

Distance Learning Student Information Guide

Caldwell Community College and Technical Institute
2022-2023



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CCC&TI Mission

Caldwell Community College and Technical Institute is a public, comprehensive post-secondary institution whose primary service area is Caldwell and Watauga counties. Operating under the legal framework of the State of North Carolina and in partnership with the NC Community College System, CCC&TI is an open-door institution that values the diversity of its constituencies and offers equal opportunities.

Caldwell Community College and Technical Institute is committed to providing an environment conducive to student success through institutional integrity, ethical practices, and an expectation of excellence. The institution provides leadership during social, economic, and cultural transitions through teaching, promoting lifelong learning, improving the quality of life, and fostering academic and civic enrichment.

The mission of Caldwell Community College and Technical Institute is to

- provide accessible, quality instruction to enhance student learning.
- support economic development through comprehensive resources to business, industry, and agencies.
- offer diverse services and opportunities which improve the quality of life.

Center for Excellence in Teaching and Learning (CETL) Mission

The Center for Excellence in Teaching and Learning at Caldwell Community College and Technical Institute strives to create a community of practice through a supportive, learning-centered educational environment that encourages innovation and engages all faculty in effective and equitable teaching practices.

The CETL serves all students, faculty, and staff at CCC&TI. The CETL fulfills the following functions:

- Administers the online learning management system (Open LMS/Moodle).
- Provides ongoing training sessions in instructional technology and pedagogy for faculty, staff, and students.
- Creates and supports faculty/staff with the creation of learning objects.
- Provides troubleshooting assistance for online resources.

What is Distance Learning?

Definition

According to the Southern Association of Colleges and Schools, Distance Learning is “a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous” (2020).

Admission process

Students enrolled in distance learning courses must adhere to all the college and program admissions requirements. As with all courses, students must meet the prerequisite requirements of individual courses.

Attendance

Attendance is taken and submitted to the College every week. Attendance in an online course can be

determined by participation, such as in a discussion board, turning in an assignment, or taking a quiz or test. Check the course syllabus for each faculty's attendance policy.

What types of courses are offered?

Pay close attention to the type of course on your schedule. There are several types of course delivery methods.

Asynchronous - instructor and students are not present in the same place at the same time. Instructional materials may be pre-recorded or prepared as a tutorial for self-paced work.

Synchronous - course content is delivered in an instructor-led class on a fixed schedule, with students and instructors present. The classroom may be either physical or virtual.

Traditional (in the classroom)

100% of instruction is delivered face to face with the instructor in the physical presence of students. This is true even when some instructional activities are conducted using web-based technology (always synchronous).

Internet (online)

100% of instruction is delivered online. They usually have structured deadlines and due dates that must be followed. Courses may have proctored testing, but instruction is delivered online (can be synchronous or asynchronous).

Hybrid (both online and in the classroom)

51% - 99% of instruction is delivered online (can be synchronous or asynchronous).

Blended (both online and in the classroom)

50% or less of instruction is delivered online (can be synchronous or asynchronous). Depending on seated time, this could be as little as an assignment per week.

HyFlex (flexible options)

HyFlex is a multi-modal instructional delivery method where the course is delivered seated and via web conferencing synchronously and online asynchronously. Students may attend the regularly scheduled in-person session or via web or participate in the online option on a session-by-session basis. (This definition has not been approved by our system office yet. Check with your instructor for details about your specific course.)

Correspondence Courses (self-paced)

Correspondence courses are part of a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

How do online college classes work?

Online courses use a learning management system (LMS) to deliver course content, allowing students to submit assignments and communicate with peers and professors. CCCTI's LMS is OpenLMS (Moodle). From the Open LMS landing page, learners can see grades, go into different courses, and keep up with deadlines with a calendar. Deadlines are often set weekly, and tests may require proctoring through online software or at the campus testing Center Campus. This center can include the CCCTI testing Center or another certified testing center that offers these services.

Faculty also use OpenLMS for asynchronous courses, which allows learners to view recorded lectures and turn in coursework online. The syllabus and grades will be posted in Open LMS for all credit courses.

Is Distance Learning for Me?

Distance learning provides another path to taking classes. Students can fit study around work, social, and family time. If you are serious about your education and want the flexibility of being able to take a college course from any location*, then you should consider a distance learning course. To be a successful distance learner, you must be disciplined enough to structure your learning time and be proactive about completing your coursework and communicating with your instructor.

