Welcome to the JDCC online course orientation!

1. Please note: Make sure that you are watching this presentation as a “slide show.”
2. Click on the Slide Show tab at the top of the screen and then “From Beginning.”
3. Click on the screen to move to the next item or the next slide.
In this orientation, you will learn to:

- Access your JD email (required for all online course)
- Contact your instructor
- Navigate the JD Tools menu
- Access and navigating Canvas
- Schedule tests
- JDCC Library Page / Alabama Virtual Library
In order for this orientation to help you and for you to be successful in your online course, you must read everything that you are presented or sent.

This means you need to:

- Read this orientation carefully and pay attention to the content.
- Read every email that your instructor sends you or that you receive from the JD helpdesk.
- Read every announcement your instructor posts carefully.
- Print and read the course syllabus. It is also a good idea to review the syllabus throughout the semester.
- If your instructor provides an orientation for their course, make sure you go through it.
- Finally, explore every part of your online class. Knowing where things are will help you find things in the future!
I. Accessing JDCC email

• A JDCC email address is required for all online students.

• To get started click on the “Get My Warhawk Username (for Email/Canvas)”. Link is under the “Current Students” tab on the JDCC website.

• ***Please Note: If you have already accessed your JD email, you can skip to slide 11.
I. Accessing JDCC email (cont.)

- The next screen you see should be this one:
  - Fill out the form below using your student number and your date of birth with year first.
  - Once you submit the form, you will be shown your JDCC email and your default password.
I. Accessing JDCC email (cont.)
I. Accessing JDCC email (cont.)

• Once you click on Student Email, you will see this following screen:
  • ***NOTE: JDCC Email is hosted by Google
I. Accessing JDCC email (cont.)

• Sending an email with an attachment.
  • Many instructors will require that you send them files via attachment.
  • On Gmail, click “Compose Mail”
  • Compose your message
  • To attach a file, click on “Attach a file”
  • Browse your computer until you find your file.
  • Select your file.
  • Once it finishes loading, click “send” to send your message with the attachment.
  • If you want to double-check to see if the attachment went through, send the email to yourself via a “CC”
  • Click on “Add CC” and add your email address to the message before you click “send.”
II. Contacting Your Instructor

• You are required to contact your instructor via email by the end of drop/add even if you attended the online orientation.
• If you do not contact your instructor you may be dropped from the course.
• You can look at the instructor’s contact information on the course syllabus. The course syllabus will be available inside your Canvas course.
III. JD Tools Menu

• On the JD Tools Menu, you can access:
  • Your email
  • Canvas
  • The Hawk’s Nest for registration, fee payment, and grades
  • Your STARS transfer guide (for students planning on going to a four-year school)
  • Various online labs (MyMathLab, MyWritingLab, etc.)
  • JD Alert
    • JD Alert is a warning system that will send you a text, email, or voicemail should there be an emergency on campus. All students should sign up for JD Alert in order to be informed in case of emergency or natural disaster. Find out more at jdcc.edu/jdalert.
IV. Accessing and Navigating Canvas

• To access Canvas, click on “JD Tools” on the JDCC homepage and click on “Canvas”.

[Website screenshot of JDCC homepage with menu options including Canvas]
IV. Accessing and Navigating Canvas

• Here is the Canvas sign-in page.
  • Use your JDCC email sign-in without the “@” portion (e.g. “@warhawks.jdcc.edu”)
  • The password will be the same that you use for your email.
IV. Accessing and Navigating Canvas

- The Dashboard [1] defaults to the course view, which provides access and updates in favorited courses. The Dashboard also includes a sidebar [2], which helps show To Do, upcoming events, & Recent feedback in your courses.
IV. Accessing and Navigating Canvas Courses

• In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].
IV. Accessing and Navigating Canvas Courses

- To favorite a course, click the **star** next to a course [1]. Courses with **yellow stars** show the course is a favorite [2]. The stared courses will show up on your Dashboard.

![Canvas Courses](image)
IV. Accessing and Navigating Canvas

- The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].
IV. Accessing and Navigating Canvas

• Watch this short video to see Canvas in action.
V. Scheduling Tests and Test Protocol

• Test Proctoring – Some of your instructors will require that you come to campus to take your exams.
  • Test proctoring is done at one of the testing centers (usually the library) on either the Brewton or Atmore campus.
  • In addition, your instructor may arrange testing times for each class. Make sure you check your syllabus for how tests are administered.
  • Typically, you will have to schedule a time slot to take your test. Do not put it off! Many people want to take their test at the last possible moment, but the testing times fill up quickly, so the sooner you take your test the better.
V. Scheduling Tests and Test Protocol

• Test Security
• JDCC utilizes a variety of authentication methods to validate the identities of students who enroll in online classes.

• **Respondus Lockdown Browser (on-campus only)** - This software prevents the computer user from accessing anything but the test.

• **ProctorU Online Proctoring** – ProctorU is not required for online classes. This service is available to students who cannot come to campus. There is a fee associated with ProctorU. Refer to your syllabus or contact your instructor for more information.
VI. Library Website and Alabama Virtual Library

- The JDCC library offers access to the Alabama Virtual Library for all JDCC students. The card is free and it allows students to access many of the library’s databases from home.
  - To acquire an Alabama Virtual Library Card:
    - Go to the library on either the Brewton or Atmore campus
    - Ask for an Alabama Virtual Library Card from the librarian
    - The process takes less than 5 minutes and you can access a lot of what the library has to offer from home.
VI. Library Website and Alabama Virtual Library

• To access the AVL from home, go to www.jdcc.edu/library and click the “Alabama Virtual Library” link.
VII. Getting Help

• The JD Helpdesk is there to assist students with technical issues.
  • Phone Number: 251-809-1515
  • Email: support@jdcc.edu
  • Hours: 8:00am-6:00pm Monday-Thursday; 8:00am-11:30am Friday
  • ***Please Note*** Please only contact the JD Helpdesk for technical issues. If you need to reset a test/quiz/assessment, etc. you Must Contact the Instructor.
Time to Get Started!

You now have the tools you need to get started on your online course. Now it is time to contact your instructor, log in to Canvas, and begin the semester! Remember to read everything that your instructor sends you or posts on Canvas!