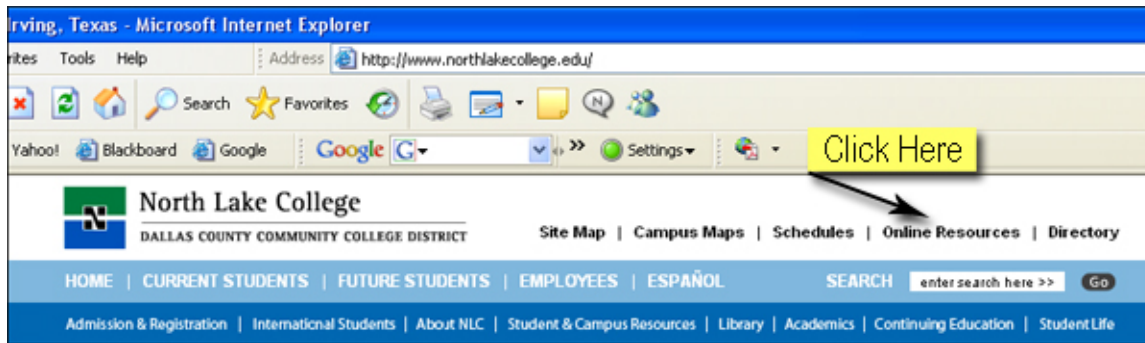


How to Take an Online Course

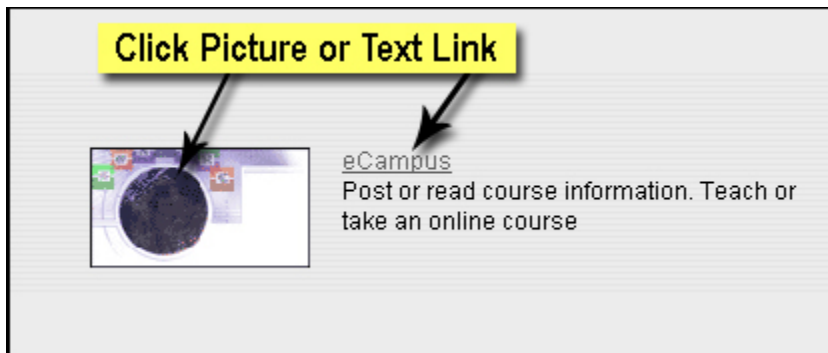


Wildfire Institute
Illuminating Employee Potential and Success

Congratulations, you are taking your first online course. To access eCampus, click the **Online Resources** link at the top right hand side of the NLC homepage.



Next click the **Black Dot** or the **eCampus** link located on the left hand side of the page.

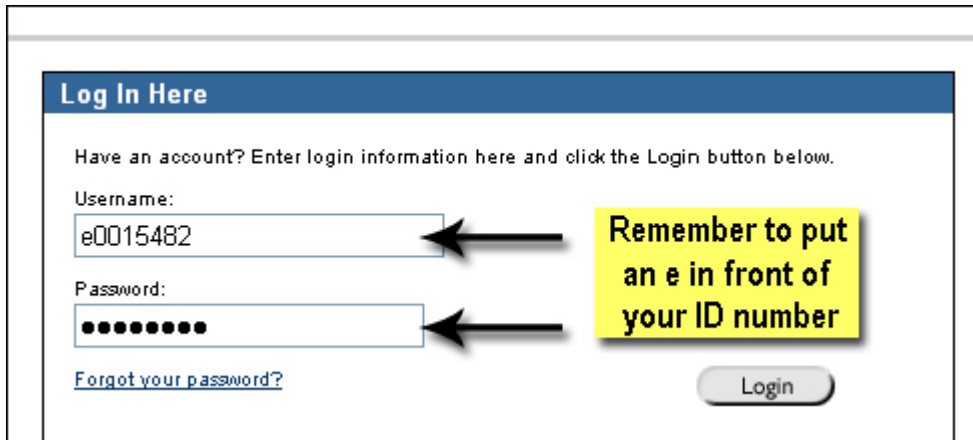


When you reach the page pictured below, Click the **Winter Term 06-07 & Summer 07 Courses** link.

