



eLearning Student Guide

September 2008 MM

Welcome to your eLearning adventure! eLearning is a new concept to many of us and sometimes it seems like we are trying to navigate a foreign land. This guide is intended to act as your compass so you can travel through your eLearning class with confidence towards a successful destination.

This guide will be broken up into three sections. The information targets different parts of the journey, however, all three sections contain information that will be valuable to you no matter what leg of the expedition you are on.

Section One: Mapping your Journey

This section covers information to help you decide if taking an eLearning class is right for you. Topics include:

- Types of eLearning Courses
- How do I find out what classes are available through eLearning?
- Learning Styles/Core Skills
- Computer Basics
- Self Evaluation – Is eLearning right for me?

Section Two: Hitting the Road

In this section we will discuss the steps you need to take to successfully get started in your eLearning course from the time you register up to the first day of the quarter. Topics include:

- Introducing... Blackboard!
- Username and Password Information
- Anatomy of an eLearning Classroom
- Technical Requirement
- Software
- Email
- Books
- Financial Aid
- First day of the Term Procedures
- Important Things to Know
- A Word about Waitlists

Section Three: Smooth Sailing

This section will cover tips, tricks, and resources that will help you successfully navigate and complete your eLearning class. Topics include:

- The 7 habits of Highly Effective eLearning Students
- Discussions and “Netiquette”
- Tips for Success
- Resources and Links

Let's get started!

SECTION 1: Mapping your Journey

Types of eLearning Courses

eLearning encompasses classes offered through a variety of alternative delivery methods:

Online:

This encompasses classes where class activities are completed in an online environment. Most online classes require no face to face contact between the students and the instructor however there are a few exceptions so always check the class schedule.

PHOTOGRAPHIC STORYTELLING - E-LEARNING COURSE									
Item	Dept	Sec	Cred	Bld	Rm	Days	Time	Instructor	
2061	ART	131	1DL	3	ARR	0	ARR	Check Hours	TANENBAUM J
A fee of \$32.50 in addition to tuition									
2062	ART	131	2DL	3	ARR	0	ARR	Check Hours	TANENBAUM J
A fee of \$32.50 in addition to tuition									
Appropriate for non-majors and beginning photo students. Previous camera experience helpful, but not required. Student must provide digital camera.									

Important things to consider about online classes:

- Some classes have mandatory orientations, or require proctored exams. Make sure to check the class schedule for this information
- Online classes require the same level of time commitment as on campus classes. Don't underestimate how much time your class work will take.
- Online classes require a high level of reading and writing. If you feel you need help in these areas you may want to seek out assistance or on campus classes before taking online classes.
- If you are not comfortable with basic computer skills see the Computer Basics area of this section before taking an online class.

Hybrid:

These classes combine traditional face-to-face classroom time with the flexibility of online learning. Typically, the on campus time is reduced by 20 to 80 percent. The rest of the class work is done online.

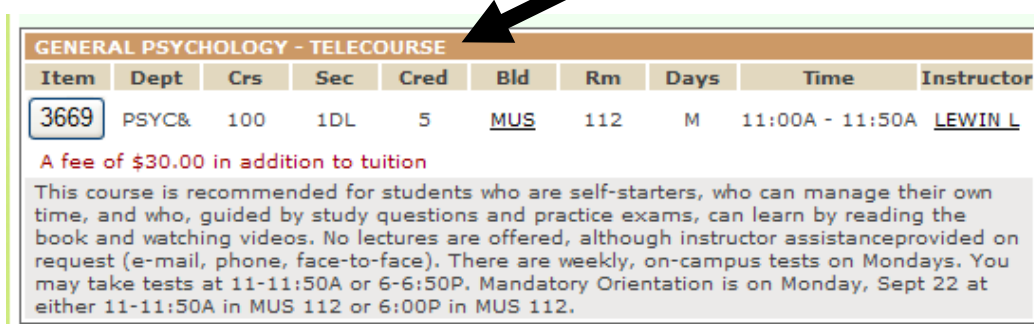
PROFESSIONAL SELLING - HYBRID									
Item	Dept	Sec	Cred	Bld	Rm	Days	Time	Instructor	
2304	BUS	251	1HY	3	SHL	214	ARR	Check Hours	SERRANO P
A fee of \$15.00 in addition to tuition									
Orientation September 24, 4:10p-6:00p or 6:00p-7:50p. Test dates: October 15, November 12 and December 10 in SHL 214 from 4:10p-6:00p or 6:00p-7:50p.									

