

Orientation for an Online Class



Student Responsibilities



- **Contact your instructor on a regular basis**
- **Check CPTC Student email three different days throughout the week**
- **Contact other students through the Discussion Board**
- **Complete weekly work ethics assignments**
- **Complete Assignments, quizzes, and exams by the assigned due date**



- **CPTC Student Email Account**
 - [Link to Student Email](#)
- **Ability to send email with attachments**
- **Ability to receive email**
- **Ability to use the Internet and have regular access to a computer**
- **Self-Motivated**
- **Independent worker**
- **Computer with Windows XP or higher**
- **Ability to acquire needed resources**



Student Email & Computer Logon



Know your Student Email (Memorize it):

Your Full Email Address and Password are used to gain access to any student computer on any site of Coastal Pines Technical College. It is synchronized with your email account.

- Contact a member of Student Affairs for password resets. Note: Office 365 – your email system will require multi factor identification. To begin go to <http://aka.ms/ssprsetup> - and setup your alternate methods of authentication. You will be required to have a minimum of two alternative authentication methods.
 1. For future password resets, please use the [Microsoft User Self Service Password Reset](#) system.
 2. Banner Web – Use your USERNAME and current CPTC password to logon (Your USERNAME is anything BEFORE the @student.coastalpines.edu part of your email address).
- Students who need their accounts reset should be contact the following Student Affairs Assistants:
 - Denise Jones | 912.510-3327
 - Kira Johnson | 912.632-0951
 - Rhonda Miles | 912.379-0041
 - Joanne White | 912.367-1700



How to Find your Email Address



- Go to BannerWeb : [Banner Web Login](#)
- Be sure to use just your username - no @student.coastalpines.edu
- The first time you login your password will be...
 - New student's Password is Cptc and the student's 6-digit date of birth. Example: April 1, 1968 birthday would be Cptc040168 (remember that it must be a capital C)
- Click the LOGIN button
- Click the PERSONAL INFORMATION link
- Click the VIEW EMAIL ADDRESS link
- Please make note of your Email address. Your student email address will contain @student.coastalpines.edu
- If you need help with Banner Web – please phone Student Affairs or Financial Aid at your location



How to Login using your Email Address



- **How to Login using your Email Address:**
 - [Student Email Login](#)
- **Enter your Entire EMAIL Address (use the entire email address i.e. jsmith@student.coastalpines.edu)**
 - **New student's Password is Cptc and the student's 6-digit date of birth. Example: April 1, 1968 birthday would be Cptc040168 (remember that it must be a capital C)**
- **Click the SIGN IN button**
- **Accept the terms of use and setup your account**



Outlook 2007 and Above Setup Directions



1. Click Start, and then click the Control Panel.
2. In the Control Panel, view options by Small or Large icons and find the Mail icon, and double-click it to open it.
3. If you see the Mail Setup - Outlook window (shown to the right) click Show Profiles. If not, you should be looking at the Mail profiles window already, so you can skip to step 4.
4. The Mail window should be open now. If you already have an Outlook profile setup, you will see it listed here. If not, the list will be empty. Click Add to begin setting up your Live@EDU profile.
5. The New Profile window should open. Type a profile name (anything that will distinguish it as your CoastalPines Live account will be fine) and click OK.
6. The Add New E-mail Account window should open. Edit the email address to be Username@student.coastalpines.edu, and then you should be able to change your name as well. Enter the password to your Live Account and click Next. If you don't know the password for your Office 365 email account, you can reset it using the "email problems and password reset form" link at email problems and password reset form.
7. You may receive a message asking you to allow the website to configure your settings. Check the box that says, "Don't ask me about this website" again and click Allow.
8. You will now receive a pop-up asking you to enter your username and password. For your user name, enter your Username@student.coastalpines.edu. For your password, enter the password that you created when you set up your Live@EDU mailbox. Click OK.
9. It will probably take a long time (5 minutes or less) for Outlook to finish configuring your email settings. Once it is done, click Finish.
10. You should now be back at the Mail window. If you are using multiple profiles, you will probably want to select the Prompt for a profile to be used radio button, then click OK.
11. Open Microsoft Outlook by going to Start, Run, and typing outlook.exe and clicking OK. Outlook should open and ask for your Live@EDU credentials again. Your username should be Username@student.coastalpines.edu, and your password should be your Live@EDU password. Once you have entered it, it will begin downloading your messages, calendar appointments, and contacts that you have saved in your student.altamahatech.edu account.
12. Please make sure you never select "remember password" or your account may be compromised. Always delete the Mail profile (from Control Panel) after you are finished using Outlook on any ATC campus.



