

## Welcome to the Distance Education Program at Craven Community College!



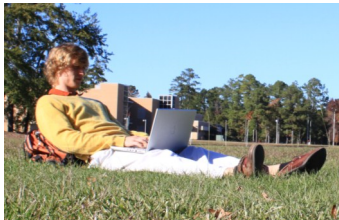
Distance education at Craven Community College will help you further your education by providing a variety of courses and degree programs in both fully online and hybrid formats.

### How Does it Work?

Distance education courses are delivered through a course management system that allows students 24/7 access to their courses. We are currently moving from Blackboard 9.1 to Moodle 2.1. During this transition you may have courses in both Blackboard and Moodle.

### What is the difference in Online and Hybrid Courses?

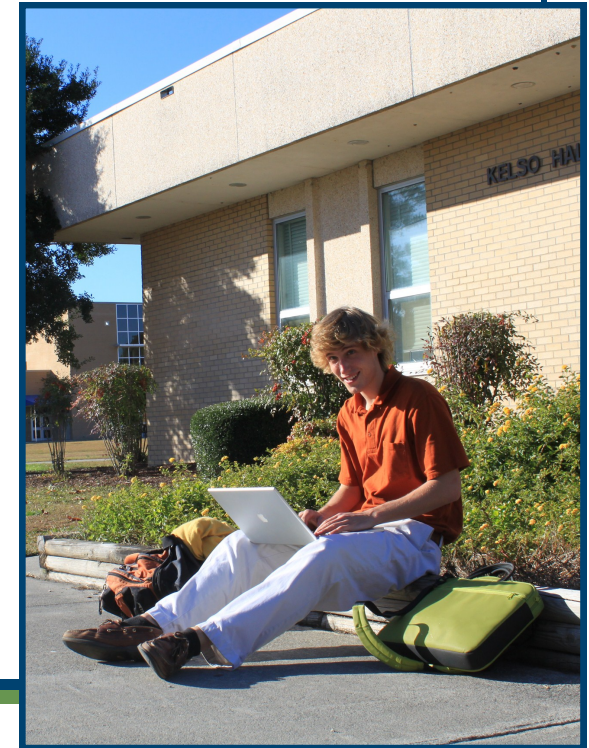
Online courses do not require students to be online at specific times but students login on a regular basis at their



convenience to keep up with course requirements, due dates, etc. Hybrid courses combine both classroom and online teaching and learning. Hybrid courses meet in the classroom on a regular basis and are supplemented with online lessons throughout the week. Classroom attendance is mandatory for all hybrid courses.

## Getting Started *with* Distance Education

*I Just Signed Up for an Online Course—Now What?*



# Getting Started With Your Online Class

## Finding Your WebAdvisor

The very first thing you need to do to get started with your distance education course is to verify your Web Advisor ID. This ID will be used as part of several usernames. **You can obtain your Webadvisor ID by visiting <http://webadvisor.cravencc.edu>.**

## Student Gmail

All students at Craven are issued a school Gmail account. This email account serves as your official email for your distance education courses. You should check your account on a regular basis.

To login to your Gmail click on Email at the top of the Craven website or key in the following address:  
<http://www.cravencc.edu/gmail/>.

Your Gmail username is the same as your WebAdvisor. Your password is your birthday; however, you will use the **four-digit year**. If John Doe's birthday was May 4, 1981, then his password would be **05041981**.

## Logging into Blackboard

The Blackboard server is located at <http://nclc.blackboard.com> or you can click the Blackboard button on the Craven website. Your username will be **crav-webadvisorid**. For example if John's Webadvisor ID is john.doe, then his Blackboard username would be **crav-john.doe**.

Your password is your birthdate. If John Doe's birthdate was May 4, 1981, then his password would be **050481**.

## Logging into Moodle

The Moodle server is located at <http://moodle.cravencc.edu> or you can click on the Moodle button on the Craven website. Your username will be the same as your Webadvisor ID.

Your password is your birthday; however, you will use the **four-digit year**. If John Doe's birthday was May 4, 1981, then his password would be **05041981**.

## Internet and Hardware Requirements

You must have Internet access for all Internet courses. A broadband connection is recommended. There are several locations on the New Bern Campus (the Academic Skills Center and Godwin Memorial Library) and on the Havelock Campus (the Academic Skills Center) that have computers available for use by students.

**Hardware:** The computer you plan to use should meet the following hardware and software requirements.

### PC Recommended Configuration

**Processor**—2.0 GHz or higher

**RAM**— 2GB or higher

**OS**—Windows XP w/ Service Pack 3 or higher

**Browser**—Firefox 3.6 or higher and the most current version of Java.

### Macintosh Recommended Configuration

**Processor**—2.0 GHz or higher

**RAM**—2GB or higher

**OS**—MAC OS 10.4 or higher

**Browser**—Firefox 3.6 or higher and the most current version of Java.

## Attendance Policy

Enrollment is established when a student submits the syllabus quiz to their instructor within the first ten percent of the term. **When a student has missed this deadline, he or she may be automatically withdrawn from the course.** Refer to the syllabus in each class for the attendance policy.

Please read, understand, and follow all attendance and tardiness policies found in the Student Handbook:

<http://www.cravencc.edu/admissions/catalog.cfm>

## Blackboard & Moodle Orientation

The Academic Skills Center on both campuses offer face-to-face orientation sessions at the beginning of each semester. These orientations will cover the basics of using Blackboard or Moodle to access course materials. Students who are taking their first Distance Education course are encouraged to attend one of these sessions. You can find the current orientation schedule online at

<http://www.cravencc.edu/distanceeducation/cccdistance-education-workshops.pdf>

For students who are truly at a distance. An online orientation video for Moodle is available online at <http://moodle.cravencc.edu/>. In the Student Resources block click on **Getting Started with Moodle**.

## Getting Help

If at any point you need technical assistance you can contact the Craven Help Desk located in the Academic Skills Center by calling 252-638-7212 or toll free at 877-98-CCCDE (22233).

You can also visit the Online Help Desk at

<http://www.cravencc.edu/distanceeducationhelpdesk>

## Contact Information

**Learning Management System Administrator**  
252-637-5740

**Distance Education Coordinator**  
252-514-2014

**Academic Skills Center—New Bern**  
252-638-7274

**Academic Skills Center—Havelock**  
252-444-0707

**Help Desk**  
252-638-7212—New Bern  
252-444-0707—Havelock  
877-98-CCCDE—Toll Free