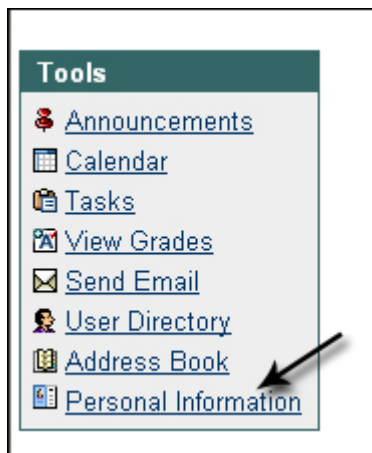


Type in your **Username** (e and your ID number) and your **Password** in the **Log In Here** box in the center of the page.

Note: If you are logging into eCampus for the first time, your username and password will be the same. You should change your password the first time that you login.

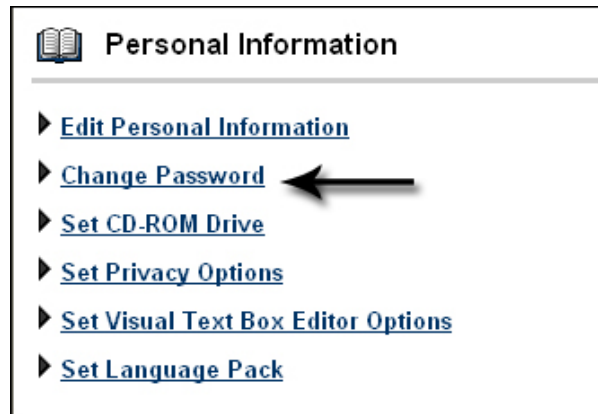


To Change your Password



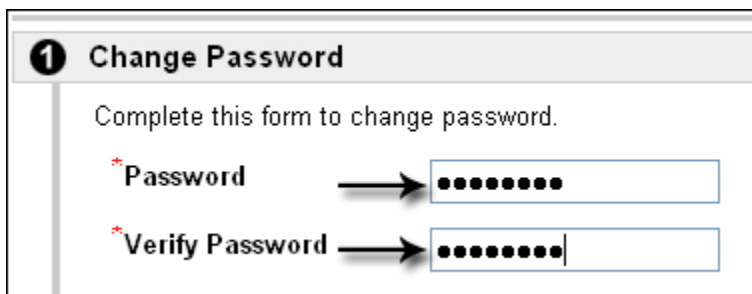
The first time that you log into eCampus, your username and password will be the same. It is very important to change your password. The entry page for eCampus is on the DCCCD tab.

On the left hand side of the page in the Tools box, click the **Personal Information** link.



Click the **Change Password** link.

In the **Change Password** area, type in your new password in the **Password** box. Then type it in again in the **Verify Password** box.

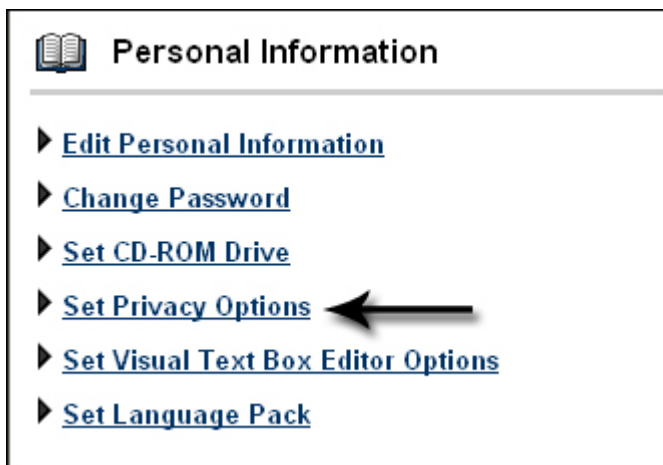


Click **Submit** and **Ok** to finish changing your password.



Set Privacy Options

You can also set your **Privacy Options** in the **Personal Information** area. This will allow you to control how much personal information is revealed to your online classmates. Click the **Set Privacy Options** link.



You can check the information that you want to make available by checking the boxes pictured below. If you want any of the information to appear in the directory you must check the **List my information in the User Directory** check box located in the **Directory Status** area. Click **Submit** and **OK** to finish setting your **Privacy Options**.

