

## 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:

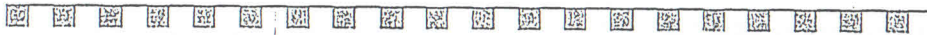
- Self-motivated and adaptable
- Enjoy reading
- Able to dedicate time to your coursework
- Comfortable communicating in writing
- Not intimidated by computers, email, or other communications technologies

## 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

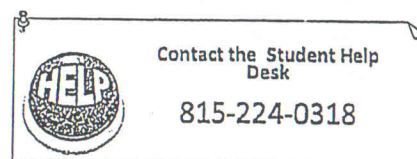
If you do not know or forget your K-number you can find it on your new student ID card or by using WebAdvisor. From WebAdvisor's Main Menu click the *What's My User ID* link. Follow the on-screen directions and your K-number will be displayed. Student ID cards are issued by the Office of Admissions.

### 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.