

Online Student Preparedness Module

Learning Management System - Moodle

<https://moodle.kccd.edu/>

The screenshot shows a web browser window with the Moodle website. The browser's address bar displays the URL <https://moodle.kccd.edu/>. The page features a header with a blue and white abstract design. Below the header, there are three columns of navigation links for different colleges: Bakersfield College, Cerro Coso College, and Porterville College. Each column includes a small image of the college's building and a list of links. In the Cerro Coso College column, the link "Online Student Preparedness" is circled in red. Below the navigation links, a message states "You are not logged in. (Log in)". At the bottom of the browser window, the taskbar shows several open applications, including a Word document, a PowerPoint presentation, and the Moodle website.

Registration Confirmation Letter

Email Address to Use: DistanceEd@cerrocoso.edu

Subjectline: Registration Confirmation for Online Course – [insert name of course]

Dear [insert name of person],

This is to confirm your successful registration for the online course below.

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Course Term:
Course Category:
Course Name:
Course Date:

Please complete the "Online Student Preparedness" session prior to the first day of class if you have never completed the session before. This is a **session** on how to succeed in your online course. Below are the steps necessary to self-enroll in the session.

- * Click here (link the word "here" with the link - <https://moodle.kccd.edu/course/view.php?id=4985>) to login to your Moodle account.
- * Enter "**onlinestudent**" when prompted for the enrollment key, then click on the "**Enroll**" button.
- * Click on the "**Course Home**" button to see and begin the "Online Student Preparedness" session.

A few friendly reminders about Cerro Coso online (CCOnline) courses:

- You should order your **textbook and materials** prior to the first day of your online course.
- Student access to CCOonline courses is available on Friday by noon prior to the class start date. **You must log in to your class before 8pm on the start date or you will be dropped.**
- There are two methods to login to your online course. Click on video (link the word "video" with the link - <http://www.3cmediasolutions.org/privid/27804?key=3cd1655c1462325a1e87b9996d8dcd3e35ca7778>) to learn more about the methods.
- Help us help you faster by contacting the Help Desk (link the word "Help Desk" with the link - http://support.kccd.edu/sims/helpcenter/layoutOne/SelfHelpHome.seam;jsessionid=D67CA906BA95C1819B855C72F94AFF56.node6?inst_name=kern&cid=39554) with your technical issues.

For additional information about CCOonline, please click here. (link the word "here" with the link - <https://www.cerrocoso.edu/cconline/current-online-students>)

Please do call if you have questions – we are here to help! We are delighted that you have chosen to take an online course from Cerro Coso Community College.

Sincerely,

Distance Education Office Staff
(760) 384-6175

Please do not reply back to this email address. To be connected to the appropriate office at Cerro Coso Community College, please call (760) 384-6100.

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Sample Pages of Online Student Preparedness Module

This screenshot shows the main page of the 'Online Student Preparedness' module. The browser address bar indicates the URL is <https://moodle.kccd.edu/course/view.php?id=4985>. The course title is 'DEC100-12345201630'. A 'STUDENT MENU' on the left lists options like 'Grades', 'View profile', 'Security keys', 'Forum posts', 'Message Settings', 'Messages', 'Faculty office hours', 'Student Moodle Tutorials', 'Participants', 'My private files', 'Tools & Resources', and 'My courses'. The main content area is titled 'Online Student Preparedness' and includes a welcome message: 'Welcome to your "Online Student Preparedness" session at Cerro Coso Community College. The "Online Student Preparedness" session is an overview of your responsibilities in an online courses, our expectation of you as an online student, how you can navigate through your online course with ease and how you can find campus support to help enrich your online experience; all of which are created to help you become successful in an online environment. We invite you to review each section of the session by clicking the "+" icon. Your session should take at least 30-45 minutes.' Below this is a vertical list of seven expandable sections: 'Log in to Your Online Class', 'Getting Tech Ready', 'Online Student Responsibilities and Expectations', 'Navigate Your Online Course Successfully', 'Tips for Success in Online Courses', 'Your Campus Support Team', and 'Provide Sound Feedback'. A 'MESSAGES' box on the right shows 'No messages waiting Messages'. The system tray at the bottom shows the date as 3/30/2016 and time as 8:39 AM.

This screenshot shows the 'Getting Tech Ready' section of the module. The browser address bar shows the URL <https://moodle.kccd.edu/course/view.php?id=4985>. The 'STUDENT MENU' on the left is visible. The main content area contains the following text: 'can find campus support to help enrich your online experience; all of which are created to help you become successful in an online environment. We invite you to review each section of the session by clicking the "+" icon. Your session should take at least 30-45 minutes.' Below this text are two buttons: 'Getting Tech Ready' and 'Computer Readiness Test'. A link below the buttons says 'GO TO Next Section: Online Student Responsibilities and Expectations'. The next section header is 'Online Student Responsibilities and Expectations', followed by 'Navigate Your Online Course Successfully'. This section features a video player with a thumbnail titled 'STUDENT MOODLE TUTORIAL: NAVIGATING YOUR ONLINE EXPERIENCE SUCCESSFULLY' from Cerro Coso Community College, and a photo of a student working at a desk. A link below the video says 'GO TO Next Section: Tips for Success in Online Courses'. The final section header is 'Tips for Success in Online Courses'. The system tray at the bottom shows the date as 3/30/2016 and time as 8:21 AM.

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The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL <https://moodle.kccd.edu/course/view.php?id=4985>. The page has a navigation menu at the top with items like 'Course Information', 'Course Home', 'Student Support', 'Faculty Support', and 'Technical Support'. The main content area is titled 'Tips for Success in Online Courses' and contains a 2x3 grid of video tip boxes. The first box in the top row has an image of books and contains 'Video Tip 1 (Click Below): How Should I familiarize Myself with My Online Course?'. The second box in the top row contains 'Video Tip 2 (Click Below): How Can I Stay Organized in an Online Course?'. The first box in the bottom row contains 'Video Tip 3 (Click Below): How Do I Stay Motivated in an Online Course?'. The second box in the bottom row contains 'Video Tip 4 (Click Below): How Can I Create a Positive Online Environment?'. The third box in the bottom row contains 'Video Tip 5 (Click Below): What Are the Rules of Etiquette in an Online Course?'. Below the grid is a link: 'GO TO Next Section: Your Campus Support Team'. The next section is titled 'Your Campus Support Team'. Below that is a section titled 'Provide Sound Feedback' which features a diamond-shaped logo with the letter 'e' and the word 'LEARNING' below it. To the right of the logo is a button labeled 'Provide Your Feedback'. At the bottom of this section is a survey question: 'Are You Ready for Your Online Course?' with the instruction 'PLEASE CLICK: YES or NO'. The Windows taskbar at the bottom shows several open applications and the system clock indicating 8:22 AM on 3/30/2016.