Choose what personal information to make publicly available. Note that you organizations in which you are enrolled. If you want any other personal info

Email Address

Address (Street, City, State, Zip, Country)

Work Information (Company, Job Title, Work Phone, Work Fax)

Additional Contact Information (Home Phone, Mobile Phone, Website)

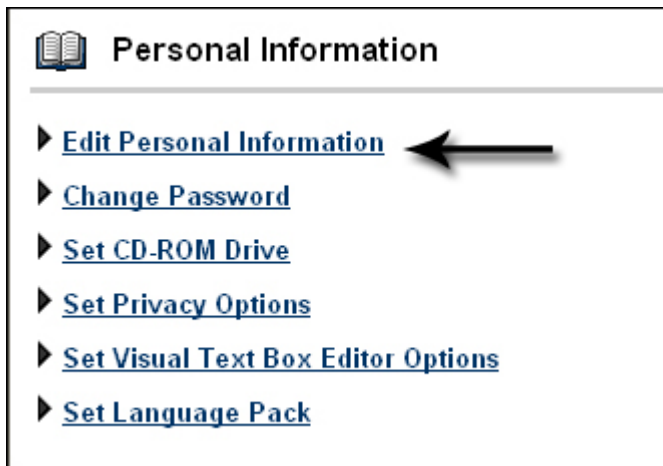
Directory Status

Your personal information is not included in the User Directory unless you

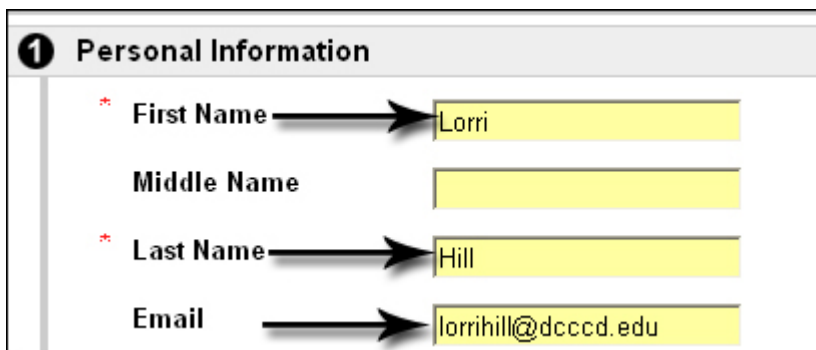
List my information in the User Directory

To Change your Email Address

It is important to have your current email address updated in your eCampus account so that your instructor can contact you. Click the **Edit Personal Information** in the **Personal Information** area.



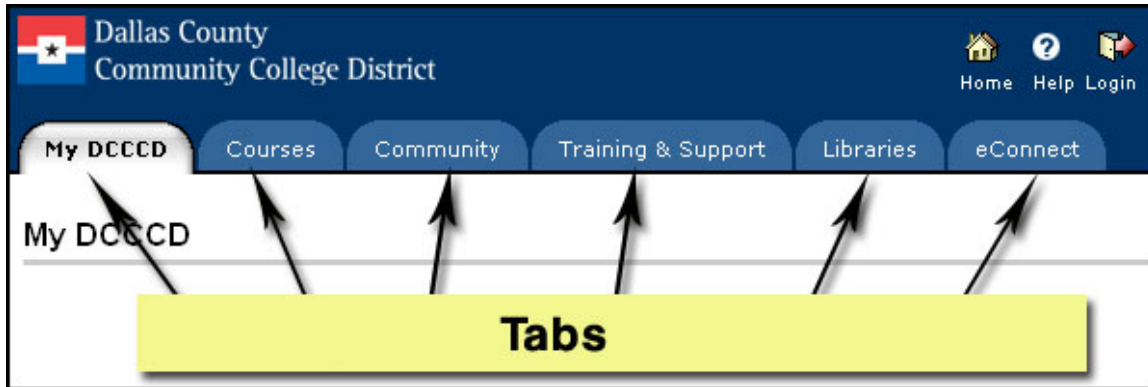
In the **Personal Information** section, Make sure that your **First Name, Last Name** and **Email** address are correct. Be sure to scroll down and click **Submit** and the **OK** to finish updating your **Personal Information**.



A screenshot of a web form titled "Personal Information" with a circled "1" icon. The form contains four input fields, each with an arrow pointing to it:

- * First Name**: Input field containing "Lorri".
- Middle Name**: Empty input field.
- * Last Name**: Input field containing "Hill".
- Email**: Input field containing "lorrihill@dccd.edu".

eCampus Layout



The tabs pictured above are located at the top of the eCampus window:

1. My DCCCD - Your eCampus entry page which contains: The Tools area located on the far left hand side. My Announcements for all your courses, Courses: Quick View, and Faculty Information from the eCampus facilitators in the Middle of the page. On the far right hand side is My Courses, My Organizations and My Calendar.

