

## Online Courses

Each year online courses serve the educational needs of hundreds of IVCC students. 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:

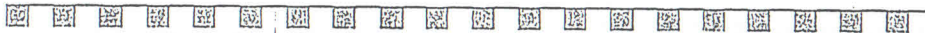
- Self-motivated and adaptable
- Enjoy reading
- Able to dedicate time to your coursework
- Comfortable communicating in writing
- Not intimidated by computers, email, or other communications technologies

## 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 Web page.
- Check your IVCC email account.
- Log in to your class (via Blackboard) the first day of school.

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



## 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 various computer applications necessary to complete their assignments. We customize our assistance according to a student's technological skill level.

The Student Help Desk is located in the Learning Commons. Students will also find Peer Tutoring and the Writing Center. 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

Pre-Summer/Summer  
Monday-Thursday  
8:00 AM - 7:00 PM  
Friday Closed

## Tech Tips for a Successful Semester

- ⇒ Be able to log in to all computer systems before the first day of classes.
- ⇒ Memorize your K-number and your seven digit student number.
- ⇒ Buy a flash drive and back it up.
- ⇒ Check your IVCC email daily.
- ⇒ Explore and get to know the IVCC Website.
- ⇒ Keep your passwords safe.
- ⇒ 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.



## Computer Technology for IVCC Students

## Illinois Valley Community College

2014-2015

### IVCC Website

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

### Student Help Desk

The Student Help Desk link is your one-stop 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 website.

### K-Number

IVCC students enrolled in a class are issued a K-number that serves as their username for the different computer systems used at IVCC.

### Finding your K-Number

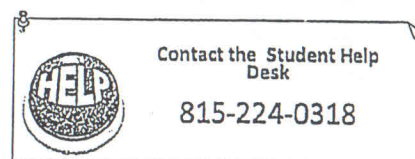
If you do not know or forget your K-number you can find it on your new student ID card or by using WebAdvisor. From WebAdvisor's Main Menu click the *What's My User ID* link. Follow the on-screen directions and your K-number will be displayed. Student ID cards are issued by the Office of Admissions.

### About IVCC Computer Systems

All part-time and full-time students receive the following accounts that may be conveniently accessed from our Homepage [www.ivcc.edu](http://www.ivcc.edu).

- Blackboard
- Student E-mail
- WebAdvisor\*

\*Prospective students who want to register for classes online will need to request a WebAdvisor account. Please call Admissions at 815-224-0447.



**IVCC Network Account**—As an IVCC student, you are assigned a network account and storage space known as the U-drive (U:\). Like the C drive on your home computer, the U-drive is your home directory on any campus computer. You can use it to store and access files from any campus computer, including the Ottawa Center. You have 200 MB of storage available. When accessing the U-drive from campus, log into the network using your credentials. Select the letter 'U' from MY COMPUTER and you will find your stored files. Network accounts are active for the spring and fall semesters. After summer, all data on the U-drives are wiped clean by Information Technology Services.

**IVCC Email**—Your student email address is: [Knumber@students.ivcc.edu](mailto:Knumber@students.ivcc.edu). To access the log in page go to: [students.ivcc.edu](http://students.ivcc.edu). Check your email daily.

**WebAdvisor**—WebAdvisor is a secure, interactive website that allows you to access class schedules, obtain grades, update personal information, pay for classes, request transcripts, drop classes (known as 'sections'), and access assessment test scores. Access to confidential information is controlled through the use of a username and password. The "Search for Sections" and "Continuing Education Classes" are accessible to all users, including guests. All WebAdvisor accounts must be set up prior to usage.

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

## Passwords

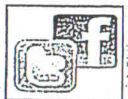
The default password for the IVCC Network, student email, and Blackboard is your seven digit student number. For WebAdvisor, you create your own password at initial set up. The Student Help Desk can help with resetting passwords.

### To change your default password:

- **IVCC Network**— At initial login you will be prompted to change your password. You can also change your password at anytime by using **Ctrl+Alt+Delete**.
- **Student email**— At initial login you will be prompted to change your password. You can also change your password by clicking the **Preferences** tab. In the **Login Options**, click **Change Password** and follow the prompts.
- **WebAdvisor**— Use the **SET UP MY ACCOUNT** link to initialize your account and set up your permanent password. If you have forgotten your password, you can reset it by using the **What's My Password** link and follow the on-screen directions.
- **Blackboard**— In Blackboard, under **Tools**, choose **Personal Information** followed by **Change Password**.

### Did You Know?

- A **twillionaire** is a twitterer with a million or more followers.
- There were **1.32 billion** monthly active users on Facebook at the end of June 2014.



Follow IVCC on  
Twitter or like us on  
Facebook.

<http://didyouknow.org/fastfacts/technology>

<http://newsroom.fb.com>

## Campus Computer Technology

All college computers, with the exception of the graphic design lab:

- utilize the Windows 07 operating system (effective Fall 2012)
- have Microsoft Office Professional 2010 or 2013 installed
- are networked to provide students with a network account (U:\ drive) to store files
- have CD/DVD drives & Internet Access

Additionally, IVCC has numerous computer labs and course-specific labs throughout campus.

### Printers

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

### Scan Stations

The Learning Commons and library have scan stations which can scan to USB, email, printer, Google drives, and Smartphones/ Tablets.

### The Learning Commons Computer Lab

The Learning Commons computer lab, located in D-201, is an open-lab environment where you will find 53 computers and 2 Mac computers. All computers are networked to a black and white printer that utilizes a print-release station to print documents.

The lab is staffed and maintained by Student Help Desk staff.

### Specialized Software

The computers in the Learning Commons are equipped with the latest specialized software used in classes. The computers are separated into banks, according to software. Students who need specialized software get priority.

- Bank 3— CAD Software
- Bank 4— Keyboarding
- Bank 5— Nursing and Dental
- Bank 6— CS6
- Bank 10— Inspiration

## Wireless Access

Wireless service is supported in the following areas. It is only available to current students and IVCC employees. Your network credentials will be required to login.

- The Cafeteria
- Board Room
- C316
- The Learning Commons (D201)
- Building D > B Interconnect (Third Floor)
- D225
- The Library
- The Lobby
- The Reading and Math Lab (B201)
- A211
- Chemistry Lab
- Truck Driver Training Building (Building H)

## Technology at Jacobs Library

Visit the library at <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 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.
- Renew materials online through the library catalog.
- Cite sources using NoodleBib.
- Use the library's computers or connect wirelessly with yours.
- Check out a laptop or a portable DVD player to use in the library.
- Use streaming videos and e-reserves for class assignments.
- Scan to USB, email, printer, Google drive, and Smartphones/Tablets
- Get research assistance. Chat online, text 1-815-605-0482, email [Jacobs\\_Library@ivcc.edu](mailto:Jacobs_Library@ivcc.edu), call 815-224-0306, or use the online guides.
- Access library resources off-campus by clicking on a database link. When prompted, enter 14-digit student ID number and last name.

## Wireless Printing

Wireless printing from your mobile android devices and laptops is available for a fee when you are near a wireless hotspot. Printing is limited to MS Office documents or PDF files. Print jobs are stored for 45 minutes. If they are not released, they get deleted.

- ⇒ Visit <https://papercut.ivcc.edu:9192>
- ⇒ login with your network credentials,
- ⇒ pick a printer (either in the Learning Commons, Library or Ottawa Center)
- ⇒ upload any office document or .pdf,
- ⇒ go to the release station, login, and release.

You can sync your mobile phone with your IVCC student email. All phones have a unique set up but you will need the following information:

### Email address:

[knumber@students.ivcc.edu](mailto:knumber@students.ivcc.edu)

### Email password:

default password or your own

Server host: [students.ivcc.edu](http://students.ivcc.edu)

