

## Online Courses

Online courses provide busy people the opportunity to fit education into their lives. Most online course students report convenience as the top reason they selected a distance learning course.

### Are you ready for an online class?

You will be most successful in an online course if you are:

- Self-motivated and adaptable
- Can follow written instructions
- Able to dedicate time to your coursework
- Comfortable communicating in writing
- Not intimidated by computers, email, or other communication technologies

## Getting Started with Online Classes

You are enrolled in an online course. Now what?

- Be certain to purchase materials for the online course.
- If this is your first online course, you are required to participate in an orientation session.
- Visit your instructor's webpage.
- Check your IVCC email account.
- Log into your course (via Blackboard or the program specified by the instructor's webpage) on the first day of class.

For more detailed information, visit [www.ivcc.edu/DL](http://www.ivcc.edu/DL), then select Online Courses.

## Tech Tips for a Successful Semester

- Be able to log into all computer systems before the first day of classes: Network, Email, WebAdvisor, and Blackboard.
- Memorize your K-number and your seven-digit student ID number.
- Keep your passwords safe.
- Check your IVCC email daily.
- Explore and get to know the IVCC Website.
- Buy a flash drive and back up your work. Remember, you can also save to your U-drive or OneDrive, but best to save in two locations.
- Get to know the Office 365 apps within your IVCC Office 365 Student Email. This offers another location to save your work.
- When you are on a campus computer and need to step away for a minute, use Ctrl+Alt+Delete to lock your computer. Only you can unlock it with your password.
- Allow plenty of time for printing handouts or papers before class.



## About the Student Help Desk

The Student Help Desk is a division of IVCC's Learning Technologies Department. Our goal is to provide students with academic assistance and support when using technology. We help students navigate through the various computer applications necessary to complete their assignments. We customize our assistance according to a student's technological skill level.

The Student Help Desk, Peer Tutoring, and the Writing Center are located in the Learning Commons, D-201. Hours vary for each department.

### Student Help Desk Hours

#### Fall/Spring

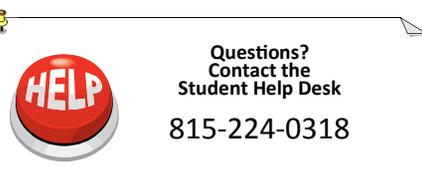
Monday - Thursday 8:00 AM - 8:00 PM  
Friday 8:00 AM - 4:30 PM

#### Summer

Monday - Thursday 8:00 AM - 7:00 PM  
Friday Closed

*Hours will vary between semesters.*

This brochure was adapted from Illinois Central College Teaching and Learning Center; [www.icc.edu/innovation](http://www.icc.edu/innovation) ([tlc@icc.edu](mailto:tlc@icc.edu)).



# Computer Technology for IVCC Students

Illinois Valley Community College

2017-2018

## IVCC Website

The IVCC website is a resource of valuable information for IVCC students. The IVCC home page is [www.ivcc.edu](http://www.ivcc.edu).

## Student Help Desk

The Student Help Desk is your one-stop shop for IVCC's interactive web services and technology assistance. Visit [www.ivcc.edu/studenthelpdesk](http://www.ivcc.edu/studenthelpdesk) or click on the Student Tech Support link from the IVCC home page.

## K-Number

Students enrolled at IVCC are issued a K-number that serves as their username for the various computer systems used at IVCC.

## Finding your K-Number

You can find your K-number on your IVCC Student ID card or by using WebAdvisor. From WebAdvisor's Main Menu, click the **What's My User ID** link. Follow the on-screen directions and your K-number will be displayed. Student ID cards are issued by the Office of Admissions, and your first ID card is free.

## Finding your 7-digit Student ID Number

You can find this number on your Student ID card (in purple), on your class schedule, or on your billing statement.

### IVCC uses an App? Yes, we do! It's Ellucian GO

Use this app to access:

- WebAdvisor
- Student Email
- Blackboard
- Campus Maps



Log in with your WebAdvisor credentials.



## About IVCC Computer Systems

All students receive the following accounts:

- Network
- Student Email
- WebAdvisor
- Blackboard

## Network

Students are assigned a network account and network storage space known as the U-drive (U:\). You can store and access files from any campus computer, including the Ottawa Center. You have 200 MB of storage available. Network accounts are active for the fall, spring, and summer semesters.

## Student Email

Your student email address is: Your **K-number@office365.ivcc.edu**. To access the login page go to: [www.ivcc.edu/studentemail](http://www.ivcc.edu/studentemail) Check your email daily.

## WebAdvisor

WebAdvisor is IVCC's online academic management system and is available to all students. WebAdvisor is the most convenient way to register for classes, add and drop classes, waitlist a course, set up a payment plan, check final grades, order transcripts, view your class schedule, and find placement test scores and financial aid information.

## Blackboard

Blackboard is a web-based learning environment that allows access to course resources including an electronic grade book, course files, a discussion board, instructor contact information and much more. Not all instructors/courses will use Blackboard.



## Passwords

Instructions on how to set up accounts:

### Network—Initial login:

- **Username** is your K-number
- **Password** is your 7-digit student ID number
- You will be prompted to create a new password, 6+ characters in length.
- You can also change your password at anytime by logging in and using **Ctrl+Alt+Delete**.

### Wi-Fi Access

Once your Network password is created, you can access the IVCC Wi-Fi using the Network login credentials. The wireless service is supported across campus.

