

Orientation Information for Online Courses (Sections 20, 21...)

Orientation/Assessment is REQUIRED (online OR on campus) for students who have not previously taken an online course (Sections 20, 21...). Check the College web site for the most up to date information at <http://www.beaufortccc.edu> or contact your instructor for additional orientation/assessment information.

Anyone interested in a face-to-face orientation should attend one of these sessions in the Library (Building 5):

- January 6, at 12:00 noon or 5:30pm
- January 7, at 12:00 noon or 5:30pm
- January 11, 12:00 noon

If you are taking an online course for the first time, this orientation will help you learn how to navigate your course and will give you an opportunity to ask questions.

Accessing your online course: (Students will have access to their courses and email on the first day of class, not before).



- Click on the **Blackboard** icon located on the College homepage to login.
- Enter Username: last name + first initial + middle initial + 2-digit birth month + 2-digit day-of-birth.
Example: For John Q. Public born 01/23/1991 the username would be publicjq0123
- Enter Password: last six digits of your social Security #. (You will not be able to access your class until the first day of class. Those who registered late need to wait at least 24 hours before access is possible.)
- You will be taken to a screen called My Institution. All Online, Web-enhanced and Hybrid courses that you are enrolled in and other valuable information will be listed on this page. Look under the column, My Courses, click on your class and enter the course.

Access BCCC Student Email and Netstorage from the College homepage using the same username and password above.

For more information about your online learning Click on the **“How Do I“?** icon on the College homepage or **contact:** Penny Sermons 252-940-6243 orl email @ pennys@beaufortccc.edu, Tricia Woolard 252-940-6312 @ triciaw@beaufortccc.edu, or Brenda Rogers 252-940-6396 @ brendar@beaufortccc.edu.

RESOURCES FOR DISTANCE LEARNERS

North Carolina Libraries in Virtual Education (NCLIVE) (www.nclive.org).

NC LIVE provides North Carolina residents and students with access to high quality information - searchable collections of magazine, newspaper, and journal articles, electronic books, historical materials, maps, and much more - covering a wide range of topics. It is available to all residents at any public, community college, or university library in North Carolina. BCCC students have remote access to NCLIVE with a password. You may get your password in the library or by emailing pennys@beaufortccc.edu.

The online catalog, **Community College Libraries in North Carolina (CCLINC)**.

(www.cclinc.ncccs.cc.nc.us) includes 40 community colleges in North Carolina. CCLINC is a shared catalog with more than a million learning resources, making this library cooperative third in size among the libraries of publicly funded institutions of higher education in North Carolina. Students may place holds on material in this database.

Interlibrary Loan - ILL provides access to books and periodicals not available in the BCCC Library. If you are unable to come to the library to get your requested materials, please contact the library staff at 252 940 6282. Every attempt will be made to fill your request.

The **BCCC web site** (www.beaufortccc.edu) and the LRC web site.

(www.beaufort.cc.nc.us/library/library.htm) provide information about the campus and the Learning Resources Center. These sites have useful links to a diverse array of information including access points to NCLIVE and the library's electronic card catalog. Visit this site to find out what is happening on campus.

If you need help using library resources, you can ask questions via **Instant Message**:

<http://www.beaufortccc.edu/LRC/Library/librarymain.htm>

Call Heather Greer, 940-6359, heatherg@beaufortccc.edu.



<http://www.beaufortccc.edu/howdoi/index.htm>

How Do I? A Guide for Distance Learning Students.

Telephone:
Library

Feel free to call, fax, or email if you need assistance.
252 940 6243 Email: pennys@beaufortccc.edu
252 940 6282 Fax: 252 946 9575