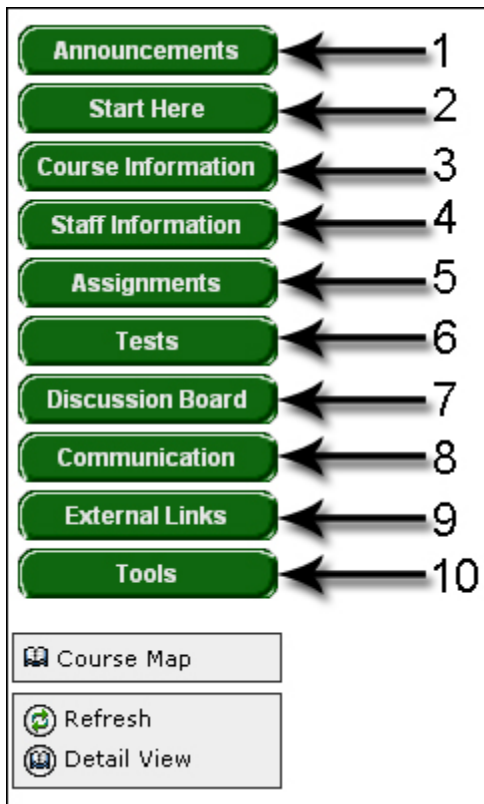
2. Courses - A list of all the courses that you are enrolled in as a student. The Course Catalog is a searchable database of all the available eCampus courses.

3. Community - A list of all the Organizations that you are participating in and a searchable database of all the Organizations in eCampus.

4. Training and Support – This section contains links to eCampus tutorials.

5. Libraries – This area is a wealth of resources with online databases, a Library Catalog, E-Books, Journals and Magazines, Major Services and Beyond Your College Library.

6. eConnect - This section contains a portal to the eConnect system.



eCampus Buttons

The picture to the left depicts the buttons that an average course in eCampus will have. Some courses will have less buttons and some will have more. The picture below shows the setup of buttons from our training course.

1. **Announcements** - Where you can find announcements from your instructor.
2. **Start Here** – Contains pieces such as the welcome message, general course overview and other pertinent information that will help you get started in your course.
3. **Course Information** – This area has the syllabus, course calendar and any rules that pertain to your course.
4. **Staff Information** – Information about your instructor.
5. **Assignments** - This area will be where you can find your coursework for the semester.
6. **Tests** –Your exams and quizzes
7. **Discussion Board** – Discussion Board Forums
8. **Communication** – Class Roster, email
9. **External Links** – Important links located outside of your course.
10. **Tools** – Links to your student homepage, grades and personal information.

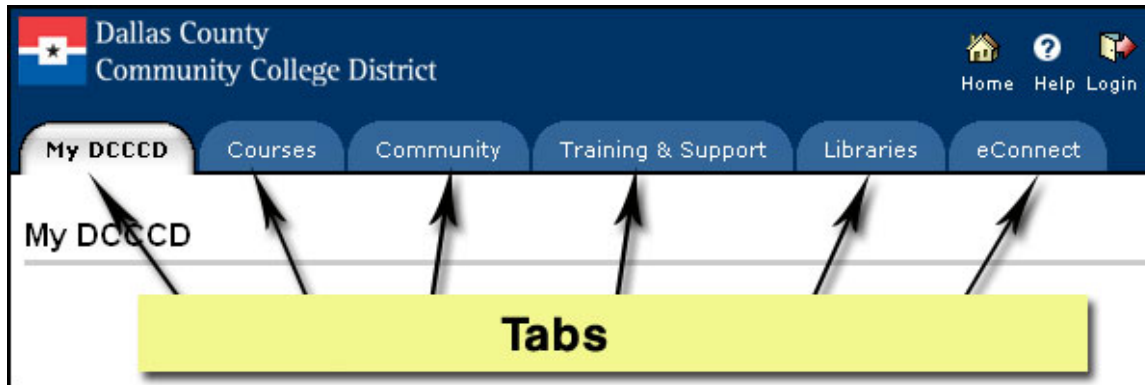
Forward Navigation

One of the most powerful abilities of the eCampus education platform is the ability to move from one area of the course to another without ever clicking on the **Back** button.

The reason not to use the **Back** button in eCampus is because after a few minutes, the pages dissolve or go away. If you try to use the Back button, all you will see is a page error.

