Introduction to eLearning

eLearning Website

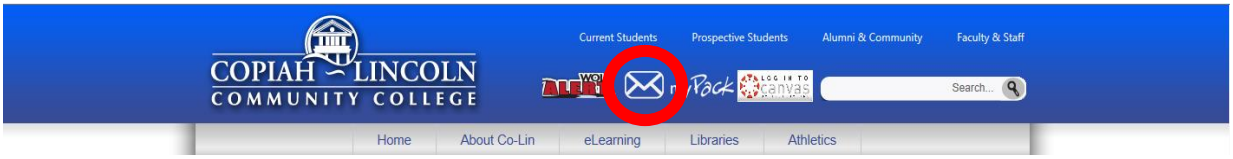
Please visit the eLearning webpage at www.colin.edu/elearning. Under the Current eLearning Students tab, you will find information about accessing your student profile, requesting changes to your pre-registration schedule, withdrawing from eLearning courses, ordering textbooks, scheduling proctored exams and much more.

The Mississippi Virtual Community College follows a set calendar each semester and the dates are different from traditional (on-ground) courses. Please be sure to view the eLearning Calendar found on the eLearning webpage.

Co-Lin Email

Students will be required to use their college issued email addresses for communication with instructors. Your email address is first initial, last name and last four digits of the student ID#@st.colin.edu.
Example: James Willis, ID# 123456 would be jwillis3456@st.colin.edu.

Access your email account via www.colin.edu; click on the mail link; username is your 5 or 6 digit ID number (ex.123456) and password is your 6 digit date of birth (ex.01/01/90)



Attendance

eLearning allows students to learn anywhere and anytime. To remain active in a course, students will be required to participate on a regular basis and submit assignments/exams timely. **To prevent being submitted as a No Show, please login to each online course during the first week and complete at least one assignment**. ***Please login to each online course for "Mini Term" the first 3 days of the term to prevent being submitted as a No Show***. During the semester, instructors will cut out students who do not participate. Co-Lin instructors will use the following schedule.

Semester	Maximum Absences	Instructor Withdrawal Processed
Spring/Fall	2 weeks nonparticipation	After 3rd week nonparticipation
Summer/Short-Term/Mini-Term	1 week nonparticipation	After 2nd week nonparticipation

Course Withdrawals

Students who withdraw from courses are still responsible for **ALL** financial obligations to the college. Please see the tuition refund policy located via Course Withdrawals (under the Current eLearning Students link).

Textbooks & E-Resources

The majority of online courses will require textbooks. Information about assigned textbooks can be found on your Student Profile. It is the student's responsibility to obtain needed textbooks before classes begin. (*Some courses require E-Resources.) Please contact one of Co-Lin's bookstores about purchasing your books.

Below are some guidelines and directions ***if your course is all digital*:**

1. You are NOT REQUIRED to purchase a book from the bookstore.
2. Your electronic textbook will be available through CANVAS the FIRST day of class.
3. You will be **assessed a fee** directly on your account **after the add/drop period**.
4. If you would like a hard copy of the textbook, there will be a few black and white loose-bound books available for ***an additional fee*** (much less than a standard textbook).

Below are some guidelines and directions ***if your course is using a book from the bookstore and a software bundle:***

1. You are REQUIRED to purchase a book from the bookstore for $1.00 (for inventory purposes).
2. Your software/course material access will be available through CANVAS the FIRST day of class.
3. You will be **assessed a fee** directly on your account **once you enroll**.

*If you withdraw from your course any time **after the add/drop period**, you **WILL BE** charged. Refunds are not available for the digital materials/books/software bundles.*

Proctored Exam

Every MSVCC course will require at least one proctored exam. ***Regardless of course average, students failing to complete the proctored exam process will not be awarded a passing grade.***

1. Students must schedule test time 24 hours in advance of taking test by clicking on SmarterProctoring in Canvas located in each MSVCC online course.
2. Students must bring a picture ID in order to take their exam.
3. Cell phones are strictly PROHIBITED! Students will receive a $25 fine for this violation. Multiple offences will result in increased fine amounts.
4. Students may test at any of the 15 MS CC/JCs.

Student Minimum Competencies

- Students must use their Co-Lin email accounts and understand the general use of email including attaching a document.
- Students must have a compatible word processing application (Microsoft Word is recommended).
- Students must meet any prerequisites that exist for the course they wish to take.
- Students taking an online course for the first time should complete the READI orientation found at http://colin.readi.info/.

Computer Requirements

MSVCC students are required to own or have **permanent access** to a computer with an Internet connection. Students are welcome to use open computer labs throughout the Co-Lin district, but should not use this as their sole resource. Instructors will not accept excuses in regard to computers or Internet service. For this reason, you should complete assignments prior to the deadline and always have a backup computer plan.
Search Canvas Guides for Basic Computer Specifications.

It is recommended that you use the latest versions of Firefox, Chrome or Safari.

- To download Firefox browser, go to http://www.firefox.com
- To download Chrome browser, go to http://www.google.com/chrome
- To download Safari browser, go to http://www.apple.com/safari

Portable Browsers

If you are using computers in a lab environment, at work or somewhere without the recommended browsers, there is good news. Firefox or Chrome can now be put on a USB drive to use wherever you go.

Firefox: http://portableapps.com/apps/internet/firefox_portable
Chrome: http://portableapps.com/apps/internet/google_chrome_portable

Required Plug-ins

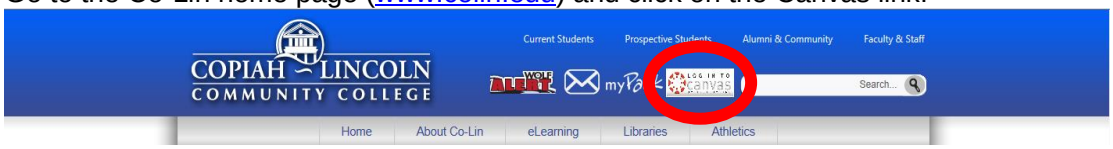
Below is a list of plug-ins that will help you use all the features of Canvas successfully.

