Online Student Orientation

Concordia University Texas
Our mission is to develop Christian Leaders.
After this presentation, you will be able to:

- Log into your online courses.
- Recall the lengths of online courses.
- Order your textbooks.
- Verify that your computer’s technical settings meet the recommended technical requirements for online courses.
- Access MyInfo and describe what material is available through the portal.
- Navigate Concordia University Texas’ Moodle course site.
- Recall important policies regarding expectations, office hours, refunds, and students with disabilities.
- Identify several support services available to CTX’s students.
- Read several helpful tips for success.
Ordering Textbooks, Technological Requirements, and MyInfo

IMPORTANT REMINDERS
Reminders

• Plan to log into Moodle on your first day of class.
• Log in at least two or three times each week.
• Classes last eight weeks.
• Each week begins on Monday and ends on Sunday.
  – However, the last week of class (Week 8) ends on Friday.
Textbook Information

• Purchase your textbooks today!
• You may search for your textbooks on Concordia’s bookstore website or in MyInfo.
  – Visit Concordia’s bookstore online at http://www.concordiabookstore.com
• Contact your Tuition Planner to see if you qualify for book vouchers.
Technical Requirements

- Laptop or desktop computer with at least 4GB of memory and less than five years old
- DSL internet or higher
- At least two Internet browsers
  - Firefox works best with Moodle and is recommended for accessing your online courses
- Enable **cookies** and **pop-ups** for Concordia websites
- Current contact information in MyInfo
- Check with professor on specific course technological requirements
Technical Recommendations

- Computer mouse and keyboard
- Microsoft Office Suite
- Set up E-mail on a mobile device (the CTX Helpdesk can assist with this)
- Confirm your computer can play various video and audio content
- Locate important folders such as “Downloads” and “Documents” on your computer
In MyInfo, you can:

- Look up Classes
- View Schedule or Unofficial Transcript
- View Grades
- Student Account Information / Financial Aid Information

Accessing MyInfo:

1. Go to www.concordia.edu
2. Select MyInfo
3. User ID: Use your CTX ID number
4. Password: Enter your six-digit PIN sent to your CTX email
A Step-by-Step Guide

ACCESSING YOUR COURSES
Accessing Your Course

2. Click “Class Access” to login.
Accessing Your Course

3. Click Proceed to CTX Unified Login Service to continue.
Accessing Your Course

4. CTX Unified Login Service will take you to both your classes and your school email.
How to finding important information

MOODLE OVERVIEW
Moodle Account Home Page: Overview

Online Dean's Welcome Message

Students,

I would like to personally welcome you to CTX's online community. We strive to provide a valuable college experience with coursework designed to fit your educational needs. Our goal is to deliver the same quality education to you that Concordia University Texas provides at its physical locations.

As you begin your coursework, please keep in mind our school's theme for the 2014-2015 academic year: "Prisoners of Hope." This theme is based on Zechariah 9:9-12 and offers us an opportunity to consider our identities in Christ and our restored relationships with Him through faith.

The Online Center looks forward to working with you!

Sincerely,

Alex Herron
Online Center

CTX Online Student Handbook

Course categories:
Faculty Resource Center (1)
Preview Course Demo (2)
College of Business Courses (HRM, HCA, and BUS)
  Student Lounge
    2014 – 08 (4)
    2014 – 06
    2014 – 03 (1)
    2014 – 01 (1)
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Moodle Account Home Page: My Courses

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    - 2014 – 01 (1)
Welcome to COM 1300 - Fundamentals of Communication
Online Center Demo Course

Course Resources
- Contact Information
- Daily Schedule
- Syllabus
- News forum
- Introductions

Topic 1
Unit 1
Welcome to the first day— from your professor

Learning Resources
- Objectives
- Presentation: Chapter 1 – An Overview of Everyday Communication
- Presentation: Chapter 11 – Preparation for a Public Presentation (Minutes 367-403)
Course Expectations

• Print and read the syllabus to understand course procedures and policies.
• Download and save the CTX Online Student Handbook.
• If you have a question, don’t hesitate to ask!
  – CTX Email
  – Moodle Message
  – “My Office” discussion forum
Office Hours and Communication

• Office Hours may be held virtually by set times or by appointment.

• Contact your professor to schedule a meeting.
  – All emails must go through the @ctx.edu e-mail or Moodle Messaging system.
Where to go for help, questions, and support

IMPORTANT POLICIES AND HELPFUL SERVICES
Refund Policy

• If you drop a class...
  – Within one week after the first day of class: 100% refund
  – After one week from the first day of class: 0% refund

• Online Course Admin Fee
  – This fee applies only to On-Campus Students taking an online course
  – **100% Online Students do not have to pay this fee**
  – This fee is not refundable
Library Staff

• Three Librarians:
  – Mikail, Director of Library Services
  – Marcus, Assistant Director and Systems Librarian
  – Angelica, Head of Public Services
• www.concordia.edu/library
• Available 24/7
• 140,000+ eBooks
• Online Reference Tools
  – i.e. Research Starters
• 100+ Subscription Databases
  – With access to 100s of thousands of full-text articles
• 50,000+ in-house print and media resources
Jump Start

- *Jump Start* searches all standard databases.
- After you enter your search term, you can:
  - Limit resources by discipline (advanced search)
  - Restrict by full-text and peer reviewed
  - Grab citations in MLA, APA, or Turabian format
Searching Databases

- There are still specialized databases by discipline that you can’t get from Jump Start:
  - Under “Quick Links”, select the “Databases” tab and pick the ones you want by subject/title
- Don’t overlook excellent newspaper resources under the “Databases” tab as well.
Research Help

- Here you can find:
  - **Video Tutorials** of simple suggestions to improve managing your resources, quick tricks for formatting your bibliography/works cited/references page (will save you hours)
  - **Resources** to help with plagiarism; APA, MLA, Turabian, Chicago, or other style guides; free resources that may help you.
  - Links to email or phone to speak with a librarian
  - Information about the **TexShare Card** and links to other local libraries (for hours, location, phone, etc.)
TexShare Card

- Access to all Major University, College, Community College Libraries, such as:
  - Austin Community College
  - St. Edward’s University
  - Texas State University
  - University of Texas
  - Most Major Public Libraries

- Sign up by downloading the form from the library’s “Research Help” page:
  www.concordia.edu/sitefiles/w3/Library/texshareagreement.pdf
Questions?

• CTX Library Contact Information
  – 512-313-5050
  – library@concordia.edu

• Text-a-Question Option for Mobile Phone Users
  – 512-981-7550
Tutor.com

• Offers 24/7 assistance with an expert tutor
  – Study for Tests
  – Review Concepts
  – Complete Assignments

• Five Centers – Math, Writing, Business, History, Science and Spanish

• For more information: www.concordia.edu/onlinetutoring

• Available through Moodle on any computer or mobile device
Services for Students With Disabilities

• Concordia University Texas makes every effort to provide reasonable accommodations for students with disabilities according to federal guidelines.

• Students needing accommodations should send a completed intake form along with any documentation of a disability to Ruth Cooper, Director of the Student Success Center.
  – Ruth.cooper@concordia.edu
  – 512-313-5031 (office)
  – 512-313-5039 (fax)

• More information about services and the intake form can be found at:
  http://www.concordia.edu/page.cfm?page_ID=1568
• If you have questions about your Webmail or other technologies that you use in class, call or email the Helpdesk:
  – Phone: 512-313-4357
  – Email: helpdesk@concordia.edu
• Automatic password-reset service
• Fully online students will also have an assigned Student Support Coordinator for additional support throughout their courses and program.
Helpful Tips and Questions

CLOSING THOUGHTS
7 Helpful Tips

• Order your books before class begins.
• Print and read the syllabus.
• Login to class often.
• Schedule time to work on school.
• Create a “school space” at home.
• Communicate with your instructor.
• Don’t be afraid to ask for help.
Questions?

• Please contact the Concordia Online Center or your Enrollment Counselor with any questions!
  – Phone: 844-289-2891
  – Email: online@concordia.edu