This is similar to the design that is used in online banking. It's purpose is to prevent anyone else who may use the computer from backing (hacking) into your course by history or “backing” up via Web pages into your course.

Forward navigation is moving in your course by clicking on either a **tab**, **navigation button** or **bread crumb** to move to a different area.



The Course Tabs

The course tabs in eCampus give you a option of looking at **My DCCCD**, **Courses**, **Community**, **Training & Support**, **Libraries**, or **eConnect** view. The above illustration demonstrates the location of the Tabs.

Try clicking on the “**My DCCCD**” or “**Courses**” view. Clicking on a tab will take you there without having to use the **Back** button on your browser.

More Forward Navigation with the Course Buttons

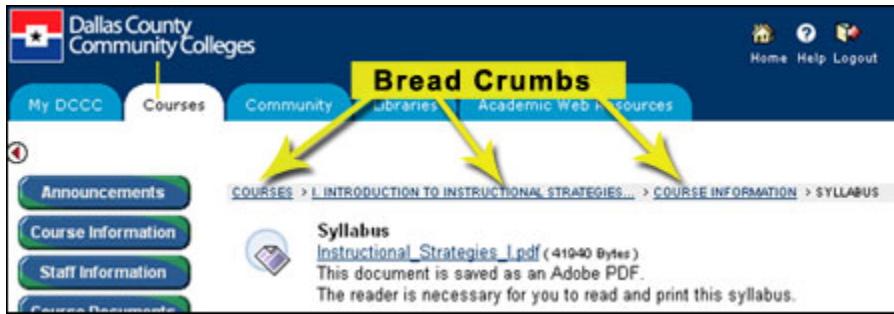


Another example of how to navigate is to click on the **Course Information** button on the left hand side of the page. If you are in the **Course Information** area and decide to go to **Staff Information**,

simply click the button on the left hand side to move to that area.

The point is, **no matter where you are** in your course, if you choose to move to another area you can do so with ease.

Bread crumbs



Bread crumb trails

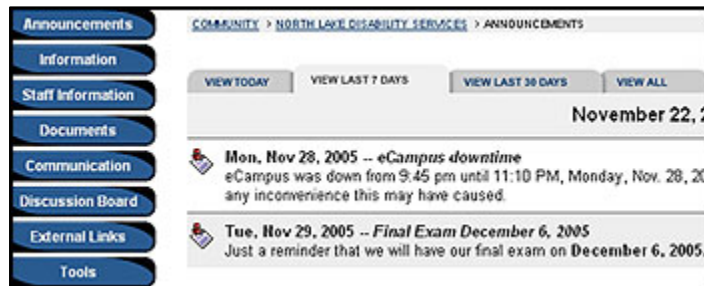
plainly map out the regular path from the course start or home page to the page you are currently viewing. One of the options of **bread crumbs** is that

you can step back through any of the navigated sections “**above**” your current location using the links embedded in the bread crumbs.

This navigation style is named after the trail of bread crumbs that **Hansel and Gretel** (characters in a popular fairy tale) used to find their way back home through the forest.

Announcements

Announcements are an important tool that instructors use to communicate with students in online and traditional classroom settings. They serve as reminders to



students of homework due dates and upcoming tests. Instructors can also let students know of emergency cancellations of class before they leave for school.

Start Here

The **Start Here** button contains pieces such as the welcome message, general course overview and other pertinent information that will help you get started in your course.



1. The **Welcome Message** – Contains a brief introduction by your instructor welcoming you to the class.

2. **Skills and Technology Needed for this Course** - This page outlines the hardware and software requirements as well as computer skills needed for the class.

3. **Tips for your Online Success** – This page has guidelines for taking an online course.
 4. **Tutorial – Student Homepages** has two tutorials. One explains how to build a student homepage and the other details how to view student homepages.
 5. **Safeguarding your Privacy** - Tutorial that explains how to change your privacy options in eCampus
 6. **Modifying Content on your eCampus** A tutorial that shows you how to personalize your DCCCD eCampus entry page.
-

Course Information

This section usually has important information about your course.

Syllabus
This folder contains:

- The books and materials needed
- Evaluation procedures
- Policies
- Educational competencies

Grading Policies
This folder contains information on grading policies for this course.

Course Calendar
This folder contains the calendar for the semester with the due dates for all assignments, projects and exams.

Online Conduct for This Course
Contents:


- Online Conduct
- Discussion Board Rules
- Email Instructions

Disability Services
This folder contains a link that points to the Disability Services Web site for North Lake College.

