



**INTERACTIVE
COLLEGE
OF TECHNOLOGY**

ICT MyCampus Online Classroom Guide

GETTING STARTED HANDBOOK
CURRICULUM SUPPORT



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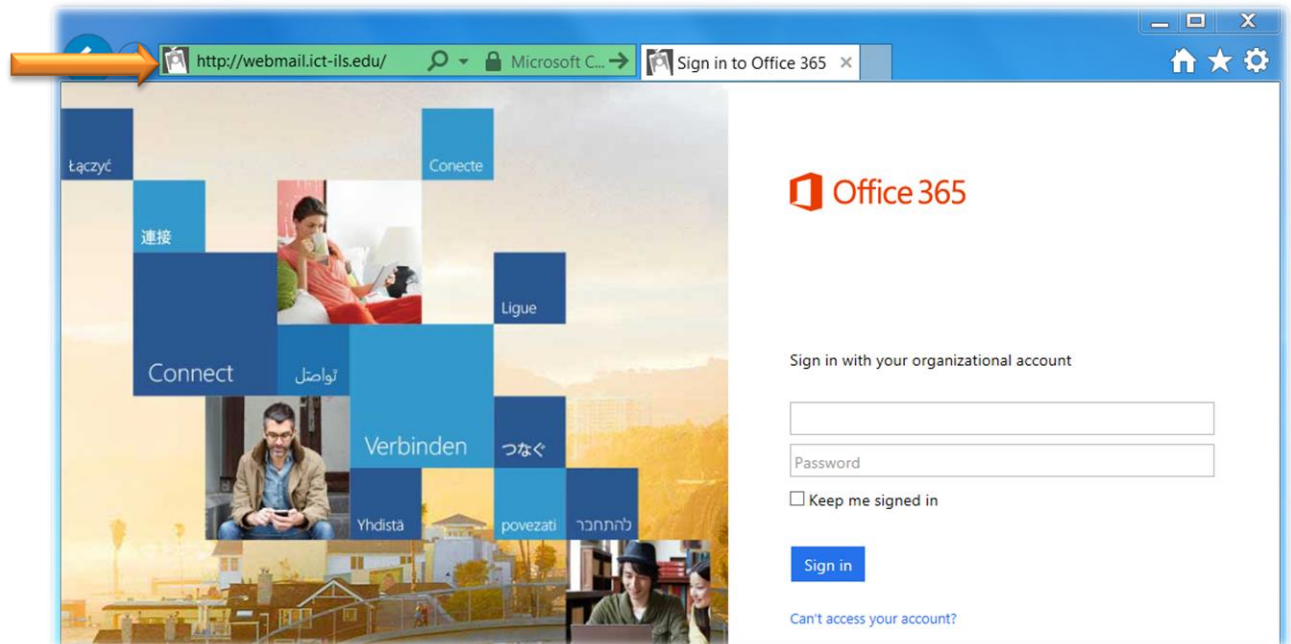
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Welcome to the ICT Online Classroom

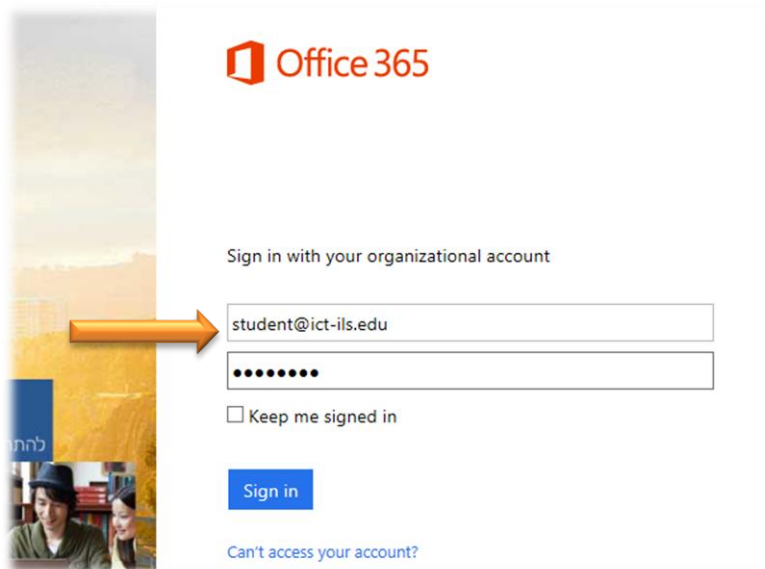
How to Check Your ICT Email

Every student is given an ICT-ILS email account ending in @ict-ils.edu. If you do not know what your student email address is please contact helpdesk@ict-ils.edu with your full name and home campus.

