

**DISTANCE EDUCATION - Student Information**

Please read ALL of the Following information carefully and completely

**Topics:**

Login Procedures:

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Blackboard:

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Internet and Hardware Requirement:

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- **Login Procedures**

**Blackboard & Gmail PASSWORD:**

Your Blackboard and Gmail passwords are the same, initially. The password follows the below pattern:

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

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

**Blackboard Login: crav-amy.monohan**

**Password: 010370**

**Gmail Login: amy.monohan**

**Password: 010370**

**E-mail address: [amy.monohan@student.cravencc.edu](mailto:amy.monohan@student.cravencc.edu)**

- **WebAdvisor:**

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

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

- **Blackboard:**

**How do I Access my Blackboard (Bb) course?**

Your *BLACKBOARD USERNAME* will be **crav-+ WEBADVISOR username**. You may access Blackboard directly at <http://nclc.blackboard.com>.

**When can I access my Blackboard (Bb) course?**

You may access your BB courses *on AUGUST 18th at 8am*, at the following web address:

<http://nclc.blackboard.com/webapps/portal/frameset.jsp>

**Blackboard (Bb) HelpDesk / Support:**

If you cannot access your course(s) after *AUGUST 18th 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 (Bb) Login Error:**

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

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

**Questions** about the **Syllabus** or your **1st Assignment**:

**Please email your instructor.** You can find the **names of your instructors and their email addresses** in your course or by visiting <http://www.cravencc.edu/admissions/classes.cfm>, there is a web link to WebAdvisor.

- **Gmail - Email (Formally 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** and **birth date as your password in the format of MMDDYY**.

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, Godwin Memorial Library, and computer labs across campus) 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 Campus, Havelock), students can receive tutorial assistance in writing by attaching their draft documents in an email and sending the email to [writinglab@cravencc.edu](mailto: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.

## FALL 2010 SEMESTER



3. Identify areas of your draft document that you take satisfaction or pride.

- **Orientation:** Internet courses offered at Craven CC use Blackboard (Bb) as a delivery method. Students unfamiliar with Bb should attend one of the Distance Education orientations offered through the Academic Skills Center; the schedule for these orientations is shown below. **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 Orientations – FALL 2010:**

These orientations will cover the basics of Blackboard and Gmail. Students who are new to online classes should attend one of these orientations.

<b>Date</b>	<b>Times</b>	<b>Location</b>
August 18, 2010	12:00 PM	NB A-202
	4:00 PM	HV Redd-115
	5:00 PM	NB A-202
	5:00 PM	Ch.Pt. T&E 234
	5:00 PM	HV Redd-115
August 19, 2010	12:00 PM	NB A-202
	5:00 PM	NB A-202
	4:00 PM	HV Redd-115
	5:00 PM	HV Redd-115
August 20, 2010	2:00 PM	NB A-202
August 23, 2010	11:00 AM	NB A-202
	6:00 PM	NB A-202
September 14, 2010	12:00 PM	NB A-202
	5:00 PM	NB A-202
October 14, 2010	12:00 PM	NB A-202
	4:00 PM	HV Redd-115
	5:00 PM	HV Redd-115

**Students 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.**

## **FALL 2010 SEMESTER**



- **Contact Information**

**Distance Education Technical Coordinator:**  
252-637-5740

**Distance Education Chair:**  
252-672-1751

**Campus Book Store**  
New Bern Campus 252-638-7259

**Godwin Memorial Library**  
New Bern Campus 252-638-7281

**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 or 877-98-CCCDE (toll free)

**Online Book Store**  
<http://www.craven.bkstr.com>

**Student Services**  
New Bern Campus 252-638-7227

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