

Distance Learning

To: Northern Wyoming CC District Online Learners
From: Stoney Gaddy, Director of Distance and Distributive Learning
Date: 01/03/2012
Re: **Spring 2012 Online Course Information Update**



Dear NWCCD student,

Welcome to Northern Wyoming Community College District (NWCCD) as an online student. We are excited about the upcoming semester and would like to share some important information with you before the semester gets underway.

Most Spring 2012 classes begin January 16. Please check your schedule for details.

Is there an orientation I can attend?

If you are a new NWCCD online learner or new to the Blackboard 9 course management environment, you are expected to complete one of the Orientation to Online Learning options. There are three (3) orientation options for your convenience.

Option I – Enroll in (HMDV*1025) *Introduction to Online Learning*. This course orients students to Blackboard 9 and provides valuable activities where students communicate with an actual instructor and other students; locate and submit a couple short assignments; as well as complete a quiz all in a nurturing environment that promotes successful navigation for other NWCCD online courses.



Option II – Complete the self-paced orientation to online learning on the Distance Learning Website. This six (6) module orientation can be completed anytime and will take between 2 and 3 hours depending on the number of tutorials and self-assessment activities completed. The online orientation should be completed before the end of the first week of classes. The orientation can be completed **now** from the Sheridan College Distance Education Website: (www.sheridan.edu/distance/orientation/onlineorientation.asp)

Option III – Attend one of the following on-site face-to-face or online Web conference sessions:

Spring 2012 Online Learning Orientation Options

Date	Time	Location	Building/Room #
January 13	1:00-2:00 pm	Sheridan College	Whitney 139B
January 13	6:00-7:00 pm	Blackboard Collaborate (Online) New!	Click for Details
January 16	3:00-4:00 pm	Sheridan College	GMB 010
January 16	6:00-7:00 pm	Sheridan College	Whitney 139A
January 16	7:00-8:00 pm	Blackboard Collaborate (Online) New!	Click for Details
January 17	3:00-4:00 pm	Gillette College	TEC 107
January 17	6:00-7:00 pm	Gillette College	TEC 106



The electronic (PDF) version of this letter has links to Web pages. To access the PDF version, go to:

<http://services.sheridan.edu/distance/12SPStudentOnlineWelcomeLetter.pdf>

When can I start my class?

Default access to your course(s) on Blackboard begins the first day of class. Your instructor may send specific instructions to your Sheridan College e-mail (username@sheridan.edu) on or before the first day so be sure to check your e-mail by logging into My College (<http://mycollege.sheridan.edu>). If you do not see your class(es) listed on your Course List in Blackboard by the second day of class, please contact the NWCCD Help Desk (see contact information below).

How do I get my textbooks for the course?

You can access either the Sheridan College (www.sheridanbookstore.com) or Gillette College (www.gillettebookstore.com) online bookstores to purchase your textbooks and other required materials.

How do I access my course(s) on Blackboard?

To access your online course(s) on Blackboard, follow the steps below:

1. Access the NWCCD home page at www.sheridan.edu.
2. Click the ONLINE LEARNING link.
3. Click the Log into Blackboard link.
4. Once on the Blackboard entry page, click the Log In button.
5. Enter your NWCCD username and password (see enclosed My College account setup sheet) and click the OK button.
Note: Your username will take the form of firstnamelastname (example: bobsmith).
6. Once on the My Blackboard 9 My Institution page, click on your online course link to access the course home page.

Again, if you do not see your course listed by the 2nd day of classes, please contact the Help Desk (contact information below).



What if I run into trouble?

Course difficulty questions with Blackboard should first be directed to your instructor. There may be course settings that the instructor has to adjust in order to work properly. **Technical difficulty** questions with Blackboard access should be directed to our Help Desk.

Sheridan 307.674.6446 ext. 2600 Toll free: 1.800.913.9139 ext. 2600
Gillette 307.686.0254 ext. 2600 Web: <http://helpdesk.sheridan.edu>

Help Desk Hours:
Fall & Spring: 8am-9pm Monday-Thursday and 8:00am-5:00pm on Friday

For issues occurring after help desk hours, students and instructors can submit a [Helpdesk Request](#) ticket. After-hours tickets will likely not be addressed until normal business hours unless it involves major system functionality. Browse the Online [Student Resources](#) Web page for Blackboard FAQs, How-to videos, and other resources.

Many of the problems encountered by online students are a direct result of not completing an **orientation to online learning** option or not having the **necessary Web browser “updates” and “plug-ins”** installed on your computer. Additional information regarding technical support resources for online students can be found at (<http://www.sheridan.edu/distance/students.asp>).

Remember, online classes are just as demanding as an on campus class. You should expect to work hard, participate in discussions, and meet assignment/exam deadlines as required. The results of your efforts will be a rewarding class experience in a flexible learning environment.

Have a great term and, once again, welcome to online learning at NWCCD!