

RANKEN

TECHNICAL COLLEGE

GETTING STARTED WITH INSIDE RANKEN AND YOUR STUDENT EMAIL ACCOUNT

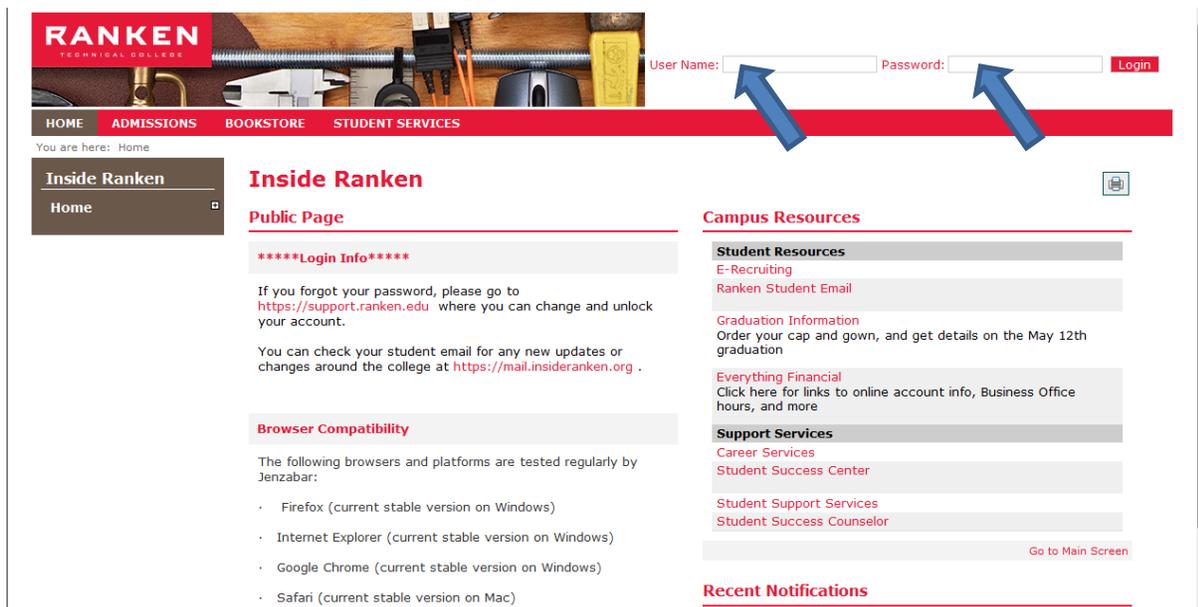
Inside Ranken

Q: What is Inside Ranken?	A: It is the website where all your Ranken courses are located. It is where you go to check the course syllabus, assignments, your grades, your attendance, and other information from your instructors and the College. You'll also find important announcements and links to your student email account, the student handbook, and how to sign-up for E-Recruiting.
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*Before getting started, be sure to have you User Name and Password ready.**

To get started:

1. Go to www.insideranken.org.
2. Log in with your User Name and Password.



*Note: Your User Name and Password are given to you by the Information Services (IS) department. If you have problems logging in, you may seek assistance from the Help Desk in room C10. Generally, your User Name is firstname_lastname and your Password is the first three (3) letters of your last name in all caps, the last four (4) digits of your social security number and the first three (3) letters of your birth month in lowercase.

Once you have logged in, you will see eight tabs across the top of the page: Home, 1Card Info, Academics, Bookstore, Finances, Notifications, Students Services and My Pages.



3. Click on the **Home** tab: **HOME**.

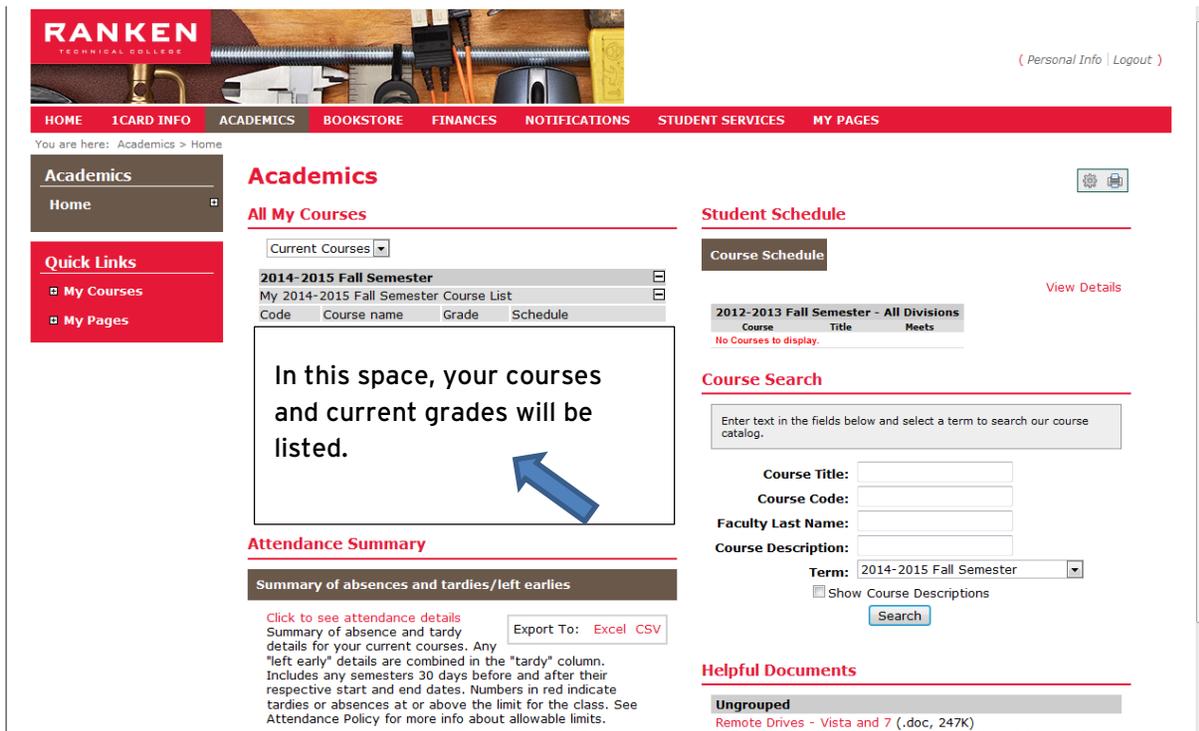
In the center column called Public Page, you'll find important announcements from the College. In the right-hand column, you will find links to the Student Handbook, E-Recruiting, and Ranken Student Email.

4. Click on the **1Card Info** tab: **1CARD INFO**.

This tab is where you'll find information regarding your Ranken 1Card, which is also your ID card. Your pin number and a link are there to use in case you wish to put money on your Ranken 1Card to use in the dining hall.

5. Click on the **Academics** tab: **ACADEMICS**.

This tab is the one you will likely access the most on Inside Ranken. Under "All My Courses," you'll find a list of your courses (with links to each one) and your current grade in those courses. You'll also find your "Attendance Summary," your "Student Schedule," and your "Unofficial Transcript."



6. Click on one of your courses to view that course in detail. Below is an example of a Principles of Sociology course:

RANKEN
TECHNICAL COLLEGE

(Personal Info | Logout)

HOME | CARD INFO | ACADEMICS | BOOKSTORE | FINANCES | NOTIFICATIONS | STUDENT SERVICES | MY PAGES

You are here: Academics > Sociology > SOC > Principles of Sociology > SOC 1206 T 04 - Principles of Sociology > Main Page

SOC 1206 T 04 - Principles of Sociology

About This Course

Instructor Information

Rochelle Turner, LMSW
Office Phone: (314) 373-9706
E-mail: rturner@ranken.edu
Office location: Main/Gray/G107
Office hours: Tuesday and Thursday, by appointment

Course Description

This course will explore the aspects and variations of human social activity. Sociology, the scientific study of society, explains how groups, institutions and social movements shape our lives. Topics include stratification, status, cultural differences, sex and gender roles and the structure and influence of family, religion and politics. Particular attention will be given to current events and social issues.

Course Level Outcomes

Course Level Student Outcomes

By the end of this course, you should have the basic

Calendar

< October 2014 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Full Size Calendar

Announcements

You have no incoming announcements.
[Show All Announcements](#)

Handouts

Unit 6 [unit]
 Chapter 11 and 12
Out of Box Assignment: Experience Worksheet (.docx, 12K)
 This sheet is to be utilized to focus the feedback from the community activity.

Unit 7 [unit]

In the left-hand column, there are links to pages within that particular course, such as Attendance, Collaboration, Course Information, Coursework, Gradebook, Main Page and Syllabus.

7. Click on each of the below links to become more familiar with the information found on each page.

The **Attendance** page will show your current attendance records in that particular course.

The **Coursework** page will list all the assignments you will have for this particular course. The due dates should be listed as well.

The **Gradebook** page will show the grades you earn. Click on "View All Assignments" to see *all* of your graded assignments.

The **Main Page** will show any Handouts or Bookmarks (websites) that will be used in the course.

The **Syllabus** page will have a copy of the syllabus for the course. The syllabus can also be found under Handouts on the Main Page in the right-hand column. The course syllabus includes many important details about that particular course. You will also find a course schedule in your syllabus.

8. Click on the **Bookstore** tab: **BOOKSTORE** .

This tab is where you will go to access the online Bookstore, which is the only place you will be able to purchase your textbooks. Simply scroll to the bottom of the page, and click on the image for MBS Direct. Follow the instructions from there, and be sure that you have your voucher number if you have Financial Aid that will pay for all or part of your book order. Note: The typical configuration for Bookstore voucher numbers is your student ID number followed by the semester code (i.e., FA14 for fall 2014).

9. Click on the **Finance** tab: **FINANCES** .

This tab is where you can set up your online payments for your tuition and/or fees.

10. Click on the **Notifications** tab: **NOTIFICATIONS** .

This tab is where you will sign up to receive notifications from Ranken regarding campus emergencies, campus weather notifications, and high-priority campus news. Follow the information on this page to get signed up to receive notifications via your cell phone and/or personal email.

11. Click on the **Student Services** tab: **STUDENT SERVICES** .

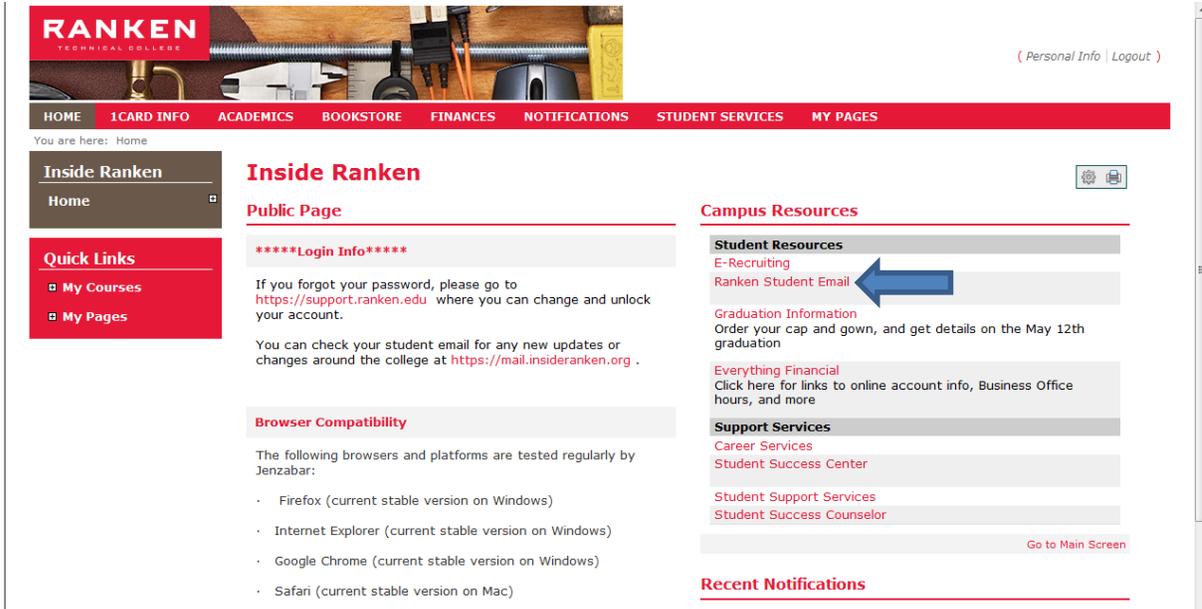
On this page, you will find more information about Career Services, the Student Success Center and Student Support Services.

Now, click back on the Home tab **HOME** and look at your Ranken Student Email.

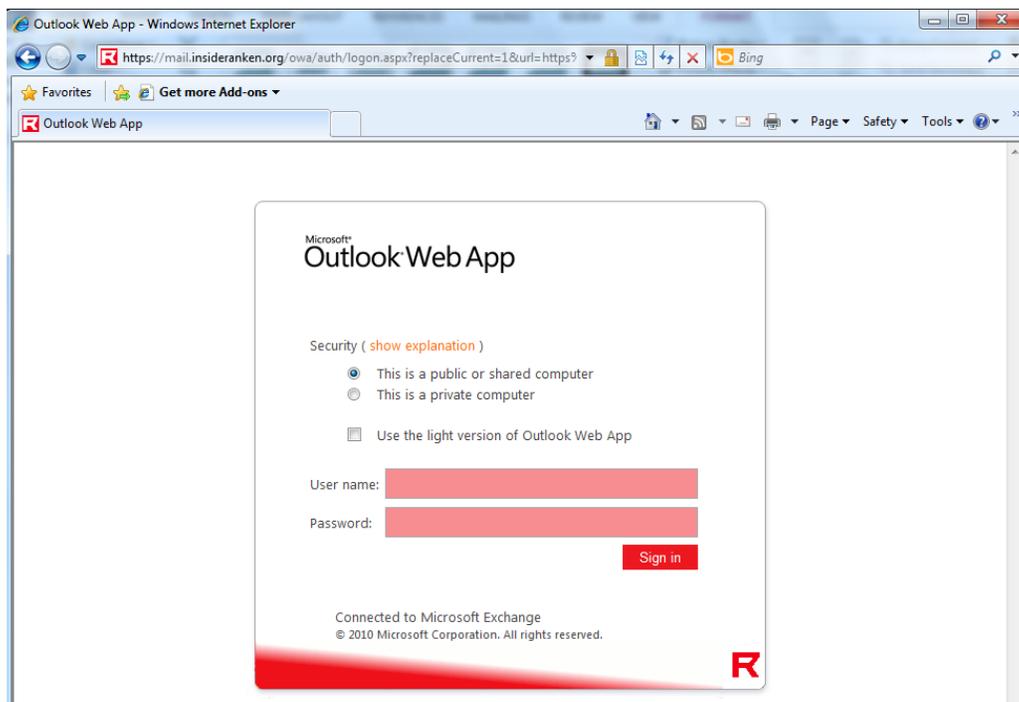
<p>Q: I already have an email account. Why should I use a Ranken student email account?</p>	<p>A: It is important that you use this account when contacting instructors. It uses the Ranken email system and shows your full name in the "From" line. This system helps instructors identify the email as one from you and not junk email like one from coolguy97@hotmail.com. Also, frequently, important emails will be sent to you from various departments around the College that may provide urgent information about your Ranken account and/or enrollment. You should check your Ranken email account often.</p>
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To get started:

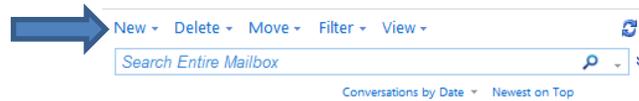
1. From the **Home** page on Inside Ranken, click on the Ranken Student Email link located in the right-hand column.



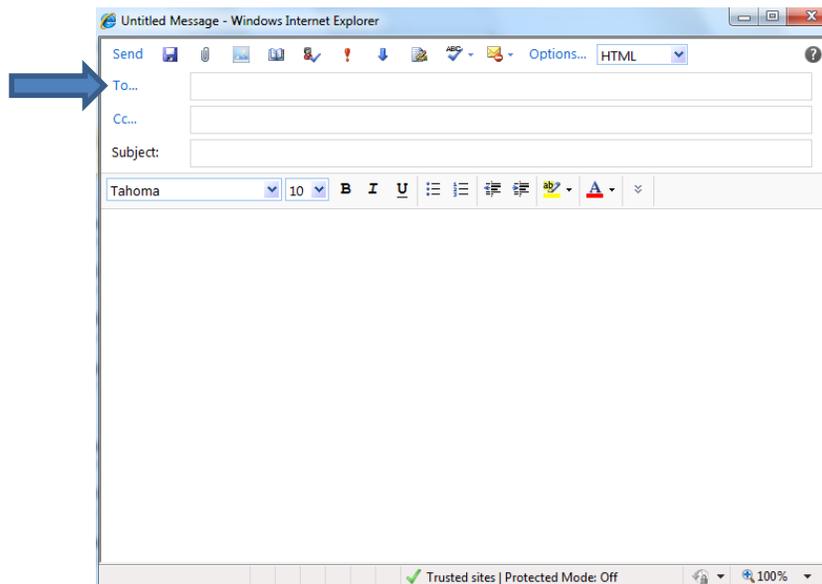
2. You will see the below page as a pop-up (please make sure your pop-up blocker is off):



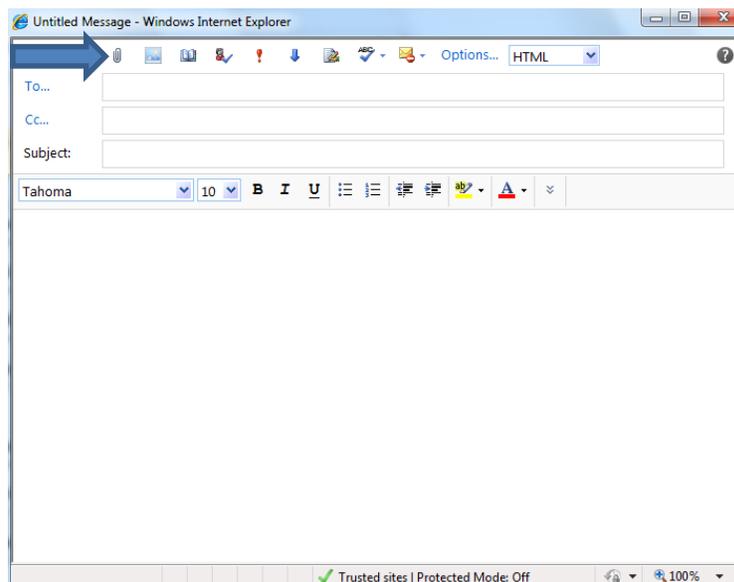
3. Log in with your User name and Password.
4. To send an email, click on "New."



5. Type in the email address of the person to whom you want to send an email in the "To..." line.
 - Note: If you don't know the email address of the intended recipient and the email is going to someone at Ranken, click on the "To..." button to search for the person's last name. Type in the last name, and hit Enter. Once you find the person, double click on the person's name and then click "OK."



6. To attach a document to the email, click on the "Attach File" button (the paperclip) at the top. It will have you "browse" for the file you want to attach.



7. Select the file you want, and click on "Open."
8. In the "Subject:" line, type in a heading that describes what the email will discuss and/or reference.
9. Write your email message in the large white box.
10. Click on the "Send" button.