

Richmond Community College Manual for Distance Learners



—SINCE 1964—
RICHMOND
COMMUNITY COLLEGE
Distance Learning

- Overview
- Moodle
- Student E-mail
- WebAdvisor

Last Modified: 12/12/2016

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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
Distance Learning Technician
kdarner@richmondcc.edu
(910) 410-1761

Alan Questell
Distance Learning Director
ajquestell@richmondcc.edu
(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

http://richmondcc.edu/sites/default/files/2016-2017_student_handbook-rev_09.12.16_0.pdf

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
(910) 410-1752

Shannon Paul
(910) 410-1753

Sarah Anderson
(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:

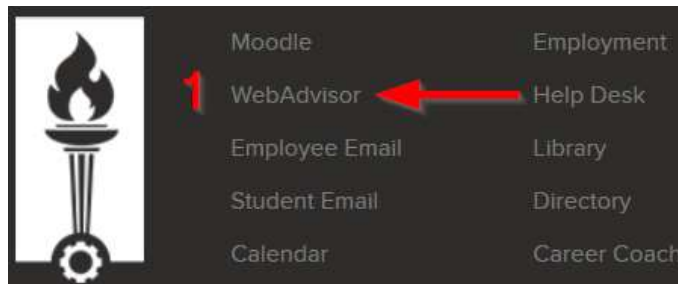
- Date of birth
- Home address listed with the college
- 7 digit RCC ID number

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*.

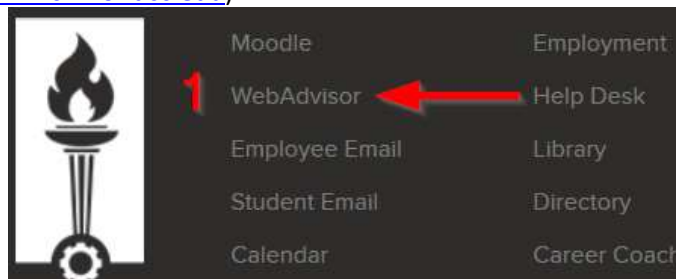


3. Choose Student/Employee ID Number and enter the requested information. Note that you need to know your student ID number and the last four digits of your social security number in order to set or reset your password. After submitting, enter a new password following the rules provided.



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).



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LOG IN MAIN MENU CONTACT Us

..... For new user, forgotten password and guest user, please read the instructions below. WebAdvisor is available from 5:30 am to 12:00 AM Daily.

Welcome Guest!

Guest User: may browse our current courses schedule or register for Workforce & Economic Development courses.

Existing User: click on **LOGIN** and enter your credentials.

Forgot Password: click on **Reset My Password** at the bottom right of this screen then just follow the instructions. This password will also work for your Email, Moodle, and Login to RCC computers.

New User: Click on **Account Information** at the bottom right of this screen then just follow the instructions - please note that the Colleague ID is your student/employee's ID.

Please call (910) 410-1814 or email to help@richmondcc.edu if you need assistance. Please make sure to include your **Student/Employee ID Number** and **last 4 digits of your Social Security Number** in your email or message. Thanks.

Account Information Reset My Password

LOG IN MAIN MENU CONTACT Us

WebAdvisor

Richmond
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LOG IN MAIN MENU HELP CONTACT Us

Welcome Guest

3

What's my User ID?

In order to retrieve your User ID, you must fill your last name AND one of the two additional identifying numbers (SSN or Colleague ID) - "Colleague ID" is your student/employee's ID number.
If you don't know your password, you can reset it by click on the "Reset My Password" link on the "MAIN MENU" tab.

* = Required

Last Name:

SSN

OR

Colleague ID

SUBMIT

Reset My Password

LOG IN MAIN MENU HELP CONTACT Us

WebAdvisor

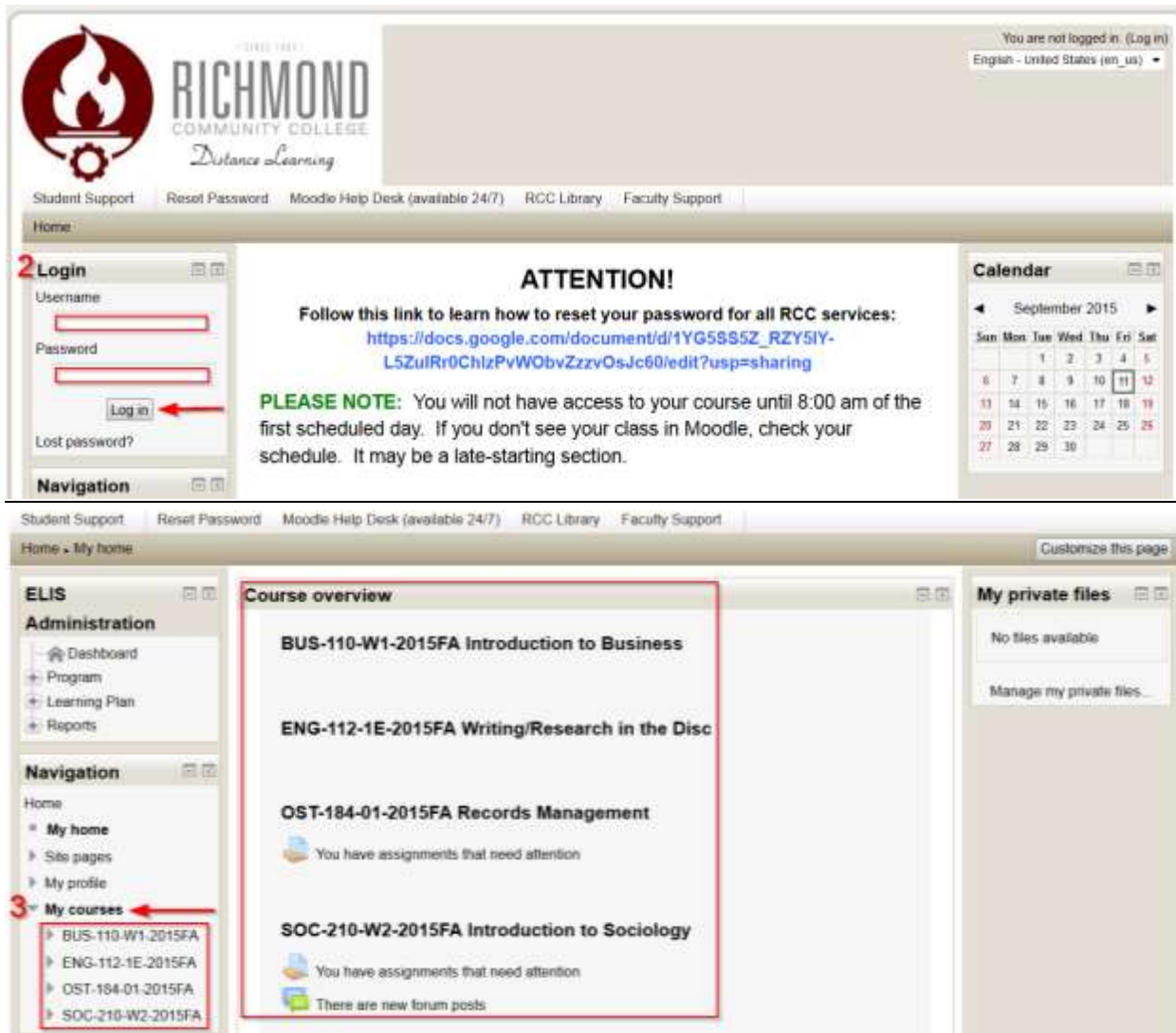
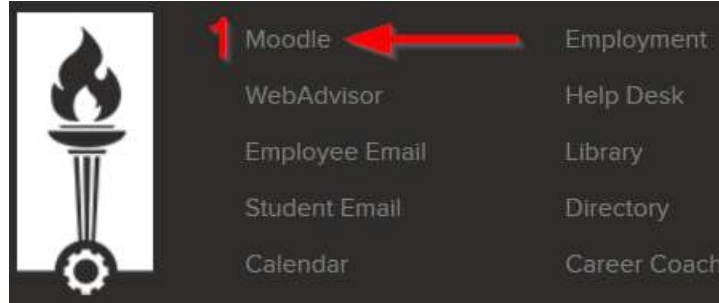
*Colleague/student ID number can be found on the back of the RCC student ID badge.

Moodle Orientation

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

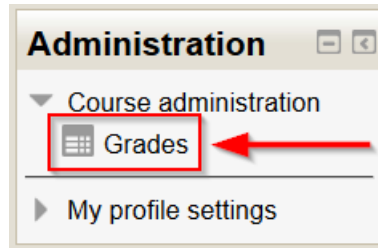
Logging In & Getting Started

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 screenshot of the 'User report - Sally Sue' page. The page shows a table of grades for the course 'BUS-125-W1-2015SU Personal Finance'. The table has five columns: 'Grade Item', 'Grade', 'Range', 'Percentage', and 'Feedback'. The table is titled 'Tests' and contains four rows of test results. A 'Category total' row is at the bottom. The columns are labeled A through E above the table.

	A	B	C	D	E
	Grade Item	Grade	Range	Percentage	Feedback
BUS-125-W1-2015SU Personal Finance					
Tests					
	T1	100	0-100	100 %	Good job!
	T2	90	0-100	90 %	
	T3	95	0-100	95 %	Good job!
	T4	98	0-100	92 %	
	Category total	383	0-400	94 %	

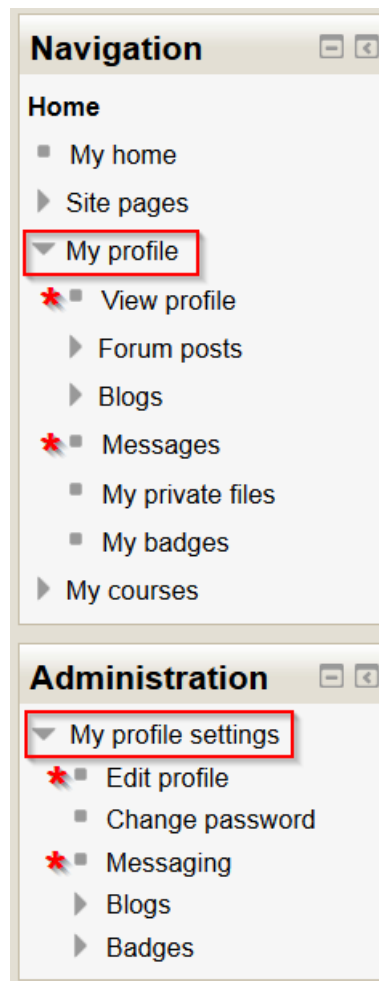
- A.** Grade Item: displays the name of the assignment.
- B.** Grade: displays the score received on that assignment.
- C.** Range: displays the possible points for that assignment.
- D.** Percentage: displays the point total broken down to a percentage.
- E.** Feedback: displays comments left by the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

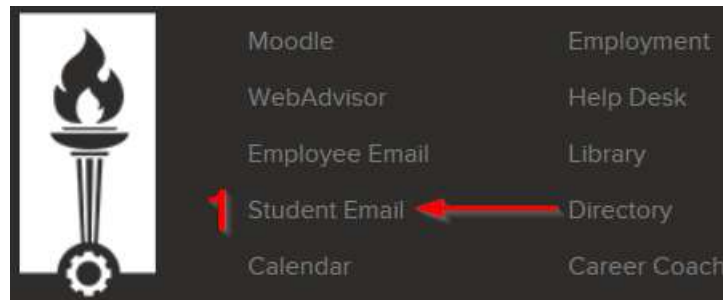


Student Email Orientation

Student email accounts are powered by Gmail.

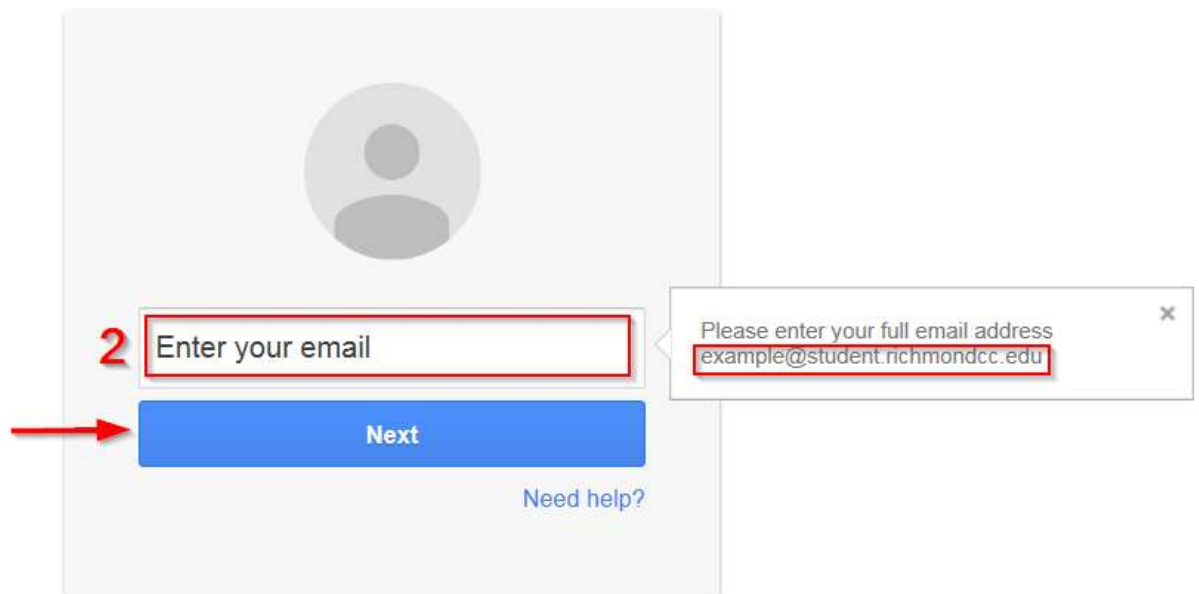
Logging In & Getting Started

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



One account. All of Google.

Sign in with your Google Account

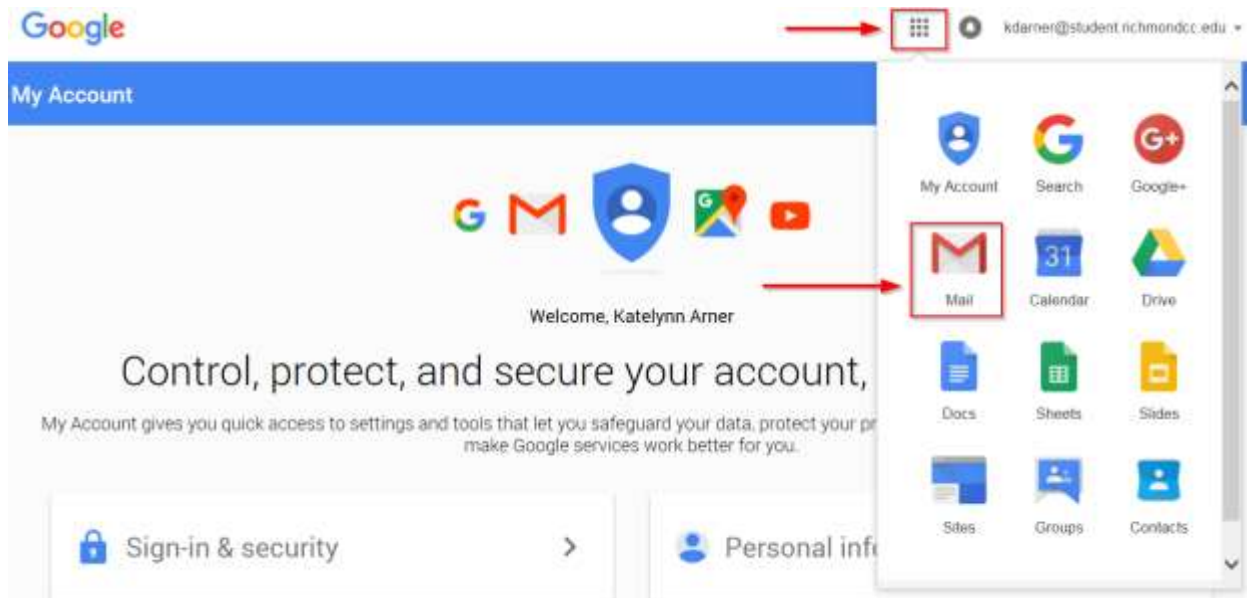
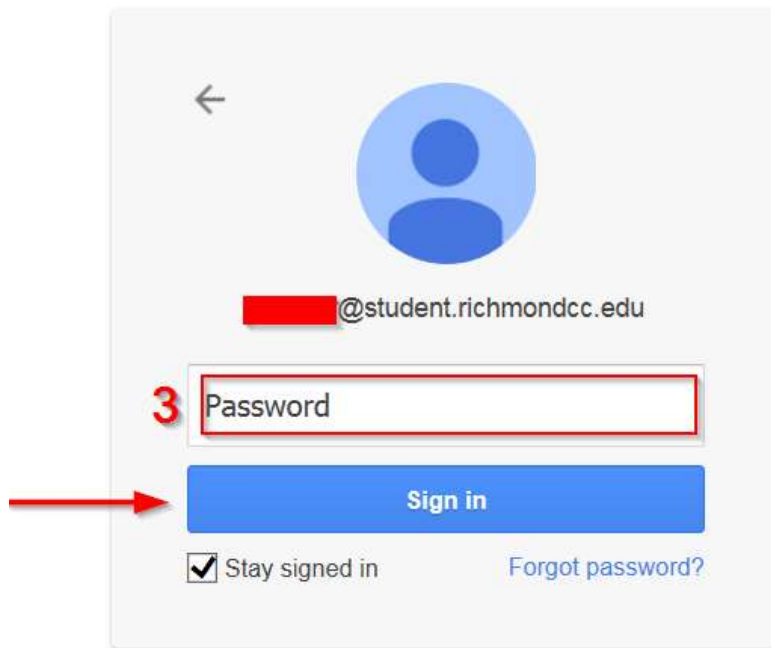


***Email is username + @student.richmondcc.edu**



One account. All of Google.

Sign in with your Google Account

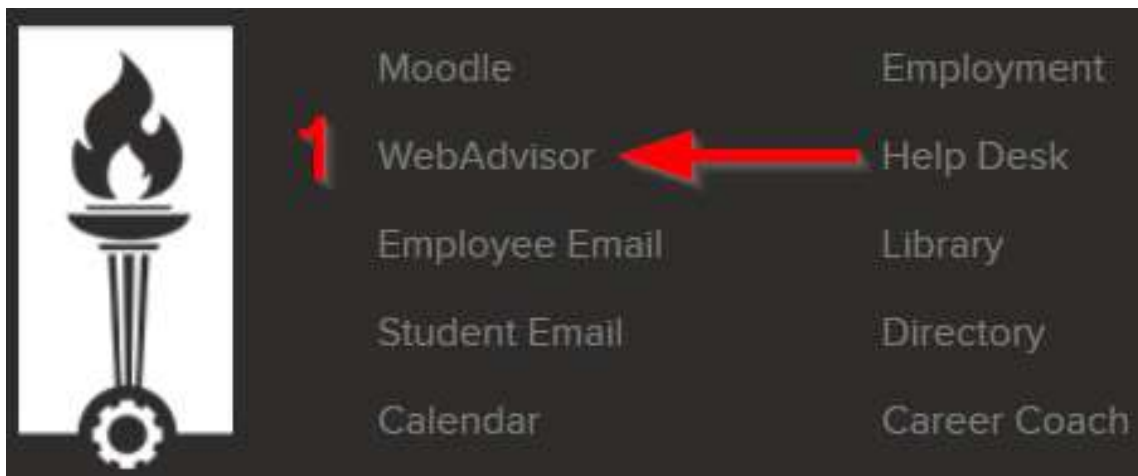


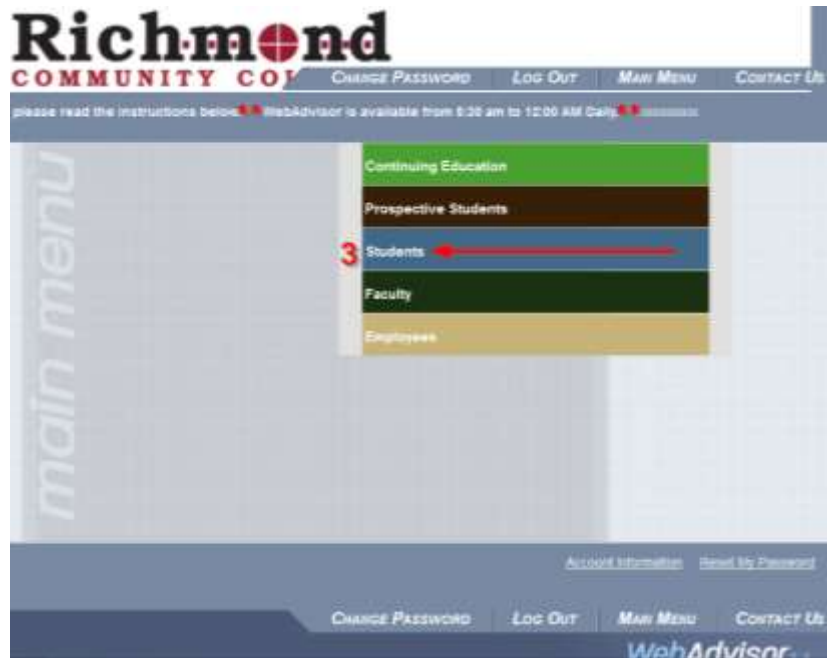
WebAdvisor Orientation

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).





User Account

[What's my User ID?](#)
[What's my password?](#)
[Address Change](#)

Financial Information

[Make a Payment](#)
[Account Summary](#)
[Account Summary by Term](#)
[View My Payment Plan Schedule](#)
[View My 1099-T Forms](#)

Financial Aid

[Financial aid status by year](#)
[Financial aid status by term](#)
[Financial aid award letter](#)

Communication

[My Documents](#)
[E-mail My Advisor\(s\)](#)

Registration

[Search for Sections](#)
[Register for Sections](#)
[Register and Drop Sections](#)
[Work Force Economic & Development Students Registering and Paying for Class](#)
[Manage My Waitlist](#)

Academic Planning

[Program Evaluation](#)

Academic Profile

[★ Grades](#)
[Grade Point Average by Term](#)
[Transcript](#)
[Program Evaluation](#)
[Test Summary](#)
[Enrollment verification request](#)
[Enrollment verification request status](#)
[★ My class schedule](#)
[My profile](#)