

FALL 2010 SEMESTER OFFICIALLY BEGINS AUGUST 18TH, 8 A.M.



DISTANCE EDUCATION - Student Information

Please read ALL of the Following information carefully and completely

Topics:

Login Procedures:

WebAdvisor:

Blackboard:

Gmail:

Internet and Hardware Requirement:

Attendance:

ASC Tutoring and Review by Email:

Orientation/Distance Education Orientation - Fall 2010:

Contact Information:

- **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

- **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. 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 OFFICIALLY BEGINS AUGUST 18TH, 8 A.M.



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.

Date	Times	Location
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
August 31, 2010	12:00 PM	NB A-202
	6:00 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 OFFICIALLY BEGINS AUGUST 18TH, 8 A.M.



- **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