

Appendix D1

Dear Online Student:

Welcome to the online class program of Elgin Community College. We are happy you have registered for an online class, and hope the online experience proves to be a valuable one for you. I have some important details to share with you regarding your class.

Desire2Learn is the course management system used by ECC faculty to manage online classes. A user name and password is needed to access D2L. To obtain your user name and password carefully read the instructions outlined below:

Applies to Both Returning and New Students:

User Name:

Your user name is your Access ECC User ID:

e_ _ _ _ _ (small letter "e" followed by seven digit ECC ID number)

If you do not know your ECC ID, go to www.elgin.edu, click on the "access ECC" icon, and then "click here to get your user ID".

Password:

If you are a returning student to D2L, your password will remain the same. If you are a new student to D2L, your temporary password is your birth date: mmddyy. Example: January 1, 1984 = 010184. You will be prompted to change this information upon entering the system for the first time.

Directions on how to access your class are explained below.

To access your class from the ECC Online page (www.elgin.edu/online) click on the link to "D2L" and then click on Desire2Learn Login. Enter your User Name and Password. Remember, you will not have access to your class until the start date of classes. Once you can access your class, carefully read any announcements, class syllabus, and other pertinent information your instructor has provided. In some cases there are immediate due dates so be sure to pay special attention to this material. Another reminder: Most of the online classes are not self-paced - students progress through the class as a group, so be prepared to work with your fellow class members. Something else you should know – some of our online classes require proctored exams. If you live outside of the district arrangements can be made (in most instances) for you to test at a location near your residence. Either call me or your instructor for further information regarding this.

To obtain textbooks and/or course materials, contact the Elgin Community College bookstore at <http://elgin.edu/bookindex.asp>. You may also e-mail the bookstore at bookstore@elgin.edu, or phone them at 847-214-7395.

Note to Math 112 students: Be sure to pick up your software package from the Dean's Office located in ICT 227. You may want to call first to make sure the packages are available - 847-214-7359.

Orientations are scheduled for first-time online students. Sessions are scheduled for various days/times, so check the ECC Online page for details (www.elgin.edu/online). Also, be sure to explore all of the links listed on the ECC Online page. There are lots of valuable resources for online students.

If you should need technical assistance with the Desire2Learn system during the course of your online class, please contact the D2L Help desk, at 847-214-7620 or by e-mail at d2lhelpdesk@elgin.edu. If you have any other questions regarding your online class, feel free to contact me.

Thank you again for registering for an online class. I wish you the best of luck this semester!

Sincerely,

Billie Barnett

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Appendix D2

Welcome to the Telecourse Program. This option has proven to be a valuable asset for many students, and we hope you will have the same experience. Feel free to contact us by phone at 847-214-7560 or in person, SRC 143K anytime during the semester for questions or concerns.

Here are some important things for you to know:

- **The enclosed packet should provide all of the information you need to successfully complete your telecourse – course syllabus, telecourse ID card, general information.**
- **READ YOUR SYLLABUS. All information pertaining to your telecourse can be found in the syllabus. It is important that you read it.**
- **You must present your telecourse ID card at the time of checking out or viewing tapes and when you take your tests.**
- **All telecourse exams are taken in the ECC Testing Center, SRC 108.**
- **Buy your books at the Main Campus book store. Be sure to verify that the books are for the telecourse section of your course.**
- **You may complete course work prior to the end date on your telecourse ID card.**
- **Grades are issued at semester end.**
- **Take advantage of tutoring services offered in the Testing Center.**
- **If it is necessary to leave a message when contacting your instructor, be sure to include specific contact information, i.e. best time to reach you, call back number, and even your e-mail address, if applicable.**
- **To view characteristics of a successful telecourse student, visit the telecourse web page found at www.elgin.edu/telecourses.**

We wish you the best of luck this semester. Again, feel free to contact us with any questions or concerns you may have.

The Telecourse Office Staff