Tap "Settings" then "Accounts and Sync:"

1. Tap Add Account
2. Tap Exchange ActiveSync

Manual Setup:

1. Email Address: username@student.coastalpines.edu
2. Server Address: m.outlook.com
3. Domain: blank
4. Username: username@student.coastalpines.edu
5. Password: CPTC Email account password
6. Check "Use SSL"
7. Done
8. Give it about 15 minutes to start receiving email



Tap on "Settings," then "Mail, Contacts, Calendar"

1. Tap on "Settings", then "Mail, Contacts, Calendar"
2. Tap on "Add Account" then "Microsoft Exchange"
3. On the Exchange setup screen, enter the following information. a) Email: Enter your full email address, such as username@student.coastalpines.edu. b) Domain: Blank. c) Username: Enter your full email address, such as username@student.coastalpines.edu. d) Password: CPTC Email account password. e) Description: Enter a name of your choice for this account, such as "CPTC"
4. Tap "Next"
5. It will now try to auto-detect the server name. If it does, you can use what it has detected and tap "Next." If it does not, you will have to enter it manually and then tap "Next." Manual input: server: m.outlook.com; note if m.outlook.com will not work it may be because certain iOS versions are incompatible with m.outlook.com and require you to use an alternate server name: pod51000.outlook.com. Verify each of the services available with your student email account that you'd like to sync with your iOS device are set to "On", including your mail, contacts, or calendar, and tap "Save"



How to Login Blackboard



- Go to <https://coastalpines.blackboard.com>
- Click on “Faculty and Student Login”
- Be sure to use just your username - no @student.coastalpines.edu
- New student’s Password is Cptc and the student’s 6-digit date of birth.
Example: April 1, 1968 birthday would be Cptc040168 (remember that it must be a capital C)
- All students will have a Blackboard account whether you have online classes or not. You will be able to find all your classes and see your grades through Blackboard.



Online Courses, Let's Begin...Step 1



- Check your CPTC Student email.
- Read any messages regarding online/hybrid courses. (you will receive these the first day of class).
- Follow Blackboard online course logon directions found in the online instructional brochure.
- OR
- Email your instructor if instructions are not present in the course by visiting the online faculty directory on the CPTC web site [Online Faculty Directory](#)
- Provide instructor with your complete name, phone number and course that you are registered for.



CPTC Blackboard Login Screen



- Blackboard web address: <https://coastalpines.blackboard.com>
- Add this address to your Internet Browser's Favorites list. You will use this address each time you access your online course site.
- The first screen is the CPTC Blackboard Home Page - login screen.



- Recommended browsers are Mozilla Firefox and Google Chrome.



CPTC Blackboard Login Screen



CPTC Home

Online Resources

CPTC Faculty and Students

CPTC Admin

Browser Test

Use the button below to check if your web browser is properly configured to use Blackboard

Test your Browser

Help and Resources

[Helpdesk Request Form](#)

[Blackboard Tour](#)

[Computer Needs](#)

Faculty and Students

Coastal Pines
TECHNICAL COLLEGE

[Faculty and Student Login](#)

Announcements

Spring Semester Face-2-Face Tutoring Schedule

[more announcements...](#)

Coastal Pines Technical College Library & GALILEO

[CPTC Online Library Catalog](#)

Access the library's print and electronic resources to conduct successful research.