### Student Email—Initial login:

- **Username:**  
K-number@office365.ivcc.edu
- **Password:** EaglesXXXXXXXX  
(Xs are your 7-digit student ID number)
- **New password:**  
8-16 characters in length, containing three of the following:
  - Uppercase letter
  - Lowercase letter
  - Number
  - special character
- To set up your self-service email password reset, go to [www.ivcc.edu/studentemailpassword](http://www.ivcc.edu/studentemailpassword). Log in using your IVCC email username and password, and follow the prompts.

### WebAdvisor

- **SET UP YOUR ACCOUNT**—use this link to set up your permanent password. Your K-number will be your User ID and must be entered using all capital letters. You must follow the prompts to set up your password (6-9 characters, containing letters and numbers).
- **What's My Password**—if you have forgotten your password, you can reset your password by using this link and following the on-screen directions.

### Blackboard

- **Username** is your K-number
- **Password** is your 7-digit Student ID number
- **Wish to change your password?** Log into Blackboard, under **Tools**, choose **Personal Information** followed by **Change Password**.

## Campus Computer Technology

### Computer Labs are installed with:

- Windows 7 or 10 operating system
- Most labs use MS Office 2013, but some course specific labs use MS Office 365 ProPlus 2016 or Office Professional 2016
- Bank 2 in D-201: Windows 10 and Office 365 ProPlus 2016
- Access to network drive (U:\) to store files
- USB ports
- Some labs include CD/DVD drives
- Internet access

### Graphic Design Lab—Macs

- OS X 10.9 (Mavericks)
- Adobe CS6

### Printers

Each campus computer lab is equipped with a black and white printer for student printing. The printers located in Jacobs Library, the Learning Commons, and the Ottawa Center utilize a print release station to release print jobs. In these locations, black and white prints are 5¢ each. Color prints can be obtained in the Learning Commons for 25¢ per page.

### Scan Stations

The Learning Commons and Jacobs Library have scan stations which can scan to USB, email, printer, and smartphones/tablets.

### Free Office 365 Products

Current IVCC students can install MS Office 365 ProPlus 2016 on up to five personal computers/devices for FREE to use while they are students at IVCC. This process is completed through your student email—log in and click on Office 365, located in the upper left corner. The apps you can install depend upon your device.

In addition, within the student email, students have access to Office 365 Online Web apps, which include Word, Excel, PowerPoint, and more, along with one TB of cloud storage on OneDrive.

For assistance, visit [www.ivcc.edu/studenthelpdesk](http://www.ivcc.edu/studenthelpdesk) or stop at the Student Help Desk in D-201.



**Need Password Help?**  
Student Help Desk  
815-224-0318

## Technology at Jacobs Library

Visit the library at [www.ivcc.edu/library](http://www.ivcc.edu/library) or in A-201. Have your IVCC student ID card at hand.

- Research on- or off-campus using online journal databases and e-book collections.
- Find books and renew materials online through the library catalog.
- Request books from I-Share libraries through the library catalog. Pick them up at IVCC's Main Campus or Ottawa Center.
- Cite sources using NoodleTools.
- Use the library's computers or connect wirelessly with your own.
- Check out a laptop to use in the library.
- Use streaming videos and e-reserves for class assignments.
- Scan to USB, email, printer, and smartphones/tablets.
- Get research assistance: Chat online, text 815-605-0482, email [jacobs\\_library@ivcc.edu](mailto:jacobs_library@ivcc.edu), call 815-224-0306, or use the online guides and tutorials.
- Access library resources off-campus by clicking on a database link. When prompted, enter your full 14-digit student ID number and last name.

## The Learning Commons

The Learning Commons computer lab, located in D-201, is an open-lab environment with 53 Windows PCs and 2 Macs. All students are encouraged to utilize the resources and ask the staff for assistance! The computers are connected to a print release station and print to a black and white printer. A scanning station is also available—scan to USB, email, printer, and smartphones/tablets.

### Quick Print Stations

The Learning Commons has two Quick Print Stations, which allow students to print in black/white or color from a USB drive or online program without first logging into the Network. Great while in a hurry!

### Specialized Software

The computers in the Learning Commons are equipped with the same software used in classes. Students requiring specialized software have priority at the following banks:

- **Bank 2** MS Office 2016
- **Bank 3** Cad Software, MS Office 2016
- **Bank 4** German Language and Inspiration
- **Bank 7** QuickBooks

## Student Life Center and Cyber Café

The Student Life Center and Cyber Café have computers available for student use. Students can send print jobs from these computers to the Learning Commons' or Jacobs Library's print release stations. The print jobs will be held in queue for 45 minutes, then will be purged.

- Black and white prints are 5¢ each at the Learning Commons and Jacobs Library.
- Color prints can be printed in the Learning Commons for 25¢ per page.

These two locations, Student Life Center and Cyber Café, also have charging stations with both outlet and USB ports for students to bring their own devices.

## Wireless Printing

Wireless printing from your mobile devices is available for 5¢ black/white, or 25¢ color, per page. Printing is limited to MS Office documents and PDFs. Print jobs are stored for 45 minutes—after this time has passed, they will automatically be deleted.

- Go to <https://papercut.ivcc.edu:9192/app>
- Log in with your Network credentials
- Pick a printer (either the Learning Commons, Jacobs Library, or the Ottawa Center)
- Follow the prompts to upload an Office document or PDF and submit
- Go to the Print Release Station, log in, and release