Important things to consider about hybrid classes:

- Hybrid classes require the same level of time commitment as fully on campus classes. Don't underestimate how much time your class work will take.
- Hybrid classes require a high level of reading and writing. If you feel you need help in these areas you may want to seek out assistance or on campus classes before taking online classes.
- If you are not comfortable with basic computer skills see the Computer Basics area of this section before taking an online class.
- Always check the schedule of classes for important information regarding your course.

Telecourse:

These classes deliver all course content through videos and the text book. They typically meet weekly for exams.



GENERAL PSYCHOLOGY - TELECOURSE									
Item	Dept	Crs	Sec	Cred	Bld	Rm	Days	Time	Instructor
3669	PSYC&	100	1DL	5	MUS	112	M	11:00A - 11:50A	LEWIN L

A fee of \$30.00 in addition to tuition

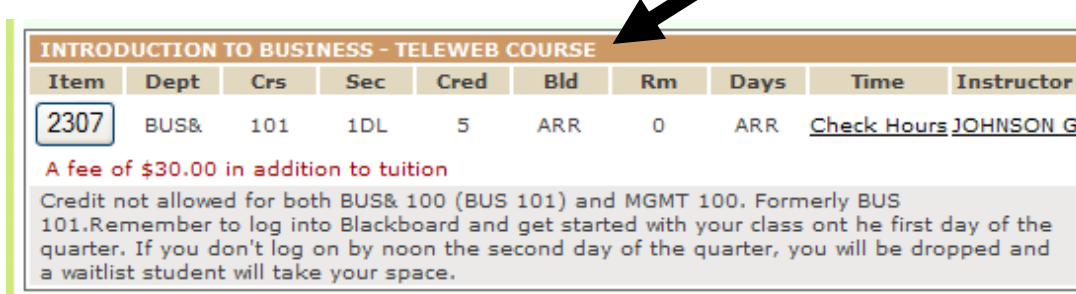
This course is recommended for students who are self-starters, who can manage their own time, and who, guided by study questions and practice exams, can learn by reading the book and watching videos. No lectures are offered, although instructor assistance provided on request (e-mail, phone, face-to-face). There are weekly, on-campus tests on Mondays. You may take tests at 11-11:50A or 6-6:50P. Mandatory Orientation is on Monday, Sept 22 at either 11-11:50A in MUS 112 or 6:00P in MUS 112.

Important things to consider about telecourse classes:

- There is **no** online component to these classes
- There are three different ways to view the videos for these classes. The information regarding these options can be found at http://www.clark.edu/eLearning/telecourse_viewing.php.

Telewebs:

These classes combine the video component of the telecourse with online activities.



INTRODUCTION TO BUSINESS - TELEWEB COURSE									
Item	Dept	Crs	Sec	Cred	Bld	Rm	Days	Time	Instructor
2307	BUS&	101	1DL	5	ARR	0	ARR	Check Hours	JOHNSON G

A fee of \$30.00 in addition to tuition

Credit not allowed for both BUS& 100 (BUS 101) and MGMT 100. Formerly BUS 101. Remember to log into Blackboard and get started with your class on the first day of the quarter. If you don't log on by noon the second day of the quarter, you will be dropped and a waitlist student will take your space.

Important things to consider about teleweb classes:

- There are three different ways to view the videos for these classes. The information regarding these options can be found at http://www.clark.edu/eLearning/telecourse_viewing.php.

- teleweb classes require a high level of reading and writing. If you feel you need help in these areas you may want to seek out assistance or on campus classes before taking online classes.
- If you are not comfortable with basic computer skills see the Computer Basics area of this section before taking an online class.

WAOL:

These classes are delivered fully online via the Washington State Online (WAOL) Consortium. They are fully online. To see if your class is offered through WAOL check the class schedule.

ISSUES & TRENDS IN EARLY CHILDHOOD EDUCATION - E-LEARNING COURSE									
Item	Dept	Crs	Sec	Cred	Bld	Rm	Days	Time	Instructor
1263	ECE	131	1DL	3	ARR	0	ARR	Check Hours	THEBERGE S
Start Date: 06/30/2008 End Date: 08/22/2008									
A fee of \$30.00 in addition to tuition									
This class has unusual start and/or end dates. Contact the department for more information. Online only via WAOL . Credit not allowed for both ECE 121 and 131. Offered as an online course only. Please go to www.waol.org to access this course.									

Important things to consider about WAOL classes:

- These classes are NOT offered through Clark College’s Blackboard. For support on WAOL classes contact your instructor or WAOL.

How do I find out what classes are available through eLearning?

Printed Schedule:

Under each section heading there is a subheading titled “eLearning”

community, delivery techniques and how to select appropriate books and materials.

ECONOMICS									
INTRODUCTION TO ECONOMICS									
6562	ECON	101	A	3	SHL	102	MWF	8:00A-8:50A	FITEJ
6563	ECON	101	B	3	SHL	103	MW	1:30P-2:30P	FITEJ
INTERNATIONAL ECONOMICS									
6564	ECON	120	A	5	SHL	216	DAILY	9:00A-9:50A	FITEJ
MICROECONOMICS									
6566	ECON	202	A	5	SHL	102	DAILY	9:00A-9:50A	CRAVEN J
6567	ECON	202	B	5	SHL	102	DAILY	11:00A-11:50A	FITEJ
Prerequisite: ECON 101 or MATH 095 or consent of Instructional Unit.									
SPECIAL PROJECTS									
Contact the instructional dean, division chair or your instructor for more information or to make arrangements to register for Special Project credits in this department. Prerequisite: Consent of Instructional Unit.									
eLearning CLASS									
General information about eLearning courses can be found on the eLearning Page in this printed schedule.									
INTRODUCTION TO ECONOMICS: ONLINE COURSE									
6561	ECON	101	1DL	3	ARR	ARR	ARR		HAMIDEHA
A \$30.00 fee in addition to tuition.									
EVENING CLASSES									
MACROECONOMICS									
6565	ECON	201	BA	5	SHL	102	TTh	6:00P-8:20P	CRAVEN J
Broad economic principles, issues, structures, processes, and variables governing the dynamics of the United States and global economies. Problems of economic organization, market processes, role of government in the economy and society, money and banking processes and issues, measurement and determination of economic aggregates, fiscal and monetary policies, economic growth and development and international trade. May be taken by non-majors in engineering, etc., to fulfill a one-quarter economics requirement. Prerequisite: ECON 101 or MATH 095 or consent of Instructional Unit.									
MICROECONOMICS									

Online Schedule:

The online schedule is found at <http://www.clark.edu/academics/schedule/>. Click the eLearning Classes button to the right of the screen to see just the eLearning selections.

Fall 2008 Class Schedule

As of summer quarter 2008, Clark College adopted common course numbering (CCN).

- [Admissions/Registration Important Dates](#)
- [Common Course Numbering](#)
- [Evening Schedule](#)
- [Final Exam Schedule](#)
- [Financial Aid Deadlines](#)

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | R | S | T | V | W | Z |

A)

- [ABE](#) - Adult Basic Education
- [ACCT](#) - Accounting
- [ACED](#) - Addiction Counselor Education
- [AG](#) - Agriculture
- [ANTH](#) - Anthropology
- [ART](#) - Art
- [ASL](#) - American Sign Language
- [ASTR](#) - Astronomy
- [AUTO](#) - Automotive Technology

B)

- [BAK](#) - Baking - Culinary Arts
- [BIOL](#) - Biology
- [BTEC](#) - Business Technology
- [BUS](#) - Business Administration

eLearning Classes

Clark@WSUV Classes

Evening Classes

Summer 2008

Learning Styles/Core Skills:

eLearning classes offer students alternative methods of learning. These classes are best for those who:

- Learn well by reading and writing
- Are self motivated
- Learn visually

eLearning classes will go smoother for you if you:

- Have strong reading and writing skills
- Are familiar with basic computer skills
- Have good time management
- Pay attention to detail

If you feel you need to strengthen any of these skills or you learn better in an auditory environment, on campus classes may work better for you at this time.

Computer Basics:

When you take an eLearning class you want to be able to focus on the class work at hand and not on the technicalities of the course. Therefore, some basic knowledge of computer skills will be extremely helpful in your experience. Important skills to have are:

- Email – have a valid email address and know how to use it (i.e. sending email, attaching files, etc.)
- Basic word processing – copying/pasting text, opening and saving documents
- Downloading files
- Basic internet functions – opening web pages, using search engines, bookmarking

There are a number of resources available to you. You will find some useful websites listed in the Resource section.

If you'd like to take an on campus class to assist in your familiarization of computer skills the following classes are recommended:

- BTEC 105 – this class is good for anyone with little to no experience with computers
- BTEC 150 – This class is for those with a little bit of experience but need to expand their knowledge to become more comfortable.

Self Evaluation

How well do these statements describe you?

- 1) I feel comfortable using reading and writing as my primary means of communication and learning.
- 2) I feel I can learn in an environment where oral lectures are not the primary means of learning.
- 3) I am self motivated and can work independently.
- 4) I have no problem communicating with my instructor and other classmates through electronic means such as email and discussion boards.
- 5) I have no problem asking questions when I don't understand something or need clarification.
- 6) I have or will have access to a computer on a regular basis.
- 7) I feel comfortable in my keyboarding abilities.
- 8) I feel comfortable with basic computer skills such as email, creating and saving files, and downloading files.
- 9) I can dedicate approximately 3 hours of work per credit hour to my eLearning class.

If you've answered yes to most of these questions, eLearning is a good option for you!

SECTION 2: Hitting the Road

Alright, you've decided to take the plunge and just finished registering for your very first eLearning class. Congratulations!

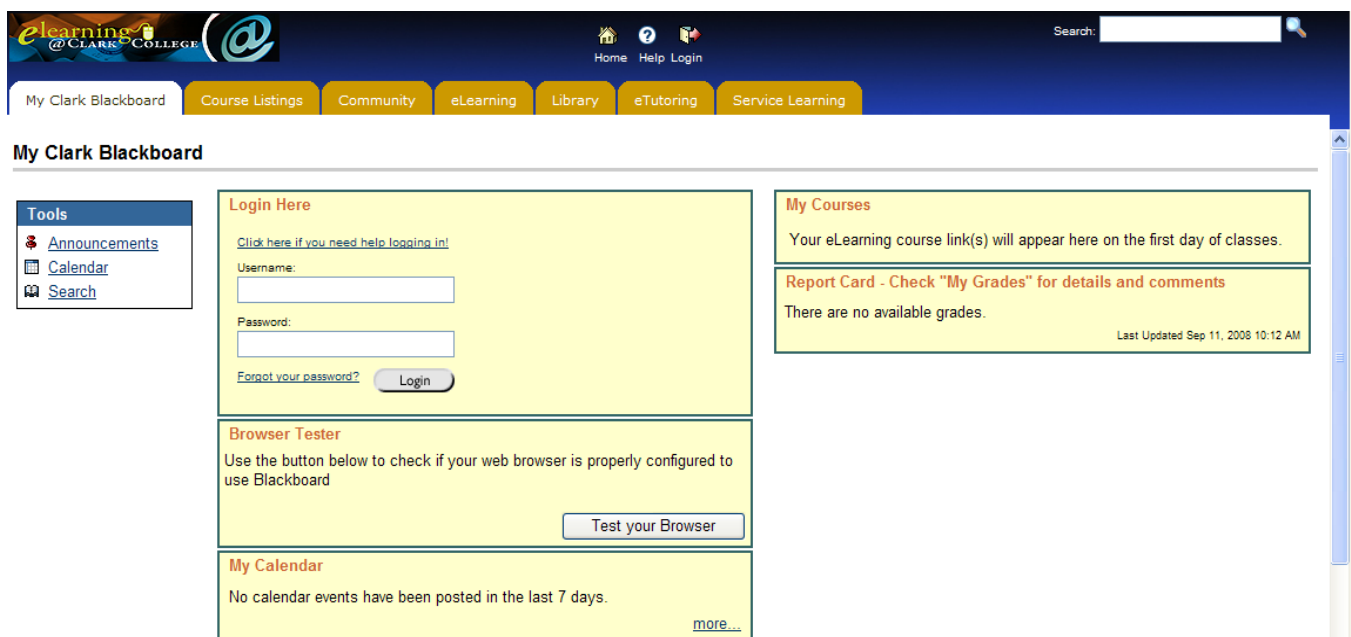
...