1. **Syllabus** – This is the contract for your online class.
2. **Grading Policies** – Guidelines for how your grade is determined.
3. **Online Conduct for this Course** – Covers the rules for the course.


Staff Information

The **Staff information** page is your Instructor’s virtual office. It should contain information on how you can contact them if a problem arises. Information usually found there includes; your instructor’s e-mail address, office hours and office phone number. Knowing that you can contact your instructor allows you to feel that they are available and willing to help you succeed in your course.

<p>Lorri Hill Email lorrihill@dcccd.edu Work Phone 972-273-3258</p> <hr/> <p>Office Location L241 Wildfire Institute Library Building North Lake College Campus Irving, Texas Office Hours 8AM - 4:30PM Monday - Friday This is subject to change based on the types of courses we are teaching. Please call ahead or email me.</p> <hr/> <p>Notes Visit my personal website with samples of the work that we can do for you. Personal Website</p>	
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Assignments

This section is where all of your content and exercises should be located.



Module 1
Contents:

- Your First Assignment - Creating a Home Page
- Creating a Staff Information Profile
- Creating an Announcement
- Reading - The Importance of Copyright and Ethics



Module 2
Contents:


- Organizing Your Course Content
- Creating an Assignment in Your Course
- Creating an External Link
- Creating a Grading Rubrick

Some instructors chunk the material in modules, like the example to the left, while others, will divide the material into chapters or weeks.


Each folder should have everything that you need to finish a section in your course, unless your instructor asks you to go to another section ie a test or discussion board assignment.

Tests


Some instructors will have a test or quiz button where they will launch your tests. Below is an example of tests in an online course.



Online Test One
This test will quiz your knowledge of North Lake and it's community.



Online Test Two
This test quizzes your knowledge of North Lake College.



Online Test Three
This test quizzes your knowledge of current events and technology

Discussion Board

The **Discussion Board** is a valuable tool to allow students to communicate their ideas with others in their class in a constructive and controlled environment. It is more effective in an on-line class because unlike chat, which requires the users to meet at an appointed time, the user can post at their leisure.

[Course Communication](#)
 This Course Communication Board is designed for you to help each other be successful this semester with your course. Feel free to ask for help or provide assistance to your fellow classmates.

Remember you always have the option to contact me if the issue is still unclear.
[Contact Professor Boyd](#)
 Rights to this area: Allow new discussion threads.
 You cannot edit your material once you have submitted it.
[Blazer Cafe](#)

Use this discussion area as an open forum to communicate with each other about subjects other than the content of this class. The rules of **Discussion Board Etiquette** still apply to this area so please be respectful of each other.

Rights to this area: 1) Attach files and 2) Attach new discussion threads. You cannot edit your material once you have submitted it.
[What Kind of Dog are You?](#)

This is your first Discussion Board assignment. Follow the instructions below to complete the exercise.

Website Link: [Gone to the Dogs](#)

1. Click the "Gone to the Dogs" link below to take the [What Kind of Dog are You](#) test. Click the **Game** link to the left of the screen to begin the test.

The **Course Communication** forum is designed to allow students to help each other with questions relating to the course or material.

The **Blazer Cafe** is an open forum which allows students to discuss topics that don't relate to the class. This is a good place to get to know your class mates and practice posting on the Discussion Board.

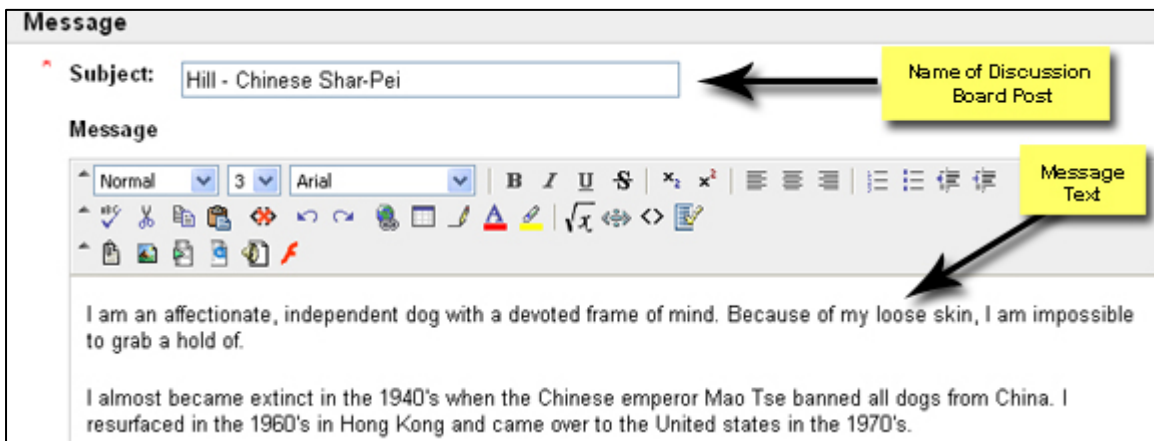
Some instructors have Introduction forums where students introduce themselves and tell the class any personal information that they would like to share.

