

LIB 5, 6, 7 Orientation

Welcome to the online Information Competency 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, *Information Literacy & Technology* by Carla List-Handley (copies on reserve at the Library circulation desk and for sale in the Hartnell Bookstore). 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 or by submitting word processing documents through the e-College online drop box. Since this is a nine week course, the pace will be brisk. To successfully complete the class, you will need to keep up with your reading and homework assignments.

A copy of the course syllabus is available in e-College.

There will be reading and homework assignments for each week of the class. If you have any questions about an assignment or run into problems, you may contact me by telephone (759-6063) or by e-mail, jfellguth@hartnell.edu. My office is in the Hartnell Library on the second floor, next to the Information Competency Center; I am more than happy to meet with you by appointment. 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

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



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.htm>

 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

2. Use your Hartnell College Gmail address. You will be expected to check your Gmail account for messages on a daily basis.

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](#) .

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 are having trouble logging in.

Accessing Your Course Materials:

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

Academics PSH - Windows Internet Explorer

http://hartnell.org/Shared/Portal/ECPWireFrame_xml.asp?elogin=1&fromFVC=true

File Edit View Favorites Tools Help

Home PSH Academics PSH

March 30, 2011 Welcome Student Learner

TutorDotCom
tutor.com

Course List

Special Courses

- [SOT Student Orientation Tutorial](#) - eCourse AU
- [SOT Student Orientation Tutorial](#) - eCourse AU

Spring 2011 Fully Online

Hartnell Online

- [LIB 5 3110 Information Competency in the Sciences](#)
- [LIB 6 3120 Information Competency in the Social Sciences](#)
- [LIB 7 3130 Information Competency in Literature & the Fine Arts](#)

Technical Teachers Learning Community

Admin Message Center

There are no messages in the Administrative Message Center.

Done

Click the link for the Information Competency Course in which you have enrolled. You will see a screen similar to this:


Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t

File Edit View Favorites Tools Help

[Favorites](#)
[Eig...](#)
[PAWS](#)
[On...](#)
[Mu...](#)
[Ou...](#)
[Tur...](#)
[Har...](#)
[Voy...](#)
[Ti...](#)
[Ex...](#)

[Welcome to Hartnell College!!](#)
[\(0 unread\) att.net Mail, jfellg...](#)
[Information Competency ...](#)



Gradebook Email

Course Home

Syllabus

Instructor

Virtual Cafe

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Week 8


Course Home

Announcements

[Expand All](#)

Announcement Submitter

There are no active announcements in this course.



Welcome to this **Spring 2011 Information Competency class!** During these eight weeks information using print and online resources, and how to evaluate the quality of information

You may use your home or work computers to complete assignments or, if you prefer, ma software required. Reference librarians are available upstairs at Reference Services to ans

Tips from previous students include the following:

Done

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. This will open up a display to show you the additional links under the navigation button for each week. Clicking the buttons and links

will display more information on the right hand side of the screen. If you are having difficulty getting the display windows to open up when you click the links and buttons, you may have a pop-up blocker enabled on your browser. Try holding down the Control key on your keyboard while clicking the button or link.

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Information Competency in the Sciences - Windows Internet Explorer". The address bar shows the URL: <http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several icons, including "Welcome to Hartnell College!!", "(0 unread) att.net Mail, jfelg...", and "Information Competency ...".

The main content area features the "NEXT" logo in the top left. Below it is a navigation menu with the following items: Course Home, Syllabus (indicated by a red arrow), Instructor, Virtual Cafe, Week 1 (indicated by a red arrow), Assignment 1, Discussion 1, Week 2, Assignment 2, Discussion 2, Week 3, Assignment 3, Discussion 3, Week 4, Assignment 4a, Discussion 4, Week 5, Assignment 5, Discussion 5, and Week 6. To the right of the navigation menu is a "Course Home" section with an "Announcements" header and an "Expand All" button. Below this, a message states: "There are no active announcements in this course." Below the announcements is a photograph of a modern building with a large glass facade and a curved roof. Below the photograph, the text reads: "Welcome to this *Spring 2011 Information Competency class!* During these eight weeks information using print and online resources, and how to evaluate the quality of information. You may use your home or work computers to complete assignments or, if you prefer, ma software required. Reference librarians are available upstairs at Reference Services to ans Tips from previous students include the following:"

You may view the web page lectures by clicking each link on the right hand side of the screen. To access the assignment and online discussion boards, click the links on the left hand side of the screen that appear once you have expanded the listings by clicking the button for that week.

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t

File Edit View Favorites Tools Help

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Discussion 4
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Discussion 5
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Week 1

Information competency is an unfamiliar phrase to most people. The Academic defines it as:

"the ability to find, use and communicate information in all its aspects of library literacy, research methods and technological includes consideration of the ethical and legal implications of i application of both critical thinking and communication skills."

Information competency is often called "information literacy." October 2009 as National Information Literacy Awareness Month

"Over the past decade, we have seen a crisis of authenticity emerge. We now an opinion or perspective, whether true or not, and have that opinion amplified same time, Americans have unprecedented access to the diverse and independent institutions such as libraries and universities, that can help separate truth from

http://www.whitehouse.gov/the_press_office/Presidential-Proclamation-Nation

To view the web page that contains instructions for completing that week's assignment, click the assignment link on the right hand side of the screen.

Online Discussion Boards:

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:

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t

File Edit View Favorites Tools Help

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

Welcome to Hartnell College!! (0 unread) att.net Mail, jfellig... Information Competency ...

NEXT

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Assignment 2
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Assignment 4a
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Assignment 5
Discussion 5

Week 6

Week 1 - Discussion 1

Introduce yourself to other class members. Is this your first online class? This week's class you get or stay organized for your Hartnell classes? Do you have any tips to share that might help you?

Post your responses by replying to the topic below. **Your posting is due by Friday, April 10, 2009.**

Post your comments here

Add your comments by replying to this message.

[Respond](#)

[Expand All](#) [Print View](#) [Show Options](#)

Responses

[Response](#) [Author](#)

No one has responded to this topic. To be the first respondent, click the Respond link below the topic.

Done

To post your comments, click the Respond link. You will see a screen that looks like this:

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t...

File Edit View Favorites Tools Help

Welcome to Hartnell College!! (0 unread) att.net Mail, jfellig... Information Competency ...

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Discussion 2

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Assignment 3
Discussion 3

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Assignment 4a
Discussion 4

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Discussion 5

Week 6

Respond

Subject: Jennifer's Introduction

Welcome to the class! I have been an instructor at Hartnell College for 14 years now. My interests include photographing, audiobooks and use online resources to locate information for research, recipes, connecting with friends and family, to working with you all this semester!

Attachments: Add/Remove

Type your response into the Response box. You may also copy and paste text from a word processing document into this box. Once you have typed or pasted text into the Response box, click the Check Spelling button to run a spell check, and then click the Post Response button.

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:

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t

File Edit View Favorites Tools Help

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LIB 5, M

Assignment 1

Due: *Friday, April 15*

How to submit:

- Type your assignment using a word processing program such as Microsoft Word or OpenOffice Writer.
- Save your assignment as a rich text format or a Word 97-2003 format. Please do not use Word 2007 or later formats.
- Include your name and class on each assignment;
- List your answers to the questions below (many students submit a separate document for each question on this assignment);
- Run spell check before submitting!
- Upload your file into the appropriate Dropbox for this week.

Don't forget to post your comments in this week's discussion!

In order to successfully complete this assignment you must read the Introduction.

1. How does the Hartnell College Library organize its collection (subject) or by physical format or a little bit of both? Give

Done

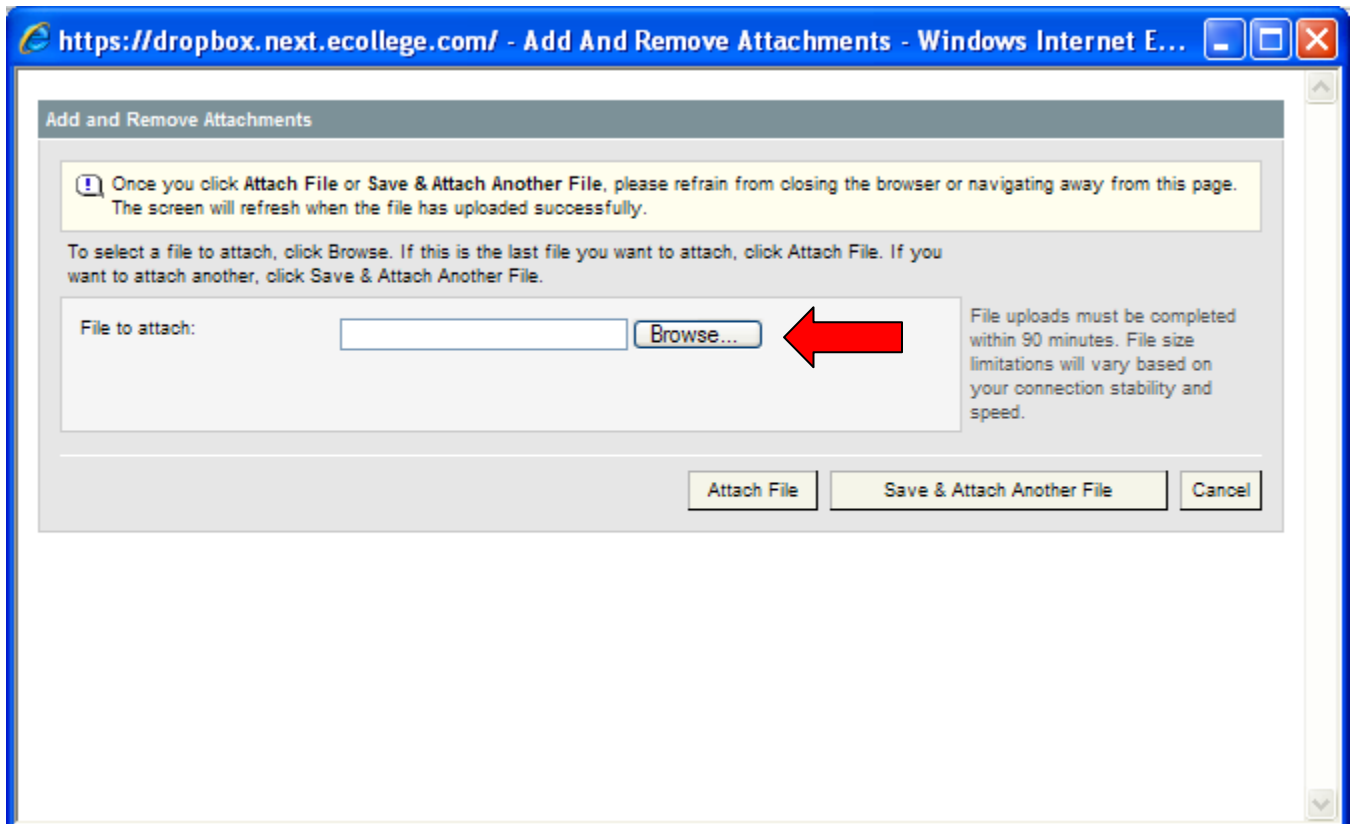
Once you have clicked the Drop Box tab, you will see a screen similar to this:

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Information Competency in the Sciences - Windows Internet Explorer". The address bar shows the URL: <http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several icons, including "Welcome to Hartnell College!!" and "Information Competency ...". The main content area has a "NEXT" logo in the top left. A navigation menu on the left lists: Course Home, Syllabus, Instructor, Virtual Cafe, Week 1 (Assignment 1, Discussion 1), Week 2 (Assignment 2, Discussion 2), Week 3 (Assignment 3, Discussion 3), Week 4 (Assignment 4a, Discussion 4), Week 5 (Assignment 5, Discussion 5), and Week 6. The main content area is titled "Dropbox" and contains a "Submit Assignment" link with a red arrow pointing to it. Below this are sections for "Inbox" and "Outbox", each with a "Basket" link and a "Date / Time" dropdown menu. The status bar at the bottom shows "Done".

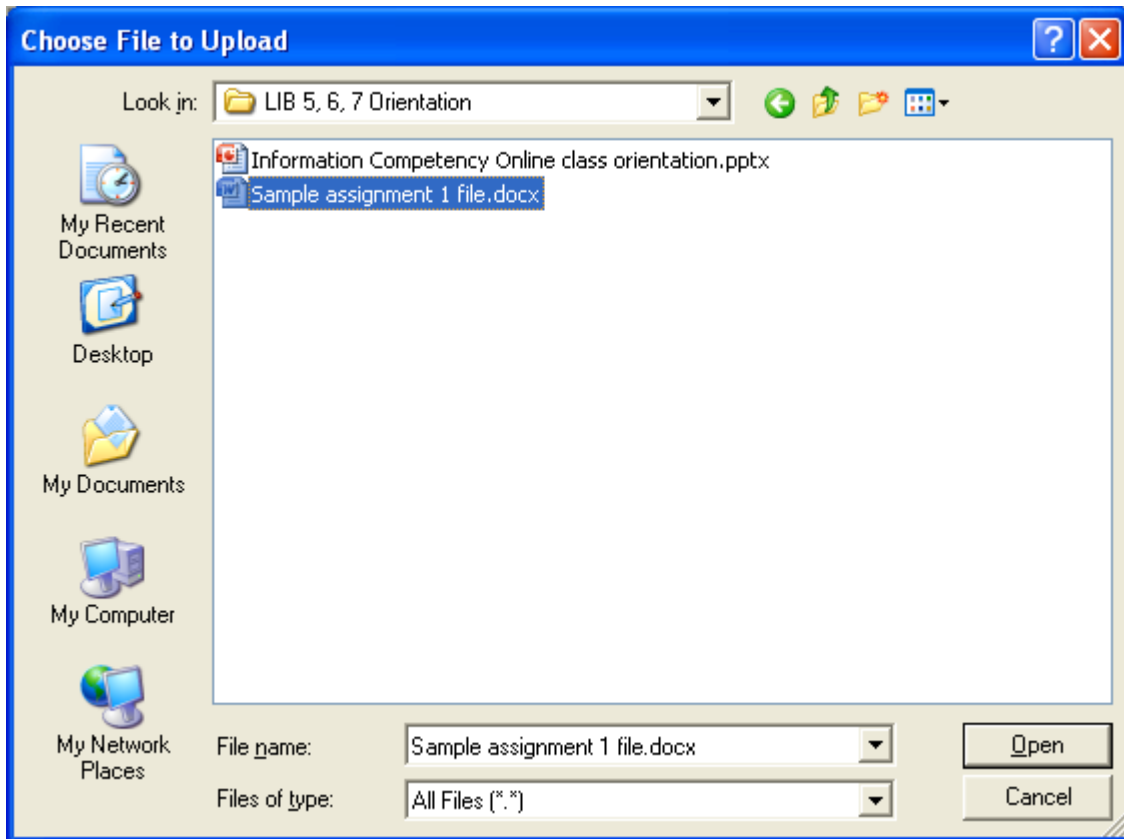
Click the Submit Assignment link as shown above. You may then select the correct assignment basket by clicking the little down arrow and selecting the correct basket as shown below.

The screenshot shows a Windows Internet Explorer browser window displaying a course page. The address bar shows the URL: <http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=8ac5be093d&t>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several icons, including 'Welcome to Hartnell College!!', '(0 unread) att.net Mail, jfellig...', and 'Information Competency ...'. The main content area features the 'NEXT' logo and a navigation menu on the left with links for Course Home, Syllabus, Instructor, Virtual Cafe, and a list of weeks (Week 1 to Week 6). The 'Submit Assignment' form is the central focus. It includes a 'Basket' dropdown menu currently set to 'Week 1: Assignment 1', with a red arrow pointing to it. Below the basket is a rich text editor with a toolbar containing icons for font size, bold, italic, underline, and text alignment. At the bottom of the form, there is an 'Attachments' section with a file icon and a red arrow pointing to the 'Add/Remove' link. A note at the bottom of the form states '* Indicates a required field'.

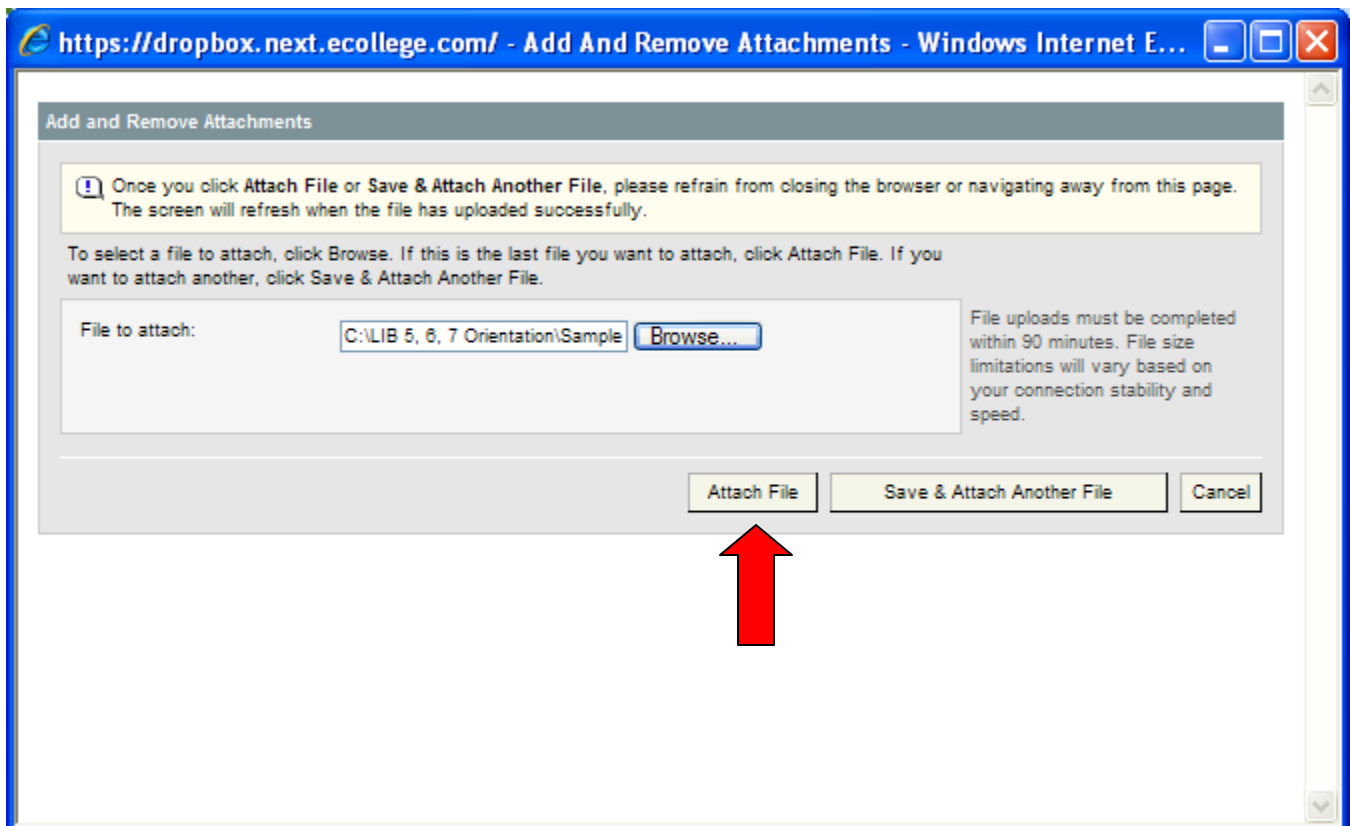
To submit a file attachment, click the Add/Remove link next to the Attachments icon.



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.



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Dropbox

Submit Assignment

Basket: Week 1: Assignment 1

Rich text editor toolbar with icons for Bold, Italic, Underline, Font Name, Size, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Spell Check, and others.

Attachments: Add/Remove

Sample assignment 1 file.docx



* Indicates a required field

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.

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=191fc9433f&tz

File Edit View Favorites Tools Help

Information Competency in the Sciences

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Week 1

Gradebook

Information competency is an unfamiliar phrase to most people. The Academic defines it as:

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http://www.whitehouse.gov/the_press_office/Presidential-Proclamation-Nation


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

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=191fc9433f&t...

File Edit View Favorites Tools Help

Information Competency in the Sciences



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Gradebook
View Gradebook User Activity

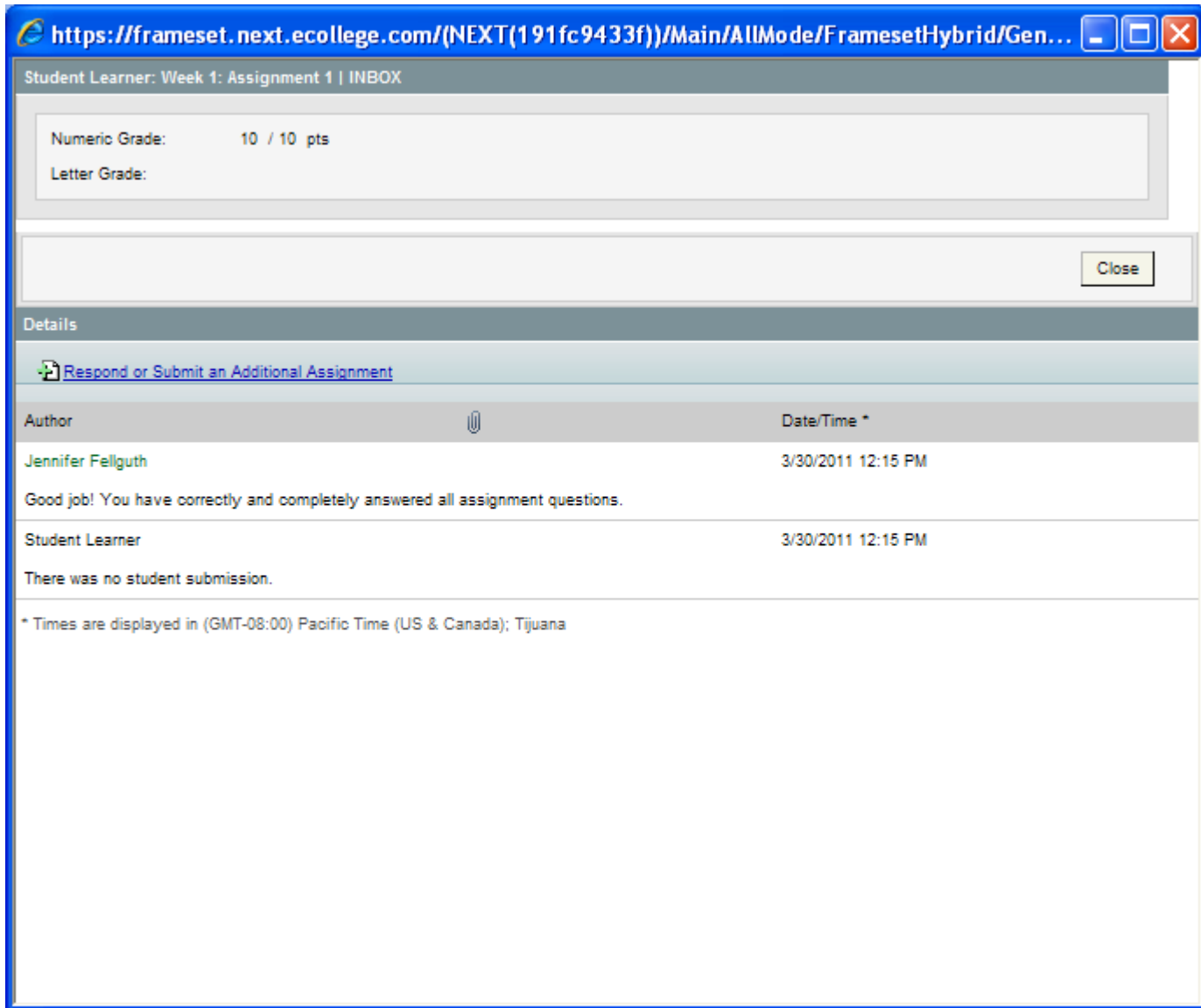
My Gradebook: Student Learner

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

Assignment	Grade	Earned to Date
Unit 1: Week 1 - Assignment 1	10/10	10 pts.
Unit 1: Week 1 - Discussion 1	*	*
Unit 2: Week 2 - Assignment 2	*	*
Unit 2: Week 2 - Discussion 2	*	*
Unit 3: Week 3 - Assignment 3	*	*
Unit 3: Week 3 - Discussion 3	*	*
Unit 4: Week 4 - Extra credit	*	Not Included in Gr...
Unit 4: Week 4 - Assignment 4a	*	*
Unit 4: Week 4 - Discussion 4	*	*
Unit 5: Week 5 - Assignment 5	*	*
Unit 5: Week 5 - Discussion 5	*	*
Unit 6: Week 6 - Assignment 6	*	*
Unit 6: Week 6 - Discussion 6	*	*
Unit 6: Week 6 - Quiz	--	*
Unit 7: Week 7 - Assignment 7	*	*
Unit 7: Week 7 - Discussion 7	*	*
Unit 8: Week 8 - Final Project	*	*
Unit 8: Week 8 - Discussion 8	*	*
Total		10 pts. (of 10 Comp

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".

At the top, there is a box containing the following information:

- Numeric Grade: 10 / 10 pts
- Letter Grade:

Below this box is a "Close" button.

The main content area is titled "Details" and contains a link: [Respond or Submit an Additional Assignment](#).

Below the link is a table with the following data:

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:

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=191fc9433f&t...

File Edit View Favorites Tools Help


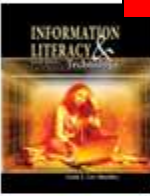
Information Competency in the Sciences



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Week 1

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http://www.whitehouse.gov/the_press_office/Presidential-Proclamation-Nation

Done

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http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=191fc9433f&t...

File Edit View Favorites Tools Help

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Email

Send Message

Select recipients:

(All Class Members)
Instructor: Fellguth, Jennifer
Learner, Student
Valdez, Joseph

Recipients:

Do not disclose recipients (bcc)

Subject: LIB 5 3110:

Attachments: [Add/Remove](#)


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 in the text of your message. Run a spell check, then click the Send Message button (see below).

Information Competency in the Sciences - Windows Internet Explorer

http://hartnell.org/re/DotNextLaunch.asp?courseid=4721625&userid=2221363&sessionid=191fc9433f&t...

File Edit View Favorites Tools Help

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Do not disclose recipients (bcc)

Subject: LIB 5 3110: HELP!

Attachments: [Add/Remove](#)

Arial Size B I U

I am having difficulty completing assignment 2. Could we set up a time for me to meet with you and obtain more info

Thank you!

Done

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 call, email, or drop in to see 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!