



You're registered in an online class for Winter Quarter 2014.

Keep reading for "getting-started" info!

View this message online at www.whatcom.ctc.edu/elearning.

Information for Online Learners from the Student Help Desk

Number 1

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Resources for Online Learners

www.whatcom.ctc.edu/elearning

Whatcom's main eLearning page. Also check out the Student Tutorials and Resources page you can get to from there.

<http://writing.whatcom.ctc.edu/tutoring.htm>

Online tutoring by the Writing Center.

<http://www.etutoring.org>

Online tutoring in math and other subjects.

<http://whatcom.ctc.edu/student-services/campus-resources/math-center/>

Whatcom's Online Math Center.

Welcome to online learning at Whatcom Community College! This is the first of five beginning-of-the-quarter messages to help you get started in your online class.

Important Dates

Please note: WAOL courses begin during the winter break on Jan. 2.

DECEMBER 2013

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29	30	31				

JANUARY 2014

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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You can log into your "virtual classroom"

- December 26 for WAOL Online (section ONL)
- January 2 for WCC Online (section OL#)



Your class starts

- January 2 for WAOL Online (section ONL)
- January 8 for WCC Online (section OL#)

<http://library.whatcom.etc.edu>

Access to the library's online databases (must have a student network account).

<http://library.whatcom.etc.edu/ask-a-librarian>

Online research help from a librarian.

Contact Us

studenthelpdesk@whatcom.etc.edu

For **technical issues** including but not limited to logging in, Canvas, how to turn in assignments, computer account problems, other software programs, or remote access to campus, contact the **Student Help Desk** located in Heiner 104, Monday through Thursday 7am-7pm and Friday 7am-5pm when classes are in session. You can also contact us by phone at 360-383-3410.

advise@whatcom.etc.edu

An **online advisor** is available to assist you by email if you have scheduling, academic planning, or other non-technical issues with your online class. You can also contact your online advisor by calling 360-383-3080.

On-campus orientations to online learning – optional (1½ hours)

- Monday, December 30, 2:00 pm (Laidlaw 211)
- Thursday, January 2, 4:00 pm (Laidlaw 211)
- Monday, January 6, 5:30 pm (Laidlaw 211)
- Tuesday, January 7, 3:00 pm (Laidlaw 211)
- Wednesday, January 8, 4:00 pm (Laidlaw 211)
- Friday, January 10, 11:00 am (Cascade 104)

Logging into Your Class

1. Launch a web browser. Canvas works best with Firefox.
2. Go to the [eLearning page](#) of Whatcom's web site and click the Canvas Login button.
3. On the login page, enter your student ID number as the username and the first six letters of your last name (all lower case) as the password.
4. If your name is shorter than six letters, repeat it until you reach six letters, e.g., doedoe.
5. If you have more than one Canvas course, click the “Courses” tab at the top of the screen to select the class you want to open.

Computer Skills You'll Need

Are you wondering if you have the computer skills you'll need for your online course? Read over this checklist of the skills an online course typically requires.

- Using the keyboard and mouse
- Performing computer operations such as
 - Copying/pasting
 - Managing files and folders (creating, naming, saving in different formats, moving and deleting)
- Using the Internet
 - Connecting to the Internet with a web browser such as Firefox, Safari or Internet Explorer
 - Downloading and uploading files between your computer and a web site
 - Downloading an Internet browser if necessary (we recommend Mozilla Firefox to use with your online class)
 - Using a search engine such as Google or Bing to find information on web sites
 - Using the library's online databases

- Using e-mail
 - Having a valid e-mail address
 - Sending and receiving e-mail messages
 - Attaching files to e-mail messages
 - Opening e-mail attachments
- Using applications
 - Using your Canvas "virtual classroom"
 - Using a word processing application such as Word
 - Using a spreadsheet application such as Excel
 - Using a presentation application such as PowerPoint

If you feel uncomfortable with any of these areas, please contact the Student Help Desk. We can help you get up to speed!

"Canvas 100" Tutorial



Check out this tutorial provided by Instructure, the people who wrote the Canvas software.

You can watch the videos and click the links for detailed instructions and tips on making the most of your Canvas classroom.

You'll find the "CNVS 100" tutorial at <https://training.instructure.com/courses/347469>.
