



SPRING 2010 SEMESTER OFFICIALLY BEGINS *JANUARY 11TH, 8 A.M.*

DISTANCE EDUCATION STUDENT INFORMATION

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY AND COMPLETELY

When can you access your Bb course? Students may access Bb classes ***on JANUARY 11th at 8am.*** If you cannot access your course after ***JANUARY 11th 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=4287>.

If you have *questions* about the syllabus or first assignment, *email your instructor.* You can find the **names of your instructors and their email addresses** in your course or by visiting <http://www.cravenc.edu/admissions/classes.cfm>

Webadvisor Username: Your college username can be found at <http://webadvisor.cravenc.edu>. *Once you obtain your username, you are prepared to login to Blackboard and Campus Cruiser, when the semester begins.*

Campus Cruiser: You may access student email at <http://prod.campuscruiser.com/cravenc/> by using your **Webadvisor USERNAME** and **birthdate as your password in the format of mmddyy.**

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

Blackboard & Campus Cruiser PASSWORD:

Your Blackboard and Cruiser passwords are the same, initially. The password follows this pattern:
2 digit birth month 2 digit birth day 2 digit birth year

For example, a student named Amy Monohan with a birthday of 01/03/1970, would find her CRUISER 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
Campus Cruiser Login:	amy.monohan
Password:	010370
E-mail address:	amy.monohan@cc.cravenc.edu

If you get a login error when trying to access Blackboard after the first day of classes, complete the steps shown at <http://www.cravenc.edu/TTS/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.

Your Campus Cruiser email address is the address that will be used in online classes.

You need to access Campus Cruiser email as soon as the semester begins and check it regularly.

Recommended Internet and Hardware Required: 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 are as follows: ****Please note, some courses will require additional hardware/software, check with your instructor. It is your responsibility to have access to the Hardware/Software for your course. It is your responsibility to have access to the internet.**

<u>PC Recommended configuration</u> CPU: 733MHz or better Intel Pentium III processor Memory: 512MB RAM Operating System: Windows XP w/service pack II installed or Windows Vista Speakers: Internal or External Updated Antivirus Software Word Processing Software Program	<u>Macintosh Recommended configuration</u> CPU: 500MHz or better Power PC processor (Power Macintosh G4) Memory: 512MB RAM Operating System: Macintosh OS, current versions (OS 9.2.2/10.1.3) Speakers: Internal or External Updated antivirus software Word Processing Software Program
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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.cravenc.edu/admissions/Course%20Catalog/Academic%20Regulations.pdf>

ASC Tutoring and Draft Review by Email: In addition to face to face tutoring available in either of the Academic Skills Centers, students can receive tutorial assistance in writing by attaching their drafts to an e-mail addressed to writinglab@cravenc.edu. In the body of the e-mail, students will need to 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. Areas of the draft that you are satisfied with and proud of.

Orientations: 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; this is a good opportunity to meet your instructor and get an overview of the course.

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

Distance Education Orientations – SPRING 2010:

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

Monday, JANUARY 11	10 AM	A-202	Wednesday, JANUARY 13	11 AM	A-202
	2 PM	A-202		5 PM	A-202
	3 PM	HV-REDD 127	Thursday, JANUARY 14	NOON	A-202
	5 PM	HV-T&E Bldg 234		5 PM	A-202
	6 PM	A-202	Tuesday, FEBRUARY 9	11 Am	A-202
Tuesday, JANUARY 12	11 AM	A-202		5 PM	A-202
	5 PM	A-202	Tuesday, MARCH 9	NOON	A-202
				5 PM	A-202

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. Check for updated information in the Distance Education Handbook at <http://www.cravenc.edu/uploads/destudent-handbook.pdf>

Contact Information

Distance Education Technical Coordinator 252-637-5740 Distance Education Chair: 252-672-1751	Online Distance Education Help Desk http://d2.parature.com/ics/support/default.asp?deptID=4287 252.638.7212 or 877-98-CCCDE (toll free)
Campus Book Store On the New Bern Campus 252.638.7259	Online Book Store On the New Bern Campus www.craven.bkstr.com
Godwin Memorial Library On the New Bern Campus 252.638.7281	Student Services On the New Bern Campus 252.638.7227
Academic Skills Center New Bern Campus 252-638.7274	Academic Skills Center Havelock Campus 252-444.0707