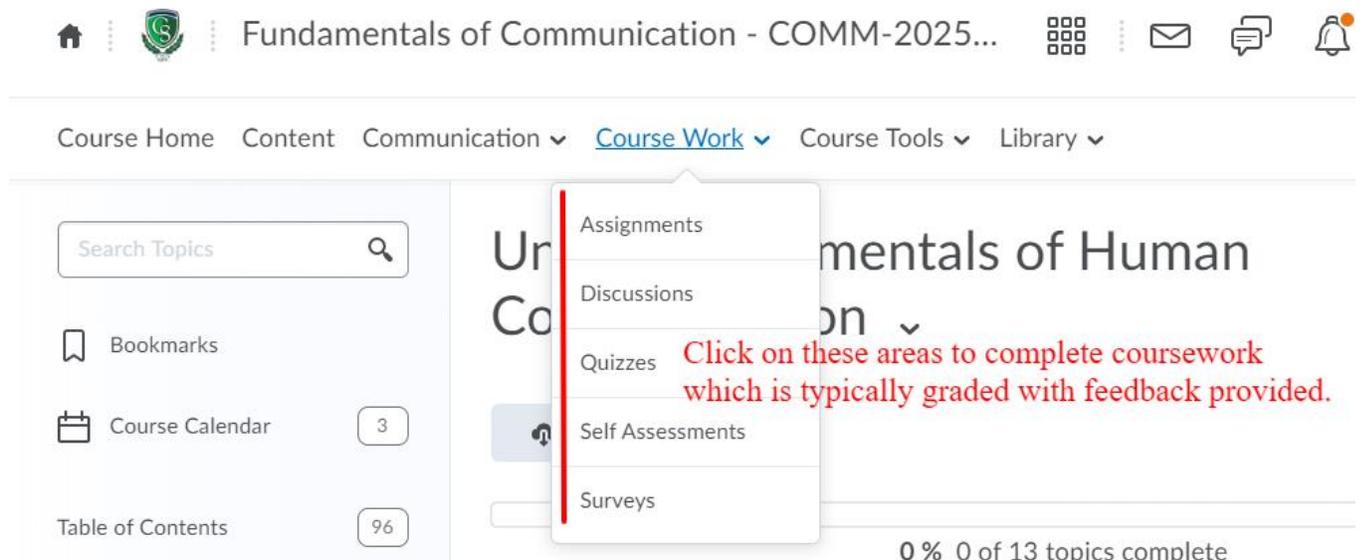
Content – where modules or units of information have been built. You will follow through these, in sequence, as directed by your instructor.

Let's look at the others:

8. Under the “Communication” tab, you will mainly utilize the “Email” function to communicate with your instructor. Other items listed here are typically not used.



9. Under the “Course Work” tab, you’ll see the areas where you will submit all of the work you will submit for grading and feedback. This includes assignments (i.e. written essays, etc.), discussion boards, quizzes, etc. See your course syllabus for graded items specific to your course.



10. In the “Course Tools” tab, you will want to explore “Grades” – this is the online gradebook for this class and where you will retrieve grades and feedback from your instructor.

The screenshot shows a course page for "Fundamentals of Communication - COMM-2025...". The top navigation bar includes "Course Home", "Content", "Communication", "Course Work", "Course Tools", and "Library". The "Course Tools" dropdown menu is open, listing options: Attendance, Calendar, Checklist, Class Progress, Grades, and Groups. The "Grades" option is highlighted with a red box. A red text annotation reads: "Check 'Grades' frequently to see course work that your instructor has reviewed and graded." The main content area shows "Unit 1: Fundamentals of Human Communication" with a "Download" button and a progress indicator showing "3 topics complete".

11. The final tab on the top nav bar is the “Library”. Utilize these resources when working on a research project or other work that requires source materials, etc.

The screenshot shows the same course page, but with the "Library" dropdown menu open. The menu lists "A-Z Databases" and "Information". The top navigation bar now highlights "Library". The main content area shows "Unit 1: Fundamentals of Human Communication" with a "Download" button and a progress indicator showing "3 topics complete".

If you have course specific questions about textbooks, assignments, etc., please contact your instructor.

If you have technical issues with logging into or accessing your Online Campus course, please contact the Helpdesk at Helpdesk@columbiastate.edu

If you have general questions about CSCC Online Courses, feel free to reach out to our Student Liaison:

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