Richmond Community College
Manual for Distance Learners

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Introduction

About this Manual

This manual provides information for Richmond Community College students and prospective students regarding distance learning, Moodle, student email, WebAdvisor, and various resources for students enrolled in distance learning courses and programs.

Mission

Supporting the mission of the college, Richmond Community College distance learning mission is to provide courses and degree programs through convenient online, hybrid, and virtual formats to students while maintaining quality rich instruction. Distance learning will strive to foster students learning by providing personal and secure learning environments that support meaningful and consistent engagement with highly-trained faculty, established support services, and accessible resources.

Distance Learning Contacts

Katelynn Arner  
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(910) 410-1761

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Distance Learning Director  
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(910) 410-1916

Distance Learning at RCC

Online — “W#” — 100% online
Hybrid — “H#” — 50% online 50% in class
Video Conference — “V#” — Instructor of the course will also be in a video conferencing classroom, but not necessarily in the same one as the student.
Information Highway (NCIH)

RCC Student Resource Page

https://sites.google.com/a/student.richmondcc.edu/rccstudent/home

RCC Student Handbook

Library Services for Distance Learners

All students, including those taking distance learning courses have access to library materials via the library’s web page. Students must visit the library for a password to access some areas of research. The library includes over 30,000 books in its general, reference and special collections which contain a wide variety of magazines, newspapers, and online databases to supplement the College’s degree, diploma, and certificate programs. The library provides an appropriate setting for research, study, or leisure reading. Library staff are available to assist faculty, staff, students, and the community.

Hours of Operation

Monday—Thursday 7:30 a.m.—9:00 p.m.
Friday 7:30 a.m.—2:30 p.m.

Location
J.R. Conder Building

Library Contacts
Leigha Moore    Shannon Paul    Sarah Anderson
(910) 410-1752  (910) 410-1753  (910) 410-1754

Community College Libraries in North Carolina (CCLINC)

CCLINC is a shared catalog with more than a million learning resources, making this library cooperative third in size among the libraries of publicly funded institutions of higher education in North Carolina. Students can access Richmond Community College’s catalog online and place an item on hold. This database can be located at the library website.

Interlibrary Loan Form

Students can request books from other colleges by submitting an Interlibrary Loan Form located on the library website.

RCC Library Website

http://richmondcc.edu/student-services/library
Student Identity

Richmond Community College takes all possible measures to protect the identity of students online by requiring a secure username paired with a unique password for access to WebAdvisor, Moodle, and Student E-mail accounts. Students only have access to their own personal information when logged into web-based accounts. In addition to secure usernames and passwords for WebAdvisor, Moodle, and Student E-mail accounts, students also have access to the RCC web-based student help desk and live telephone support. To maintain security, students are required to provide at least two out of the three forms of identification before any student account information is released:

- Date of birth
- Home address listed with the college
- 7 digit RCC ID number

Student Login Information

All students create a password before using Moodle, WebAdvisor, and student email. The procedures for setting password are the same as when resetting a password and are detailed below.

How to Reset Password

1. Navigate to the RCC WebAdvisor page by clicking on “WebAdvisor” at the bottom of the RCC homepage (www.richmondcc.edu).
2. Click Reset My Password.

3. Choose Student/Employee ID Number and enter the requested information. Note that you need to know your student ID number and the last four digits of your social security number in order to set or reset your password. After submitting, enter a new password following the rules provided.

How to Find Username

1. Navigate to the RCC WebAdvisor page by clicking on “WebAdvisor” at the bottom of the RCC homepage (www.richmondcc.edu).
*Colleague/student ID number can be found on the back of the RCC student ID badge.*
Moodle Orientation

Moodle is an online program used to access students courses and assignments.

Logging In & Getting Started

1. Navigate to the RCC Moodle page by clicking on “Moodle” at the bottom of the RCC homepage (www.richmondcc.edu) or by going to the direct website (www.moodle.richmondcc.edu).
Grades

1. To view grades in a course click on “Grades” under the Administration Block.

A. Grade Item: displays the name of the assignment.
B. Grade: displays the score received on that assignment.
C. Range: displays the possible points for that assignment.
D. Percentage: displays the point total broken down to a percentage.
E. Feedback: displays comments left by the instructor for that assignment.
Profile

In Moodle there is an option of setting and updating the student profile. Student profile allows the instructor and classmates to communicate with the student and get to know them within Moodle.

From the RCC Moodle homepage click on “My Profile” under the Navigation block to view profile options.

From the RCC Moodle homepage click on “My Profile Settings” under the Administration block to edit profile options.
Student Email Orientation

Student email accounts are powered by Gmail.

Logging In & Getting Started

1. Navigate to the Student Email page by clicking on “Student Email” at the bottom of the RCC homepage (www.richmondcc.edu).

*Email is username + @student.richmondcc.edu
One account. All of Google.

Sign in with your Google Account

@student.richmondcc.edu

Password

Sign in

Stay signed in

Forgot password?
WebAdvisor Orientation

WebAdvisor is mainly RCC’s online registration tool. WebAdvisor also gives confidential access to student’s class schedule, grades, financial aid information, transcripts, account status, and more.

Logging In & Getting Started

1. Navigate to the RCC WebAdvisor page by clicking on “WebAdvisor” at the bottom of the RCC homepage (www.richmondcc.edu).