



Log in Guide

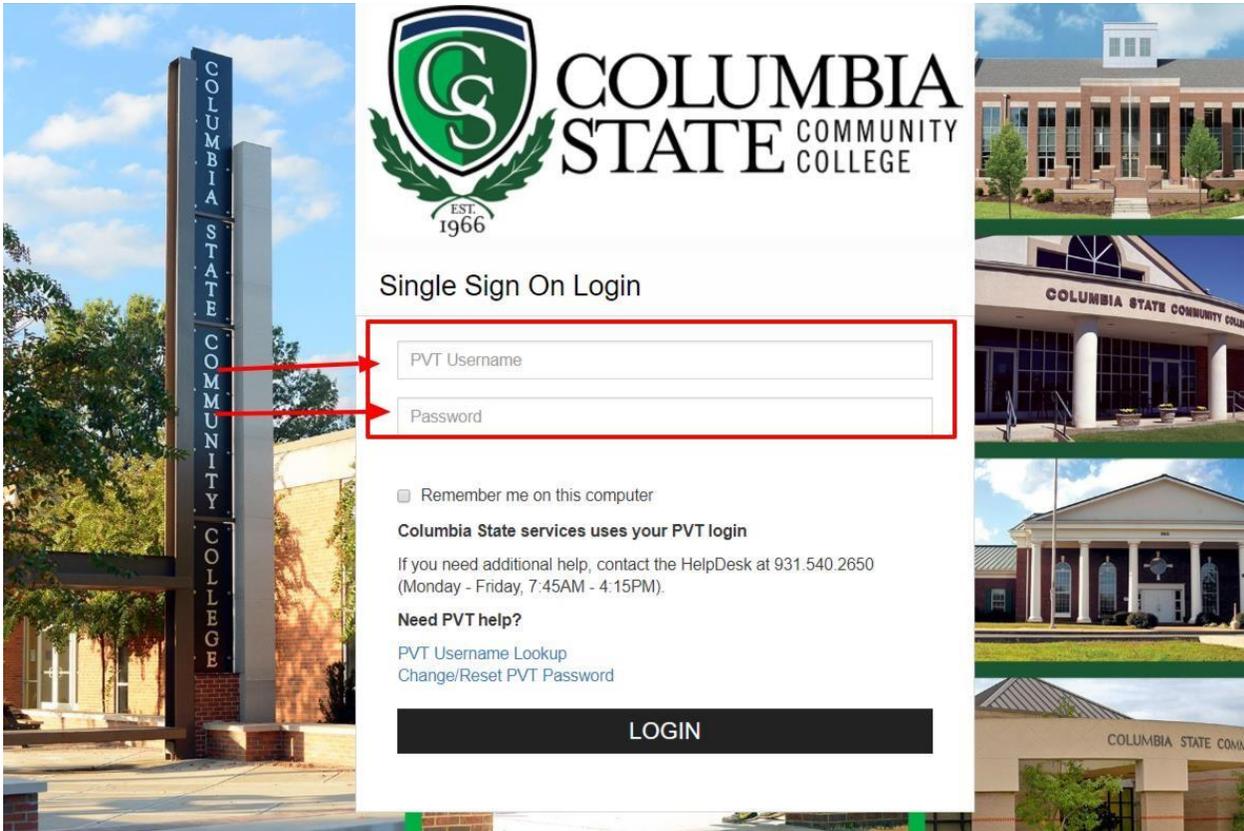
Welcome to your Columbia State ONLINE classes here at Columbia State Community College!

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, there are icons for a grid, email, chat, and a notification bell, followed by 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. Each course entry includes the course title and a pushpin icon on the right. A red arrow points from the "Course Start" dropdown menu to the third course entry: "BIOL2010 WWW 15WK ksantee - BIOL2010 WWW 15WK ksantee". This entry's pushpin icon is highlighted with a red square.

The background content is partially obscured by the dropdown menu. Visible text includes "Students will have access to s", "If you do not see your course, c", "their ChargerNet classlist.", "If you are enrolled in TN eCamp", "to the [TNeCampus website](#) for", "CHECK CLASSLISTS", "Dear Faculty,", "Please make sure you check yo...", "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", and "FACULTY FORMS".

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	📌

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... [Grid Icon] [Envelope Icon] [Speech Bubble Icon] [Bell Icon] [Share Icon] 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. X

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

Search Topics

Bookmarks

Course Calendar 3

Download

2. Here are the content items of the class.

0% 0 of 13 topics complete

3. Start here for the syllabus and other info.

Table of Contents 96

Start Here 11

Course Assignments 13

Evaluation Forms 5

4. To start Unit 1, click here.

Unit 1: Fundamentals of Human Communication 13

Unit 2: Communication 13

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:



