Student Technologies - *Need to Know Tidbits*

# [Student Portal](https://sites.google.com/a/student.brunswickcc.edu/login/)[[1]](#endnote-1)

* 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

# Usernames

* 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
  + Email sent from Instructional email address Technologies ([brunsdl@brunswickcc.edu](mailto:brunsdl@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
  + Use the BCC STUDENTS network

# 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
  + [Self Service link](https://ss.brunswickcc.edu/Student/)[[2]](#endnote-2)

# 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 [Office365](https://outlook.com/brunswickcc.edu)[[3]](#endnote-3)
  + Full email address required ([username@brunswickcc.edu](mailto:username@brunswickcc.edu))
* Includes the O365 suite of Word, Powerpoint and Excel
* The BCC Email Information Moodle site contains
* Multiple O365 accounts?
  + Use the BCC link for your BCC email

# 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 user 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
* Some LDB quizzes also require webcams/microphones. If this is the case, your instructor will provide more information
* ONCE INSTALLED, click on a quiz, and if it uses the LDB/Monitor, it will open automatically
* Most frequent problem: LDB needs to be downloaded the first time it is used on a computer

# 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 for Firefox is under the “Free downloads” dropdown menu at the top of 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](mailto:brunsdl@brunswickcc.edu)
* Moodle only: 24-hour helpdesk
  + Phone number on Moodle homepage

# For more information

* Distance Learning/Instructional Technologies
  + Located in A-216
* brunsdl@brunswickcc.edu
* [Self-Service](https://selfservice-cloud.brunswickcc.edu/Student/Account/Login)[[4]](#endnote-4)

1. [https://Outlook.com/brunswickcc.edu](https://login.microsoftonline.com/) [↑](#endnote-ref-1)
2. * <https://selfservice-cloud.brunswickcc.edu/Student/Account/Login>[/](https://ss.brunswickcc.edu/Student/)

   [↑](#endnote-ref-2)
3. [https://Outlook.com/brunswickcc.edu](https://outlook.com/brunswickcc.edu) [↑](#endnote-ref-3)
4. <https://selfservice-cloud.brunswickcc.edu/Student/Account/Login>[/](https://ss.brunswickcc.edu/Student/) [↑](#endnote-ref-4)