

DISTANCE EDUCATION - Student Information

Please read ALL of the following information carefully and completely.

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- **Login Procedures**

Confirm your USERNAME at WebAdvisor.

- **WebAdvisor:** Your college USERNAME can be found at <http://webadvisor.cravencc.edu>.

After obtaining your **username**, you are prepared to log in to **Blackboard, Moodle, and Gmail** at the beginning of the semester.

WebAdvisor and Blackboard PASSWORD: Your WebAdvisor and Blackboard password follows the pattern below:

2 digit birth month, 2 digit birth day, 2 digit birth year: MMDDYY

Moodle and Gmail PASSWORD: Your Moodle and Gmail password follows the pattern below:

2 digit birth month, 2 digit birth day, 4 digit birth year: MMDDYYYY

For example, a student named Amy Monohan with a birthday of 01/03/1970, would confirm that her USERNAME in WebAdvisor is actually amy.monohan; and she would log in as follows:

WebAdvisor Login: amy.monohan

Password: 010370

Blackboard Login: crav-amy.monohan

Password: 010370

Moodle Login: amy.monohan

Password: 01031970

Gmail Login: amy.monohan

Password: 01031970

E-mail address: amy.monohan@student.cravencc.edu

- **Blackboard**

How do I Access my Blackboard course?

Your BLACKBOARD USERNAME will be **crav+** **WEBADVISOR username**. You may access Blackboard directly at <http://nclc.blackboard.com> or you can click on the Blackboard button on the Craven website home page.

When can I access my Blackboard course?

You may access your Blackboard courses *on May 23rd at 8am*, at the following web address:
<http://nclc.blackboard.com/webapps/portal/frameset.jsp>

Blackboard HelpDesk / Support:

If you cannot access your course(s) after *May 23rd at 8am*, please contact your **Instructor** or our **Distance Education Helpdesk** at 252.638.7212 or 877-98-CCCDE (toll free) or online at <http://d2.parature.com/ics/support/default.asp?deptID=8277>.

Blackboard Login Error:

If you get a login error when trying to access Blackboard after the first day of classes, complete the steps shown at <http://www.cravencc.edu/distanceeducation/cache.cfm> to ensure a successful login attempt to Blackboard.

Starting Your Class(es): After logging in, you will see all distance education courses for which you are enrolled. Click on each course name to enter that course.

- **Moodle**

How do I Access my Moodle course?

To determine if your course will be taught in Moodle, please sign into Blackboard first using the Blackboard login information above. Access each Blackboard course; and if that class will be taught in Moodle this semester, you will see a message announcing this. There will also be a video orientation to explain how to access your Moodle class.

Questions about the Syllabus or your 1st Assignment (for Blackboard or Moodle):

Please email your instructor. You can find the **name of your instructor and his/her email address** in each course **or** by visiting <http://www.cravencc.edu/admissions/classes.cfm>. This is a link to WebAdvisor where you can search for your course. First click on **WebAdvisor-Classes**. Choose the term, subject and course level and then input the course number and section and click “submit.” Double click on the correct course and section number to view the screen with your instructor’s name and e-mail address.

- **Gmail - Email (Formerly Campus Cruiser Email)**

You may access Gmail at <http://www.cravencc.edu/gmail/index.cfm> or <http://gmail.student.cravencc.edu> by using your **WebAdvisor username**. **Your Gmail password is your birthdate in the format of MMDDYYYY.**

Your Gmail email address is the official address used in online classes. You need to access your Gmail email as soon as the semester begins and check it regularly.

- **Internet and Hardware Requirement/Recommendation**

You must have Internet access for all Internet courses. **A T1 or higher, DSL, Cable, or High-speed Satellite connection is recommended.** (56k dial-up will work, but Blackboard will run very slowly). 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, all with T1 or better connections. Additionally, the computer you are using should meet the hardware and software requirements shown below.