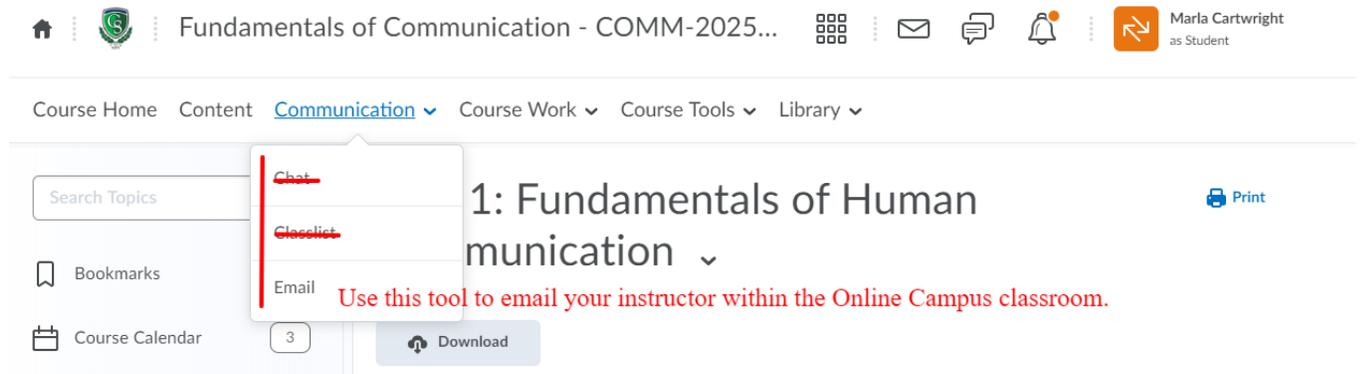
We've already discussed Course Home and Content:

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.

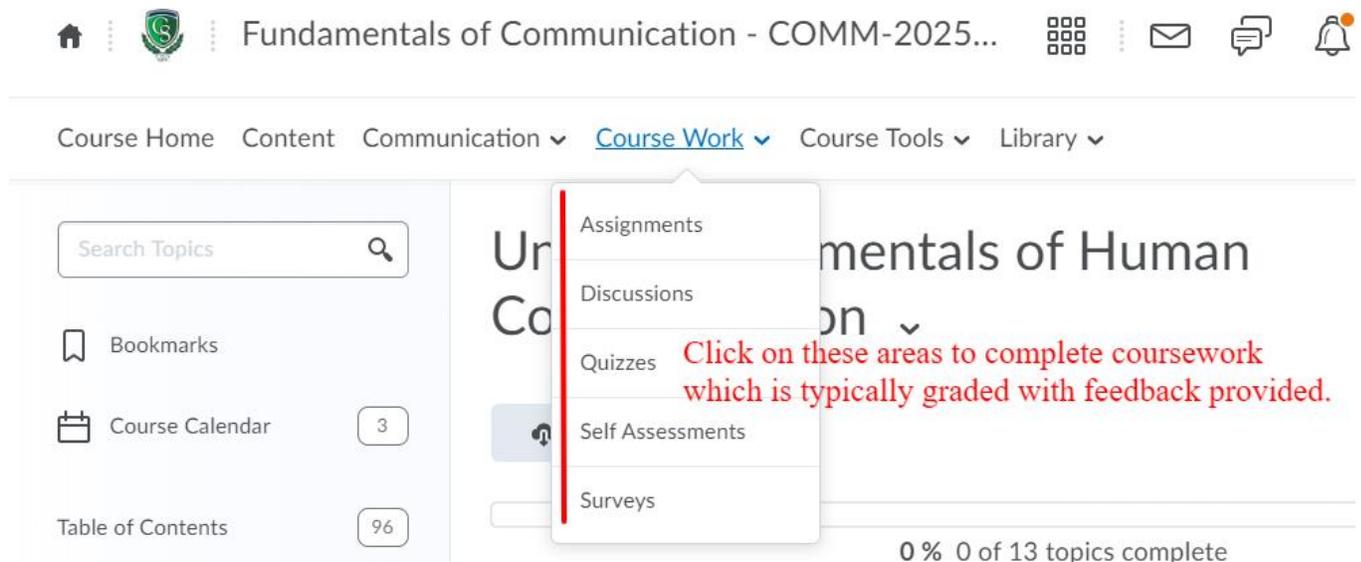
Let's look at the others:

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.



