

# E-Institute

<http://webtide.hccd.edu>

## Spring 2009

### Did you know?



- ✓ Classes begin on Monday, January 26
- ✓ Online courses are not self-paced and do have time oriented assignments
- ✓ That you will need to log onto the class a minimum of 3 to 5 days a week
- ✓ That you must be self-motivated, enjoy learning independently, and possess basic computer skills (emailing, attaching files, word processing, etc) to be successful in an online course
- ✓ That you can preview a course at the E-Institute website
- ✓ Brick and Click is the name commonly used at HCC to describe courses that combine face-to-face classroom instruction with computer-based learning.
- ✓ HCC offers approximately 70+ courses online and 10+ brick and click courses.

### Helpful instructions:

- ✓ Contact [dladvising@hcc.mass.edu](mailto:dladvising@hcc.mass.edu) regarding academic advising for online or brick and click courses
- ✓ View the "Is Distance Learning For Me?" power point presentation on HCC's E-institute
- ✓ View "Course Offerings/Interaction Plan" link on HCC's E-institute to see course specific information -
- ✓ View "General Information" link
- ✓ Review the "Online Learning Instructions" on the right side of the main page on HCC's E-institute
- ✓ If you encounter any problems, please call or email dlhelp at 413-552-2124 or [dlhelp@hcc.mass.edu](mailto:dlhelp@hcc.mass.edu). Self-help files can be found on the main web page under "Common Problems"

### Spring Calendar

January 20, 21, & 22: Walk in Orientation Labs are available from 5 pm – 6:15 pm in KC518 (top floor of the Kittredge Center). A brief orientation and assistance in logging into WebCT and MY HCC (the portal) will be provided

Complete the "Browser Tune-up" located on the right side of the main page before attempting to login to your WebCT course



Review the orientation course (WebCT 101) provided in your mywebct account along with your semester courses. To log on, please follow the directions in the "Online Learning Instructions". The WebCT 101 Orientation course is available January 16<sup>th</sup> after 6PM. Spring courses will be available on January 20<sup>th</sup> after 6PM. Students registered for an online course before 4:15 pm are uploaded every evening at 6:00 p.m.

Fri., January 23: 4:30 p.m. is the last day and time to register for online courses

Mon., January 26: Classes begin for the spring 2008 semester – YES, even online courses!

Tues, Jan. 27 Add/Drop period for online courses closes at 7:00 p.m. **Add/drop is available only for current students who have successfully complete an online course at HCC**

Thurs., Jan. 29: **All students taking a fully online course must be logged into and working on their courses by 9 pm on this date or they will be made inactive in the course.**

# IS DISTANCE LEARNING FOR ME?

The following set of questions will help you determine if you are a candidate for online learning.

1. Do you know how to send and receive email messages?
2. Do you know how to attach and open attached files in an email message?
3. Do you know how to "paste" text from a word processor into an email message or other documents?
4. Can you write clearly and articulate what you want to say in writing?
5. Do you own a computer running Windows 2000 or higher?
6. Do you have Internet access with DSL or Broadband?
7. Do you have 9 to 12 hours in your schedule a week for online coursework?
8. Are you willing to deal with technical problems with assistance over phone or by email?
9. Can you create files, save files, and manage files on your computer?
10. Can you install software such as web browsers or plug-ins?
11. Can you download software?
12. Can you participate in online discussions, blogs, or other similar forums?
13. Can you work well without direct supervision?
14. Do you consider yourself to be disciplined and self-motivated?
15. Do you procrastinate and finish coursework at the last minute?
16. Do you have trouble following written directions?
17. Do you think you will spend less time studying for your online class?

If you answered yes to questions 1 – 14 and no to questions 15 –17, then online learning might be for you!