Hardware: Minimum computer and connection requirements. ****Please note, some courses require additional hardware/software. Check with your instructor. It is your responsibility for Internet access.**

PC Recommended configuration

CPU: 1.60 GHz or better, Intel Pentium IV processor
Memory: 512MB RAM
Operating System: Windows XP w/service pack 3 installed or Windows Vista,
Software: Internet Explorer 8 or Firefox 3.6 AND Java 5
Speakers: Internal or External
Updated **Antivirus** Software
Word Processing Software Program

Macintosh Recommended configuration

CPU: 1.83GHz or better, Intel Core Duo
Memory: 512MB RAM
Operating System: Macintosh OS, current versions (OS 10.4)
Speakers: Internal or External
Updated **Antivirus** software
Word Processing Software Program

- **Attendance Policy**

Enrollment is established when a student submits an assignment 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>

Internet and Course Compass Courses (MAT & SPA) are listed at
<http://www.cravencc.edu/admissions/classes.cfm>. Contact your instructor or attend an orientation for login information.

- **ASC Tutoring and Review by Email**

In addition to face to face tutoring available at either of the Academic Skills Centers (New Bern or Havelock campus), students can receive tutorial assistance in writing by attaching their draft documents in an email and sending the email to writinglab@cravencc.edu. In the body of the e-mail, please supply the following information:

1. The description of the assignment and the grading scheme, as provided by your instructor.
2. Specific questions or concerns you have about your working draft.
3. Identify areas of your draft document that you take satisfaction or pride.

- **Contact Information**

Learning Management System Administrator:
252-637-5740

Coordinator of CTL and Distance Education
252-514-2014

Campus Book Store
New Bern Campus 252-638-7259

Godwin Memorial Library
New Bern Campus 252-638-7272

Academic Skills Center
New Bern Campus 252-638-7274

Online Distance Education Help Desk
<http://d2.parature.com/ics/support/default.asp?deptID=8277> .
252-638-7212, 252-444-0707, or 877-98-CCCDE (toll free)

Online Book Store
<http://www.cravencc.edu/bookstore>

Student Services
New Bern Campus 252-638-7200

Academic Skills Center
Havelock Campus 252-444-0707

- **Orientation:** Internet courses offered at Craven Community College use Blackboard and Moodle as delivery methods. Students unfamiliar with Blackboard or Moodle should attend one of the Distance Education orientations offered through the Academic Skills Center. The schedule for these orientations is shown on the next page. **Some instructors hold a face to face orientation for their online class.** Attending this face to face orientation for your class is not required but is **strongly** recommended. It is a good opportunity to meet your instructor and get an overview of the course.

Distance Education Workshops

Summer 2011

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday, May 23rd	11:00 a.m.	A-108-D (New Bern)
	12:00 p.m.	A-108-D (New Bern) -Moodle
	4:00 p.m.	Redd-127 (Havelock)
	5:00 p.m.	Redd-127 (Havelock)
	6:00 p.m.	A-108-D (New Bern)
Tuesday, May 24 th	11:00 a.m.	A-108-D (New Bern)
	5:00 p.m.	A-108-D (New Bern)
	5:00 p.m.	Redd-127 (Havelock)
Wednesday, May 25th	11:00 a.m.	A-108-D (New Bern)
	5:00 p.m.	A-108-D (New Bern)
Thursday, May 26 th	11:00 a.m.	A-108-D (New Bern)-Moodle
	12:00 p.m.	A-108-D (New Bern)
	5:00 p.m.	A-108-D (New Bern)

These orientations will cover the basics of Blackboard or Moodle (as noted). Students who are taking their first Internet class should make every effort to attend one of these sessions. Each orientation will last approximately one hour after which students will be given the opportunity to ask questions.

Online Distance Education Help Desk

<http://d2.parature.com/ics/support/default.asp?deptID=8277>

252-638-7212, 252-444-0707 or 877-98-CCCDE (toll free)