Now what?

For a traditional on campus class it's easy. You get your books and show up for the first day of class. But wait! If your class is online, what IS your first day of class and how on Earth do you "show up" for it?

Introducing... Blackboard!

Welcome to Blackboard. Blackboard is a Course Management System sometimes called a CMS. Basically, it's everything your classroom would be neatly packaged in an online environment.



As you can see, there's a lot going on here on this page. We'll look at some of the other features later. For now let's just focus on getting you logged in.

Blackboard Username and Password

Your username and password are based on your name and your student ID. Your student ID is going to be important to you throughout your time at Clark so make sure to memorize it or have it handy. If you don't know your student ID the only way to get it is to go to the Registration office.

Username:

Your username for Blackboard is going to be familiar to you if you've ever used a computer lab on campus. It consists of the first letter of first name, first four letters of the last name and last four digits of your Student ID number. For

example, Joe Smith with SID of 940-23-4567 would have a username of jsmi4567. NOTE: Make sure you DO NOT use your Social Security number. It just won't work.

Password:

Unlike your username, your Blackboard password is unique just to Blackboard. It consists of the last 5 numbers of your student ID. Using the same example student above, his password would be 34567.

NOTE: If you'd like to change your username follow the instructions located at <http://www.clark.edu/eLearning/password.php>.

Anatomy of an eLearning Class

Like any class, there are going to be variations and differences from class to class. There are, however, certain similarities and common themes you will see throughout your Blackboard classes.

Once you've logged in:

The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with tabs for "My Clark Blackboard", "Course Listings", "Community", "eLearning", "Library", "eTutoring", and "Service Learning". Below this, a welcome message reads "Welcome, Oswald" with "Modify Content" and "Modify Layout" links. On the left, a "Tools" sidebar lists: Announcements, Calendar, Tasks, Send E-mail, Address Book, Personal Information, and Search. The main content area contains several widgets: "Browser Tester" with a "Test your Browser" button; "My Calendar" showing "No calendar events have been posted in the last 7 days." with a "more..." link; "My Organizations" showing "You are not currently participating in any organizations."; "Download Pronto"; and "My Courses" which includes a section for "Courses in which you are enrolled:" with a link to "BTEC_149_Example: Example Course", and a "Report Card" section with a table of course grades.

Course	Grade
BTEC_149_Example: Example Course	-

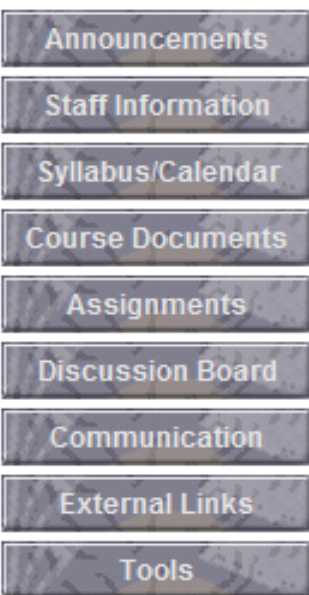
Last Updated Sep 11, 2008 11:30 AM

As you can see this looks very similar to the log in screen except now you have even MORE options. You also see the name of your class in multiple places. The important one to focus on is under the heading "My Courses". This is the only one that will take you to your full course. The other ones will only take you to limited portions of your course. Each one of these course names is a hyperlink, meaning if you click on one it will take you into your "classroom".

The screenshot shows a Blackboard course interface. At the top, there are navigation tabs: "My Clark Blackboard", "Course Listings", "Community", "eLearning", "Library", "eTutoring", and "Service Learning". On the left, a sidebar contains buttons for "Announcements", "Staff Information", "Course Documents", "Assignments", "Discussion Board", "Communication", "External Links", "Tools", "Syllabus/Calendar", and "See YOUR Grades". Below these are "Tools" options: "Communication", "Course Tools", "Course Map", "Refresh", and "Detail View". The main content area has a breadcrumb "EXAMPLE COURSE (BTCC 149 EXAMPLE) > ANNOUNCEMENTS" and a banner for "elearning @ CLARK COLLEGE". Below the banner are tabs for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". A date range "September 04, 2008 - September 11, 2008" is displayed. A message from "Maggie McKir" dated "Mon, Jun 30, 2008" says "Welcome to class!" and explains the announcement page. At the bottom, there is a copyright notice for Blackboard Academic Suite.

