

Distance Learning Newsletter — Spring 2012

WEB 100 — Mandatory Prerequisite for Online Courses

WEB-100 is a short 3- to 5- hour free online introductory tutorial that will be a prerequisite for all students who take an online course (optional for students who have already completed an online course at York Technical College with a grade of “C” or higher) beginning fall 2011. Get comfortable working in the online environment in a low-key, risk-free online class simulation. Some of the things you will learn and do in WEB-100 include:

- determining if online learning is right for you
- discovering how online classrooms work and what is expected of online students
- navigation of D2L, the software that delivers your online class, and its tools
- how to succeed in your online classes

You can register for WEB-100 at any time in WebAdvisor by logging into WebAdvisor, clicking on Students, and then “Sign Up for WEB- 100” (located under registration). Click Submit and OK. You will have **one week from the date you sign-up** to complete the short readings and exercises at your convenience. You will complete several assignments which include an assessment called SmarterMeasure which is composed of six smaller assessments. The link to SmarterMeasure is found in WEB-100 along with the username and password. Once completing SmarterMeasure, you will have several other assignments in D2L. All assessments and assignments must be completed in order to complete WEB-100. Email Ginger Dewey at gdewey@yorktech.edu for more information.

Online Courses

Credit and many Continuing Education online courses are taught on the internet using the learning management system Desire2Learn (D2L). Students enrolling in an internet course must have completed WEB-100, or have a grade of “C” or higher in a previously completed internet course at York Technical College. It is recommended that students have a computer manufactured no earlier than 2008 with a Windows XP, Vista, or Windows 7 operating system. Students must have access to the Internet – preferably with a DSL or cable modem or access to open computer labs on campus. Some basic internet skills are necessary to be successful in online courses. Many online courses require students to take their tests in the Assessment Center on campus or in an approved proctored environment off campus. The attendance requirements for online courses are the same as face-to-face instruction. Please contact your instructor for the specific ways attendance will be measured in your course. Additional information can be found online at http://www.yorktech.edu/Distance_Learning/index.php. Please contact Ginger Dewey at (803) 327-8038 or gdewey@yorktech.edu for more information.

How Do I Find and Log into My Course in D2L?

Students who are enrolled in an online course or a course that uses D2L for enhancements can access their course by clicking on D2L on the right hand side under “Web Tools” of the York Technical College homepage (<http://www.yorktech.edu>). Your username is your first initial followed by your last name followed and the last four digits of your College Identification Number (all in lowercase), and your password is your six digit birth date in the form mmddyy. For additional information, please visit the distance learning homepage at http://www.yorktech.edu/Distance_Learning/index.php. Students must log in on the first day of class. Students who have missed 10% of the course will be withdrawn. Logging into an online course is considered attendance for purposes of course withdrawals which impact eligibility for financial aid and for refund calculations.

Suggested Browsers Beginning January 2012

Windows

Internet Explorer 8.0
Firefox 3.5

Mac OS X

Firefox 3.0

Mobile Web

iOS 3 (Safari) Android 1.5
iOS 4 (Safari) Android 2.1
Blackberry 6

HELPDESK

Our hope is that you do not have any technology issues, but should you have any issues, help is only a phone call away. The helpdesk hours are:

Monday—Thursday: 7:30 a.m. - 9:00 p.m.
Friday: 7:30 a.m. - 5:00 p.m.

Saturday: 10:00 a.m. - 2:00 p.m.
Sunday: 1:00 p.m. - 4:00 p.m.

Contact the helpdesk at 803-981-7111 or YTCWebSupport@yorktech.edu. You may also access a troubleshooting page at <http://www.yorktech.edu/D2L/index.php>.

Spring D2L Orientations for online, hybrid and enhanced classes

It is important to attend one session if you have never used D2L. You will learn how to log in to your online class and how to use the important tools in D2L. You will not meet with your instructor. For more information and to confirm rooms, please visit: <http://flash.yorktech.com/D2L/Orientation/Orientation/index.html>. Online classes start on the same day as on-campus classes, so make sure you log in on the first day of class. Logging in to an online course is considered attendance for the purpose of class withdrawals, which impacts eligibility for financial aid and for refund calculations. Most online classes require you to take at least one proctored test. The D2L orientation schedule is:

Kershaw Center: Friday, January 6: Please call the center at 803-475-2418 for an appointment.

Chester Center: Monday, January 9 from 2:00—3:00 and 3:30—4:30 in E-118

Rock Hill Main Campus:

Monday, December 19, 2011 from 12 - 1 pm or 5 - 6 pm in A-250

Tuesday, January 10 from 12 - 1 pm or 5 - 6 pm in A-250

Wednesday, January 11 from 12:30 - 1:30 pm TBA or from 5 - 6 pm TBA

Drop-In—Main Campus: *These are 30 minute sessions starting on the hour and half hour.*

Mon., Jan. 16 from 8:00—11:00 and 2:30—6:00 in S&T 243

Tues., Jan. 17 from 8:00—11:00 and 2:30—4:00 in S&T 243

Wed., Feb. 8 from 1:30—4:00 in S&T 243

Mon., Mar. 19 from 1:30—4:00 in S&T 243

Attendance Requirements

The College's faculty and staff are committed to student success. Student attendance and participation in all class sessions play a vital role in successful completion of a course.

Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements. When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments made in all classes. An absence is defined as nonattendance for any reason. Students who are absent from a class more than 10% of the hours assigned may be withdrawn. If a student exceeds the 10% limit, the instructor will apply one of the following:

- 1) If the student's last date of attendance is on or before midterm, the student is withdrawn and a grade of "W" is assigned.
- 2) If the student's last date of attendance is after midterm, the student is withdrawn and a grade of "W" or "WF" is assigned at the discretion of the instructor.
- 3) If the student has communicated regularly with the faculty member, exceptions to the withdrawal policy may be made at the discretion of the instructor.

New Course Location Codes

YTC has implemented several new location codes that you will see in WebAdvisor. These codes will assist you in deciding which section of a course you would like to take.

Teleclass codes:

Teleclass Rock Hill Host: Teleclass on Rock Hill campus and the instructor **will** be primarily located in Rock Hill.

Teleclass Rock Hill Receive: Teleclass on Rock Hill campus and the instructor **will not** be primarily located in Rock Hill.

Teleclass Chester Host: Teleclass at the Chester Center and the instructor **will** be primarily located at the Chester Center.

Teleclass Chester Receive: Teleclass at the Chester Center and the instructor **will not** be primarily located at the Chester Center.

Teleclass Kershaw Host: Teleclass at the Kershaw/Heath Springs Center and the instructor **will** be primarily located at the Kershaw/Heath Springs Center.

Teleclass Kershaw Receive: Teleclass at the Kershaw/Heath Springs Center and the instructor **will not** be primarily located at the Kershaw/Heath Springs Center.

Teleclass High School: Teleclass where the students are located on a high school campus and the instructor will be located at the Rock Hill campus, Chester Center or Kershaw/Heath Springs Center.

Hybrid Codes:

Hybrid Rock Hill: These courses have the face-to-face portion of the course offered on the Rock Hill Campus.

Hybrid Chester: These courses have the face-to-face portion of the course offered at the Chester Center.

Hybrid Kershaw: These courses have the face-to-face portion of the course offered at the Kershaw/Heath Springs