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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.

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”. Moodie 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:

![Blocks Image]

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

![Modules Image]
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. **Not all Quizzes have due dates!**

<table>
<thead>
<tr>
<th>Section</th>
<th>Name</th>
<th>Quiz closes</th>
<th>Grade</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>HW A1 - Essential Study Skills</td>
<td>Tuesday, October 22, 2013, 11:55 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 1 - Essential Study Skills</td>
<td>Wednesday, October 23, 2013, 11:55 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 2 - Evergreen Textbook</td>
<td>Wednesday, October 23, 2013, 11:55 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HW Assignment 2 - Essential Study Skills</td>
<td>Thursday, October 24, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 2 - Essential Study Skills</td>
<td>Wednesday, October 23, 2013, 11:55 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 3 - Evergreen Textbook</td>
<td>Wednesday, October 23, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>HW Assignment 3 - Essential Study Skills</td>
<td>Saturday, September 28, 2013, 11:55 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 3 - Essential Study Skills</td>
<td>Wednesday, October 30, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 4 - Evergreen Textbook</td>
<td>Wednesday, October 30, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mid-Term Exam - Evergreen Textbook</td>
<td>Wednesday, November 6, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mid-term Exam - Essentials Study Skills</td>
<td>Wednesday, November 6, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Quiz 4 - Essential Study Skills</td>
<td>Wednesday, November 13, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Quiz 5 - Essential Study Skills</td>
<td>Wednesday, November 20, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Quiz 6 - Essential Study Skills</td>
<td>Wednesday, November 27, 2013, 12:55 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Final Exam - Essentials Study Skills</td>
<td>Friday, November 29, 2013, 11:55 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Exam - Evergreen Textbook</td>
<td>Friday, November 29, 2013, 11:55 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

   **Final Exam - Essentials Study Skills**

   - Attempts allowed: 1
   - Time limit: 5 hours

   [Attempt quiz now]

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**

<table>
<thead>
<tr>
<th>Submission status</th>
<th>Nothing has been submitted for this assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
<tr>
<td>Due date</td>
<td>Monday, 16 September 2013, 10:00 AM</td>
</tr>
<tr>
<td>Time remaining</td>
<td>9 days 17 hours</td>
</tr>
</tbody>
</table>

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

4. Click **Add**… button, locate your file and then click the **Save Changes** button.
G **rades**
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.

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

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**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: