Distance Learning Home Page

Note: to zoom the document for a better screenshot’s visibility, please press Ctrl and scroll

Please explore Distance Learning website at http://online.ctcd.edu
Distant Learner Handbook: http://online.ctcd.edu/handbook.cfm
Orientation: http://online.ctcd.edu/orientation.cfm
Student’s info: http://online.ctcd.edu/student.cfm
Schedule: http://online.ctcd.edu/schedule/schedule.cfm
GAE Schedule: http://www.ctcd.edu/armyclasslookup
Technical Support: http://online.ctcd.edu/contact_tech.cfm

If you (as the student) have questions about:
• your course, to include grading policies or requests for extensions, first ask your instructor.
• a transcript, evaluation, financial aid, or similar student issue, contact Online Mentors at Online.Mentors@europe.ctcd.edu.
• books or course materials, go to http://www.ctcd.edu/academics/booksinstructional-materials/
  Hybrid and IS classes: http://bookstore.mbsdirect.net/ctceurope.htm
  To check on a book order, contact the place from which you ordered the book.
• test proctors and testing concerns, ask the Online.Mentors@europe.ctcd.edu.

See the Orientation and the Distant Learner Handbook at http://online.ctcd.edu or the Student Center in Blackboard for further general information and points of contact.

Blackboard guidelines

Blackboard is the Learning Management System for all online, hybrid, and IS courses. Blackboard is actually the virtual classroom; students will find the course syllabus, announcements, discussion board, quizzes, exams, and lessons that guide them through the course by offering learning objectives, learning activities, and assignments. Blackboard provides many additional resources (see: Student Resources). Student can communicate with professor and other students in the class with a number of easy-to-use Blackboard tools. When students register in online, hybrid, or IS courses, they will get a Blackboard account. Firefox is recommended browser; please do not use Internet Explorer.

Login procedure:
https://ctc.blackboard.com/webapps/login/
  • Username is ‘c’ (lowercase) plus your 7- digit CTC ID. Follow the link below if you do not know your ID number:
    http://soarapp.ctcd.org/online_forms/links/bb_username_lookup.cfm
  • Password is student’s date of birth—mmddyy.
All courses are listed in a box in the upper right-hand corner of the screen “My Courses.” Besides all active courses, student will find lots of free resources at Blackboard, information and links to the CTC library, a Student Center with a discussion board and points of contact, online tutoring for math and writing, online mini-courses, 24/7 tech support. Professor Deets provides guidance for all students prof.deets@ctcd.edu.

**Guest Account**

**Everyone can use the Blackboard Guest account:** [https://ctc.blackboard.com/webapps/login/](https://ctc.blackboard.com/webapps/login/)

1. Go to [https://ctc.blackboard.com/](https://ctc.blackboard.com/)
2. Log in using **bbuser** as both, the username and password.
3. Explore!
On Demand Blackboard Help

On Demand Blackboard Help for Students
Blackboard Help for Students
Select the link above to get Blackboard help when you need it.

On Demand Blackboard Help for Faculty
Blackboard Help for Instructors
Select the link above to get Blackboard help when you need it.

Distance Education

Orientation Course

Guide to Online Courses
Select the link above to access the Guide to Online Courses.

Purpose of Orientation
You've decided to take one or more college-level courses with Central Texas College.
Your goal may be:
- to earn a two-year degree
- to transfer to a four-year institution after obtaining a two-year degree
- to earn promotion points
- for self-improvement

Regardless of why you are taking courses or whether you've previously taken college courses elsewhere, we suggest that you go through the material in this orientation course to get on the right track and avoid speed bumps and dangerous detours. We recommend that you work through each section and complete any activities contained in the section. Your participation in this orientation will be measured by your submission of the assignments to each section. The following topics will be covered:

- Time Management
- Study Environment and Study Habits
- Learning Styles
- Reading Skills and Strategies
- Note Taking
- Memory Techniques
- Preparing For and Taking Tests
Computer Basics

Basic Computer Use
Sometimes you might feel that everyone is more adept at using computers than you are. Take the short computer skills self-evaluation below to find out if you need to improve certain skills.

Computer Skills
Take this self-evaluation to make sure you have the computer skills you need for a distance education course. Use the results of the survey to identify those skills that you should improve.

Need to Work on your Computer Skills?
Did the basic computer skills assessment identify some skills that need improvement? Jan's Illustrated Computer Literacy 101 at http://www.jegsworks.com/Lessons/index.html includes lessons on topics such as identifying computer components and using software—and the approach is very detailed yet easy to understand. Even if you have never touched a mouse before, you should be able to follow along.

Another resource for computer training is the Goodwill Community Foundation Learn Free site, which offers lessons on hardware, software, and Internet usage. You can access the site at http://www.gcflearnfree.org/computer/.

Do you want to learn about specific Microsoft products such as Windows 8 or Word 2013? You can visit the Microsoft website at http://www.microsoft.com/ to find training on just about every product released by Microsoft—even older versions.

Using the Internet
Learn the Net is a good resource for learning how to work online; you can visit the site at http://www.learthenet.com/english/index.html. You will find information ranging from connecting to the Internet to building your own web site.

- Once you have reached this site, note the "How To" list at the left side of the screen.
- If you are a novice, you might want to start with "Get Started."
- Otherwise, start with "Master the Basics" and then work your way down the list.
- Select each underlined word or title to access the information.
- This information is also available as the "Animated Internet."
IT Courses – SAM application

This application is required by some CTC IT distance learning courses, and it comes in the course book bundle. Students **should not buy used books** because they do not come with all required course materials, e.g. SAM that has the online access code.

