

Lake Superior College Connect e-Campus Orientation

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Welcome to the Lake Superior College Connect e-Campus orientation.

This is a narrated presentation. If you have problems with the audio, please check your sound control settings before proceeding.

To view a written version, click the Captions tab

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Topics covered in this orientation include: what is the Connect e-Campus and how it can be used; technology requirements; how to access the Connect e-Campus; an overview of navigation, how to use communication tools, and finally, where to go if you need help.

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The Connect e-Campus uses a course management system called **Desire2Learn or D2L** that can be used for different purposes, including the delivery of academic courses online and collaboration for student groups. At Lake Superior College, it is used to deliver our online classes and also as a supplement to some of our on-ground and hybrid courses. Many of our onground instructors post their grades in the Connect e-Campus.

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The Connect e-Campus can be accessed on any computer that has an Internet connection and a web browser. We recommend using Internet Explorer 8 or Mozilla Firefox 3.6 for PCs. For Macs, we recommend Firefox 3.6. To check specific requirements, visit the Connect e-Campus home page.

Please note that depending on the use of streaming media, interactive multimedia, or other content in the individual sites, you might need additional hardware, software or browser plug-ins.

If you have difficulty viewing any content, you may want to try a different web browser.

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To access the Connect e-Campus, you first must know your LSCnet Account username and password.

To lookup your LSCnet account information, go to the LSC homepage at www.lsc.edu. Click on Student Portal and click on Lookup Your LSCnet Account.

Next, you will enter in your e-Services information. This is your Student ID number and Password. If you have forgotten either, you can go to e-Services and click on Forgot ID or Forgot Password.

Once you have your LSCnet Account Information, you can go to the Connect e-Campus Homepage. This can be found on the Student Portal homepage. You access the Student Portal at www.lsc.edu.

Please note that you will not be able to log into your Connect e-campus account until three weeks before your class begins. Also, you will not have access to your class until the first day of class.

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There are a few ways to access the Connect e-Campus.

You can access the site from the LSC webpage by going to www.lsc.edu and clicking on the Student Portal.

You can also go to the direct site at <https://lsc.ims.mnscu.edu>. It is recommended that you bookmark this site in case the LSC site has technical issues.

D2L also works on mobile devices. When you log in to D2L from a browser on a **mobile** device, such as an iPhone, Android, iPad, or iPod, D2L detects the device and takes you to the D2L **Mobile** Interface. The **mobile** interface allows you to access these tools: Discussions, News, Content, Bookmarks, and Grades.

NOTE: If you want full access to all tools, press the "Desktop Version" link at the bottom of the screen.

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Once you log into your e-Campus account, you come to the My Home page. On this page, you will see a News area that is information for all online students. You will also see your Lake Superior College Courses. The course I will use for this presentation is the LSC Online Skills Sample Course. This course is listed under Student Resources.

Once you access your course, you come to the Course Home page. On this page, you will see a News area and this is information for your course.

You will also see links across the top of the page that will help you navigate your course.

The following are examples of what links you may see in your course.

Content is where you access your course material. This material can be in different formats, such as, Word documents, PDFs, videos, audio, PowerPoints, etc. The first things that are usually under Content are a course syllabus and a greeting from your

instructor, and an assignment calendar. It is important to look over the course syllabus and make sure you have the correct textbook and understand what will be expected of you for the course.

Discussions is where you access the discussion boards. In this area, you will read and add to the discussions with your classmates. This is where the participation and interaction takes place for an online class. I will get into more detail about discussion boards in a few minutes.

The Dropbox is where you submit your assignments to your instructor. This is how you communicate with your instructor. I will show you how to use the dropbox a little later in the presentation.

Next is Quizzes. This is where you access your quizzes. Before taking a quiz, look at the Quiz details. Make sure you know when the quiz is available, how much time you have for the quiz, and how many attempts are allowed. If you have any questions about the quiz, please contact your instructor before starting the quiz. Quiz questions can be in a variety of formats, such as, multiple choice, true or false, fill in the blank, matching, essay, etc.

The last section is Grades. This is where you can access the grade book and keep track of your progress for the course. If you have any questions about your grade, please contact your instructor.

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The Discussions tool is a collaboration area where you can post, read and reply to messages on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

To post a new message, you first click on the discussion topic, and then click on Compose.

You then type in your subject and your message.

You may do a spell check. You can also copy and paste from Word.

There is also a place to add a file under attachments.

Once your message is ready, you click on Post in the lower right hand corner of the screen.

To reply to a message, click on Reply, type your Message, and click on Post.

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The Dropbox tool enables you to submit assignments through the Learning Environment, eliminating the need to mail, fax, or email assignments. Simply upload your assignment to the appropriate folder.

To submit a file to the dropbox, click on the folder name, and click on Add a File. In the Submit a File dialog box, you will need to click on Browse, find the file, and click on open.

Next you will need to click on Upload and Submit.

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There are a few different ways you can receive assistance with D2L. One way is to click on Help when you are logged into your Connect e-Campus account. You can also access the LSC Online Skills Sample Course for information on how to navigate and use the D2L tools. You can also go the Connect e-Campus website at <https://www.lsc.edu/e-campus>.

You can also contact us at the Technology Support Center. The Technology Support Center is a one-stop technology help center to assist you with your academic computer needs. The Technology Support Center staff can assist you with the following: your username and password, your Student ID number, your email, and also with D2L navigation and tools. The Technology Support Center is open 7:30 am to 7:30 pm, Monday thru Thursday, 7:30 am to 6 pm on Fridays, and 10 am to 2 pm on Saturdays.

This ends this presentation. Please feel free to contact the Technology Support Center if you need further information.