[LibGuides](#)

LibGuides are valuable research tools featuring resources for specific classes or on general topics. They include links to websites, books and resources available through GALILEO.

[Access GALILEO](#)

GALILEO stands for Georgia Library Learning Online, an initiative of the Board of Regents of the University System of Georgia. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products.



<https://coastalpines.blackboard.com>

CPTC Blackboard Login Screen



- Enter your username and password by clicking the "Faculty and Student Login" link
- Students enter username of email address only, @student.coastalpines.edu is not needed!
- Password: Enter Email Password
- Click "Sign In" button

A screenshot of the Coastal Pines Single Sign-On login screen. The page has a white background with a green header bar. The Coastal Pines logo is in the top left, and a blue box with "Single Sign-On" is to its right. Below the header is a green horizontal bar. The main content area is white and contains the text "Sign in to your account". There are two input fields: "User Name" and "Password", followed by a "Sign In" button. Below the input fields, there is a note: "Be sure to use just your username - no @student.coastalpines.edu". There are two links: "Can't Access Your Account" and "Former Students Banner Login".

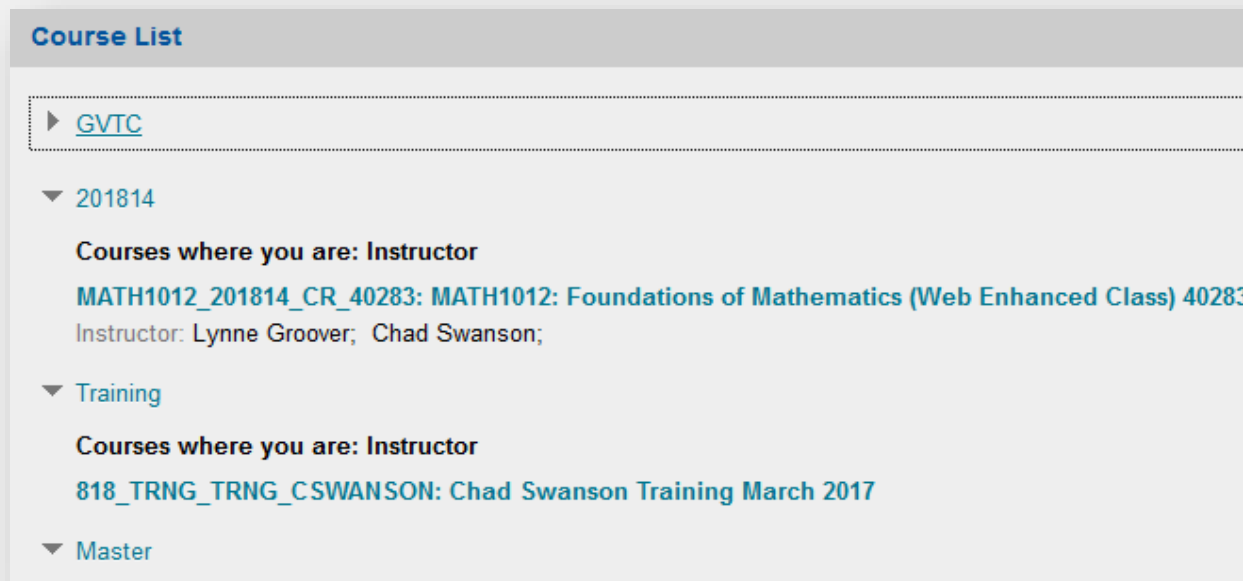
- [Click Here to get the Online Learning Brochure](#)



- Read School wide Announcements
- Review Course List for accuracy.
- Check Personal Information Tool
- Use buttons on the left to maneuver through the course



- The method to access your course from the Homepage . . .
- Click on the course link that you wish to enter from the Homepage.

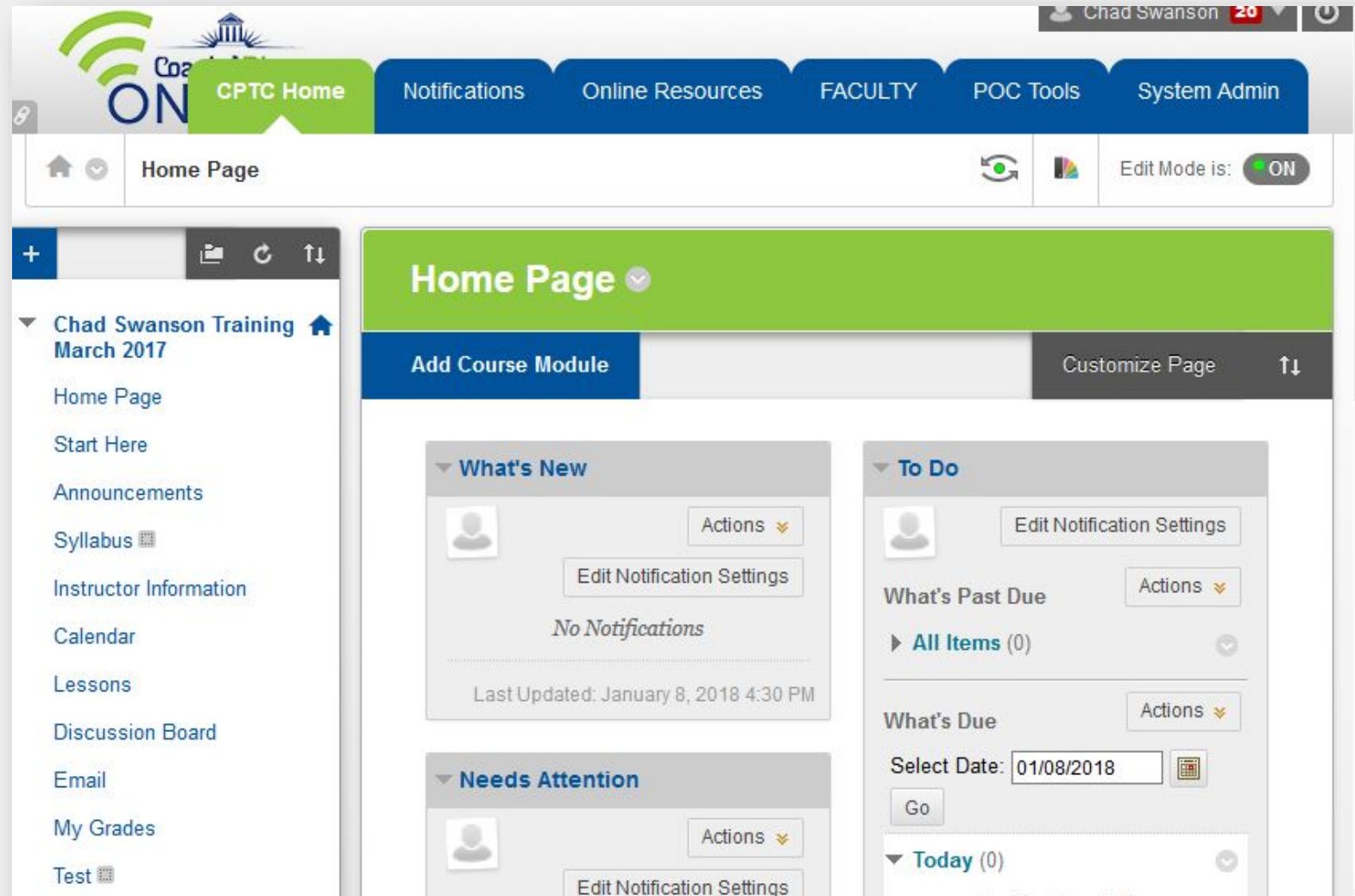


The screenshot shows a 'Course List' interface. At the top, there is a header 'Course List'. Below it, a list of categories is shown with expandable arrows: 'GVTC', '201814', 'Training', and 'Master'. Under the '201814' category, there is a sub-section 'Courses where you are: Instructor' containing a link 'MATH1012_201814_CR_40283: MATH1012: Foundations of Mathematics (Web Enhanced Class) 40283' and the text 'Instructor: Lynne Groover; Chad Swanson;'. Under the 'Training' category, there is another sub-section 'Courses where you are: Instructor' containing a link '818_TRNG_TRNG_CSWANSON: Chad Swanson Training March 2017'.

- You will then be transferred into the course site that you choose.



Blackboard Course Homepage

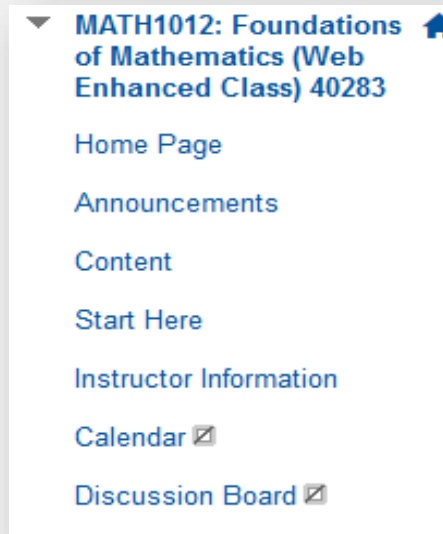


The screenshot shows the Blackboard Course Homepage for Chad Swanson Training March 2017. The user is logged in as Chad Swanson. The page features a navigation bar with links for CPTC Home, Notifications, Online Resources, FACULTY, POC Tools, and System Admin. Below the navigation bar is a Home Page section with an 'Add Course Module' button and a 'Customize Page' button. The main content area is divided into three sections: 'What's New', 'Needs Attention', and 'To Do'. The 'What's New' section shows 'No Notifications' and was last updated on January 8, 2018. The 'Needs Attention' section is currently empty. The 'To Do' section shows 'What's Past Due' and 'What's Due' sections, both currently empty. A date selector is set to 01/08/2018.



Using the Blackboard Site...

- Tabs are located across the top of the page for easy transitioning.
- The Lessons Tab contains all of the course work.

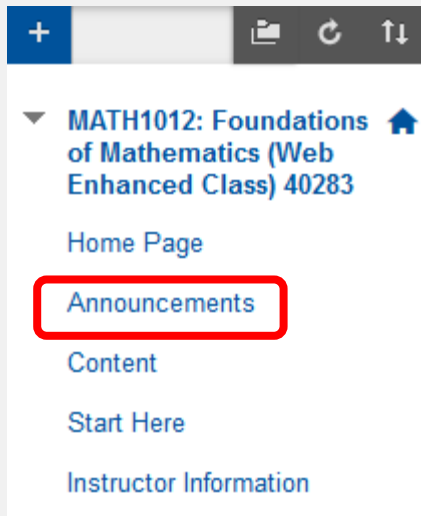


- If you get lost...use the help button on the left side of the screen to search for help in the Blackboard documentation.



Announcements

- View All Announcements each time you enter the course site.
- Announcements are posted in chronological order.
- View announcements at least every other day.
- You are responsible for any information posted in the announcements area.



You will find the following in this area (may vary some by course)...

- Course syllabus including . . .
 - Course requirements
 - Assignment sheet
 - Grading procedures
 - Book requirements
 - Work ethic requirements
 - Instructor contact information



Information for your Course

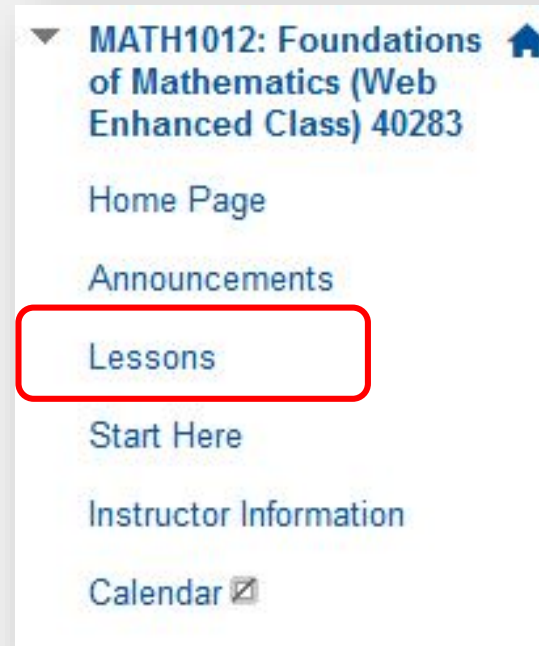


- Course Documents will contain any resources that will assist you in completing your work. Please make sure that you check course documents for material that you may need to view and/or print for future reference.
- Presentations and lecture notes may also be found in this area.
- Make sure that you have installed Microsoft Office and Adobe to view course documents. You can install Microsoft Office through your student O365 email account. You can install adobe by visiting the following website.
 - [Adobe Acrobat Reader Download](#)



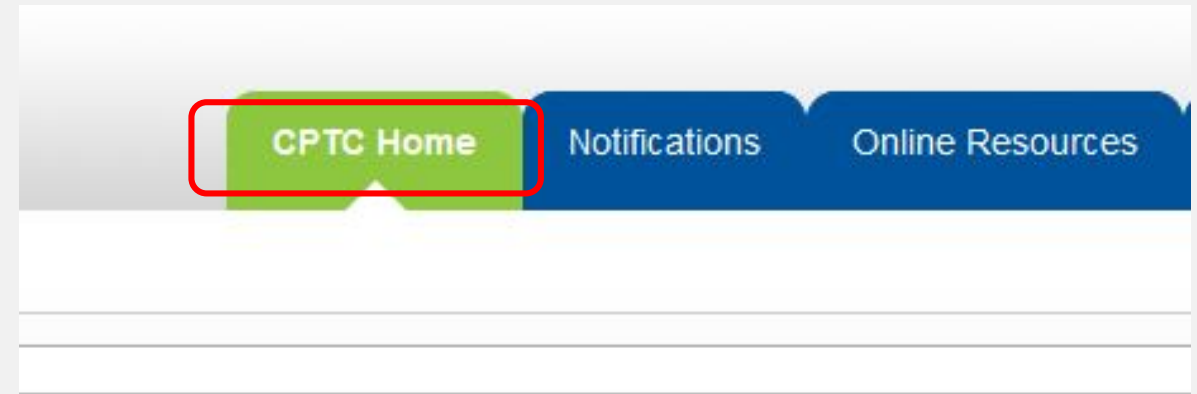
Lessons Link

- Weekly/Daily assignments
- Assignment Dues Dates
- Quizzes or Tests folder(s)
- You may click on the folder link to view available quizzes or tests.
- Some quizzes or tests may require a password, your instructor will inform you of this if necessary.
- Graded assignments will also be located in this area.
- Includes course work, reading, discussion items, and other assignments.



Taking more than one Course?

- You may easily maneuver from one course to another through the COURSES Homepage.
- Click on the Home button
- Click on the name of the course that you wish to move to



Having Trouble?

- You may occasionally encounter a problem in an online course. This is not typical. First, please contact your instructor and thoroughly explain any problem or error message that you received and always include your FULL NAME.
- If your instructor is unable to assist you, please contact the Directory of Distance Education, Chad Swanson
- cswanson@coastalpines.edu OR 912-427-1606



Communication with Instructor



- When contacting your instructor, take into account your instructor's work hours and weekend procedure. This is located on the syllabus.
- You must stay in constant contact with your instructor. Any seven day period without logging in Blackboard and completing an academic assignment will lead to being dropped from the course.
- Respond to instructor emails immediately.
- Always include your full name and course on any email messages.



Thank You!
Good Luck in your online course!

