

## ***CCTC Offers Technology Training for Students in Mini II Courses!!!***

Training sessions are being offered to students entering the Fall Minimester II eight weeks (8 wks) online courses. It is recommended that students taking online courses for the “first time” should plan to attend one of the scheduled sessions listed below.

### **Fall 2009 Student Training Schedule:**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Topic</b>	
<b>Fall Mini II 2009</b>				
October 14 Wednesday	<b>By Appt.</b>	Main, Room 590	<b>Online Course Orientation</b>	Lynda
October 15 Thursday	3:00 PM	Main, Room 532	<b>Online Course Orientation</b>	Lynda
October 16 Friday	<b>By Appt.</b>	Main, Room 590	<b>Online Course Orientation</b>	Lynda
October 19 Monday	4:00 PM	Main, Room 532	<b>Online Course Orientation</b>	Nancy
October 20 Tuesday	4:00 PM	Main, Room 532	<b>Online Course Orientation</b>	Lynda

As always, training is provided throughout the semester as needed and by appointments – please call **Lynda Marshall at 774-3343 ext.343**.

An outline of the Online Course Orientation is prepared below for your review.

### **Online Course Orientation**

**Learn how to be successful in both online learning and use of Desire2Learn (D2L) an online course management system.**

- Online learning strategies – how to be a great online learner
- Access (log in through myCCTC)
- Basic navigation
- Basic tools
- Online Help and Instructions
- My Settings (adding profile information; setting preferences)
- Email (how to use; setting preferences; restricted to D2L only)
- Course Homepage
- Content (the location to find course information)
- Quizzes (basic instructions on how to use)
- Discussions (how to use; setting preferences)
- FAQ
- Logout