However, for some courses this code can be purchased separately on the publisher website at: [http://www.cengagebrain.co.uk/shop/search/9781285733975#searchAnchor](http://www.cengagebrain.co.uk/shop/search/9781285733975#searchAnchor)

SAM (Skills Assessment Manager) is a web-based application that measures student proficiency in Microsoft Office software and technology-related topics. SAM teaches Microsoft Word, Excel, PowerPoint, Access, Outlook and Internet Explorer in addition to foundational computer concepts. SAM uses skill-based assessments, interactive training, real-world projects and just-in-time remediation to help students learn essential computing skills.

Please review the additional information at:


[http://sam.cengage.com/Content/InstructionFiles/Help/LoginHelp/SAM%20Login%20Help.htm](http://sam.cengage.com/Content/InstructionFiles/Help/LoginHelp/SAM%20Login%20Help.htm)

[https://www.youtube.com/playlist?list=PLtv5E8moFF2rKKdlZ0_QoOg4lZB2bknuE](https://www.youtube.com/playlist?list=PLtv5E8moFF2rKKdlZ0_QoOg4lZB2bknuE)
Blackboard Menu and Good Practices

1. Read both pages of the course syllabus; it is very, very important!
2. Perform the Start Here! Tasks, and all assignments that are due on the end of the first week; it holds for your self-paced courses as well.
3. Read the Plagiarism Statement, and do the quiz if required.
4. Locate the Student Center and Tutoring in the course menu and join these organizations.
5. Begin Lesson 1. In general, students will complete the lessons in numerical order.
6. Start Discussion Board—introduce yourself to your classmates.
7. Review Instructor Info and send greeting email to your instructor via Messages or instructor-requested means of communication (your personal email, or EagleMail).

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Student Center

Blackboard Student Center is free resource. To register, select the Student Center link in the course menu (at the left) and self enroll. Professor DEETs offers a recorded Blackboard orientation. You can view the Blackboard orientation at [http://online.ctcd.edu/orientation.cfm](http://online.ctcd.edu/orientation.cfm). If you have any questions you can email Professor DEETs at prof.deets@ctcd.edu. Visit the Student Center often for the numerous resources that are provided. You will find information on who to contact when you have questions, as well as self-help tips.
Need help in writing and math? Self-enroll in the online tutoring offered by the English tutor in the Writing Lab and the Math tutor in Math Tutoring. Look under the Organizations and Tutoring Tab in Blackboard to access the tutoring folder and select the organization you want to join.

Remember, the Writing Lab is available to all online students in any online class needing help with their writing, whether it involves blogs, papers, essays, wikis or the discussion board. (Instructors have reported seeing an improvement in skills in those students who visit the online tutoring organizations.)

1. **Who are the tutors?** Qualified instructors who teach online and who are employed by Central Texas College to help you learn.

2. **Discussions:** Ask a writing or grammar or math question; receive a response within 48 hours!

3. **Email the tutor:** english.tutor@ctcd.edu or at math.tutor@ctcd.edu

4. **Live Time:** Attend live labs or tutoring sessions with the tutor. Check the announcement page of the tutoring center to find out specifics.

5. You can post questions in the discussion board or email the tutor.

**What's in it for me?**

**Writing Lab:**
- Use the links in the Lab's menu to find resources on:
  - Grammar, MLA, and APA style explanations and videos
  - Career writing (resumes, cover letters, etc.)
  - Writing skills and strategies
- In the Writing Lab, post your creative writing to share with others.

**Math Tutoring:** Use the links in the Lab's menu to find resources for: MATH1332, MATH1414, MATH1342
Writing Lab

The Central Texas College Online Writing Lab serves online students from all subject areas in becoming better writers through the improvement of their writing skills. The Writing Lab provides:

- Feedback from an instructor before submitting an assignment for a grade.
- Private, individualized 'live' sessions with a Writing Coach to work on student’s specific research, writing, and grammar questions.
- Live workshops to review writing strategies, types of essays, and grammar issues.
- Research, writing, and grammar resources for improvement.

The Writing Lab does NOT grade or edit essays. The Writing Lab also does NOT provide answers to graded exam questions. However, the Writing Lab will provide guidance on revising content and organization as well as explain proofreading strategies and point out what kinds of issues you should proofread your essays to fix.

Helpful Resources for Papers/Projects

Here are links to helpful tools that will aid you in your papers and projects.

- APA style  https://owl.english.purdue.edu/owl/section/2/10/
- MLA style  https://owl.english.purdue.edu/owl/resource/747/01/
- Citations - Son of Citation Machine  http://www.citationmachine.net/
- Grammar errors and plagiarism check - Grammarly - www.grammarly.com
Creating PowerPoints
- PowerPoints

Research
- Oveta Culp Hobby Memorial Library

Presentations Options
- Prezi

Free Trial-Microsoft Office 2010
- Microsoft Office 2010

Office 365 Education
Office 365 Education is available for free to students who are enrolled at Central Texas College. Install Office on up to five personal devices (e.g., PC, Mac, or mobile device).
- http://www.ctcd.edu/faculty-staff/information-technology/student-links/

MATH Tutoring
Need help with your math class? You should always contact your instructor first. But if you have specific questions, you can find the answers here. You can check out the self-help materials or communicate with a tutor. In the latter case, be ready to provide your course name and number; your instructor's name; the textbook title, chapter, and section; and the problem number and description. Tutors will NOT assist with quizzes and tests!