

2013



**INTERACTIVE
COLLEGE**
OF TECHNOLOGY

ICT MyCampus Online Classroom Guide

GETTING STARTED HANDBOOK
CURRICULUM SUPPORT

INTERACTIVE COLLEGE OF TECHNOLOGY | 5303 New Peachtree Rd. Chamblee, GA
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Student Login Information:

Use this space to record your student login ID and Passwords

It can be difficult to keep track of all your Usernames and Passwords at times. A great way to remember them is to write them down in this handbook.

Student Email (<http://webmail.ict.edu>)

Username: _____
Password Reminder : _____

MyCampus (<http://mycampus.ict.edu>)

Username: _____
Password Reminder : _____

Custom Guide (<http://lms.customguide.com>)

Username: _____
Password Reminder : _____

Website:

Username: _____
Password Reminder : _____

Website:

Username: _____
Password Reminder : _____

Student Privacy Safety

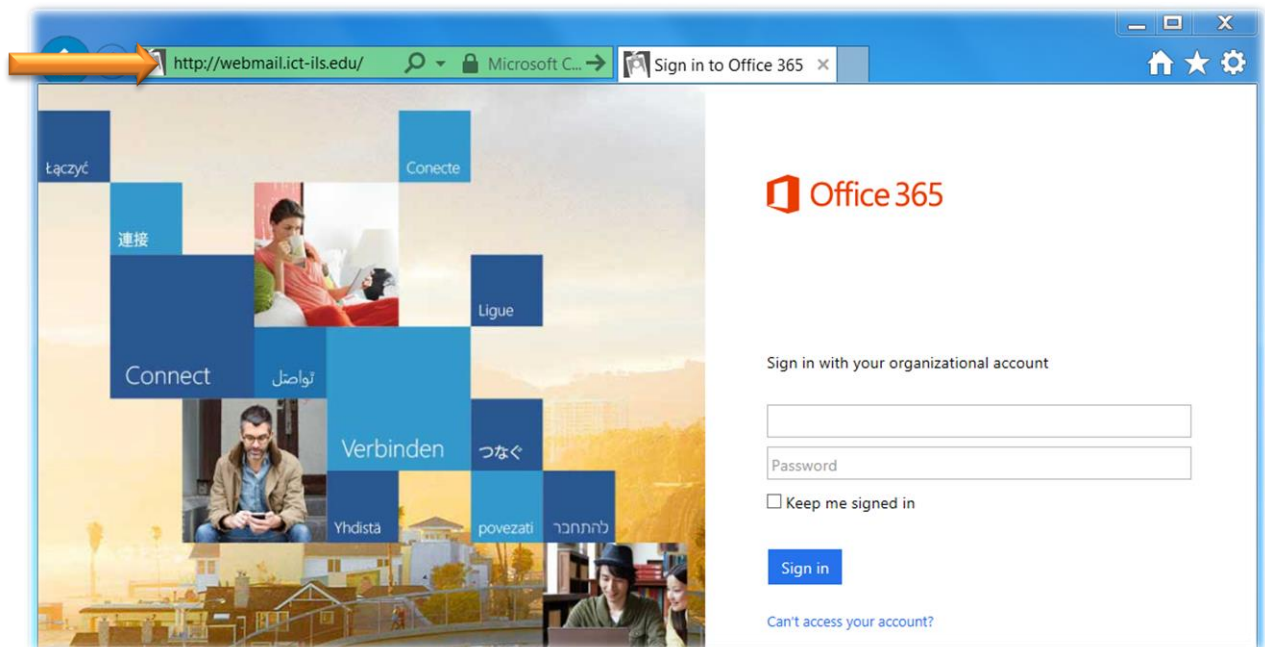
Keep this handbook safe and your username and passwords private. **Please do not write your passwords directly into this book**; however you can **use Password Reminders** to help you remember what your password is. For example if my passwords **bluecar**, I would write down “my car color” to help me remember.

Welcome to the ICT's MyCampus

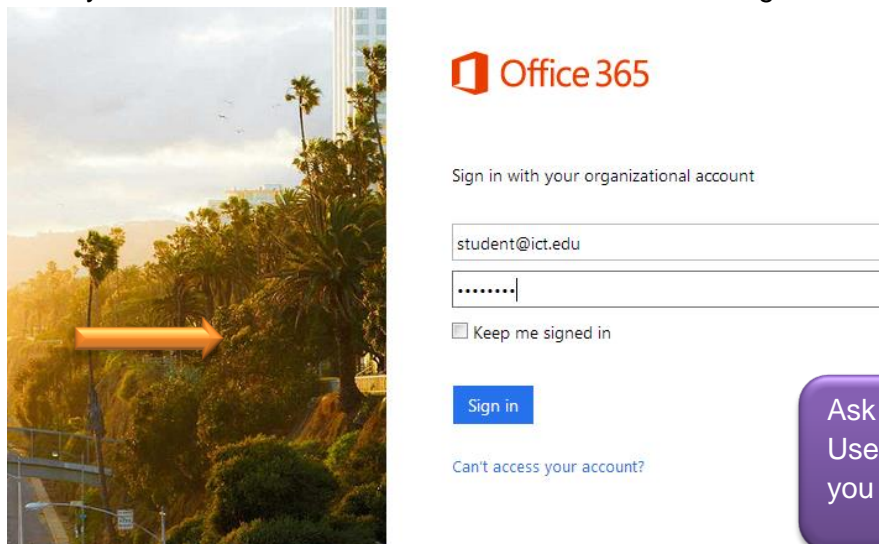
How to Check Your ICT Email

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.edu with your full name and home campus.

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



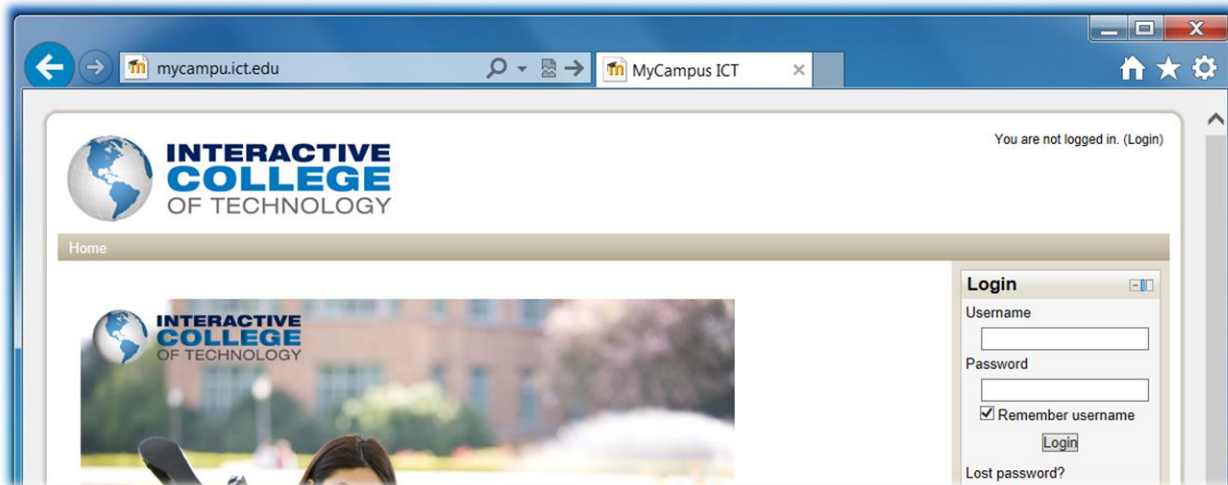
2. Enter your ICT-ILS email Username and Password and Sign In



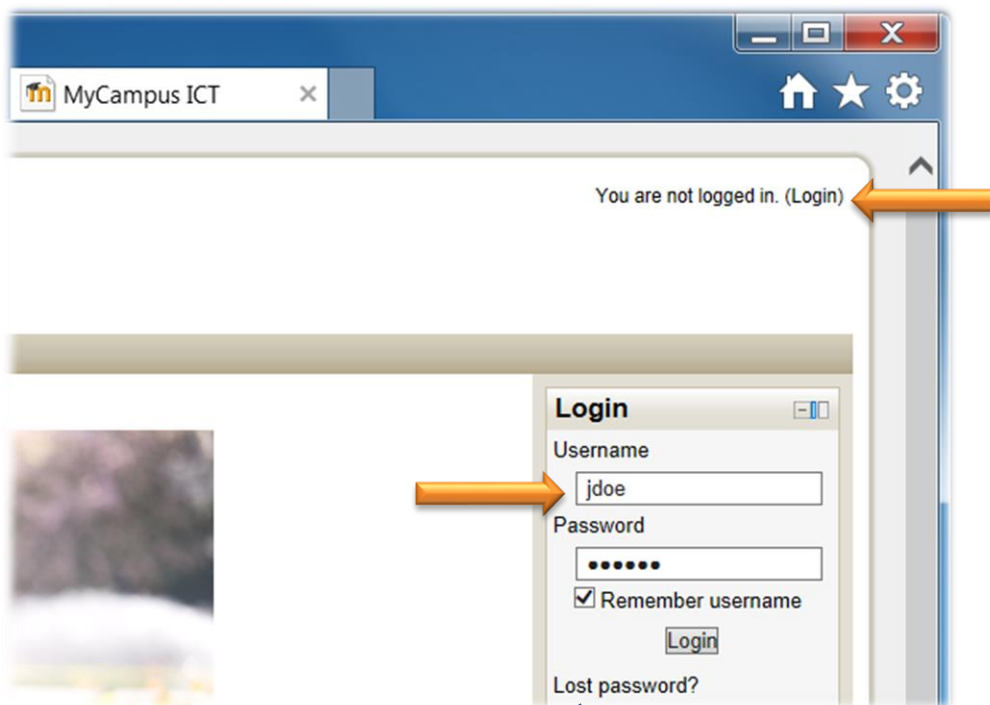
Ask your instructor for your Username and Password if you do not have it.

