

Student Technologies- *Need to Know Tidbits*

Student Portalⁱ

- Information and access to all BCC student links
 - Email, Moodle, Password tool, Self-Service
 - Password requirements
 - Used for **technology** announcements as necessary
- Links can be found
 - Under MyBCC on the BCC homepage
 - Under BCC Sites on Moodle
- For convenience, add the link to your Bookmarks/MyFavorites

BCC User Accounts

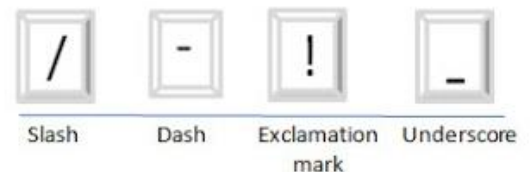
- The same username and password are used for all student technologies at BCC (including Moodle, Self-Service, student email, computer logins, wireless, password tool, etc.)
 - **STRONG SUGGESTION** – use your student username/email for any supplemental websites
- Expires two years after your last registration
 - **BEST PRACTICE:** do not use student email as a personal account as it will expire
 - Forward any important documents to your personal email as a backup.
 - Print or scan to PDF is an option also

Username

- Standard username format
 - First four letters of your first name, last five digits of your student ID number
- Returning students, students with duplicate IDs or other special circumstances, contact Distance Learning for assistance

Passwords

- Managed via the password tool
 - Accessed via student portal page
 - Follow directions carefully – 3 strikes and you're out for 30 minutes
 - Standard security questions
- Use Reset option to establish a password
 - Need to know your student ID number, username, 6-digit birthday, last 4-digits of SS#
- Use only special characters listed
 - Permitted: slash, dash, underscore, exclamation mark
 - *No hashtag, period, or @ sign allowed*
- Problems? Contact Distance Learning for assistance



Additional Security Questions

- Standard security questions are pre-set. You may add additional ones...*but...*
- Do I want additional security questions or not?
 - Must remember exact format of response (FL or Florida – Dolphins or dolphins – Mom or mom)
 - Does not replace the standard questions but will be asked in addition to them

90-day Expiration

- Passwords expire every 90 days
 - State-mandated
- Reminders sent to your student email 10-, 3-, and 1-day before expiration
 - From Instructional Technologies (brunsd1@brunswickcc.edu email address)
 - Will NOT contain a link to the tool
- If the password expires, you **MUST** use the reset option or contact Distance Learning!!!

Campus Computing

- Computers are available on campus for student use. Users are required to:
 - Use your login and password to access the computers
 - BYOH – bring your own headphone/microphone when needed
 - Use removable storage (flash drives, etc.) for saving documents
 - Be sure to label your flash drive in case you forget it on campus!
 - Email is a good backup, too!
 - If you are not familiar with using flash drives, please stop by for assistance with ejecting drives or Windows Explorer and removable drives
- Computers are available in the Library and ACE (Building A, 2nd floor)
- Wireless access is available on campus
 - Login is required and you may connect laptops, devices, and phones

Computer Use Policies

- Complete Computer Use Policies can be found in the Catalog/Student Handbook
 - A quick summary: No conducting business or obscene or illegal use
- Do not share your password and username
 - You are responsible for anything done under your login!

Practice Safe Computing

- Log off all websites and computers you use
- Do not “click links” in unsolicited emails
- Install an antivirus program on your computers and devices for which one is available
 - Free ones exist!
 - Run the program regularly and keep it updated

Electronic Devices

- Devices such as phones, I-Pads, and other tablets are not PC replacements
- Not all activities in Moodle or on other websites will behave correctly
- Some activities will not be available on devices
- Don’t plan to take tests on a cell phone!

Wireless Tips

- Use a “traditional” wired connection whenever possible
 - This information refers to both your personal Internet access as well as on-campus wireless
- Wireless connections may drop while taking a test – we cannot guarantee your internet connection
- Uploading documents/files on wireless may time-out before completing
 - Downloads may time-out also.

Online Orientations

- Student Technologies includes info on: Moodle, Student Email, Self-Service, Usernames and Passwords, and MS-Office Help link
 - Where to find Help
- Student Campus Security Orientation
- Links on moodle.brunswickcc.edu

Self-Service

- Registration and Information Site for BCC
 - Final course grades
 - Register for courses
 - Financial Aid information
 - Unofficial transcripts

Moodle

- Secure learning environment used in all courses
 - Not available until the first day of class
 - ALL students must complete the enrollment assignment in each class to access course materials
- Announcements are posted on the front page
 - Refresh browser to see the most current news (ctrl-F5)
 - Links to other BCC sites, downloads, and the Tech Orientation are at the top of the homepage.
 - For those using tablets and phones – do not use the Moodle App.

Student Email

- Official communication method with BCC
 - Check frequently
- Hosted by Gmail
 - Full email address required (username@student.brunswickcc.edu)
- Primary Link on Moodle/Student Portal breaks on some browsers
 - Primary link has hint box with format
 - If link breaks, use gmail.com, but the login format reminder will not be available
- Multiple Gmail accounts?
 - Use the Add Account option or (1) log out of all accounts when switching or (2) use a different browser

Why do I need Moodle & Student Email?

- All courses have a Moodle site that is used:
 - For information
 - To “make up” classes for unexpected College closings (weather and other emergencies)
 - For online and hybrid course instruction
 - Some instructors use Moodle heavily in traditional courses, too!
- Student email is the official electronic communication method for the college.
- Important: Instructors do NOT have to reply to *personal* email accounts

Using an Apple Product?

- Moodle’s grading screen will not read PAGES files and most instructors cannot open them.
- To save the file in a format instructors can read, EXPORT the file in one of the following formats: PDF, DOCX, DOC, RTF
- For how-to instructions, go to <https://support.apple.com/en-us/HT202227>

Additional Websites

- Some courses use publisher websites such as Aplia, My____Lab, MindTap, WWNorton, etc.
- Use your BCC student email address for these accounts
 - They will not use your BCC password, however.
- Support for these sites is handled by the publisher and your instructor
 - Be sure to pay close attention to the information provided by your instructor
 - Many sites require both the instructor code and a purchased access code
 - Support for these sites is provided by the site publisher.
 - Check your access card or the publisher website for a helpdesk link!

Lock-Down Browser (LDB)

- Some tests require this browser
- Available on BCC campus computers
- May download from quizzes that require it
- ONCE INSTALLED, open the LDB to log into Moodle and take the quiz
- Most frequent problem: trying to take quiz in usual browser, not LDB

Smart Tips – in no particular order

- Review the orientation handout and ask questions
- Think before printing
 - Maximize your “free” printing allowance – print PowerPoint slides 3-up or 6-up
- Some browsers work better with some software/websites than others. Firefox seems to be the best with Moodle, for instance.
 - Download link on Moodle
- Log out of everything when using public computers!!!!
 - Yes, it’s worth repeating!

Online Success

- Review the Moodle Student Guide in the Student Technologies Orientation just before classes begin
- ASK QUESTIONS!!!
 - Don’t wait...allow enough time to receive a reply
- Complete the enrollment assignment as soon as your course is available
- DO NOT GET BEHIND
 - Don’t wait until the due date to submit an assignment
- Check Moodle and email frequently

Where do I go for Help?

- Student Technologies Orientation (link on the <https://moodle.brunswickcc.edu> homepage)
- Distance Learning/Instructional Technologies Office
 - Come into the library; the office is located on the left side just past the circulation desk
- Email: brunSDL@brunswickcc.edu
- Moodle only: 24-hour helpdesk
 - Phone number on Moodle homepage

For more information

- Distance Learning/Instructional Technologies
 - Located in A-212/A-216
- brunSDL@brunswickcc.edu
- Webadvisor link: wa.brunswickcc.edu
- Selfservice link: <https://ss.brunswickcc.edu/Student/>
- <https://uiprod.brunswickcc.edu/ui/home/index.html>

ⁱ <https://sites.google.com/a/student.brunswickcc.edu/login/>