# Whatcom
## COMMUNITY COLLEGE
### eLearning

# You're registered in
## an online class that starts early
# for Spring Quarter 2014.
## Keep reading for "getting-started" info!

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

## In This Issue

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  - *Really important information about when your class starts*
  - *When you can log in*
  - *On-campus orientation dates*
- Logging into your class
- Computer skills you'll need
- "Canvas 100" tutorial

## 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.*

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

**Really Important Information:** you're enrolled in at least one online course that starts extra early. Please check your schedule for courses with ONL as their section code. Those courses (we call them "WAOL" online courses) start on March 27th. All other courses, including all other online courses, start on April 8th.

### MARCH 2013

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### APRIL 2014

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http://whatcom.ctc.edu/student-services/campus-resources/math-center/
*Whatcom's Online Math Center.*

http://library.whatcom.ctc.edu
*Access to the library's online databases (must have a student network account).*

http://library.whatcom.ctc.edu/ask-a-librarian
*Online research help from a librarian.*

## Contact Us

studenthelpdesk@whatcom.ctc.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 7:30am-7pm and Friday 7:30am-2:30pm when classes are in session. You can also contact us by phone at 360-383-3410.*

advise@whatcom.ctc.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.*

You can log into your "virtual classroom"
- March 20 for WAOL Online (section ONL)
- April 1 for WCC Online (section OL#)

Your class starts
- March 27 for WAOL Online (section ONL)
- April 8 for WCC Online (section OL#)

On-campus orientations to online learning – optional (1½ hours)
- Monday, March 24, 2:00 pm (Laidlaw 211)
- Thursday, March 27, 5:00 pm (Laidlaw 211)
- Thursday, April 3, 9:30 am (Laidlaw 211)
- Monday, April 7, 2:00 pm (Laidlaw 211)
- Tuesday, April 8, 5:00 pm (Laidlaw 211)

## 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
- o Downloading an Internet browser if necessary (we recommend Mozilla Firefox to use with your online class)
- o Using a search engine such as Google or Bing to find information on web sites
- o Using the library's online databases
- Using e-mail
- o Having a valid e-mail address
- o Sending and receiving e-mail messages
- o Attaching files to e-mail messages
- o Opening e-mail attachments
- Using applications
- o Using your Canvas "virtual classroom"
- o Using a word processing application such as Word
- o Using a spreadsheet application such as Excel
- o 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.