



How to Navigate Your Online Courses

Information and Instructions for Getting Started in Your Online
Course at Ranken Technical College

**For details, contact Student Success Office at 314.286.3663.
or
Room F209 (Finney Building)**

Important facts to know before you get started:

Q: How do I know if I have an Online class?

A: To determine whether you are registered for an Online course, refer to your schedule and the course numbers. Online courses have the letter "O" (for Online) and a section number. For example, ENG1101 O 40 is a Composition I Online class.

- **Be sure to order your textbook for the course from the Bookstore tab located on Inside Ranken.**

Q: Do I need a computer?

A: You must have access to the Internet AND Microsoft Office programs such as Word and PowerPoint to complete an Online course. Students should check their Inside Ranken email account weekly, (Email address is Ranken Username@insideranken.org). Computers are available in the Student Success Center on the Main Campus.

Q: Do I need a username and password?

A: Yes, you'll need your Inside Ranken username and password. Online courses are conducted entirely on Inside Ranken. If you don't know your username and password, visit Help Desk Client Services in room C10 (Cook Building) or at Helpdesk@ranken.edu.

Try this formula for your User Name and Password:

User Name: first name_last name (all lower case) – Ex. john_smith

Password: first 3 letters in last name (ALL CAPS) followed by last 4 digits of social security number followed by first 3 letters of your birth month (all lower case) – Ex. SMI1234jan

Q: Is attendance taken in an Online class?

A: Yes, you must submit the weekly assignment or assignments to be considered as "**present**" in attendance. If you do not submit the assignment when it is due, you will be counted "**absent unexcused.**" Some instructors require 2 or more assignments per week. Submitting part of the assignment will still allow the student to be present; however, depending on the class, you may not be allowed to submit late work or there may be a penalty assessed at the time of submission. **Attendance is taken on Monday mornings for the previous week's assignments.**

Attendance policy: In a 8-week Online course in the day program, you are allowed 1 unexcused absences; on the second unexcused absence, you will be dismissed from the course. In a 16-week Online course, day program, you are allowed 2 unexcused absences. On the 3 unexcused absence, you will be dismissed from the course. Tardies are not accepted in Online formats. **Refer to Student Handbook for the Appeals process.**

Q: Aren't Online classes easier than seated classes?

A: No. You need to manage your time well in order to be successful in Online classes. Expect to put in 3 hours per credit per week per course. **For example, a 3 credit hours course may require 9 hours of coursework and study per week.**

Logging in several times a week in an online course is required. Each week, one or more assignments will be due. Though each assignment, once it is open, can be worked on at your convenience, it will have a due date.

Q: What should I do if I want to withdraw from an Online class?

A: If you wish to withdraw, contact Student Success Office (C209) at 314.286.3663. Withdraw from the class before you are dismissed for unexcused absences.

Objectives:

For an Online course, you should be able to

1. Log in to Inside Ranken and open your Online courses.
2. Find out who your actual Online instructor is.
3. Email your instructor from the best Online location.
4. Locate the syllabus and the "**How to Get Started**" document.
5. Locate all your assignments and their due dates.
6. Submit assignments.

1. How to log in to Inside Ranken and open your Online courses

- a. Go to <http://insideranken.org> and log in.
- b. You will first land on the Public Page. Here is where you'll find messages from Ranken.
- c. Click on "**Academics**." Links to your courses will appear in Red.
- d. Click on your Online course. It will be the course with the letter "O" in the course number.

2. How to find out who your actual online instructor is

Note:

- Knowing the name of your Online instructor is important to ensure you don't email your questions to the wrong person.
- In addition to your actual Online instructor, there may be several names listed as faculty on the course (found under the "**Course Information**" and "**Collaboration**" links) such as the VP for Education, the Dean of Academic Affairs, and the department chair.
- Your instructor's name and contact information can be found on the main page of the course, in the center column.
- Your instructor's name and contact information is included on the syllabus.

3. How to email your instructor

Note:

- Use your Ranken email account. (For assistance, contact the Help Desk at 314-286-3693).
- Also, it is important to send an email using the correct starting location such as the ones listed on the following page. This will put your name (last name and first name) in the sender line. Otherwise, sent from the wrong location, your email may say "**no_reply@ranken.edu**," which causes confusion to your instructor and can be deleted.
- Avoid sending emails from "**Course Information**" and "**Collaboration**" links on Inside Ranken.

a. OPTION 1:

1. Go to your course on Inside Ranken.
2. Look for your instructor's email link on the main page, center column.
3. Click the link. Outlook Web App should open.
4. Log in with your Ranken user name and password.
5. An email should open with your instructor's email in the "To" line.
6. In the "Subject" line, type in good information to describe what the email is about.
7. In the text box, type in your question or comment.
8. Click on "Send" to submit.

V" OPTION 2:

%" Go to Inside Ranken (<https://insideranken.org>)

From the first page you land on, which is the Public page, click the link <https://mail.ranken.edu> to open the Outlook Web App.

%" Log in with your Ranken user name and password.

&" Click on "New" to open a blank email.

' " At the "To" line, type in your instructor's email address.

U" Or, click on the "To" and type in your instructor's last name and click on the search icon to find your instructor's name from the list.

b. Find the correct name and click on it. That puts the name in the "To" line below.

c. When finished with names, click on "OK."

4. In the "Subject" line, type in good information to describe what the email is about.

5. In the text box, type in your question or comment.

6. Click on "Send" to submit.

c" OPTION 3:

%" Go to <https://mail.ranken.edu>

&" Follow steps 3 – 8 above.

4. How to locate the syllabus and the "How to Get Started" document for each Online course

- a. From the main page of your Online course, find "Handouts" in the right-hand column.
- b. Under "Handouts," there should be a syllabus and a "How to Get Started" document. Click on the document to open it.
- c. Read each of these thoroughly to learn what is expected of you for this particular Online course.

5. How to locate your assignments and their due dates

- a. From the main page of your Online course, find "Coursework" in the left-hand column.
- b. Click to open.
- c. You should see your assignments in order of their due dates.
- d. At the top left is a box that lists the next two assignments that are due.

- e. There is also a link in that same box that says, "**view all assignments by date.**"
- f. If you cannot see your list of assignments or their due dates, contact your instructor.
- g. Generally, assignments links are "**red**" when they are ready to be worked on, **but to upload a file** the hyper-link is "**blue**". Assignments in gray lettering and no hyper-links are either closed or have not yet been activated by your instructor.
- h. If the instructions and/or grading rubrics are not located under the assignments when you click on them, check to see if they are located under "**Handouts**" on the main page.
- i. If you have any questions about your assignments and due dates, contact your instructor.

6. How to submit assignments

- Note:*
- First, check the instructions given by your instructor.
 - Know what kind of document your instructor wants you to create—a reply to a post in Collaboration, or a Word document, PowerPoint, etc. to be uploaded to Coursework, Collaboration, or attached to an email.
 - Create the document and save it in a file on your computer or on a flash drive.

a. SUBMITTING ASSIGNMENTS IN **COURSEWORK**

1. From the main page of your Online course, find "**Coursework**" in the left-hand column.
2. Click to open.
3. Select and click to open the assignment to which you want to attach your document.
4. Click on the blue box that says, "**Upload a file.**"
5. Follow the prompts to upload your saved document. **Note:** you may use **Moxie Manager** (Inside Ranken file management system) or your own computer folder.
6. At this point the assignment is just sitting in the file and has not yet been sent to your instructor.
7. **IMPORTANT:** To submit your assignment to your instructor, you must click on the dark blue box that says, "**Turn in your _____ assignment.**"

b. SUBMITTING ASSIGNMENTS IN **COLLABORATION**

Note:

Follow the instructions. Your instructor will either want you to simply reply to a post (or several posts), create your own post; or attach a document to a reply.

1. From the main page of your Online course, find "**Collaboration**" in the left-hand column.
2. Click to open.
3. Click on "**Forum Home.**"
4. Click on the topic folder in which your assignment is due.
5. If your instructor wants you to add a post, look for

- a **"red"** box along the left-side of the topic that says, **"Add a Post"** and click. Create the post and submit.
6. If your instructor wants you to reply to a post, click on the post that you are to reply to, look for a **"Red"** box along the right-side of the post that says, **"Reply"** and click. Create the reply and submit.
- a. Tip: Inside Ranken may time out while you are writing a long reply. You may want to write your reply in a Word document first; then copy and paste into the reply. When finished, click **"Submit"**.
7. If your instructor wants you to upload a document to a reply, open the reply and click on **"Browse."** Select the saved document and click on **"Open."** When finished, click **"Submit."**

W SUBMITTING ASSIGNMENTS AS ATTACHMENTS IN EMAIL

- % Follow the instructions on page 2, **"How to email your instructor."**
- & Before sending, click on the paperclip icon at the top to attach a file.
- ' Select the saved document and click **"Open."**
- (" This will attach your document and take you back to the email.
-) When you are finished with your email, click **"Send."**

Submitting your first assignment for attendance

Note:

- Check "Coursework" on Inside Ranken to see the first week's assignments.
- If you have questions about your assignment, see your instructor.

If you have any questions about Online classes, you may also contact Barbara Primm, General Education Department Chair at brprimm@ranken.edu.