1. Go to <http://webmail.ict-ils.edu>

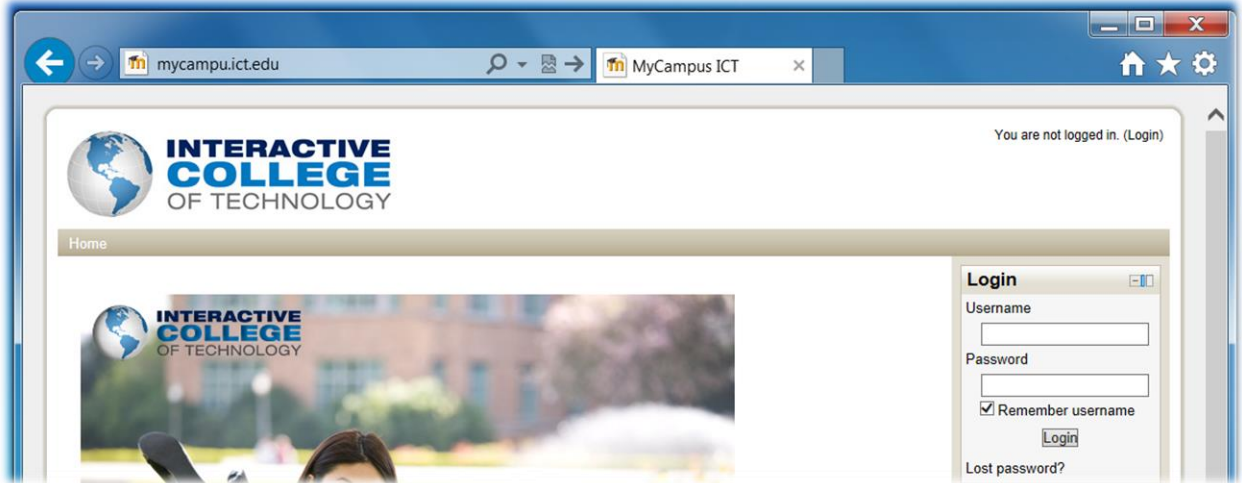


2. Enter your ICT-ILS email Username and Password and Sign In

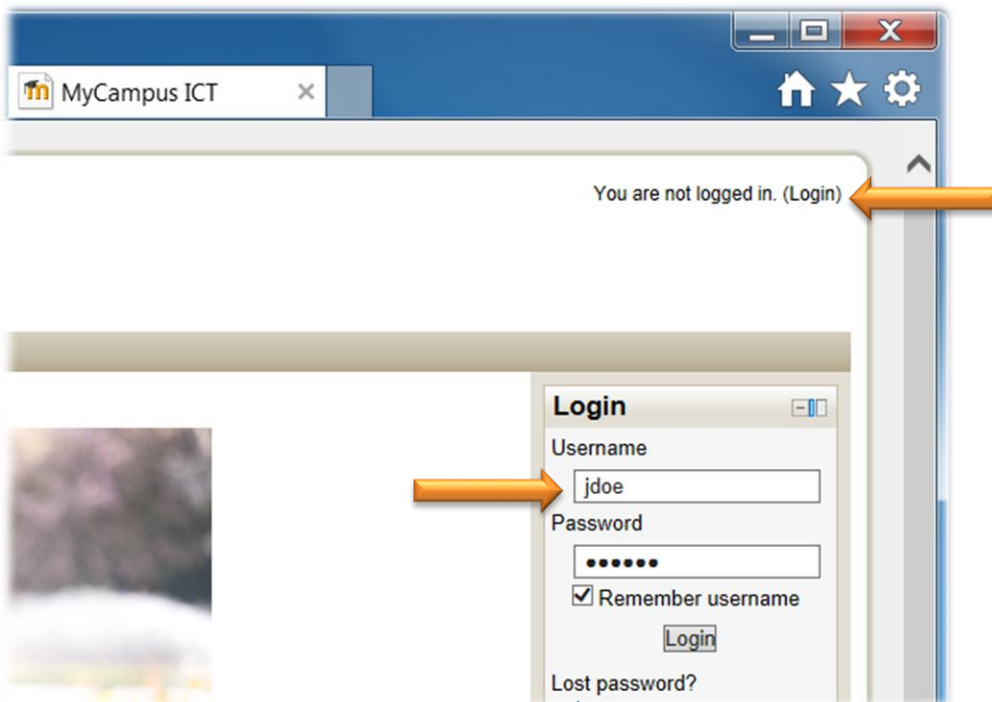


Getting started With Moodle

1. To access ICT-ILS online go to <http://mycampus.ict.edu>



2. Log in using your ICT-ILS Passport ID information by clicking Log In the Top Right corner of the home page or in the Login Block.



