

## CIS 050: Introduction to Online Learning

**1 Unit of Credit**

**(Three week course.)**

*Offered in the Fall and Spring*

CIS 050:

- presents basics of taking an online course
- acquaints students with the necessary skills for success in an online course
- teaches how to navigate in an online environment
- teaches how to communicate electronically with instructor, submit coursework, take tests, and perform other essential online skills
- explains the hardware and software needs for online learning



## On/Off Campus Computer Lab Access Information

**Imperial Valley College - Main Campus:**  
380 East Aten Road, Imperial  
Room 901 & 902  
Library Media Center

**IVC External Campus, Calexico:**  
1501 W. Imperial Avenue  
Calexico, CA  
Phone: 768-9740

**IVC External Campus, El Centro:**  
301 N. Imperial Avenue  
El Centro, CA  
Phone: 353-2180

**IVC External Campus, Brawley:**  
Desert Valley High School  
104 Magnolia Street  
Brawley, CA  
Phone: 344-7213

**Note:** Phone numbers are included so students can inquire about lab hours as needed



Imperial Valley College  
Project ACCESO

380 E. Aten Rd., Building 3200  
P.O. Box 158  
Imperial, CA 92251

Phone: 760-355-6553  
Fax: 760-355-5711  
E-mail: [de@imperial.edu](mailto:de@imperial.edu)

## A Student Guide to Online Classes at IVC



**ACCESO**  
*Education: Any Time, Any Place*

[www.imperial.edu/de](http://www.imperial.edu/de)  
Winter/Spring/Summer 2009



## Etudes Login Information

### What is Etudes-NG?

We have chosen Etudes-NG as our Course Management System (CMS). Etudes-NG is designed to provide faculty and students with a powerful, web-based collaboration and learning environment.

### Login to Your Etudes-NG Course

To login to your course, you will need to do the following:

1. Go to the Etudes website at:  
<http://etudes-ng.fhda.edu/portal>
2. For user id, enter **the first two letters of your first name, the first two letters of your last name, and the last five digits of your “G” number**. For example, Pedro Rosas’s “G” number is G00123456, so his login username would be pero23456.
3. The default password is: **mmdd (month and day) for your birthday**. For example, Pedro’s birthday is April 21, so his password would be 0421.
4. Once logged in, to change your password, go to **My Workspace > Account > Modify Details**. Then type in your password in both the **“Create Password”** and **“Verify Password”** text boxes. Update Email address if needed and click **“Update Details.”**

Etudes User ID: \_\_\_\_\_

Etudes Password: \_\_\_\_\_

## General Advice for Online Students

- ⇒ Most courses require one or more books—be sure you buy them as soon as possible. Books can be purchased at the IVC Bookstore or online by clicking on the bookstore link located on the IVC website.
- ⇒ Print out your syllabus and other important documents, such as assignments.
- ⇒ Schedule time to work on your course (6 - 10 hours a week per class).
- ⇒ Maintain regular contact with your instructor and read and answer email every other day, at a minimum.
- ⇒ Be aware of your instructor’s deadlines and policies.
- ⇒ If you are not clear about how your course works, contact your instructor.
- ⇒ Attend the mandatory scheduled orientation for your online class.
- ⇒ Bookmark or add to your Internet “Favorites” the Etudes login portal. Don’t rely on going through the IVC website as at times the website is down.



## Help Desk

The purpose of the Help Desk is to provide technical assistance to students enrolled in online courses. We will support you in addressing any problems you may encounter during your online experience at Imperial Valley College. This includes conflicts with your computer, problems with Internet access, difficulties with the Etudes-NG course management system, and any other issue that might be directly related to the online courses.

### Help Desk Options:

#### 1. Internet:

<http://etudes.org/etudes-student-helpivc.html>

*(Response within 24 hours or less.)*

#### 2. In person: 8:00am-5:00pm

Monday - Friday

Building 3200

#### 3. By phone:

760-259-3419

## Distance Ed Counselor

Whether you want to take courses for self-development, complete work toward a degree, and/or transfer to a four-year university, our Learning Support Specialist /DE Counselor is available to help you develop a plan to reach your goals.

For an appointment please contact:

**Gloria J. Carmona**

Phone: 355-6136

Email: [gloria.carmona@imperial.edu](mailto:gloria.carmona@imperial.edu)

Office: **Building 3200**