Once you're inside your class, every class is going to look a little bit different. There is, however, a basic format that you will see throughout each Blackboard class. You will always have a toolbar on your left with different buttons and when you first go into your course it always defaults to your announcement page.

Common course components



The buttons on the left take you to different portions of your class. These are completely customizable by your instructor so you may see different selections and even different colors and shapes but they will always be to the left of the screen. Common components are:

- Announcements
- Staff information
- Course Documents (sometimes the syllabus is located here and sometimes it has its own button)
- Assignments
- Discussion Board
- Links
- Communication
- Tools

Technical Requirements

Below is a list of minimum computer hardware requirements:

PC	Mac
An Internet Service Provider*	An Internet Service Provider*
High-speed Internet connection strongly recommended	High-speed Internet connection strongly recommended
Pentium III equivalent or higher	G4 equivalent or higher
56kkps V.90 modem - if on dial-up	56kkps V.90 modem - if on dial-up
500MB free space on the hard drive	500MB free space on the hard drive
128 MB of RAM or higher	128 MB of RAM or higher
Windows 2000, XP or Vista	Mac OS 10 or higher
CD-ROM with sound and speakers	CD-ROM with sound and speakers
Word processing software and other software as required**	Word processing software and other software as required**
Internet Explorer 7 OR Firefox 2	Firefox 2 ***
<p>* Blackboard does not support AOL's (America Online) or NetZero's web-browser. If you use AOL or NetZero as your ISP, you will need to download Firefox (Mac or PC) or use Internet Explorer 7 (PC only) . After you have installed the new browser , you will need to connect to your ISP using the AOL or NetZero browser, then minimize the browser and open either the Firefox or Internet Explorer browser to access Blackboard (https://clark.blackboard.com).</p> <p>** Some courses may require additional software. Please check the individual course listings for more information. Make sure your computer can support the required software.</p> <p>*** Mac users should avoid any version of the Safari and Internet Explorer browsers. There are incompatibilities that will prevent some functionality required for complete access to Blackboard.</p>	

Software

Some classes require specific software that will be specified by your instructor in the syllabus or on the book list at the bookstore but at the least you need the following:

- An internet browser (i.e. Internet Explorer, Firefox) NOTE: AOL does not support Blackboard
- A word processor

Email

You will be required to have an active email account. You may use your personal email address or may activate a Clark College email address. Some important things to note regarding email:

- If you chose to use the Clark supplied email address you MUST activate it. Instructions on how to do this are located at http://www.clark.edu/eLearning/student_email.php.
- In the end, the most important deciding factor in picking your email address is that it is one you will check. This is the primary means of communication between you and your instructor.

Once you've decided on what email address to use you need to put that information into Blackboard. Go to <http://www.clark.edu/eLearning/email.php> and follow the instructions.

Books

eLearning classes still typically require books. The process for checking to see if your class requires any is the same as on campus classes:

- Visit the Clark College Bookstore on campus
- Check the Bookstore's website at www.clarkbookstore.com. You can see what books you need and even order them.

Financial Aid

If you are receiving Financial Aid you will need to get Proof of Attendance from your instructor. eLearning classes do this through an email process. Detailed instructions on how to do this are located at http://www.clark.edu/eLearning/proof_of_attend.php.

First Day of the Term Procedures

On the first day of the term there are a number of things you are going to want to do to insure your success in your online class:

- LOG INTO CLASS – this is VERY important! Unless otherwise specified, the first day of the term is considered your first day of class. If you don't show up, you may be removed from the course.
- One of the first things you are going to want to do is update your email address in Blackboard. For instructions on how to do this go to <http://www.clark.edu/eLearning/email.php>.
- Explore your class. Check out the syllabus, look through the options to your left and get familiar with how your instructor has your class set up. Knowing where to find things will make your whole quarter go MUCH smoother.
- Often instructors will have an introductory assignment. If they do, complete that.