You should have a personal computer/laptop or easy access to one and be familiar with using it for word processing and connecting to the Internet. If you do not own or have access to a personal computer, CCC&TI also provides computers on campus in the Broyhill Center for Learning Resources located in 'E' building/2nd floor on the Caldwell Campus and W372 Room 105 on the Watauga campus. Also, computers can be found in the computer labs located in the 'F' building/2nd floor on the Caldwell Campus and W372 Room 104, 102, and 100 on the Watauga campus. As another option, with instructor recommendation, students may borrow a Chromebook from the Broyhill Center for Learning Resources (the library) while inventory is available.

*For access out of the country a VPN may be necessary. It is your responsibility to make arrangements for access before you travel. You may contact Greg Watson (gwatwon@cccti.edu) or Susan Wooten (swooten@cccti.edu) in Computer Information Services Technology & Instructional Support Services, if you have questions about this process. As with any issue, make sure your instructor is aware of this as well.

Pros and Cons of Distance Learning Courses

Pros

- Coursework is flexible and convenient
- Courses are available on the first day of the semester
- Provides more scheduling options
- Less travel

Cons

- Not everyone thrives in the Distance Learning Environment
- Usually requires more time and reading
- Requires self-discipline and good time-management skills
- Easy to procrastinate and fall behind

Characteristics of a Successful Online Learner

- Responsible: Following through with duties
- Takes Initiative: Starting thoughts and actions
- Has Perseverance: Being persistent in pursuit of tasks
- Is Industrious: Getting your work done; not procrastinating
- Is Self-Reliant: Having trust in yourself and feeling confident
- Works well with Others: Working as a team toward a common goal
- Has good Organizational, Communication, Reading, and Writing Skills
- Open to various support services offered by the college: tutoring, counseling, library, etc.

Required Skills/Equipment to Succeed in a Distance Learning Course

Each CCC&TI Distance Learning course provides many resources to help you succeed, including connections to discussion groups, libraries, writing guides, and a student manual for using all the course resources. To succeed in a distance learning course, you also need the following equipment and skills:

Computer (including mic and camera) and Internet Access: You must either own or have frequent access to a computer and High-speed Internet. You are responsible for making other arrangements if you do not have internet access at home.

Computer Knowledge: You must also know how to use your computer to save files, access those files on your computer, copy files, use word processing, cut, and paste text, copy text, and send and receive email. You must also know how to set up your mic and camera if needed and use some third-party websites, like publisher's sites.

Note about publisher's/textbook sites: Always sign up using your CCCTI student email, and if you are given a code to sign up, keep that code until you are done with the course. We recommend taking a picture of it in case you need it again.

Communication: You will need to utilize your student email account to send messages to your instructor and classmates. To access your student email, log in to the **MyCCCTI student portal**. The portal is located at the top of our college website. Email is the primary way CCC&TI and your instructors will communicate with you. The reply will go to your student email when you send a message through the OpenLMS (Moodle). Some instructors may use Pronto for instant messaging. Confirm the use of Pronto with your instructor before sending messages through the app. Check your instructor's communication policy in the syllabus.

Up-to-date Browser: Current browser recommendations: Firefox, Safari, Microsoft Edge, or Google Chrome. Some software will be compatible with different browsers. If you are using something that doesn't seem to be working, switch to another browser. It is recommended you have at least two browsers on your computer.

Distance Learning and Inclement Weather

If the college is closed for inclement weather, you will still need to log onto your courses (online/hybrid) to complete the syllabus quiz and work on course assignments. Online and hybrid courses are NOT closed for inclement weather. You are expected to complete coursework regardless of whether the campus is open or closed. If you do not have access at home, you should communicate this to your instructor at the beginning of the course. You should have a plan in place for inclement weather.

Distance Learning Frequently Asked Questions (FAQ)

1. How do I register for a Distance Learning Course?
The admissions and registration process are the same for all classes.
2. What is the cost of a Distance Learning Course?
CCC&TI tuition rates apply to all classes offered through Distance Learning.
3. Do I need an advisor to take a Distance Learning Course?
Yes, you must have an advisor.
4. How do I recognize Distance Learning courses in the schedule?
View the Distance Learning section of the schedule for a list of courses offered via Distance Learning. Internet courses have section numbers in the 620s. Hybrid courses have section numbers ending in C or W. Video Conference/Highway Room courses have section numbers in the 700s and 780s. Specific notes will be listed beside each class in the schedule.
5. Is Financial Aid available for Distance learning students?
Yes, financial aid is available. Contact the Financial Aid office to see if you qualify.
6. When do distance learning courses begin and end?
Most courses, including online courses, follow the traditional academic calendar. Courses will appear on your OpenLMS (Moodle) site on the first day of your classes. Some courses appear before the start date, but you will not have access to assignments until the course begins. You may have access to the course syllabus. If so, you should read the syllabus before the registration period ends. Make sure the level of the course is appropriate for you. You may need to explore other options.
7. When will I have access to my Distance Learning courses?
Students will not be able to access their course material until the scheduled first day of class and they have taken the course entry quiz.

What is OpenLMS (Moodle)?

OpenLMS (Moodle) is a learning management system that houses all the online, hybrid, and web-enhanced (seated courses using OpenLMS (Moodle) courses at CCC&TI.

Where do I access OpenLMS (Moodle)?

You can access Moodle from within the MyCCCTI student portal, CCC&TI home page, or the direct link (<https://cccti.mrooms.net>).

What Browsers Work Best with OpenLMS (Moodle)?

Mozilla Firefox, Safari, Microsoft Edge, and Google Chrome

How do I log into OpenLMS (Moodle)?

Step 1: Go to <http://www.cccti.edu/> and click on the screen's OpenLMS (Moodle) link on the top right-hand side.

Step 2: Enter your username and password on the login screen.

Login Information

User name: first four letters of your first name combined with your middle initial, last five digits of your student ID, and @students.cccti.edu.

Password: Caldwell followed by your full 7 digit Student ID

For example, John Murphy Anderson, with a Student ID 1234567, would type:

User Name: johnm34567@students.cccti.edu

Password: Caldwell1234567

Note: If your first name does not contain four letters, use your full name, middle initial, and last 5 of your Colleague ID. If you have NO middle initial or name, use the first four letters in your first name and the last 5 of your Colleague ID.

Note for Password: If you have already changed your portal password, your OpenLMS (Moodle) password has been changed to that same password. If you cannot remember your password, you can change it by going to <http://studentreset.cccti.edu/PasswordReset/Reset>.

Caution: We strongly recommend changing your password after logging in the first time.

Finding Your Courses

Your courses are located under My Courses, which you are directed to once you log in. You can also find your courses through the My Courses link at the screen's top right.

Note about updates in the LMS

Updates to software happen on a frequent basis. Features and locations of links may change as those updates occur.

Distance Learning Orientation

A Distance Learning Online Orientation presentation can be found in the Student Support Section. This presentation provides tips to aid your success as a student enrolled in online and hybrid courses. Some of your courses will also provide an orientation specific to the course. Participation in orientation may be required.

The Official Course Entry Quiz

Distance Learning (DL) courses will become available on the first day of the class. You may have access to the course information and syllabus in some courses as soon as you register for the course. Log into OpenLMS (Moodle) on the course's starting date, located in all of your courses, and complete the Official

Course Entry Quiz for each course. You will be required to verify your identity through this quiz. If you do not verify your identity, your course may be inactive until your instructor can verify your identity.

Students will be withdrawn from their Distance Learning courses if the Official Course Entry Quiz is not completed by the date indicated in your courses. If you have multiple courses online, you must complete the quiz for each course. Failure to complete the Official Course Entry Quiz may result in being withdrawn from the course. You must complete the quiz to access the rest of the course. All classes, including seated, have an Official Course Entry Quiz.

Caution: Instructors may have other assignments due before the quiz deadline. You will not have access to your other assignments until you complete the quiz.

For information about CCC&TI student policies visit:
<http://www.cccti.edu/Home/Documents/PolicyAndProcedureManual.pdf>

Center For Excellence in Teaching and Learning Team

The team works together to provide instructional support to students, faculty, and staff. Each member completes specific tasks to provide ongoing program support.

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DL Helpdesk Support

On-Campus Help Desk

Have login issues or technical issues? Contact the CCC&TI Distance Learning Help Desk (<https://www.cccti.edu/DL/BBHelpRequestform.asp>). This service is monitored from 8:00am - 5:00pm, Monday through Friday.

Password Reset

<http://studentreset.cccti.edu/PasswordReset/Reset> (this link will reset your password for OpenLMS (Moodle), Self-Service, student email, and MyCCCTI portal)

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References

Distance and Correspondence Education. (2020, September).
<http://www.sacscoc.org/pdf/DistanceCorrespondenceEducation.pdf>