

ONLINE ORIENTATION



CONCORDIA
UNIVERSITY
TEXAS
ONLINE CENTER

Orientation Overview

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.

Online Session Reminders

- Mark your calendars for the first day of class.
- Plan to log in on Monday.
- Log in *at least* 2-3 times per week to be successful in class.
- Classes are 8 weeks (Monday-Sunday)
- Week 8 ends on Friday!

Textbook Information

- **Purchase your textbooks today!**
- **ADP Students:** You must purchase your textbooks; the Online Center does not participate in the rental program.
- You may search for your textbooks on our bookstore website or in MyInfo.
- Bookstore URL: *www.concordiabookstore.com*

Technical Requirements

- Laptop or desktop computer with at least 4 GB memory (no more than five years old)
- Premium DSL Internet Service or better
- At least two Internet Browsers installed (Chrome, Safari, Internet Explorer, Firefox)
- Cookies Enabled
- Pop-ups enabled for Concordia Websites
- Current phone number in MyInfo
- Webcam (check with professor)
- Headset with USB (check with professor)

Technical Recommendations

- Computer mouse
- Computer keyboard
- Microsoft Office Suite
- E-mail set up on a password protected mobile device (the CTX helpdesk can assist with this)
- Confirm your computer is capable of playing various video and audio content.
- Know where the “Downloads” and “Documents” folders are located on your computer.

Accessing Your Course

The screenshot displays the Concordia University Texas website. At the top right, there are links for 'Apply Today', 'Live Chat', 'Call 1-844-289-2891', and 'concordia.edu'. The main navigation bar includes 'Online Programs', 'Admissions', 'Resources', 'About', 'Request Info', and 'Class Access'. A yellow arrow points to the 'Class Access' link. Below the navigation is a banner for an MBA program with the text 'EARN YOUR MBA IN AS LITTLE AS 2 YEARS at Austin's only fully online cohort program!'. Below the banner is a form with the text 'I'm interested in getting my...', a dropdown menu labeled 'Please Select a Program', and a 'Next' button. The main content area is titled 'Online Degree Programs' and features a section for 'Our Program Offerings' with a list of programs: 'B.A. in Business' and 'B.A. in Computer Science'. A descriptive paragraph about the online programs is also visible.

online.concordia.edu

CTX Unified Login Service

Google Apps and online.concordia.edu both use this service to allow you to log in with common credentials.

Please enter your **full email address** and password below for access.



Concordia Webmail Login

Username

Password

Login »

[Forgot Password](#)

Help! I don't remember my password.

If you do not remember your password you can contact the [Concordia Helpdesk](#) for assistance.



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 2015-2016 academic year theme, "Think on These Things", which comes from Philippians 4:8. It is a reflection on Concordia Texas' purpose which, simply stated, is to cultivate truth, beauty and goodness.

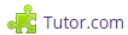
The Online Center looks forward to working with you!

Sincerely,

Alex Herron, Ed.D.
Online Center Dean

[Online Student Handbook](#)

[24/7 Online Tutoring Service](#)



Available courses

Faculty Resource Center

Faculty Portal

MED 5303 - 01 - Demo - Course

MED 5303 is a study of various models of curriculum development and how they are used at the local school level. Pedagogical approaches along with local ISD

HELP CENTER

Knowledgebase

Chat Support

Email Support

Phone Support

CONCORDIA GOOGLE APPS

<http://gmail.ctx.edu>

NAVIGATION

Home

My home

Site pages

My profile

Courses

ONLINE STUDENT ORIENTATION


Orientation Presentation

Orientation Script

Orientation Slides

Introductions

Concordia University Texas Online [My courses](#) [This course](#) [Mark](#)

 Social networks [Twitter](#) [Facebook](#) [LinkedIn](#) [Instagram](#) [YouTube](#)


Home [Courses](#) [Preview Course Demo](#) [COMM1300- Demo](#)


NAVIGATION

- Home
 - My home
 - Site pages
 - My profile
 - Current course
 - COMM1300- Demo
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5
 - Topic 6
 - Topic 7
 - Topic 8
 - Courses







Welcome to COM 1300 - Fundamentals of Communication

Online Center Demo Course

 WATCH THIS VIDEO BEFORE CLASS BEGINS: Professor Introduction


 How to install Tegrity, the presentation recording software

Course Resources





-  Contact Information
-  Daily Schedule
-  Syllabus
-  News forum
-  My Office
-  Introductions

Topic 1



Unit 1

 Welcome to the first day!--from your professor

HELP CENTER

-  Knowledgebase
-  Chat Support
-  Email Support
-  Phone Support


SCHOOL RESOURCES

-  Library Access
-  Bookstore Access

SEARCH FORUMS

Advanced search [?](#)

ADMINISTRATION

-  My profile settings

After you log in, please introduce yourself in the "Introductions" forum.

Course Expectations

- Read the syllabus carefully to understand course procedures and policies.
- Download and save the CTX Online Student Handbook.
- If you have a question, don't hesitate to ask!
 - Email
 - Moodle message
 - "My Office" discussion forum

Attendance Policy

- You will need to log into class by Friday of the first week. Doing so establishes intention to participate in the course.
- If you are unable to log in to class by the first Friday of class you will be dropped from your courses.
- Online attendance for all students is maintained by logging into Moodle and *participating* in classroom activities at least once per week.

Attendance Policy *Continued*

- The students' instructors and Student Support Coordinators will monitor attendance and make:
 - Two attempts to contact students who have not participated in class activities for seven consecutive days.
 - If the student does not communicate with the professor or Student Support Coordinator within 48 hours of the second attempt, the student will be administratively withdrawn from class.

Office Hours & Communication

- Office hours can be held virtually by appointment.
- Contact your professor to schedule a meeting.
 - All emails must go through the *@ctx.edu* e-mail or Moodle messaging system

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 online courses
 - 100% online students do not have to pay this fee
 - This fee is not refundable
- *At 12:00 a.m. on the first day of class, the \$250 Online Course Admin Fee is nonrefundable and is not a part of the tuition refund policy.*

Proctoring Fee

- Concordia University Texas partners with a company to offer remote proctoring services for exams for some online classes.
- A \$15 charge per exam will be added to your account for utilizing this service.
- If you are enrolled in a class that utilizes this service you will be notified by the professor the first week of class, and within the add/drop window so that you are able to choose another class without the charge if needed.

Academic Integrity

- Concordia Students are expected to practice academic honesty at all times. This includes avoiding all forms of dishonesty such as:
 - Plagiarism
 - Fabrication
 - Cheating
 - Academic Misconduct such as tampering with grades or transcripts.

Library Staff



Three librarians:

Mikail – Director of Library Services

Marcus – Assistant Director and Systems Librarian

Angelica – Head of Public Services

One paraprofessional:

Colleen – Information Desk Coordinator

Concordia University Texas Library

www.concordia.edu/library

All available 24/7

From anywhere with an Internet browser

140,000+ eBooks

Online Reference Tools (e.g. Research Starters)


100 plus subscription databases with access to 100s of thousands of full-text articles

50,000 plus in-house print and media resources



“Jump Start”

All Resources | Databases | e-Books | Library Catalog



Jump Start is a Discovery (EBSCO) search function that retrieves resources across most of our library holdings.

Keyword

Search

[Advanced Search](#)

[Tweet](#) [Like](#) [Share](#) 2

Contact Information

Phone: 512.313.5050


Text: 512.981.7550


Questions? Email: library@concordia.edu

Chat Live with Us

Library Staff

Tweets [Follow](#)

 **CTX Student Life** @CTXstudentlife 20h
CTX Alive is having a FREE yoga class at 7pm tonight in the Building B Study Lounge. Bring your own mat and enjoy!
Retweeted by CTX Library
[Expand](#)

 **CTX Library** @CTXLibrary 22h
Wooo! Roald Dahl's The BFG #ftw!
[twitter.com/BuzzFeed/statu...](https://twitter.com/BuzzFeed/status...)

Tweet to @CTXLibrary

CTX Library


[Research Help](#)




[About the Library](#)

[CTX Archives Online](#)

[Renew your Books](#)

Chat Live with Us



Type here to chat. Press ENTER to send.


Things to Know About *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 scholarly/peer reviewed (limiters on the **left** on the main results page)
- Grab citations in MLA, APA, or Turabian (humanities) format (options on **right** when an item is open).
- There are still **specialized databases** by discipline that you can't get from Jump Start: Standard & Poor's *NetAdvantage*, *Hoovers*, parts of *Lexis/Nexis* and *Eric*. Go to the **Databases** TAB and pick the ones you want by subject/title.
- Don't overlook **excellent newspaper resources** (you will exclude these if you always pick scholarly/peer-reviewed, so don't if you want news sources): *NY Times* (back to 1850s); *LA Times*; *Christian Science Monitor*; *Wall Street Journal*; and local papers on *Access World News*; etc. Or go to **Databases** TAB.

Research Help

All Resources Databases e-Books Library Catalog



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CTX Alive is having a FREE yoga class at 7pm tonight in the Building B Study Lounge. Bring your own mat and enjoy!
🔄 Retweeted by CTX Library
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Wooo! Roald Dahl's The BFG #ftw!
[twitter.com/BuzzFeed/statu...](https://twitter.com/BuzzFeed/status...)

Tweet to @CTXLibrary

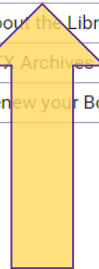
CTX Library

[Research Help](#)


[About the Library](#)





[CTX Archives Online](#)

[Renew your Books](#)



Chat Live with Us



Type here to chat. Press ENTER to send.

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/copyright; APA, MLA, Turabian/Chicago, or other style guides; free resources that may help you. Email us for help or suggestions.
- 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.).

If it is a citation only, how can I get the text?

CTX Library uses interlibrary loan (ILL) to get you full text articles that are not available via our databases.

upside: little or no cost to you

downside: time (can take up to a week or more)

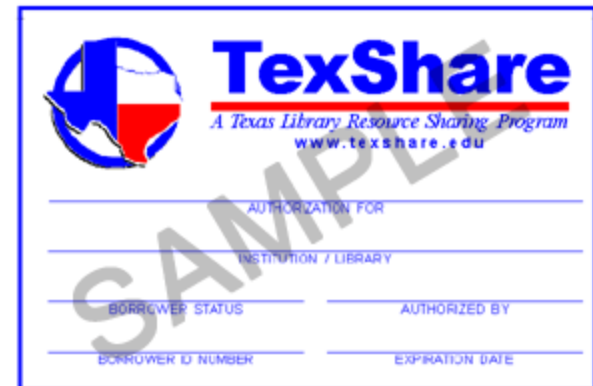
For an interlibrary loan, email: *library@concordia.edu*

There are no dead ends.

WE DON'T HAVE AN ARTICLE/JOURNAL/BOOK OR YOU CAN'T WAIT?

▪ **TexShare Card**

- Austin Community College
- St. Edward's University
- Texas State University
- University of Texas
- Most Major Public Libraries
- All Major University, College, Community College Libraries



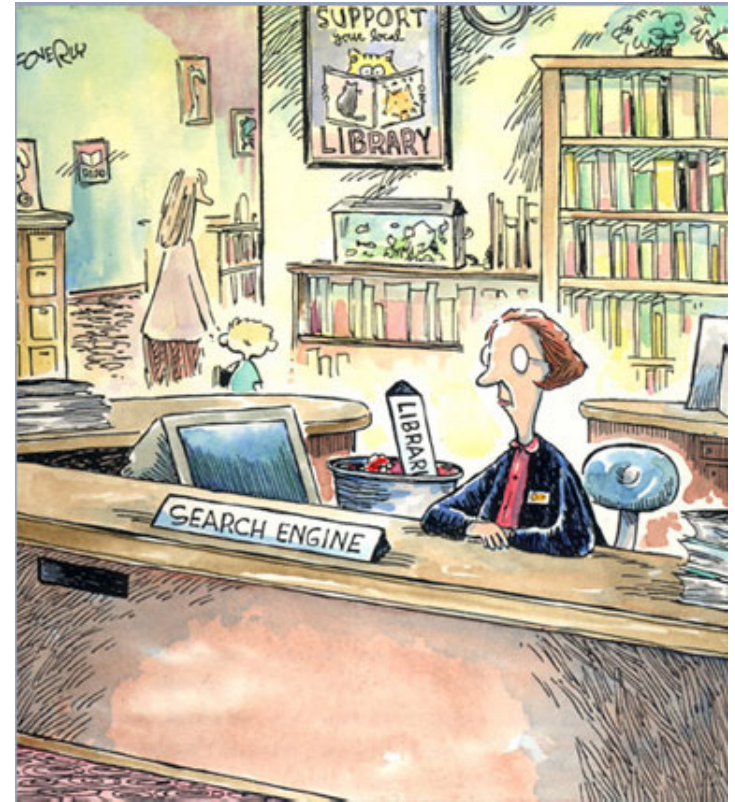
www.concordia.edu/sitefiles/w3/Library/texshareagreement.pdf

Questions?

Mikail McIntosh-Doty,
MA, MLIS, MAR
512 -313-5051
mikail.doty@concordia.edu

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: *concordia.edu/onlinetutoring*

Available through Moodle on any computer and on mobile devices

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 this link: www.concordia.edu/page.cfm?page_ID=1568

CTX Helpdesk

CONCORDIA UNIVERSITY TEXAS

AUSTIN | DFW | HOUSTON | SAN ANTONIO

Google™ Custom Search Search

CTXNet Library Webmail Blackboard MyInfo Maps Give Online Directory A-Z

About Academics Admission Campus Life Athletics Alumni Giving Student Resources Adjust type + | - | reset

Account Login

Home > Student Resources > Helpdesk > Account Login

Helpdesk
+ Keep IT Secure

Account Login

- Blackboard
- Library Online Services
- MyInfo
- Smarthinking
- Webmail – Faculty & Staff

FAQs

- Getting Assistance
- Employee IT Resources

Webmail Accounts

Student Webmail Employee Webmail

Student Password Reset Enroll Reset/Change Employee Password Reset Enroll Reset/Change

Other Electronic Accounts:

- Blackboard
- MyInfo
- Library Online

- If you have questions about your Webmail or other technologies you use in class, call or email the **CTX Helpdesk: 512.313.4357** or **helpdesk@concordia.edu**
- Automatic password reset service

Technology and IT Assistance

- **CTX.edu e-mail**
- **MyInfo** – (<http://myinfo.concordia.edu>)
- **online.concordia.edu** – *course access*

Help!

Concordia University Texas Online [My courses](#)

CONCORDIA UNIVERSITY TEXAS Social media icons: Twitter, Facebook

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[Online Student Handbook](#)

[24/7 Online Tutoring Service](#)

Tutor.com

- HELP CENTER**
 - Knowledgebase**
 - Chat Support**
 - Email Support**
 - Phone Support**
- CONCORDIA GOOGLE APPS**
<http://gmail.ctx.edu>
- NAVIGATION**
 - Home**
 - My home**
 - Site pages**
 - My profile**

- If you have questions about Moodle, call the **24/7 Technical Help Desk: 1.800.709.7975**
- The 24/7 Technical Help Desk is also available as a link in Moodle.

Remember...

Seven Habits of Successful Online Students

- Order your books before class begins
- Read the syllabus to understand the professor's expectations
- Log into class often to see what's new
- Schedule time to work on your assignments
- Create a "school space" at home
- Communicate with your instructor
- Don't be afraid to ask for help



"Whatever you do, do your work heartily, as for the Lord rather than for men."

Colossians 3:23

Questions?

If you have questions, please type them into the chat pod to be answered.

If you don't have questions, you are free to leave.

**THANK
YOU!**

