




*Orientation  
To Distance Learning  
@ Rhodes State College*



- 
- Distance learning courses are NOT EASIER!
    - Require motivation
    - Require good organization skills
    - Require ability to read well and learn on your own
    - Require good technical computer skills
    - Require ability to set and keep to a schedule for completing assignments each week

# Characteristics of successful distance learners

- Like to work independently
- Highly motivated to complete course work
- Able to stick to a schedule and meet deadlines
- Have good reading and comprehension skills
- Have good organizational skills
- Confident learner with good study skills

# Weekly time commitment for distance learning courses:

- 5 credit hour courses will require approximately 10 to 15 hours of course work per week
- 3 credit hour courses will require approximately 7 to 9 hours of course work per week
- 1 credit hour courses will require approximately 2 hours of course work per week

# Computer Skills You Need

- Send and receive email, with attachments, using the campus email system.
- Use Windows operating system
- Navigate your computer's desktop
- Ability to use the mouse
- Connect to the Internet
- Use a web browser such as Internet Explorer 7.0+ or Firefox
- Locate information on the Internet by searching

## Computer skills - continued

- Use the keyboard and word processing software
- Save files onto a flash drive or USB drive
- Use virus scanning software
- Find files located on another drive (such as on your hard drive or a flash drive)
- Save files in different file formats or types (such as saving a Works file as Word 2003, OR as .rtf file, OR saving a spreadsheet as an .xls spreadsheet)

# Computer Specifications for working from home:

- Pentium computer --2Ghz processor
- Windows XP -- current updates installed
- 1 GB of RAM
- Video display 1024 x 768
- DVD drive
- 15 GB hard drive space free
- Sound card with speakers
- Floppy or Flash Drive to save your work
- Internet Explorer 7 and Mozilla Firefox
- Cable modem or DSL high speed Internet
- Popup Blocker disabled
- Cookies enabled, medium security setting
- If you have a personal firewall, make sure it allows video through to your computer
- Updated virus scanning software
- Printer

Suggested software applications for distance ed courses:

- Microsoft Office Internet Explorer, ver 7 or above
- Microsoft Office 2007 – Word, Excel and PowerPoint. Some computer courses may also require the Access database program
- Windows Media Player 10
- Java, ver 10 or higher
- Active X enabled
- Additional free download application which are suggested:
  - [Firefox](#)   [Adobe Acrobat](#)   [Flash](#)
  - [Quicktime](#) and/or [Real Player](#)
  - [Shockwave](#) (all free downloads)

# Campus Computers

- Logging into the computer network on campus:
  - Use your Rhodes User Name and Password
  - If you have forgotten your password, use the Password Self-Service located on the desktop of campus computers, or
  - Login to STARS and find your initial password under the Personal Information tab, or
  - Try this configuration:
    - 1<sup>st</sup> letter first name in all CAPS, 2-digit birth month, 2-digit birth day, middle 2 digits of SSN, followed by 1<sup>st</sup> 2 letters of your last name, like this: **J023175wh**
  - Or if you are having problems while off campus, call the Helpdesk (419-995-8069) and ask them to reset your network password

# Campus Computers - continued

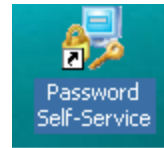
- Campus computer labs - located in Keese Hall and Technical Education Lab buildings
  - Keese Hall 102 is the official open lab for all students
  - Center for Distance Education is located in Tech Lab Room 132 for distance education students
- All Rhodes students have limited storage space on network drive M: - which is accessible on campus and from home. You must contact the Help Desk to set up your initial access from home.
- Students provide their own media on which to save their work. Flash drives are suggested.
- Labs are equipped with laser printers

# Using Rhodes State Student Web Mail

- All Rhodes students have a Rhodes State email account with web-based mail, which they can access from anywhere.
- Launch either Internet Explorer or Mozilla Firefox which has an Internet connection
- Type in the following URL [www.rhodesstate.edu](http://www.rhodesstate.edu)
  - Click on [Student Email Online](#) in the QuickLinks menu, then enter your User Name and password
- Your Rhodes email address is
  - [YourUser.Name@RhodesState.edu](#)

# Help!

- If you forget your password, use the Password Management - available in the QuickLinks from the Rhodes State web site or available on campus computers on the desktop as “Password Self-Service” icon



- If your User Name is disabled, contact the Help Desk at 419-995-8069. Disabling an account occurs after three attempts to log in with the wrong password.

# Angel

- From the QuickLinks on the Rhodes State web site, click on Angel Student Portal.
- Enter your Rhodes User Name and password in the boxes provided. This is the same User Name and password you use for campus computers and Rhodes email.
- NOTE: Your **Student QuickStart Guide to Angel** in the Search and Help Area.

The screenshot displays the Rhodes State College Student Portal. At the top, the title "Rhodes State College Student Portal" is visible. Below the title, there is a navigation bar with "Home" and a user status "guest". A sidebar on the left contains icons for Home, Help, and Power. The main content area features the "ANGEL® LEARNING MANAGEMENT SUITE" logo. Below the logo is a "Log On" section with fields for "Username" and "Password", a "Log On" button, and a link for "I forgot my password". Underneath are sections for "Public Information" (with a link to "Library Resources"), "Search and Help" (with links to "Help" and "Student Quickstart Guide for Angel 7.3"), and "System Check" (showing "Firefox Version: 3 Platform: Windows Resolution: 1152x864 (32 bit color)" and a link to "Requirements Plugins"). On the right side, there is a "Public Announcements" section with a "View: Past Present All | Sort: Descending" filter. It lists two announcements: one dated "Thursday, June 18, 2009" about course access, and another dated "Thursday, May 07, 2009" about swine flu information from the Allen County Health Department. A blue arrow points from the text in the first list item to the "Student Quickstart Guide for Angel 7.3" link in the screenshot.

# FAQs – Frequently Asked Questions

- Turning in assignments
  - Angel assignment drop box – as directed by your instructor
  - Email attachments
    - Must be MS Word.doc, MS Excel.xls, MS Access.mdb or MS PowerPoint.ppt files, or
    - WordPerfect.wpd files, or
    - saved as .rtf files if using MS Works
  - Fax – designated by your instructor
  - Drop off in CDE or Instructor's office, properly identified with student name, date, course, and assignment

# Student Services

- Bookstore – Public Services Building – 1<sup>st</sup> floor
  - [www.efollett.com](http://www.efollett.com)
- Advising – PS Building 1<sup>st</sup> floor – 419 – 995 - 8400
- Online Tutoring (Smarthinking – see link on Angel home page)
- On-campus tutoring
  - The Learning Center – SCI 151 419 - 995 - 8039
  - The Math Skills Center – SCI 240 419 - 995 - 8449
- Library services – [OSU - Lima Campus Library](#)
  - Use the Work from Home Rhodes link.
  - Located on campus in Cook Hall

# Contact us:

- Center for Distance Education lab
  - CDE Instructor Desk 419-995-8493
  - Media Checkout Desk 419-995-8403
- Chair of Distance Education 419-995-8870
- Helpdesk 419-995-8069

## Rhodes State College

- **Your Tomorrow Starts Here!**