To Post on the Discussion Board



Click on the **Discussion Board** topic name and then click the + Thread button at the top left hand side of the page.

Fill in the **Subject** with a title for your discussion thread. Then type in your post in the **Message** section.



Note: You can't edit a post after you have submitted it. To prevent spelling and other errors, open your Word processing program and carefully compose your discussion post. When you have completed it to your satisfaction, copy and paste it into the Discussion Board window pictured above.

Click **Submit** and **OK** to finish posting your discussion forum.

To Reply to a Posting on the Discussion Board

Open the discussion board forum you would like to read by clicking on the link

[Blazer Cafe](#)

Use this discussion area as an open forum to communicate with each other about subjects other than the content of this class. The rules of **Discussion Board Etiquette** still apply to this area so please be respectful of each other.

Rights to this area: 1) Attach files and 2) Attach new discussion threads. You cannot edit your material once you have submitted it.

[What Kind of Dog are You?](#) ← **Click Link**

This is your first Discussion Board assignment. Follow the instructions below to complete the exercise.

Click the name of the posting that you would like to read and reply to.

<input type="checkbox"/>	6/28/07 8:22 AM	SAMPLE: Chesapeake Bay Retriever - Marquez
<input type="checkbox"/>	6/28/07 10:41 AM	Lefler
<input type="checkbox"/>	6/28/07 10:41 AM	GARCIA
<input type="checkbox"/>	6/28/07 10:42 AM	Cline
<input type="checkbox"/>	6/28/07 10:42 AM	Prewitt
<input type="checkbox"/>	6/28/07 10:46 AM	bennett
<input type="checkbox"/>	6/29/07 2:53 PM	Hill - Chinese Shar-Pei
<input type="checkbox"/>	7/18/07 2:46 PM	Hill - Chinese Shar-Pei ←

Read the posting and click the **Reply** button shown below.

Subject: Hill - Chinese Shar-Pei → [Reply](#) [Modify](#) [Remove](#)

Author: [George Marquez](#)
Creation date: Friday, June 29, 2007 2:53:14 PM CDT
Date last modified: Friday, June 29, 2007 2:53:14 PM CDT
Total views: 1 **Your views:** 1

I am an affectionate, independent dog with a devoted frame of mind. Because of my loose skin, I am impossible to grab a hold of.

I almost became extinct in the 1940's when the Chinese emperor Mao Tse banned all dogs from China. I resurfaced in the 1960's in Hong Kong and came over to the United states in the 1970's.

Subject: Hill - Chinese Shar-Pei → [Reply](#) [Modify](#) [Remove](#)

Click the **Show Original Post** Link to show the post above the message window. You can use it as a reference when you are replying to the post. Compose your reply in the Message box.

Click **Submit** and **OK** to finish posting your reply.