Important Things to Know

- You may not be able to log into your class earlier than the first day of the term
- If, on the first day of the term, you cannot get logged into Blackboard, call the eLearning department ASAP. It's a quick fix, we just need to know about it.
- Instructors have until noon to make their courses available to the students. If you log in first thing in the morning and don't see your class, DON'T PANIC. Just keep checking. If after noon you still don't see the class give the eLearning Department a call.
- If you register for a class after the term starts be aware that there is a little lag time before you will have access to the course on Blackboard. It is a good idea to email the instructor to let them know that you have just registered and will log in as soon as you have access. Instructors are aware of this lag time.

A Word about Waitlists

If you are on a waitlist for an eLearning class you cannot just “show up” to the first day of class. It is highly recommended that you email the instructor to let them know that you are on the waitlist and are committed to getting into their class.

SECTION 3: Smooth Sailing

The 7 Habits of Highly Effective eLearning Students

1. Preparation – Preparing yourself both prior to the term and throughout the term will make a big difference in how smoothly the class goes for you.
 - a. Prior to class:
 - i. Be familiar with Blackboard
 - ii. Know what your course materials (text books, software, etc) are
 - iii. Know what you need to do for Financial Aid
 - b. The first day of the term:
 - i. Explore EVERYTHING about your class
 - ii. Find and read the syllabus
 - iii. Estimate realistically how much time you will need to devote to the class
 - iv. See what the discussion board requirements are
2. Self Motivation – Realize that your instructor is not going to be there in your classroom everyday asking if you’ve done your work. It’s up to YOU to make sure you complete the assignments and keep up with your class work.
3. Communication – Success is ALL about communication. If you don’t understand, ASK. Participate in discussions with your classmates. If you have a problem, let someone know.
4. Attention to Detail – Small things can make a huge difference. Make sure you proofread EVERYTHING you write from discussion posts to papers. Don’t use email abbreviations, or emoticons. This is college level writing and can be graded as such.
5. Self Discipline – It may be a good idea to put aside some set “class times” for yourself. It will help you make sure you commit the time you need to for your class work.
6. Flexibility – Realize that with anything, things don’t always go the way you think they are going to. You may need to commit more time to your class than you originally thought, or perhaps Blackboard doesn’t work exactly how you thought it would. Whatever the hurdle, roll with the punches. At the end of the day, if you can laugh it off you will find your road a much easier one to follow.
7. Have a Backup Plan – Speaking of things going wrong, technology is not perfect. If your computer crashes or your internet goes down you can’t just pack it in and call it a day. Especially if you have an assignment due in an hour! Realize that these things MAY happen and have a backup ready. Know the computer lab hours, arrange with a friend or family member to use their computer in a situation like this. DON’T wait until 11:45 PM to do an assignment that is due at Midnight. While instructors may be flexible, in the end, technology is never an excuse for late or poor quality work.

Discussions and “Netiquette”

Some discussion board terms defined:

Forums:

EXAMPLE COURSE (BTEC 149 EXAMPLE) > DISCUSSION BOARD

Discussion Board

Search After Sep 11 2008 Before Sep 12 2008

Forum	Total Posts	Unread Posts	Total Participants
Welcome to the Discussion Board! This is where all of your class discussions will occur. Some classes use this feature more than others but for many it is an extremely important part of the class. Make sure you are familiar with how this works.	1	0	1

OK

When you first enter the Discussion Board area you will typically see one or more topics listed. Each of these is a forum set up by your instructor. Think of these as your in class discussion topics. To enter one of these forums select the blue underlined topic name.

Threads:

EXAMPLE COURSE (BTEC 149 EXAMPLE) > DISCUSSION BOARD > COURSE DISCUSSIONS: WELCOME TO THE DISCUSSION BOARD!

Course Discussions: Welcome to the Discussion Board!

Tree View List View

Thread Collect Mark Read Mark Unread Search

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/2/08 11:55 AM	Hi	Oswald Student	Published	0	1

Once you have entered a discussion forum you will see one or more new topics within this forum. Each of these are called threads. Typically, this is where your instructor will ask you to post your discussions. There are two ways to do this:

1) Creating a new thread:



To create a new thread, select the +Thread button.



