



## Distance Learning Orientation



Your Future Starts Now with Johnson  
County Community College Distance  
Learning



## Welcome

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## Before you begin your course!

- Who can answer my questions about degrees and transfer programs?
- Who can answer questions about my computer and the Internet?
- Do I have a fast Internet connection?
- Who can answer questions about my course?
- How can I be successful in a online course?



## <http://jccc.edu/distancelearning>

- Distance Home
- Online Courses
- Self-Paced Courses
- Telecourses
- First Steps
- More Information
- Frequent Questions
- Related Links
- Student Technical Support
- Kansas Distance Learning
- KC REACHE
- Credit Course Application
- Enrollment Dates for Credit
- How Much is Tuition?

### Distance Learning

Distance learning courses at JCCC vary and are offered using a variety of delivery methods including online, telecourse, self paced, and hybrid.

#### Is Distance Learning Right for Me?

**E-mail Advising or Instant Message (IM) Advising.** These services are intended for brief, general questions. Please allow 1 to 2 business days for email response. IM Advising is available during specified hours when the IM advisor is online.

**Toll-Free Phone Number for Student Support:**  
866-896-5893

**Access ANGEL and Blackboard courses here**  
<http://online.jccc.edu>

#### Online Courses

Online courses\* use the Internet and a learning management system to deliver course materials and to facilitate student-student, instructor-student, and student-content interaction. To participate in online classes, you should have a good understanding of computer hardware and software applications and the Internet. **More Information ...**

#### Self-Paced Courses

Self-paced courses\*\* use the Internet and a learning management system to deliver course materials and to facilitate student-student, instructor-student, and student-content interaction. These courses are offered on a schedule of study that allows you to enroll in the class at any time during the semester and take up to one calendar year to complete class requirements. **More Information ...**

#### Telecourses

Telecourses\*\* deliver a portion of instruction through either broadcast or prerecorded video lessons. The videos are available in DVD format. **More Information...**

\* You may be required to take proctored exams or on-campus assessments at a testing center.



#### Online Student Letter

Please click on the link below for additional information for Online Students: **Letter to Online Students**

#### Orientations

JCCC strongly urges you to attend one of the Distance Learning Orientation sessions on the JCCC campus. Dates for future Distance Learning Orientation sessions are: **Orientation Dates and Times**

#### Orientation Materials and Tutorials

#### Online Course Information Guide

To determine specific requirements for your course, please visit the **Online Course Information Guide**. Once you follow the link to the Guide, you'll need to search the table of contents for your specific course.

#### Student Technical Support



## Student Support

### Success Center & Counseling Services

Second floor of the Student Center

Monday- Wednesday 8 a.m.-6 p.m.

Thursday 10 a.m.-6 p.m.

Friday 8 a.m.-5 p.m.

Toll Free at 866-896-5893

<http://www.jccc.edu/home/depts.php/5303>

The IM Advisor is currently available online Monday through Thursday from 11:00 AM to 2:00 PM. The service availability and hours may vary. The IM box should accurately indicate the current availability of the IM Advisor.

#### Online Advising CAN provide answers to general questions:

- Program and degree requirements  
"Will HIST 141 fulfill a humanities requirement?"
- Registration and scheduling  
"When can I start enrolling for the fall semester?"
- Getting started at JCCC  
"Where do I take my placement test at JCCC?"
- How to add and drop classes  
"Can I drop my classes online?"



## Technical Support

### Helpdesk

Regnier Center 247

Hours of Operation:

Monday - Friday, 7:30am - 11:00 pm

Saturday - 8:00 am until 6:00 pm

Sunday - Noon until 6:00 pm (closed summer)

913-469-8500 extension 4357 (HELP)

Toll Free at 866-896-5893 – select Helpdesk

E-mail [helpdesk@jccc.edu](mailto:helpdesk@jccc.edu)

#### Helpdesk CAN provide answers to general questions:

- Questions about supported browsers?
- What plug-ins are needed?
- Are the ANGEL or Blackboard servers available?
- What is my Username and or Password?
- How do I access my course?



## Course Support

**Start with your Instructor**  
**(Ask for their help with your course)**

**Read and Print your Syllabus!!!!**

- **Questions about:**
- Due dates for Assignments & Quizzes?
- Why material not appearing inside courses?
- Do not understand material for course?
- Will you accept a late submission?
- I will be out of town - will this be a problem?
- Do I need to complete Exam on Campus?



## Special Notes

- **Two Learning Management Systems at JCCC**
    - Blackboard
    - ANGEL
- <http://online.jccc.edu>**
- **Internet Access** – Broadband (DSL, Cable)
  - **Supported Browsers** – Browser Check (I.E 7.0 - ANGEL)
  - **Popup Blockers** – There are several – Google - Yahoo
  - **Java Client Software** – One and Only One



# How to Be a Successful Distance Learning Student

## 1. Time Management.

Time management may be the biggest factor in succeeding at your online course. Successful online students have to be very proactive in their studies and take responsibility for their own learning.

*(Online Does Not Mean an Easier Way to Learn!!!)*

## 2. Participate!

Whether you are working alone, or in a group, contribute your ideas, perspective and comments on the subject you are studying, and read about those of your classmates. Your instructor is not the only source of information in your course. You can gain great insight from your peers and they can learn from you as well.

Portions of this material from: How to Succeed as an Online Student,  
<http://distancelearn.about.com/od/distancelearning101/a/studentsuccess.htm>



# How to Be a Successful Distance Learning Student

## 3. Balancing Personal Obligations

While there are many reasons to take an online course – one of the most frequent reasons students choose these courses is because of the convenience. Whether you have a full-time job, don't want to fight traffic or are raising a family – balancing school and personal obligations can become a juggling act.

## 4. Study Environment

This will help lend importance to what you are doing as well. Your own space where you can shut the door, leave papers everywhere, and work in peace is necessary. If you try to share study space with the dining room or bedroom; food or sleep will take priority over studying.



## How to Be a Successful Distance Learning Student

### 5. Log on to your course every single day.

Or log on a minimum of 5-6 days a week. Once you immerse yourself in the your course using the online system, you will be eager to see who has commented on your postings and read the feedback of your instructor and peers. You will also be curious to see who has posted something new that you can comment on. If you let too many days go by without logging on to your course discussion group, you will get behind and find it very difficult to catch up.

### 6. Take advantage of being online.

One of the biggest advantages of the online format is that you can pursue your studies without the judgments typical in a traditional classroom. Unless you are using video conferencing, no one can see you. There are no stereotypes, and you don't have to be affected by raised eyebrows, rolled eyeballs, other students stealing your thunder, or people making other non-verbal reactions to your contributions.



## How to Be a Successful Distance Learning Student

### 7. Be polite and respectful – Netiquette

Being polite and respectful is not only common sense, it is absolutely obligatory for a productive and supportive online environment. In a positive online environment, you will feel valued by your instructor, valued by your classmates and your own work will have greater value as well.

### 8. Speak up if you are having problems. – Ask Questions

Remember your professor cannot see you, so you must be absolutely explicit with your comments and requests. If you are having technical difficulties, or problems understanding something about the course, you **MUST** speak up otherwise there is no way that anyone will know that something is wrong. Also, if you don't understand something, chances are several people have the same question. If another student is able to help you, he/she probably will.



## How to Be a Successful Distance Learning Student

### 9. Apply what you learn.

Apply everything you learn as you learn it and you will remember it more readily.

If it is possible, take the things you learn in your online course today and use them in your home or work tomorrow. Also, try to make connections between what you are learning and what you do or will do in your job. Contributing advice or ideas about the real-world as it applies to the subject matter helps you to internalize what you are learning, and gives valuable insight to your classmates who will benefit from your experience.

### 10. Stay Motivated

Many distance learners agree that the most difficult part of studying online is staying motivated. Because students must take the initiative to complete their courses completely on their own, without the physical presence of teachers and other peers, many students find it easy to become distracted and discouraged in their work. Reward yourself for even small accomplishments and seek the support of family and friends.



## Resources and Credits

- How to Succeed as an Online Student,  
• <http://distancelearn.about.com/od/distancelearning101/a/studentsuccess.htm>
- Online Students Share Tips for Success  
<http://www.facultyfocus.com/articles/distance-learning/online-students-share-tips-for-success/>
- 5 Ways to Stay Motivated  
• <http://distancelearn.about.com/od/managingyourwork/a/motivation.htm> Motivated