Reply to Post

1 Message

[Show Original Post](#) ← **Click to show posting**

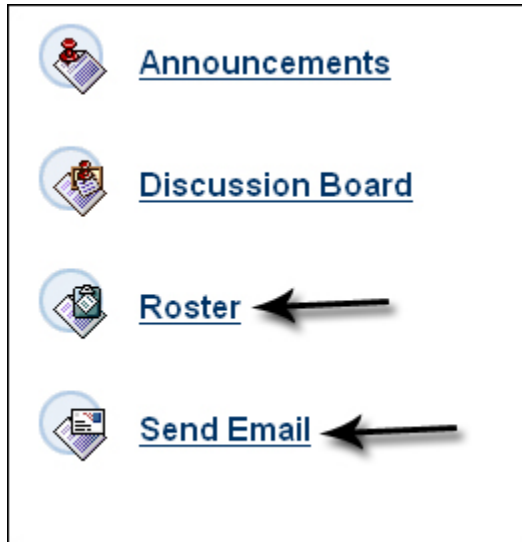
Subject: RE:Hill - Chinese Shar-Pei

Message

Normal 3 Times New Roman B I U

Type Reply →

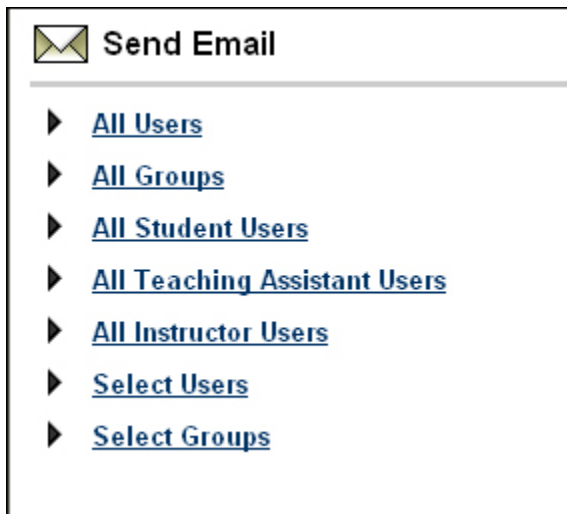
Communication Button



The **Communication** Button contains links to the Announcements, Discussion Board, Roster and the Send Email.

The **Roster** link allows you to search for your classmates and view their home pages.

The **Send Email** link is another way to communicate with the other students in your course or your instructor from inside of eCampus.

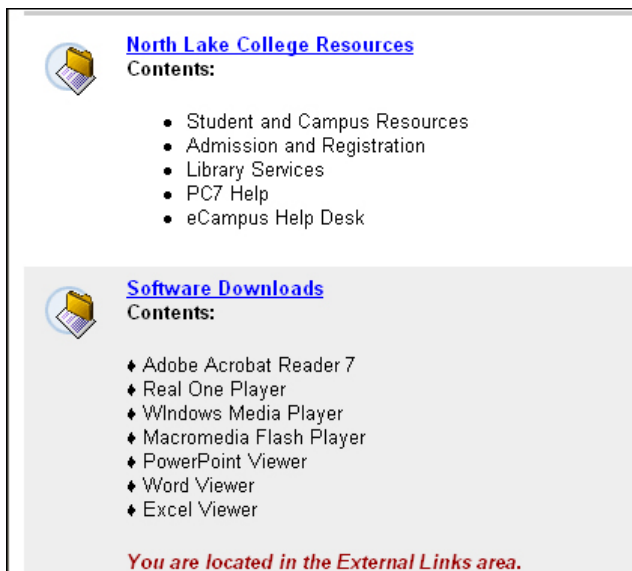


To send an internal email, simply click the **Send Email** link. You can select **All Users**, **All Groups**, **All instructors** or you can select individual users by clicking the **Select Users** link.

When you send the Email, eCampus gives you the option to send a copy of the email to the email address that you have on file.

Note: It is important to keep your email current so you can receive emails from your instructor or classmates.

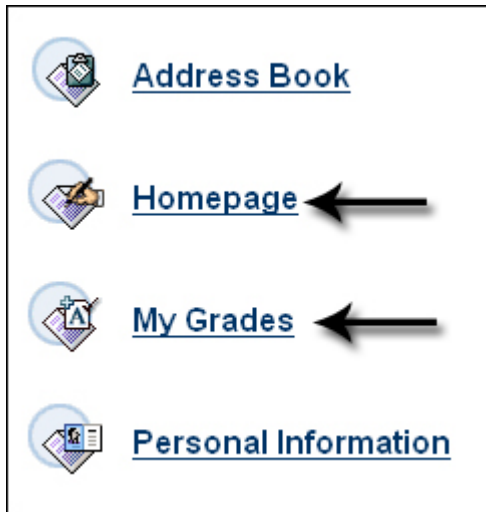
External Links



The **External Links** button has hyperlinks that are relevant to your course that are not located in eCampus.

There are links to the important resources located on the college website. There is also a folder that contains links to the latest software downloads that will assist you with your online course.

Tools Button



The **Tools** button leads to an important area for students.

There is a link to the template where you create your student **Homepage** in eCampus.

The **My Grades** link is important because it allows you to view your grades in the grade book.

There is a **Personal Information** link that allows you to edit any of your personal information including changing your password and setting your privacy options in eCampus.