Reply to Post

1 Message

* Subject:

Message

Normal 3 Times New Roman B I U S x₂ x² [List Icons]

[Rich Text Editor Icons]

Path: [body](#)

create your message and hit SUBMIT.

Netiquette

Some points on etiquette when sending emails or posting discussions:

- Watch your tone. Often statements, especially humor or sarcasm, can be taken wrong.
- Be polite and respectful. Classroom discussions are not for starting flame wars.
- Don't use all caps, it make people think you are yelling.
- Don't use abbreviations or emoticons. Your writing should always be at the college level.
- Consider that responses should be more than just "I agree". Many instructors are looking for critical thinking in your feedback.
- Realize that not everyone is going to have the same opinion as you and be tolerant of different views.

Tips for Success

- When opening external links or files in Blackboard right click your mouse and "Open in a New Window". This will put the page in the correct format for viewing and printing.
- Don't put any symbols in your file names. Blackboard won't accept them and you won't be able to submit attachments.
- Keep your syllabus handy and highlight it if you've printed it out.
- If your instructor has created a schedule keep that handy too.

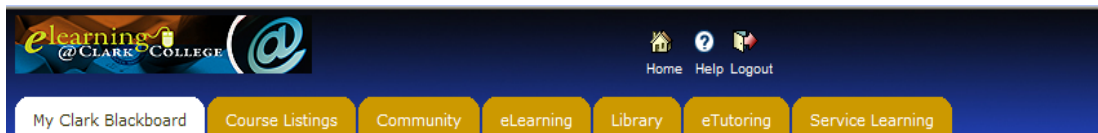
- When preparing ANY assignment from a discussion post to a paper it's a good idea to type it in a word processor first. Save it there before putting it onto Blackboard. This creates a backup copy for you in case something happens.
- Prepare yourself well in advance for upcoming assignments.
- Communicate, communicate, communicate
- Have patience
- Don't be under the misconception that eLearning classes are EASIER than on campus classes. They require just as much work and depending on your learning style may take more time.

Resources and Links

There are MANY wonderful resources out there for you to use both offered by Clark College and on the internet:

Clark College:

Blackboard Tabs:



Welcome, Oswald

These tabs offer the benefit of being able to go to different portions of Clark College's website without leaving Blackboard. Simply go back to the My Clark Blackboard tab to return to your class. Tabs of interest are:

- eLearning – takes you to the eLearning homepage. Here you can find out how to do something in Blackboard or to look up our office contact information this.
- Library – Takes you to the Library's homepage. Use this page for research using one of the library's many databases, to see if they have a book or to learn more about research or citing sources.
- eTutoring – This resource is in conjunction with the Tutoring department at Clark. Instructions are on the main eTutoring page.
- Service Learning – This goes to information regarding the Service Learning program at Clark and how classes are getting involved.

Other Clark Resources:

- IRIS- <http://www.clark.edu/Library/iris> : This is a tutorial available from the library about information literacy.
- On Campus Tutoring/Writing Center: http://www.clark.edu/student_services/tutoring_center.php
- Assessment Center - http://www.clark.edu/admissions_fin_aid/assessment/index.php: If you need to have an exam proctored or need to take a compass test.
- Bookstore - <http://clarkbookstore.com/>
- Computing Resources for Students: http://www.clark.edu/student_services/computing_resources/index.php
- Counseling Services: http://www.clark.edu/student_services/counseling/index.php
- Disability Support Service: http://www.clark.edu/student_services/disability_support.php
- International Programs: <http://www.clark.edu/academics/international/index.php>
- Online Advising (for current students): https://www.clark.edu/online_advising/
- Online Services: http://www.clark.edu/student_services/online_services/index.php

- Student Help Sessions: http://www.clark.edu/student_services/employment/student_workshops.php
- eLearning FAQ's - <http://www.clark.edu/eLearning/faqs.php>

Other Resources:

- Basic Computer Skills tutorials- <http://www.ctdlc.org/remediation/> :offers tutorials in Computer Skills, email skills, word processing skills and web skills
- Microsoft Office Tutorials - <http://office.microsoft.com/en-us/training/default.aspx>: offers tutorials in Microsoft Office Products

eLearning Contact Information

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EMAIL: elearning@clark.edu

OFFICE LOCATION: LIB 124 (in the breezeway between Gaiser and the library)