Getting started With Moodle

1. To access ICT MyCampus go to <http://mycampus.ict.edu>



2. Log in using your ICT Passport ID information by clicking **Login** 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.

The screenshot shows a web interface for course selection. At the top, there is a dropdown menu for 'Office Technology'. Below it, a sub-section titled 'Office Technology Courses' contains a list of courses. Each course entry includes a small icon, the course name, and a set of icons for information and enrollment. A red oval encircles the entire list of courses. An orange arrow points from the left towards the course 'AOT 230 - Website Design Using SharePoint'.

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

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.*

The screenshot shows the 'Enrolment options' page in Moodle. The breadcrumb trail at the top reads: Home > Courses > Office Technology > Office Technology Courses > AOT290 MS Outlook > Enrol me in this course > Enrolment options. On the left, there is a 'Settings' sidebar with 'Enrol me in this course' selected. The main content area contains course information and a 'Self enrolment (Student)' section. In this section, there is a text input field for the 'Enrolment key' and an 'Unmask' checkbox. An orange arrow points to the 'Enrolment key' input field. Below the input field is an 'Enrol me' button.

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 a Moodle course page 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, Activities completed: 3 of 22). 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 'left and right hand side' to these respective blocks. The main content area features a Microsoft Word 2010 logo and a description of the course, which includes topics like preparing professional business documents, using tables, templates, styles, and outlines, and working with data sources for mail merges and forms. The course is a preparation course for the MOS certification exam. Required textbooks include 'Microsoft Word 2010 - Custom Guide'.

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

The screenshot shows a Moodle course page with lesson materials and topic modules. At the top, there are links for 'Lesson 26: Activity Guide Lesson 8' and 'Lesson 8 Activity Guides Practice Exercise Files'. Below this, there is a 'Topic 6' section containing 'Lesson 9', a 'Reading Assignment' for 'Chapter 9: Working with Tables', and 'DIRECTIONS' for the lesson. The directions include: 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, and 4. Watch the Videos - Just For Fun! Below the directions is a 'Custom Guide' section with a link for 'Hour 27: Custom Guide Log-In - Working with Tables', followed by a 'Reading Assignment' for 'Chapter 9'. Underneath is an 'Activity Guide and Exercise Data Files' section with links for 'Hour 29: Activity Guide Lesson 9' and 'Lesson 9 Activity Guides Practice Exercise Files'. At the bottom, there is a 'Topic 7' section containing 'Lesson 10'. An orange arrow points from the text 'Lesson Materials' to the lesson links at the top.

- 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 course page for AOT240 MS Visio. On the left sidebar, under the 'Activities' section, the 'Quizzes' link is highlighted with a red box and an orange arrow. The main content area displays the course title 'AOT 240 Business Schematics Using Visio 2010' and a description: 'This course introduces the basic concepts of how to easily communicate complex information in a visual diagram. Concepts include diagramming business processes, floor plans, flowcharts, charts & graphs, organization charts, schematics, network diagrams, calendars, Gantt charts, website maps, and UML diagrams. The course includes basic asset management and user experience theories.'

- 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		
15	Final Exam - Essentials Study Skills	Friday, November 29, 2013, 11:55 PM		
	Final Exam - Evergreen Textbook	Friday, November 29, 2013, 11:55 PM		

3. 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:

1. Post in the Threaded Discussions
2. Complete the Weekly Assignment
3. 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

4. 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

Final Exam - Essentials Study Skills

Attempts allowed: 1

Time limit: 5 hours

Attempt quiz now

exam.

5. **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

Start 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.