Ask your instructor for help if you do not know your Username.

Click on the Lost Password link to recover lost or reset your password.

3. Now that you are Logged In, click on the course you have been registered for.

Office Technology

Office Technology Courses

- AOT 122 - Fundamentals of Computer Usage
- AOT 130 - Professional Document Management I
- AOT 220 - Professional Publications
- AOT 230 - Website Design Using SharePoint
- AOT 240 - Business Schematics Using Visio [Chamblee Campus]
- AOT 250 - Professional Document Management II
- AOT 260 - Database Management
- AOT 270 - Graphics Presentations
- AOT 280 - Project Management Techniques
- AOT 290 - Computerized Organizational Skills
- LAS 080 - Basic Language Skills [Chamblee]
- LAS 090 - Essential Language Skills [Chamblee]
- OFT 100 - Basic Essentials
- OFT 108 - Numeric Entry
- OFT 120 - Business Keyboarding II
- OFT 121 - Business Keyboarding III

General Education Courses

4. Your CBT Instructor or Director **will give you an Enrollment Key** so that you may enroll into your online course. Once you have your Enrollment Key enter it into the box and click on “Enrol me in this course”. *Moodle was written in UK English, this is why Enroll is spelled Enrol.*

Home > Courses > Office Technology > Office Technology Courses > AOT290 MS Outlook > Enrol me in this course > Enrolment options

Settings

- Course administration
 - Enrol me in this course
- My profile settings

Enrolment options

This course introduces the basic concepts of using an automated time-management system. Concepts include setting appointments with an automated calendar, jotting notes and journal entries, organizing contacts, and using e-mail.

Required Textbooks:

Microsoft Outlook 2010 - ICT-ILS Custom Guide

Self enrolment (Student)

Enrolment key Unmask

Enrol me

5. You have now been enrolled into your course! Please go to the next section to learn more about how to navigate your courses inside of MyCampus.

Navigating inside of the Online Classroom.

The online classroom has many components but once you are familiar with them, their functions will become second nature.

1. **Blocks** are the smaller boxes on the **left** and **right** hand side of the class page:

The screenshot shows the Moodle course interface for 'AOT 130 - Professional Documents Management I'. The page is titled 'Microsoft Word 2010'. On the left side, there are several navigation blocks: 'Activities' (containing Assignments, Chats, Forums, Resources), 'Messages' (No messages waiting), 'People' (Participants), and 'Course completion status' (Status: In progress, 3 of 22 activities completed). On the right side, there is a 'Settings' block with options for 'Course administration', 'Grades', and 'My profile settings'. Orange arrows point from the text 'Blocks are the smaller boxes on the left and right hand side of the class page' to these navigation blocks.

2. **Topic or Session Modules** are in the center and they contain all of your Lesson Materials:

The screenshot shows a Moodle Topic module titled 'Topic 6'. It contains the following content:

- Hour 26: Activity Guide Lesson 8
 - Lesson 8 Activity Guides Practice Exercise Files
- Lesson 9**
 - Reading Assignment [Chapter 9: Working with Tables](#)
 - DIRECTIONS:**
 1. Hour 27 - Take the Custom Guided Lesson
 2. Hour 28 - Read the Textbook [Chapter 9](#)
 3. Hour 29 - Complete the Activity Guide for Lesson 9
 4. Watch the Videos - Just For Fun!
 - Custom Guide**
 - Hour 27: Custom Guide Log-In - Working with Tables
 - Reading Assignment**
 - Chapter 9
 - Activity Guide and Exercise Data Files**
 - Hour 29: Activity Guide Lesson 9
 - Lesson 9 Activity Guides Practice Exercise Files
- Topic 7**
 - Lesson 10**

An orange arrow points from the text 'Topic or Session Modules are in the center and they contain all of your Lesson Materials:' to the 'Lesson 9' section.

- The best way to familiarize yourself with your classroom is to **explore**. Look around and click on some of the links to see where they take you. The next section will talk more about: How to Take Quizzes, Exams, Participate in Discussions, Upload Assignments, Checking your Grade

Quizzes and Exams

This is an important part of the class and you should be aware of when Quizzes and Exams are due and how long you have to take each.

- Locate the Activities box and click on Quizzes.

The screenshot shows the LMS interface for Interactive College of Technology. The 'Activities' sidebar on the left contains links for Assignments, Forums, Quizzes (highlighted with a red box and an orange arrow), and Resources. Below this are sections for Messages and Settings. The main content area displays the 'Course Introduction' for 'AOT 240 Business Schematics Using Visio 2010', including a description of the course content.

- The following screen gives you a full list of each Homework Assignment, Quiz and Exams. This page also tells you **due dates** and **deadlines** for each activity. **Not all Quizzes have due dates!**

Section	Name	Quiz closes	Grade	Feedback
2	HW A1 - Essential Study Skills	Tuesday, October 22, 2013, 11:55 PM		
	Quiz 1 - Essential Study Skills	Wednesday, October 23, 2013, 11:55 PM		
	Quiz 1 - Evergreen Textbook	Wednesday, October 23, 2013, 11:55 PM		
4	HW Assignment 2 - Essential Study Skills	Thursday, October 24, 2013, 12:55 AM		
	Quiz 2 - Essential Study Skills	Wednesday, October 23, 2013, 11:55 PM		
	Quiz 2 - Evergreen Textbook	Wednesday, October 23, 2013, 12:55 AM		
6	HW Assignment 3 - Essential Study Skills	Saturday, September 28, 2013, 11:55 PM		
	Quiz 3 - Essential Study Skills	Wednesday, October 30, 2013, 12:55 AM		
	Quiz 3 - Evergreen Textbook	Wednesday, October 30, 2013, 12:55 AM		
8	Mid-Term Exam - Evergreen Textbook	Wednesday, November 6, 2013, 12:55 AM		
9	Mid-term Exam - Essentials Study Skills	Wednesday, November 6, 2013, 12:55 AM		
10	Quiz 4 - Essential Study Skills	Wednesday, November 13, 2013, 12:55 AM		
12	Quiz 5 - Essential Study Skills	Wednesday, November 20, 2013, 12:55 AM		
14	Quiz 6 - Essential Study Skills	Wednesday, November 27, 2013, 12:55 AM		
	Final Exam - Essentials Study Skills	Friday, November 29, 2013, 11:55 PM		
	Final Exam - Evergreen Textbook	Friday, November 29, 2013, 11:55 PM		

- This is a good way to keep track of when things are due. But keep in mind Quizzes and Exams are also found within each Session Module.

2 Session 2

Essential Study Skills Textbook:

Chapter 2: Processing Information into Your Memory

Evergreen Textbook:

Chapter 27: Present Tense (Agreement)

Chapter 28: Past Tense

Chapter 29: The Past Participle

DIRECTIONS:

- Post in the Threaded Discussions
- Complete the Weekly Assignment
- Take the Weekly Quiz

Chapter PowerPoints

Essential Study Skills Textbook

PPT Chapter 2

Evergreen Textbook

PPT Chapters 27 - 29

Threaded Discussion

Discussion 2

Weekly Assignment

HW A1 - Essential Study Skills

Weekly Quiz

- Quiz 1 - Essential Study Skills
- Quiz 1 - Evergreen Textbook

Before Next Session

Before Session 3

- Each Quiz/Exam has a **TIME LIMIT** and **How Many Attempts** you have. When you click on the quiz, the first page will tell you how much time you have to take each quiz or exam.

Final Exam - Essentials Study Skills

Attempts allowed: 1

Time limit: 5 hours

Attempt quiz now

- WARNING:** Once you **START** a Quiz or Exam you **must FINISH** it within the **TIME LIMIT**. You cannot close the quiz and come back to it. Once the quiz or exam is opened the clock starts ticking down. The timer indicates how much time you have left.

Quiz navigation

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50				

Finish attempt ...

Time left 4:59:15

new preview

Question 1 When

Not yet answered
Marked out of 1

Select

○ a.
○ b.
○ c.
○ d.

Question 2 Using

Not yet answered
Marked out of 1

Select

○ a.
○ b.
○ c.
○ d.

Time left 4:57:02

Discussion Questions

Another part of class participation are Threaded Discussions or Forums.

1. Locate the Discussion Question for Each Session.



The screenshot shows a course menu with several items. An orange arrow points to the 'Discussion 1' link under the 'Threaded Discussion' section. Below the menu, a preview of 'Session 2' is visible, showing textbook chapters.

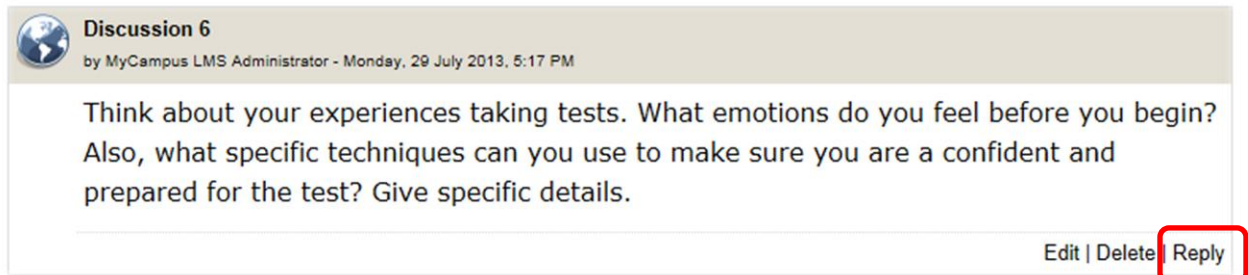
- Essential Study Skills Textbook**
 - PPT Chapter 1
- Evergreen Textbook**
 - PPT Chapters 24 - 26
- Threaded Discussion**
 - Discussion 1** ←
- Before Next Session**
 - Before Session 2

2 Session 2

Essential Study Skills Textbook:
Chapter 2: Processing Information into Your Memory

Evergreen Textbook:
Chapter 27: Present Tense (Agreement)

2. To participate simply hit Reply and respond to the discussion question.



The screenshot shows a discussion post titled 'Discussion 6' by MyCampus LMS Administrator. The post text asks about test-taking experiences and techniques. At the bottom right, the 'Reply' button is highlighted with a red box.

Discussion 6
by MyCampus LMS Administrator - Monday, 29 July 2013, 5:17 PM

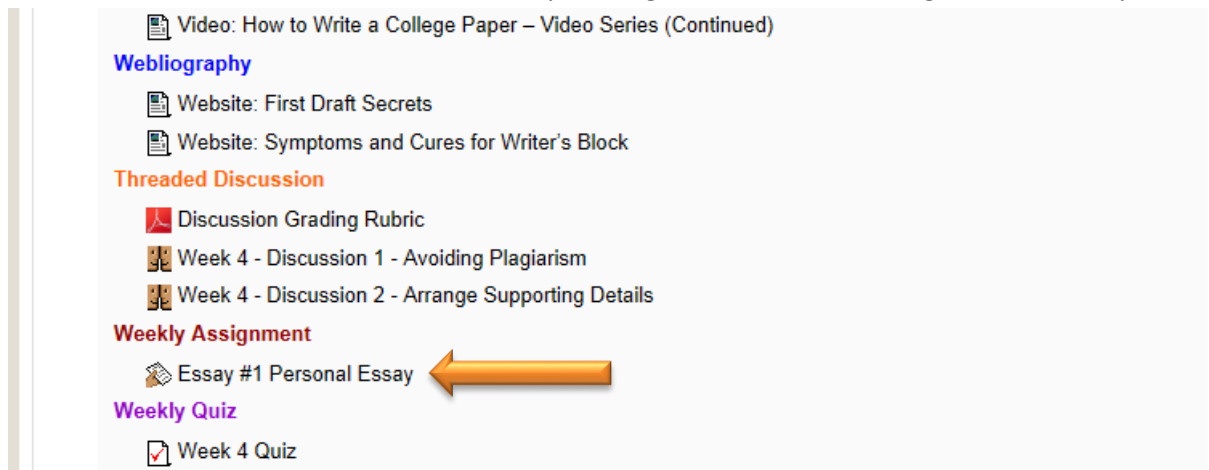
Think about your experiences taking tests. What emotions do you feel before you begin? Also, what specific techniques can you use to make sure you are a confident and prepared for the test? Give specific details.

Edit | Delete | **Reply**

Uploading Assignments

Some courses require you to upload Word Documents or Excel Files.

1. Locate the Instructions for the Graded Activity or Assignment and read through them carefully.



The screenshot shows a course menu with various items. An orange arrow points to the 'Essay #1 Personal Essay' link under the 'Weekly Assignment' section.

- Video: How to Write a College Paper – Video Series (Continued)
- Webliography**
 - Website: First Draft Secrets
 - Website: Symptoms and Cures for Writer's Block
- Threaded Discussion**
 - Discussion Grading Rubric
 - Week 4 - Discussion 1 - Avoiding Plagiarism
 - Week 4 - Discussion 2 - Arrange Supporting Details
- Weekly Assignment**
 - Essay #1 Personal Essay** ←
- Weekly Quiz**
 - Week 4 Quiz

- Once you have completed your assignment (Word Document or Excel File) you will need to upload it. Click on the **Add Submission**

Submission status

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Monday, 16 September 2013, 10:00 AM
Time remaining	9 days 17 hours

Add submission



- Find your File on your Desktop or Thumb Drive by clicking on Browse... button after clicking the Upload Link.

File submissions

Maximum size for new files: 20MB, maximum attachments: 1 - drag and drop available ?

Add

Files

You can drag and drop files here to add them.

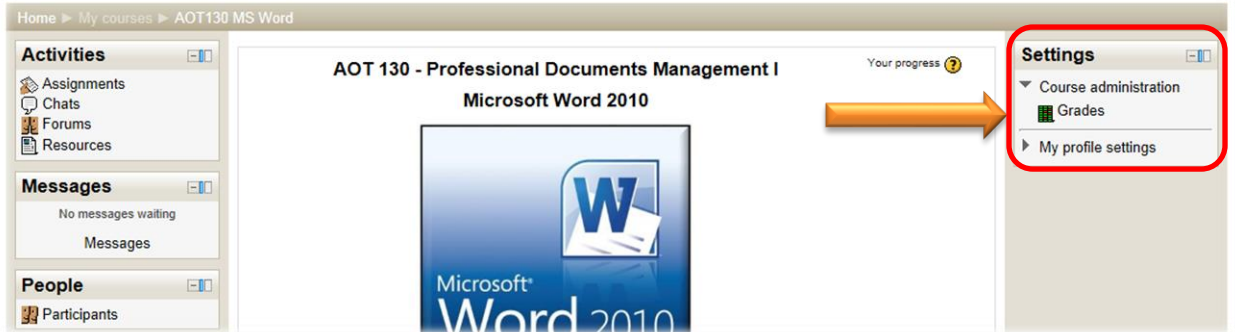
Save changes Cancel

- Click **Add...** button, locate your file and then click the **Save Changes** button.

Grades

During the term you can check your grades to see how you're doing.

1. Locate the "Grades" link in the Settings Block.



2. Here you'll be able to see what your instructor gave you as a score and you can see your Course total at the bottom of the page.

Grade item	Grade	Range	Percentage	Feedback
AOT 130 - Professional Document Management I				
Graded Activities 20%				
Graded Activity 1 Upload	-	0-100	-	
Graded Activity 3 Upload	-	0-100	-	
Mid-Term Project Upload	-	0-100	-	
Graded Activity 2 Upload	-	0-100	-	
Graded Activity 4 Upload	-	0-100	-	
Graded Activities 20%	-	0-25	-	
Mid-Term Project 10%				
Hour 35: Mid-Term Project Upload	-	0-100	-	
Final Project Upload	-	0-100	-	
Mid-Term Project 10%	-	0-10	-	
Final Project 10%				
Final Project Upload	-	0-100	-	
Final Project 10%	-	0-10	-	
MOS Certification 50%				
MOS Certification Score	-	0-100	-	
MOS Certification 50%	-	0-50	-	
Professional & Participation 10%				
Academic Honesty Upload Link	100.00	0-100	100.00 %	
Custom Guide Completion Report Upload	-	0-100	-	
Custom Guide Certificate Upload	-	0-100	-	
Professional & Participation 10%	10.00	0-10	100.00 %	
Course total	100.00	0-100	100.00 %	

Other Guides for ICT MyCampus

Once you get into MyCampus, you will discover more learning tools and software that will aid in your online classroom experience. Look for more Guides and Video Tutorials when you start your classes.

- Other pieces of software include:
 - **Join.Me** which you will use for Online General Education courses.
 - **Custom Guide** and **K-Alliance** will deliver your Microsoft and Adobe training.
 - **Gmetrix** will help you ace your Microsoft Office Specialist certification exams.

If you have questions, don't hesitate to ask your instructor.



Join.Me: Webinar Software



Custom Guide : MS Office Tutorials



K-Alliance: MS & Adobe Tutorials



G-Metrix: Microsoft Office Specialist Test Prep

Technical Support

If you have any questions regarding the online classroom please get in contact with your CBT Lab Instructor or facilitator. For lost User ID and Passwords please contact Technical Support at helpdesk@ict-ils.edu.