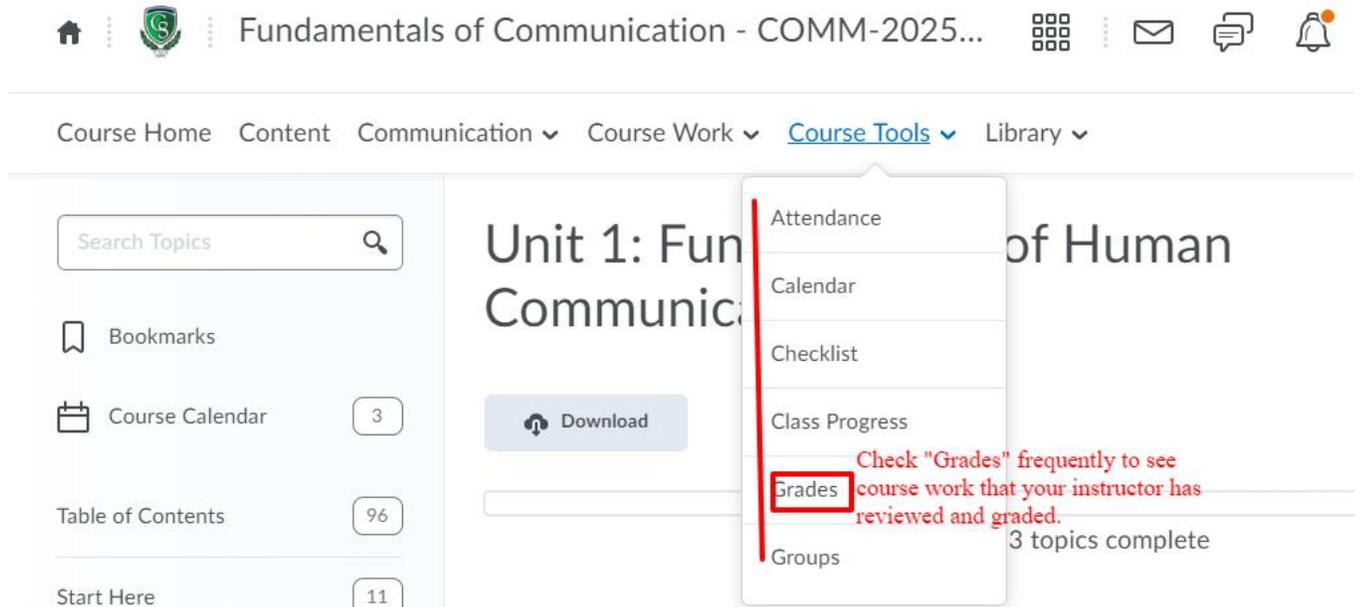
The screenshot shows the Blackboard course interface for "Fundamentals of Communication - COMM-2025...". The user is logged in as Marla Cartwright. The navigation menu includes Course Home, Content, Communication, Course Work, Course Tools, and Library. A dropdown menu is open under the Communication tab, listing Chat, ~~Classlist~~, and Email. A red vertical line highlights the Email option, and a red text annotation reads: "Use this tool to email your instructor within the Online Campus classroom." Other visible elements include a search bar, Bookmarks, Course Calendar (with 3 items), and a Download button.

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.

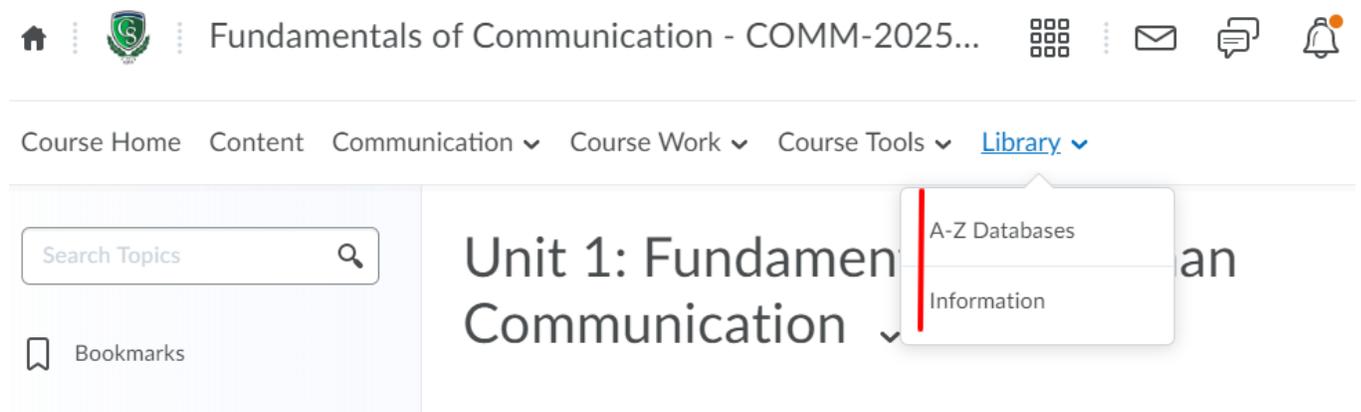


The screenshot shows the Blackboard course interface for "Fundamentals of Communication - COMM-2025...". The user is logged in as Marla Cartwright. The navigation menu includes Course Home, Content, Communication, Course Work, Course Tools, and Library. A dropdown menu is open under the Course Work tab, listing Assignments, Discussions, Quizzes, Self Assessments, and Surveys. A red vertical line highlights the Assignments, Discussions, and Quizzes options, and a red text annotation reads: "Click on these areas to complete coursework which is typically graded with feedback provided." Other visible elements include a search bar, Bookmarks, Course Calendar (with 3 items), Table of Contents (with 96 items), and a progress indicator showing "0% 0 of 13 topics complete".

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.



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.



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:

Marla Cartwright, Director
Academic Engagement and Innovation
Student Liaison, TNeCampus and CoSCC Online
OnlineCampusHelp@ColumbiaState.edu