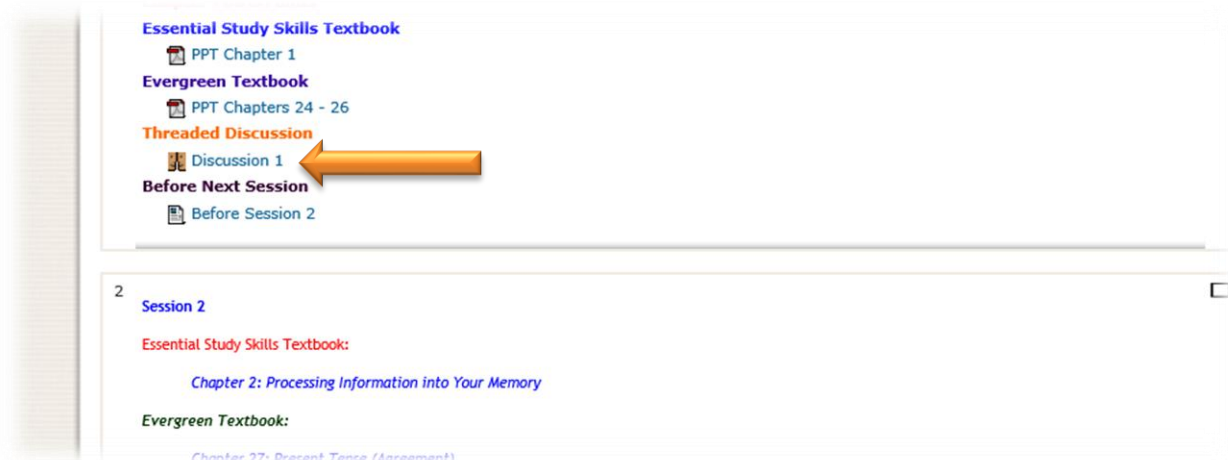
d.

Time left 4:57:02

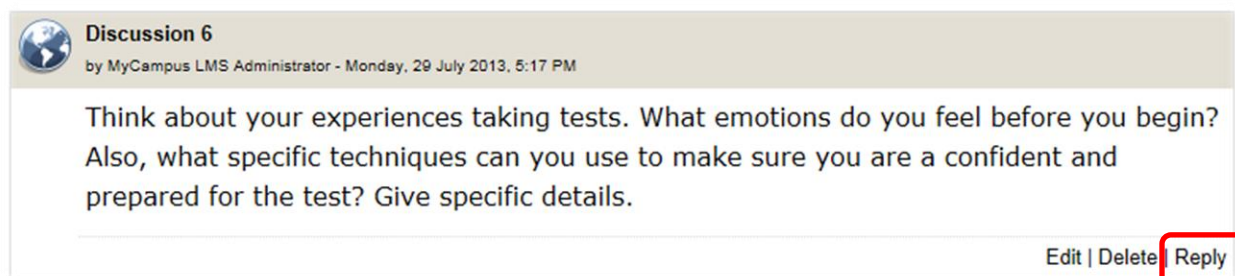
Discussion Questions

Another part of class participation are Threaded Discussions or Forums.

1. Locate the Discussion Question for Each Session.



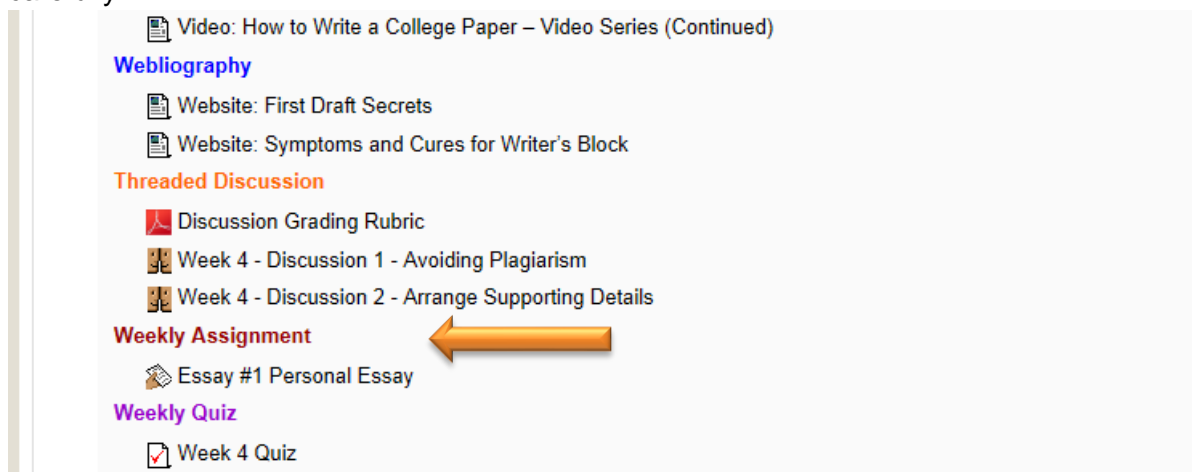
2. To participate simply hit Reply and respond to the discussion question.



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.



- 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.

The screenshot shows a course page for 'AOT 130 - Professional Documents Management I'. On the right side, there is a 'Settings' block with a red box around it. An orange arrow points from the 'Grades' link in the 'Settings' block to the main content area. The main content area features a large Microsoft Word 2010 logo.

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.edu.

Additional Notes: