ICT MyCampus Online Classroom Guide

GETTING STARTED HANDBOOK
CURRICULUM SUPPORT

Table of Contents

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 you r 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.

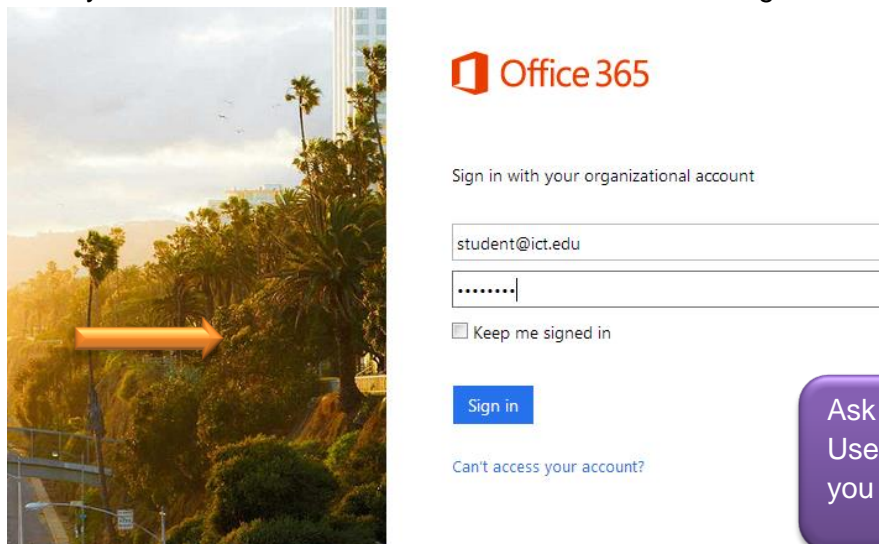# Welcome to the ICT's MyCampus

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.
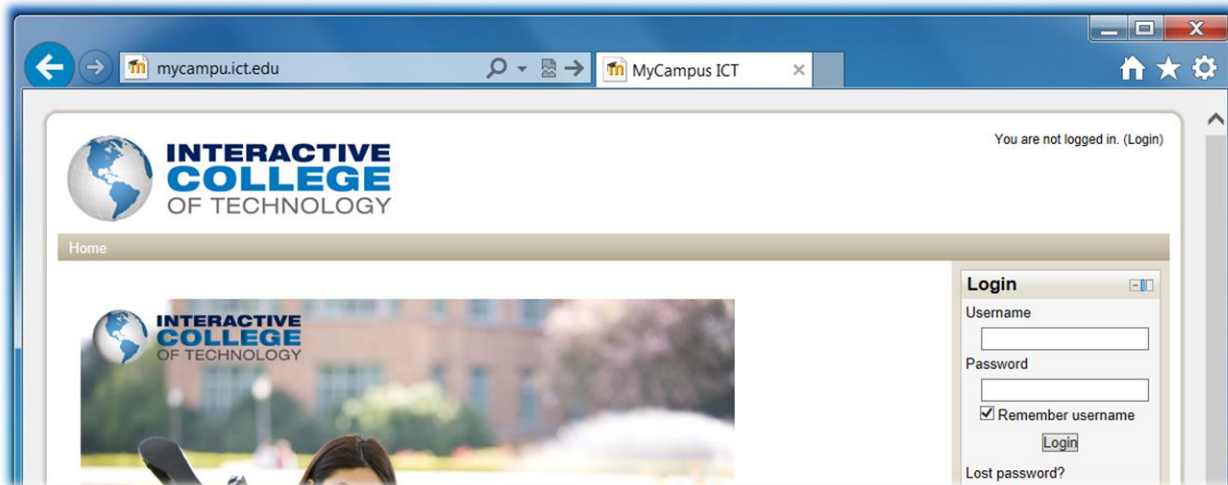
1. Go to **http://webmail.ict.edu**
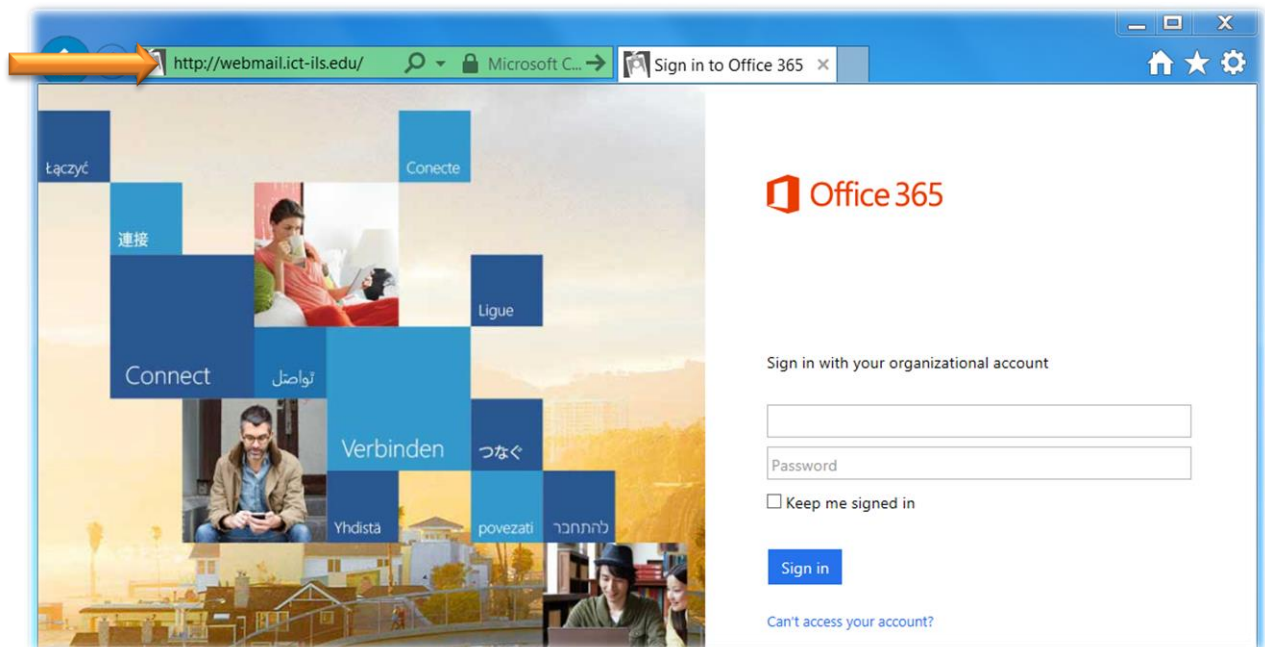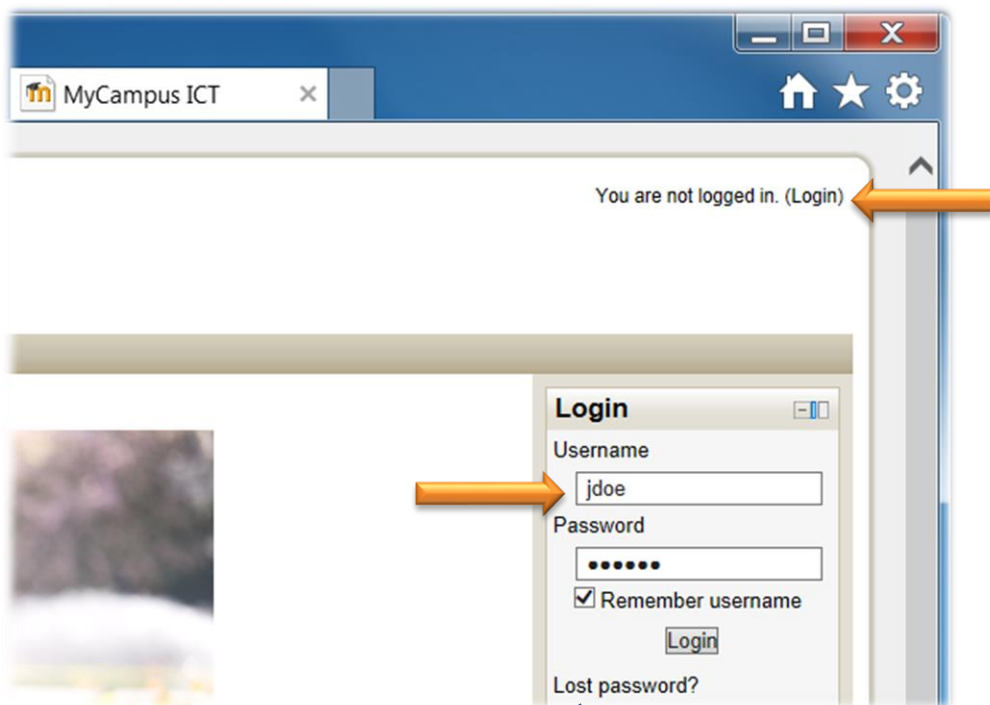

2. Enter your ICT-ILS email Username and Password and Sign In

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.

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.*

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:

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

3. 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.

1. Locate the Activities box and click on Quizzes.

2. 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. <u>**Not all Quizzes have due dates!**</u>

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.

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

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.

Discussion Questions
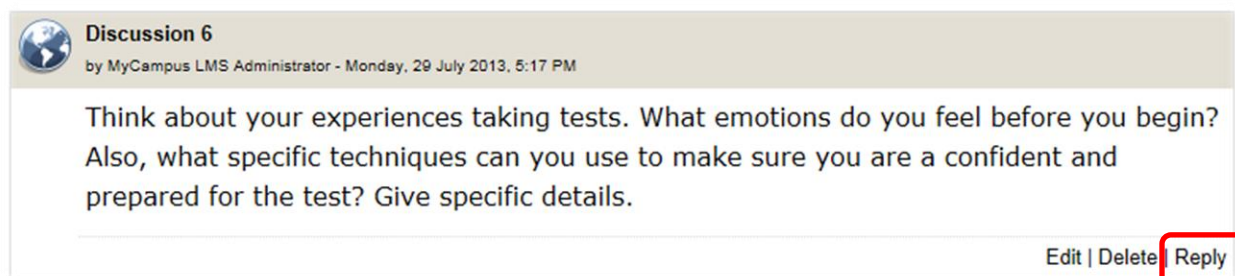
Another part of class participation are Threaded Discussions or Forums.

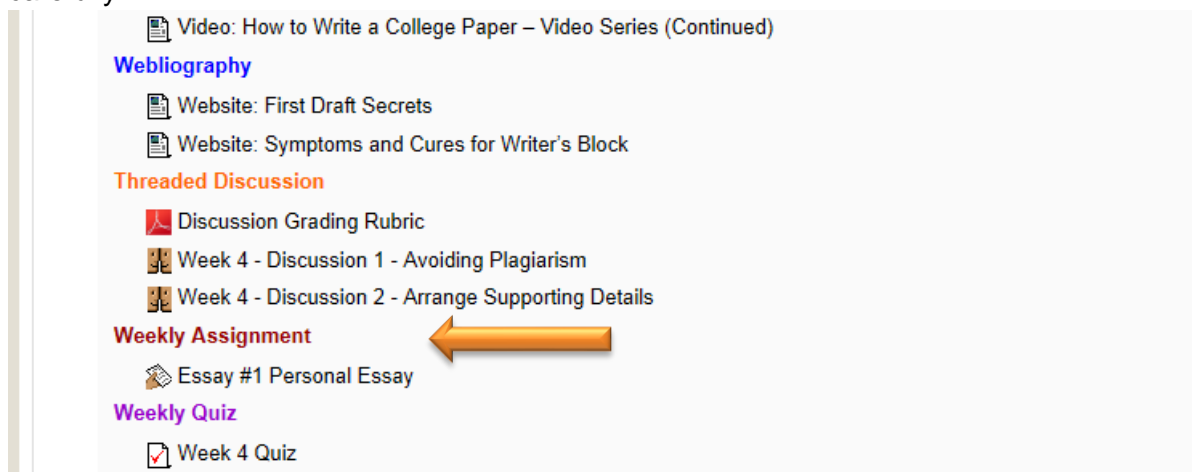1. Locate the Discussion Question for Each Session.
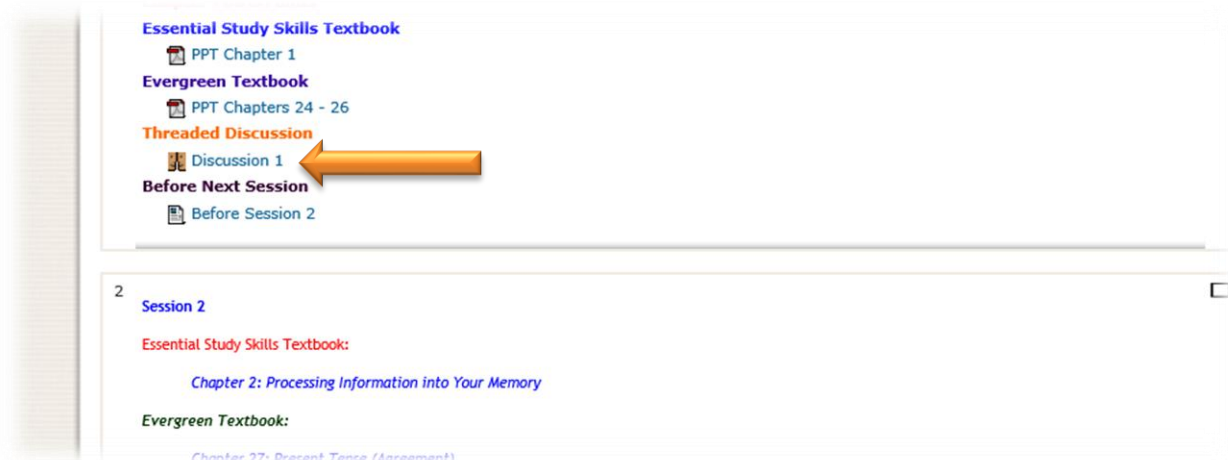
2. To participate simply hit Reply and respond to the discussion question.

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.

2. 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

3. 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

4. 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.

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.

<u>**If you have questions, don't hesitate to ask your instructor.**</u>

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: