

Internet Literacy Class Orientation

Welcome to the online Internet Literacy Class! Unlike traditional classes, the lectures, tutorials and assignments for this class are offered entirely online. Each week you will log onto the e-College class website, <http://www.hartnell.org>, and click the week's link to access the class materials. You will have a reading assignment from the course textbook, *Internet Effectively* by Adams and Scollard. In addition, there will be a web page with interactive links to help provide supplementary information. Each week you will be expected to complete a short assignment to demonstrate what you learned from the week's lecture and tutorials. Assignments will be submitted as postings to the weekly online discussion boards, through the e-College online dropbox, or as web pages published to the Internet.

A copy of the course syllabus is available in e-College and has been sent in PDF format as part of your welcome packet.

There are no tests or quizzes. All grades are based on points you accumulate throughout the semester from completing projects and assignments. Each assignment is only available for access and submission the week prior to the assignment's due date. Assignments later than two days beyond the due date will not be accepted.

You will have a week to complete each assignment. If you have any questions about an assignment or run into problems, you may contact me by e-mail, jfelliguth@hartnell.edu. It is important that you contact me as soon as possible if you are having difficulty with an assignment. This is a fast-paced class, so I want to make sure you aren't falling behind with your work.

You may work from your home computer or use one of the computers in the Hartnell Library media center. The media center computers have all the software applications required for the class.

Logging Onto e-College:

Course materials may be accessed from e-College. The web address is <http://www.hartnell.org>

Hartnell College | WELCOME - Windows Internet Explorer

http://www.hartnell.org/

File Edit View Favorites Tools Help

★ Favorites | Eig... PAWS On... Mu... Ou... Tur... Har... Voy... Ti... Ex... Ex ...

Welcome to Hartnell College!! (0 unread) att.net Mail, jfelig... Hartnell College | WELCOME x

HARTNELL COLLEGE
Panther Pride

Welcome to Hartnell College
ONLINE

Welcome Technical Requirements Is Online Learning For Me?

User ID

 Password

 Go to Class

Welcome

Welcome to eCollege online class resources!

You will be able to log in and access your class resources or contact your instructor starting the first day of the new semester. To access your class:

1. In the "User ID" box enter your Hartnell Student ID (no beginning zeros - ID# 0012345 = 12345)
2. In the "Password" box enter the default password of "student"

Additional login instructions may be found by [clicking here](#). You may also wish to view eCollege Frequently Asked Questions, <http://www.hartnell.edu/ecampus/students/faqs.html>

NEW! Hartnell has now moved to the new student email system. (Hartnell Gmail for students). **You must use Hartnell College Gmail for your online class on eCollege.** Click here to access your Hartnell College Gmail account: <http://mail.student.hartnell.edu>

1. [How to Log Into Gmail](#)

Done

In order to log into your online class you need to do the following:

1. Enroll in the class through Hartnell College Admissions. (It takes 24 hours, once enrolled in an online class, to gain access to eCollege)

The first day the semester starts, if you have done all of the above, you will be able to access your class:

1. In the "User ID" box enter your Hartnell Student ID (no beginning zeros - ID# 0012345 = 12345)

You can find your ID by:

1. Looking on the back of your CatCard
2. Logging into PAWS and clicking on "My Profile" it is under your name
3. On a printed registration receipt

2. In the "Password" box enter the default password of "student"

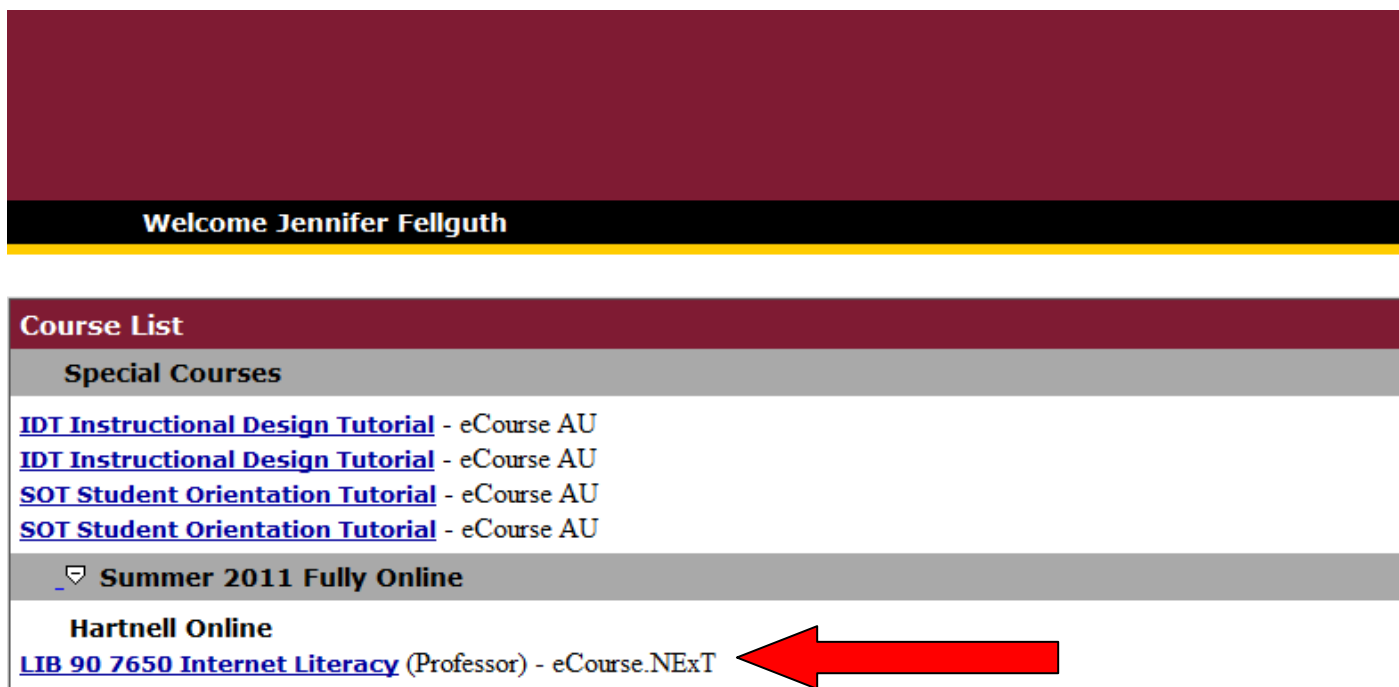
If you have taken online courses with Hartnell before, you may have changed your password. In this case the word "student" will no longer work. Use the last password you entered into the "my profile" section of the course. If you cannot remember your password, please check here:

<http://www.hartnell.org/index.learn?action=errors&subaction=problems>

If you have trouble logging in, please contact helpdesk@hartnell.org or call 877-740-2213 (toll free). Also, email me at jfellguth@hartnell.edu to inform me you cannot log into the class.

Accessing Course Materials

Once you log in to e-College, you will see a screen similar to this:



The screenshot shows a dark red header with the text "Welcome Jennifer Fellguth" in white. Below this is a "Course List" section with a grey background. Under "Special Courses", there are four links: "IDT Instructional Design Tutorial - eCourse AU", "IDT Instructional Design Tutorial - eCourse AU", "SOT Student Orientation Tutorial - eCourse AU", and "SOT Student Orientation Tutorial - eCourse AU". Below this is a section for "Summer 2011 Fully Online" with a dropdown arrow. Under "Hartnell Online", there is a link "LIB 90 7650 Internet Literacy (Professor) - eCourse.NExT" with a red arrow pointing to it from the right.

Click the LIB 90 Internet Literacy Link. You will see the following screen:



Tools: Co

Course	Author
Course Home	
Syllabus	
Online Textbook	
Resources	
Cyber Water Cooler	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	

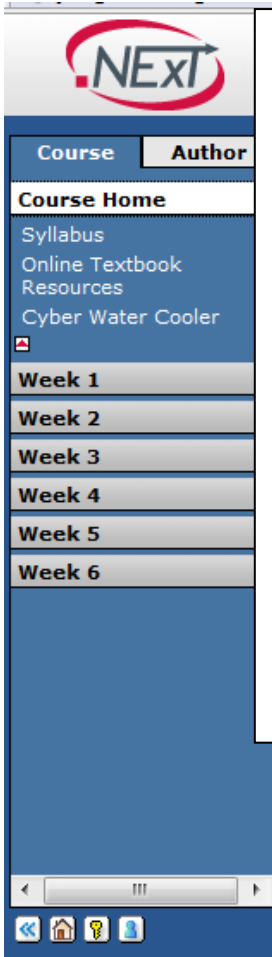


Welcome to the online Int

For the next six weeks, we will explore a wealth of Internet resources, and visit our own web sites.

My name is Dr. Jennifer Lagier Fellguth. I'll be your instructor. I'm a librarian at the Department of Distance Education, Workload and Learning Programs. If you are

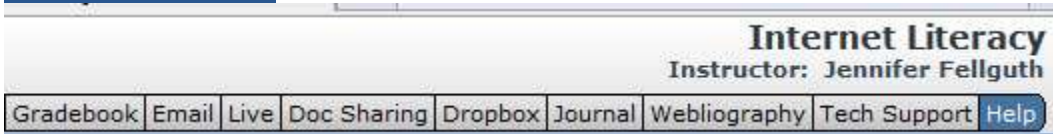
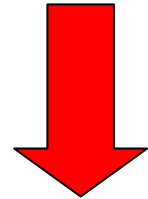
To access the online syllabus, click the link to Syllabus under the Course Home button on the left hand side of the screen. To access each week's lectures, tutorials, assignments and discussions, click the button for that week on the left hand side of the screen:



By clicking on each link in the navigation bar as shown, you can access the course syllabus, links to the online textbook resources, a discussion board forum, as well as materials for each week of the class.

By clicking on the Week links, you will open up a display that allows you to access instructions, lectures, tutorials, online movies and assignments related to that week's lessons.

The navigation tabs across the top of the screen (see image below) allow you to access the online grade book, send an email to your classmates or instructor, share document files, or submit work to the online drop box.

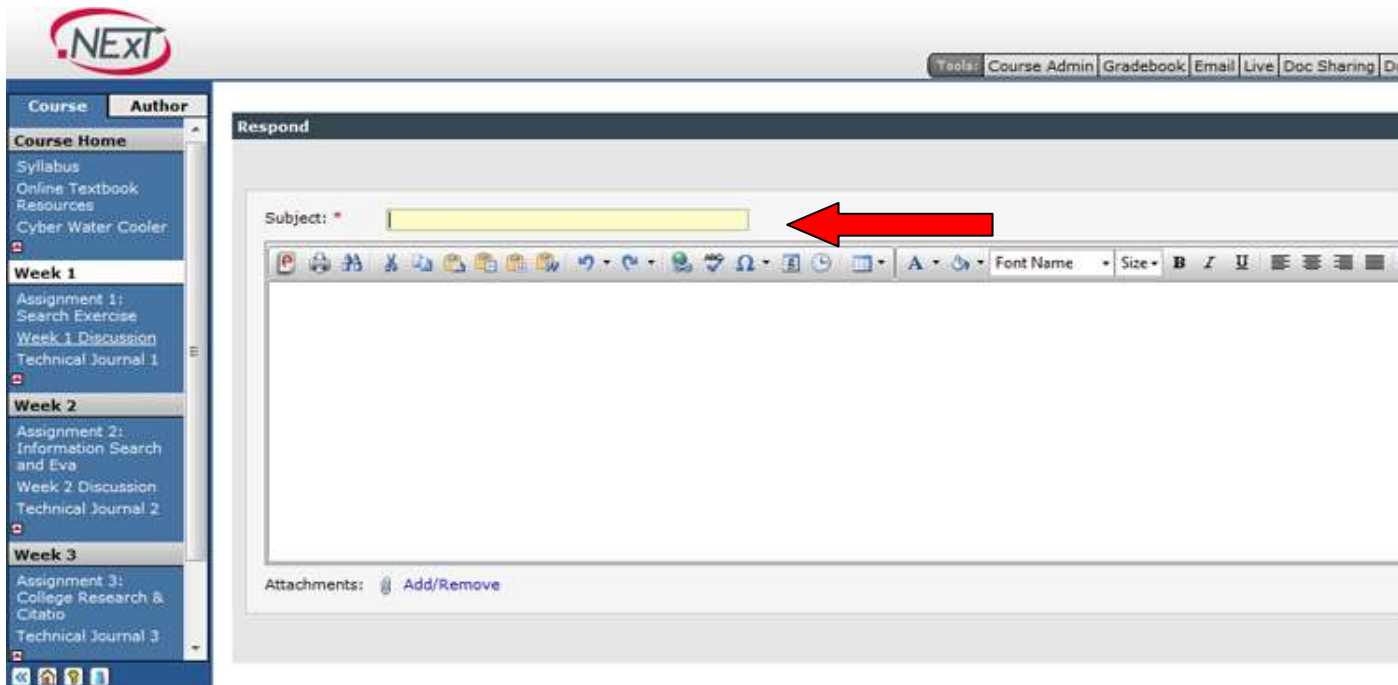


The following display shows the expanded links you will see when you click on the weeks in the navigation menu:

To access the online discussion boards, click the discussion board link on the left hand side of the screen. For example, here is what you would see when you click the Week One Discussion 1 link:

The screenshot displays the 'NEXT' LMS interface. On the left is a navigation menu with sections for 'Course Home', 'Week 1', 'Week 2', and 'Week 3'. The 'Week 1' section is expanded, showing 'Assignment 1: Search Exercise', 'Week 1 Discussion', and 'Technical Journal 1'. The 'Week 1 Discussion' link is highlighted. The main content area shows a post titled 'Jennifer's Intro' by Jennifer Lagier. The post text includes: 'My name is Dr. Jennifer Lagier Fellguth. I am a poet, photographer, hiker, educator and an elected official serving on the Monterey Peninsula Regional Park Dean of Distance Education, Weekend and Evening College. I have taught this class since 1999 and find myself constantly updating and revising course content based on student feedback.', 'I have been accessing and using the Internet for at least sixteen years. I use the Internet to order shoes and clothing, books and CDs, to download audible books, to take photography, conduct banking, pay bills, communicate with friends and relatives, and to publicize upcoming literary and political events.', 'The most useful things I have discovered from this week's textbook readings, online lectures and tutorials are more about the history of the Internet, how to use the tips found on the "Four Nets for Better Searching" web page and within the U.C. Berkeley "Finding Information on the Internet" tutorial.', 'Three things I would like to learn this semester include: better time management skills when tackling online research, ways to structure more effective search strategies, and interesting and informative discussion board postings to stimulate better online conversations.', and 'Each semester I learn something new from those participating in this class. I look forward to working with each and every one of you throughout this term'. Below the post text are links for 'Respond', 'Expand All', 'Print View', and 'Show Options'. A red arrow points to the 'Respond' link. Below these links is a 'Responses' section with a 'Response' link and an 'Author' label. At the bottom of the responses section, it says 'No one has responded to this topic. To be the first respondent, click the Respond link below the topic.'

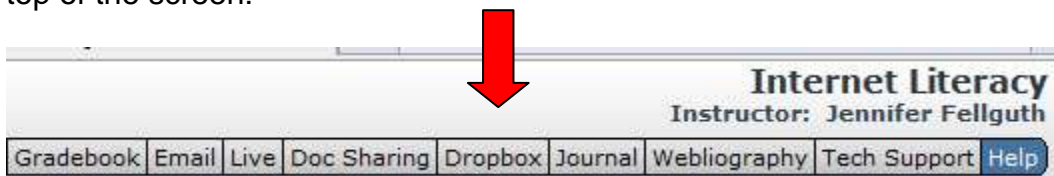
Click the Respond link (as shown above) to post your comments. This will open up a screen that looks like this:



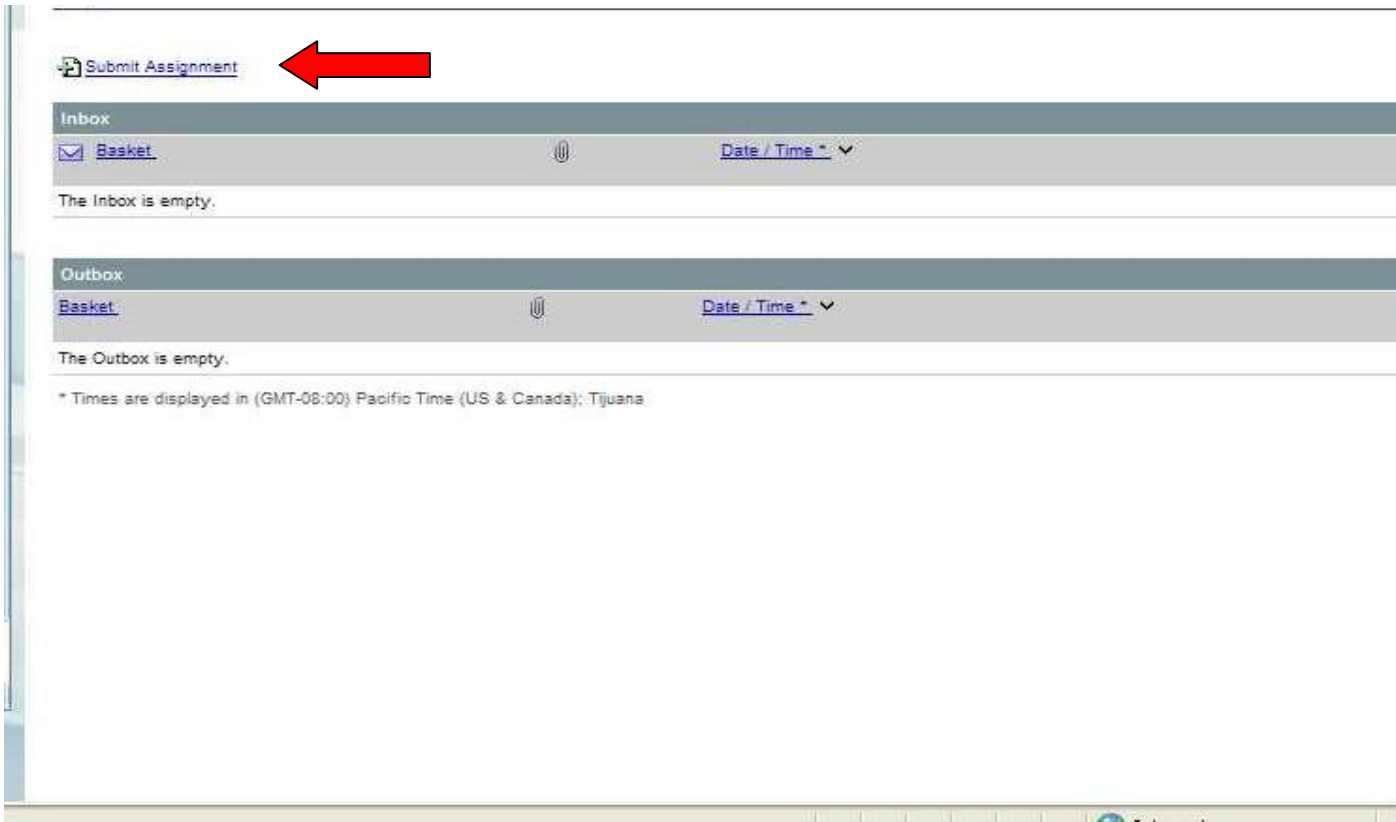
Type the subject of your response into the subject box (see above), your message in the large comment box, then click the Post Response button (see above) to add your comments to the discussion board.

Submitting Work Using the eCollege Drop Box

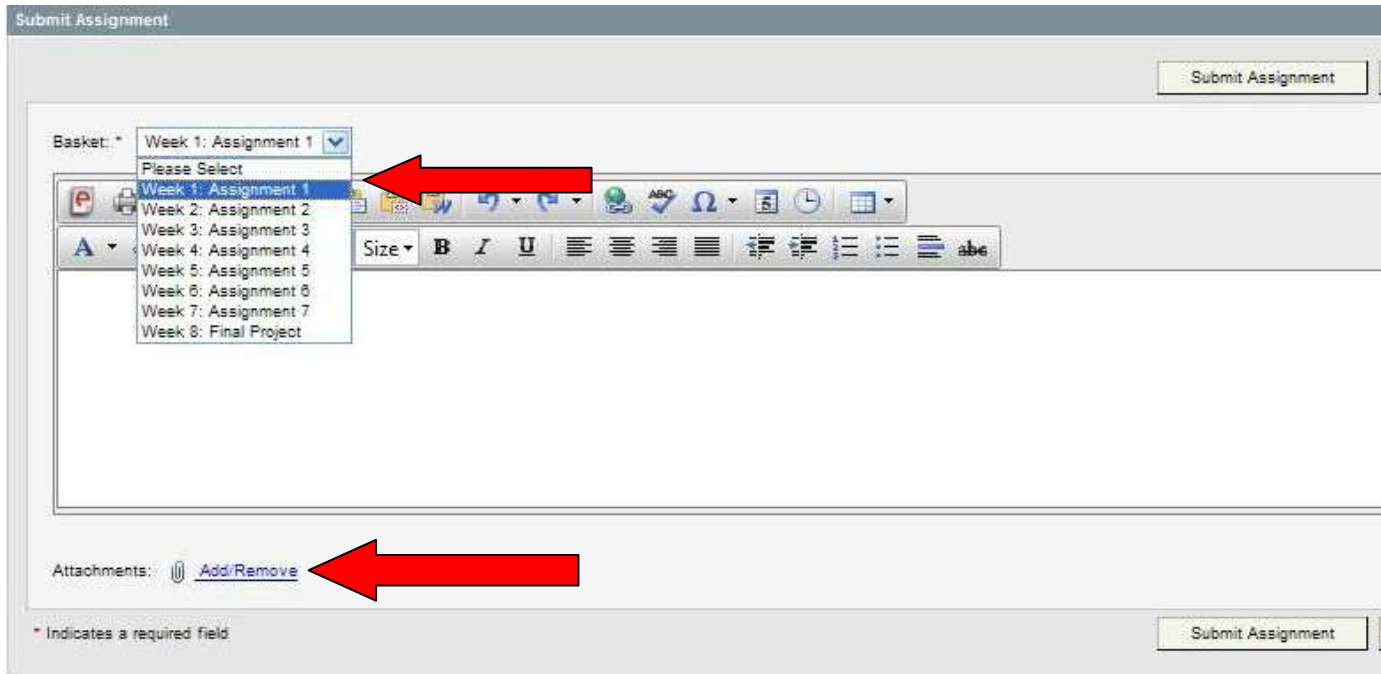
To submit files through the online class drop box, click the Drop box tab at the top of the screen:



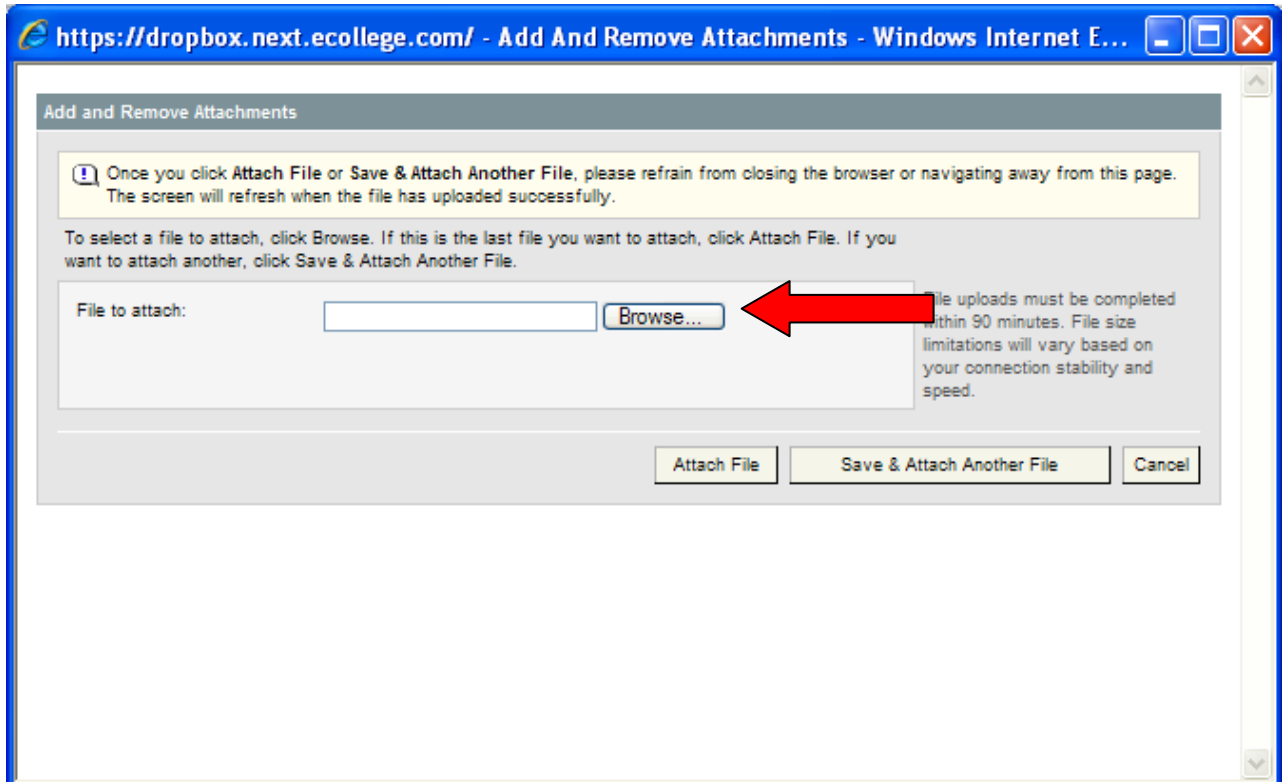
This will display a screen similar to the image below:



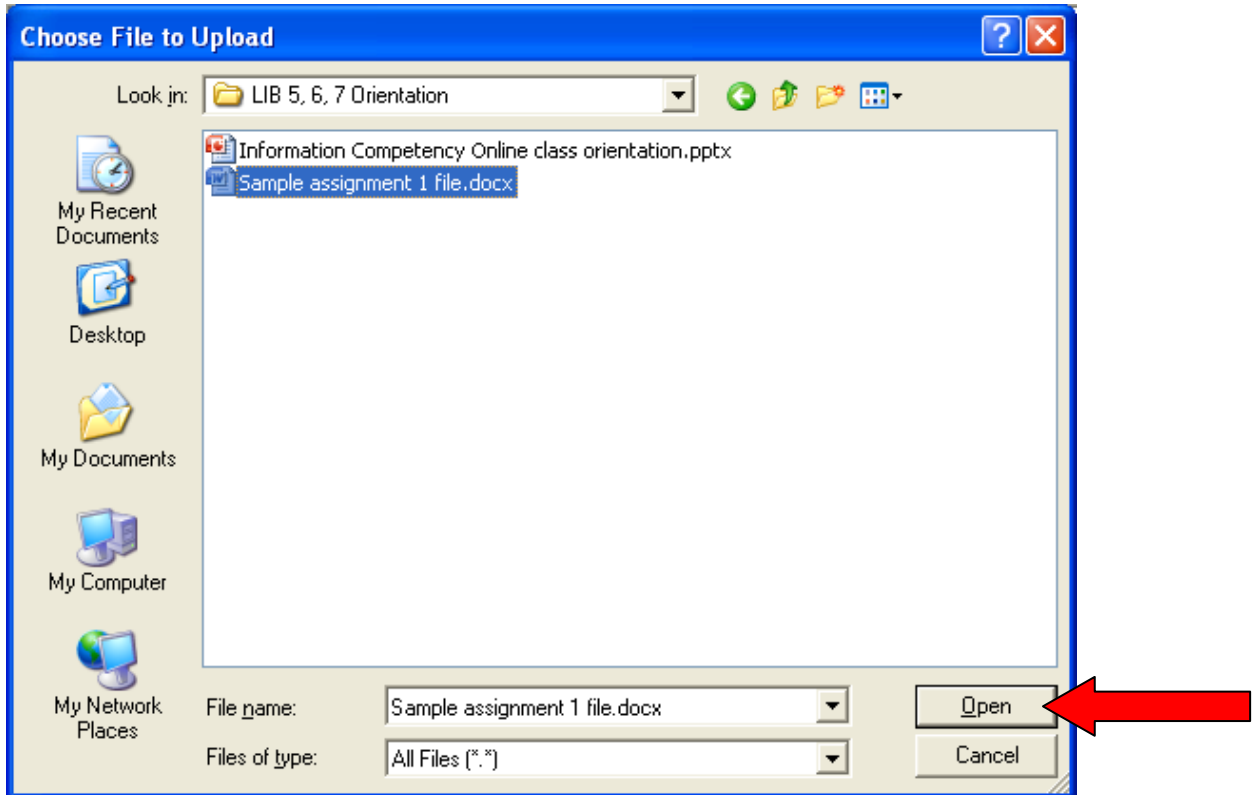
Click the Submit Assignment link as shown above. You may then select the correct assignment basket by clicking the little down arrow and selecting the correct basket as shown below.



To submit a file attachment, click the Add/Remove link next to the Attachments icon.



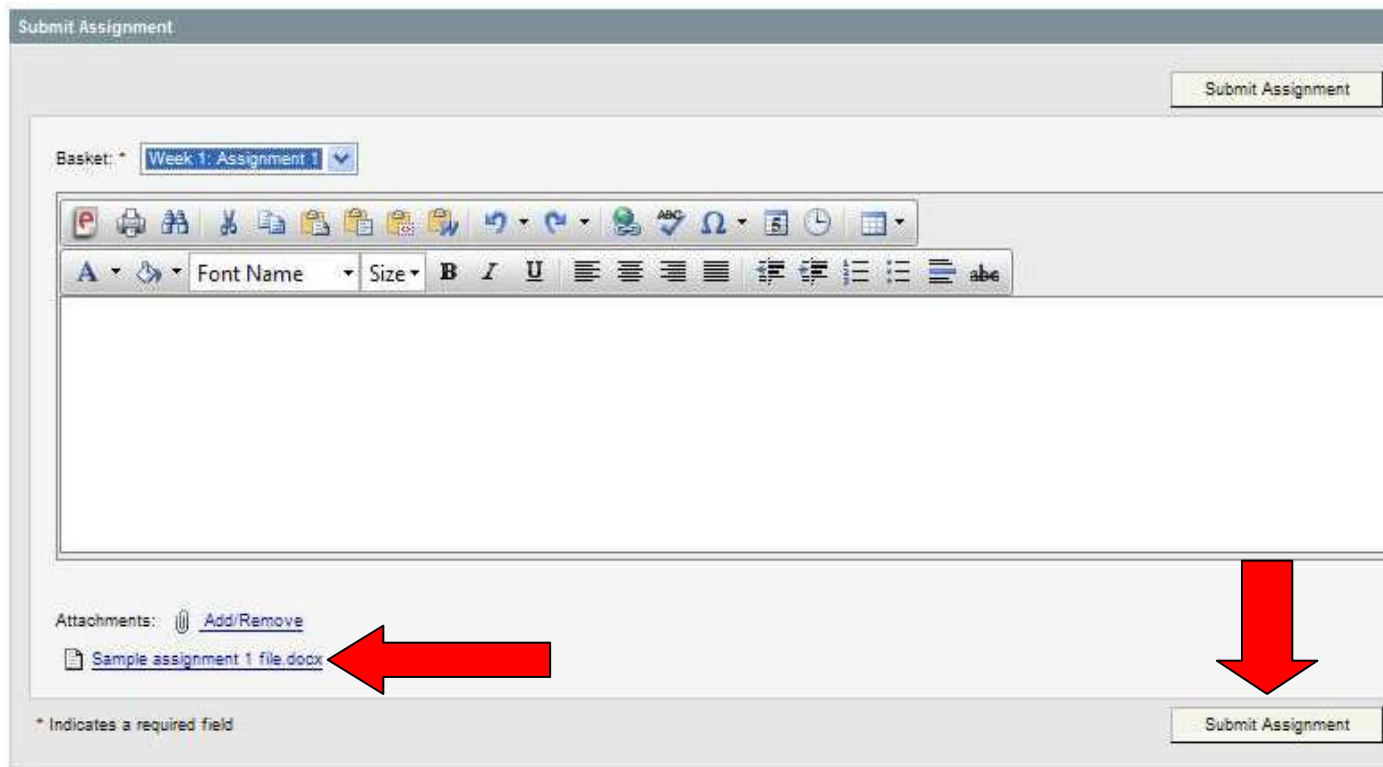
Click the browse button to locate your assignment file on your hard drive or flash drive. Select the correct file.



Once you have located your assignment file, highlight the file name and click Open.



Click the Attach File button.



You will see the name of your attached file appear as shown above. To actually submit your assignment, click the Submit Assignment button.

eCollege Online Gradebook

To view your grades, click the Gradebook tab as shown below.



Clicking the Gradebook tab will open up a display similar to this one:

My Gradebook: Student Learner

Grade To Date: [10/10 \(100%\)](#)

View Gradebook By: Unit

Assignment	Grade	Earned to Date	Possible for Course
Unit 1: Week 1 - Assignment 1	10/10	10 pts.	10 pts.
Unit 1: Week 1 - Discussion 1	*	*	2 pts.
Unit 2: Week 2 - Assignment 2	*	*	10 pts.
Unit 2: Week 2 - Discussion 2	*	*	2 pts.
Unit 3: Week 3 - Assignment 3	*	*	10 pts.
Unit 3: Week 3 - Discussion 3	*	*	2 pts.
Unit 4: Week 4 - Extra credit 	*	Not Included in Grade	Not Included in Grade
Unit 4: Week 4 - Assignment 4a	*	*	10 pts.
Unit 4: Week 4 - Discussion 4	*	*	2 pts.
Unit 5: Week 5 - Assignment 5	*	*	10 pts.
Unit 5: Week 5 - Discussion 5	*	*	2 pts.
Unit 6: Week 6 - Assignment 6	*	*	10 pts.
Unit 6: Week 6 - Discussion 6	*	*	2 pts.
Unit 6: Week 6 - Quiz	--	*	15 pts.
Unit 7: Week 7 - Assignment 7	*	*	10 pts.
Unit 7: Week 7 - Discussion 7	*	*	2 pts.
Unit 8: Week 8 - Final Project	*	*	40 pts.
Unit 8: Week 8 - Discussion 8	*	*	2 pts.
Total		10 pts. (of 10 Completed)	141 pts.

If an assignment has been reviewed and scored, you will see a numerical score or letter grade. Asterisks in the Grade column mean that the instructor has not yet graded your work.

To view comments the instructor may have made about your work, click the numerical or letter score. This will open up a display similar to this:

The screenshot shows a web browser window with the URL [https://frameset.next.ecollege.com/\(NEXT\(191fc9433f\)\)/Main/AllMode/FramesetHybrid/Gen...](https://frameset.next.ecollege.com/(NEXT(191fc9433f))/Main/AllMode/FramesetHybrid/Gen...). The page title is "Student Learner: Week 1: Assignment 1 | INBOX". The main content area displays the following information:

Numeric Grade: 10 / 10 pts
Letter Grade:

Close

Details

[Respond or Submit an Additional Assignment](#)

Author	Date/Time *
Jennifer Fellguth	3/30/2011 12:15 PM
Good job! You have correctly and completely answered all assignment questions.	
Student Learner	3/30/2011 12:15 PM
There was no student submission.	

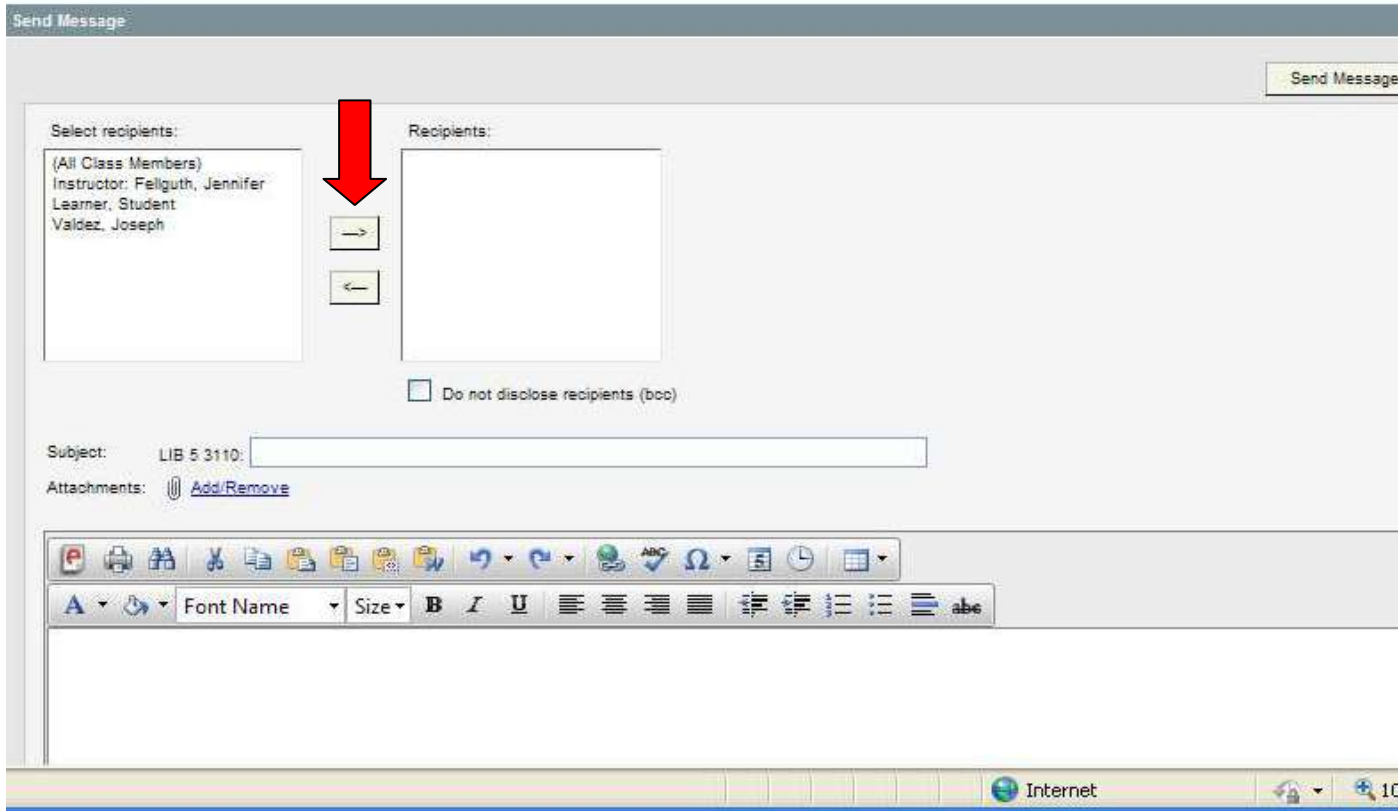
* Times are displayed in (GMT-08:00) Pacific Time (US & Canada); Tijuana

How to Send E-mail From Within eCollege

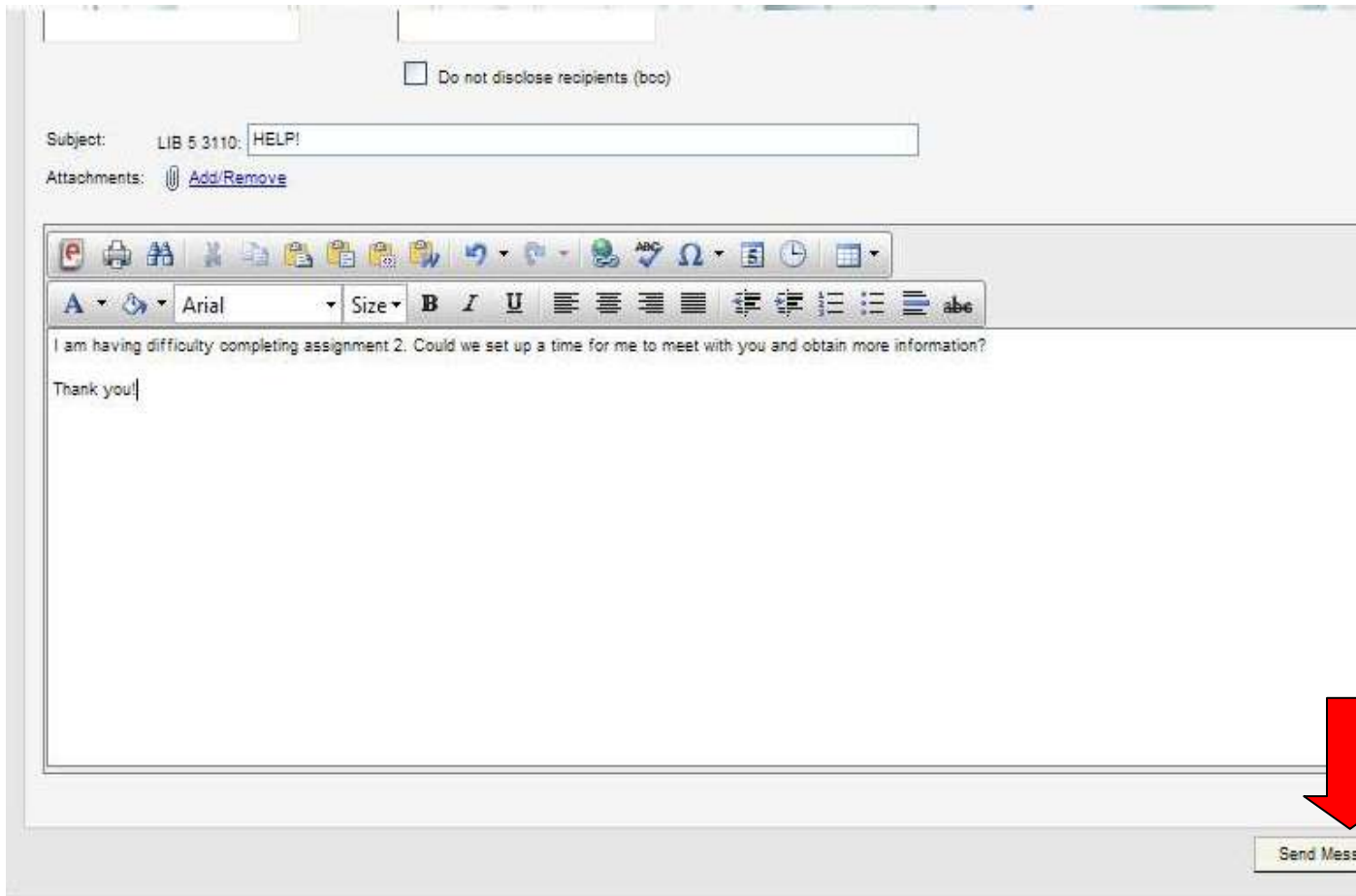
To send an e-mail to your instructor or to another class member, click the Email tab as shown below:

The screenshot shows a navigation menu for "Internet Literacy" with the instructor "Jennifer Fellguth". The menu items are: Gradebook, Email, Live, Doc Sharing, Dropbox, Journal, Webliography, Tech Support, and Help. A red arrow points to the "Email" tab.

This will open up a display similar to the one shown below:



From the Select recipients listing, click to select the name of the individual to whom you wish to send an email. Click the arrow pointing to the Recipient box as shown above to address your email. Enter the subject of your email in the Subject box. Type the text of your message. Run a spell check, then click the Send Message button (see below).



I will check the e-College logs on a weekly basis to make sure each student is logging on and viewing the lectures, tutorials and assignments. I will also send out weekly emails reminding students of the due dates for each assignment.

I encourage you to email me if you have any questions or if any of the course content is unclear. My job is to help you succeed.

Welcome to the class!