- Adobe Flash: The majority of the web videos will be in flash. Download the latest version.
- Adobe Reader: Adobe Reader is required to read PDF files. Download the latest version.

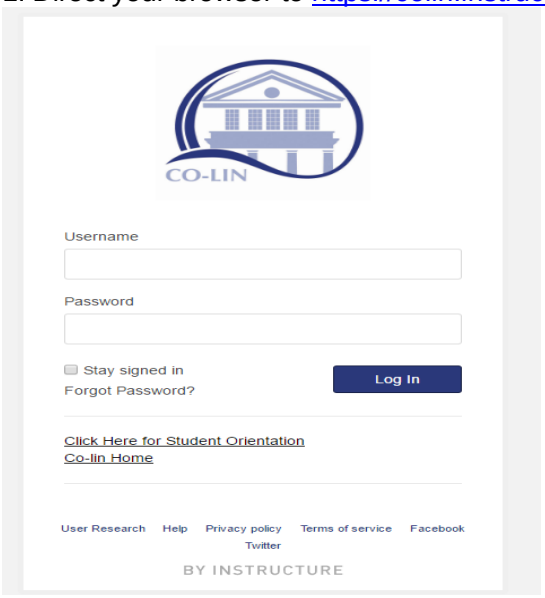
Java: Java is a free program that makes it possible for many communication features to work effectively.

Accessing Your Online Courses

Go to the Co-Lin home page (www.colin.edu) and click on the Canvas link.



1. Direct your browser to https://colin.instructure.com.



2. Enter your username. Your username is your student ID number.
3. Enter your password. Your password is your date of birth (mmddyy).
4. Select the blue **Log In** button on the screen.

Login Problems

- Make sure that you are entering your 5 or 6 digit Co-Lin ID number correctly for your username.
- Make sure that you are entering your date of birth in MMDDYY format for your password.
- If you are unable to access your course, but see it on your list of courses in Canvas, please contact your instructor to find out when the course will be published. Instructors will choose when to "Publish" their courses for student access. You can view your instructor information on your Student Profile.
- If you have a course on your Student Profile that is not on your list of courses in Canvas, please click on "**Courses"** in the course navigation and then click on "**All Courses**".
- For additional help click on the Help link once you log into Canvas.

Note:* ***Please be sure to download the Canvas App and/or bookmark Canvas: https://colin.instructure.com*

Please add your cell phone number via Canvas to receive text messages regarding course issues and activities. Instructions can be found at: Canvas Help, Search the Canvas Guides, enter "How do I add a text (SMS) contact method in Canvas?"

Canvas Support Channels

By phone
Call: **855.308.2755**
By chat
You can chat live 24/7/365:

- Click the “Help” button in the lower left hand corner of Canvas
- Choose “Chat with Canvas Support” from the menu that appears
- Click the “Find someone to chat with” button on the page to which you’re directed

By web form ← **BEST METHOD**
You can submit web form tickets 24/7/365. You will receive a first response within an hour.
To file a web form ticket:

- Click the “Help” button in the lower left hand corner of Canvas
- Choose “Report a Problem”
- Fill out the form that appears and click “Submit Ticket”

By email
Web form is better than email, but for some reason you may need to file a ticket by email. Please send your message to support@instructure.com.

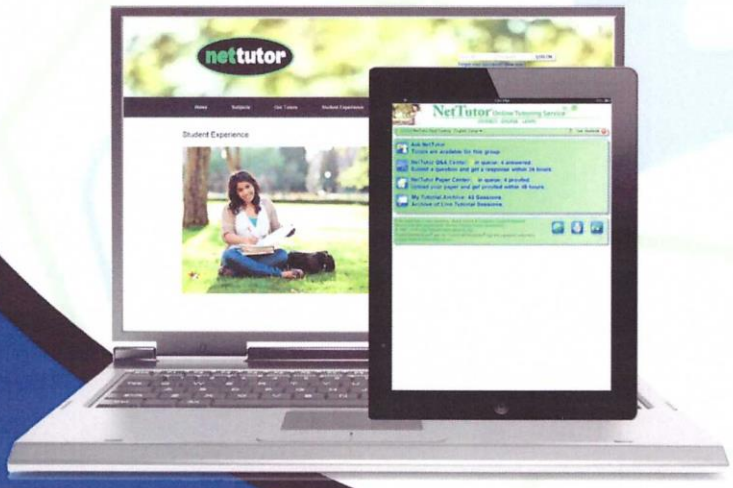
Welcome to eLearning at Co-Lin and best wishes with your classes!!!

CO-LIN

nettutor

For more information, please contact NetTutor Customer Support, which can be contacted by clicking the "Customer Support Request" link at the bottom of any NetTutor page.

FREE ONLINE TUTORING IS AVAILABLE



For Access to Free Online Tutoring

1. Log in to Canvas using your student ID and password.
2. After you log into your course, click on "NetTutor," which is located on the left side of the navigation bar.
3. From there, you can click on the subject you need help with, join a Live Tutorial, submit a question to the Q & A Center, or submit an assignment to the Paper Center for review.

SUBJECTS

Mathematics	Business	Humanities
Biology	Finance	Social Sciences
Nursing & Allied Health	Accounting	Writing & English
Computer Science	Chemistry	Spanish