

## **VIDEO TRANSCRIPT**

### **Using eCampus ecampus.html (11 minutes)**

Hi! My name is Linda Baker, a librarian at El Centro College. I'm going to take you on a virtual tour and orientation of eCampus.

Not all of your classes will use eCampus but quite a few will. eCampus contains a wealth of information related to your class.

Let's start at the El Centro homepage, [www.elcentrocollege.edu](http://www.elcentrocollege.edu). You'll notice a link to eCampus. Let's click and see what we discover!

The next screen contains tips on how to contact Technical Support. Jot down this phone number in case you ever have problems getting into or using eCampus. You might want to bookmark this page for easy access to eCampus. Let's click on the login link.

At the login section of the screen, you are asked to type in your USERNAME and your PASSWORD. In the USERNAME box, type in an "e", followed by your student ID number. Your student ID number is found on your paid receipt and on the back of your student ID card.

If you forget your password, please click the "forgot my password" link.

At the beginning of each semester, your username and password are the same. Once you are logged into eCampus, you can change your password.

When you've typed in your username and password, click the login button.

If your password needs to be changed or has expired, you'll see the following screen. Your password will expire every 90 days. Fill in all of the required blanks and click SUBMIT.

Once you are logged in, you are greeted by name.

Down the right side of the screen, you'll notice a listing of your courses. Remember, not all of your classes will be listed here – only those that are using eCampus will appear in this list.

A row of tabs appears across the top of the screen. The COURSES tab is another way to see a listing of your eCampus classes. The COMMUNITY tab provides access to campus organizations and clubs. The LIBRARIES tab takes you to the DCCCD Libraries website where you can research books, magazines and newspapers - 24/7 – online! The TRAINING & SUPPORT tab takes you to student tutorials that will provide you with additional information about using eCampus. I'm going to close the window and take us back to MY DCCCD, where I'll see the listing of courses that I'm currently enrolled in.

I'm going to click on one of the classes. Once you are in an eCampus classroom, you'll notice announcements appearing down the right side of the screen. Always check announcements each time you enter eCampus. Your instructor will use announcements to inform you of upcoming tests, quizzes or cancelled classes.

Down the left side of the screen is a series of links. Each link contains information relevant to your class. Some instructors will use buttons instead of links, use different wording for the links for buttons or arrange the links or buttons in a different order. Take some time to explore each of the links for your class so that you are comfortable with how your class is set up.

Let's take a look at how this class is set up. The first link is for announcements, which we already see displayed down the right side of the screen. The next link walks you through basic information about this class. Most instructors will have a link about themselves – under STAFF or INSTRUCTOR information. As I click on this link, the information will display on the right side of the screen. This link contains an email address, phone number, office location and additional contact information for this instructor.

Often you'll see a link for textbook information.

Locate the syllabus for your class. The syllabus will let you know what textbook is being used, how grades are computed, deadlines, assignments and much more! Read the syllabus to make sure that you are familiar with its content. Contact your instructor if you have any questions.

How can you contact your instructor? Click the "communicate/email" link. Of course, some instructors will word this link differently. As I find the SEND EMAIL link, I discover that not only can you email your instructor but also any or all of your classmates! Make your choice. Fill in the subject link and your message. In fact, you can also attach files, such as Word documents or pictures. When finished, click SUBMIT!

At any time, I can navigate to a different section of my class by clicking a link in the left sidebar.

This class puts all class materials and assignments under ASSIGNMENTS. See how the class is organized by topics. Each topic is contained within a folder. Inside the folder are all the materials needed for that topic. Some topics may include videos or links to videos, links to external websites, handouts, or exercise directions.

If you are clicking on a link – either for a handout or a weblink – use a right-mouse click > open in a new window. This will allow you to view, download, save, print. Using a normal mouse click will not allow you to download, save or print documents.

Check out the breadcrumb at the top of the page!

Many instructors require that you participate in the DISCUSSION BOARD. To read your classmates comments, click on the link. You can use the breadcrumb trail to go back. To add your own comments, click thread > fill in the subject > type in the message box > and click SUBMIT. You can even add bold, italics, color your text, and add links or images! You can also attach word documents. SAVE is for saving a draft for yourself.

Under STUDENT TOOLS or under MY GRADES (depending on your teachers wording for this link), you'll see your GRADEBOOK. You'll see points possible for assignments and your grade.

Under STUDENT TOOLS or under PERSONAL INFORMATION, you'll see a link for personal information. At the beginning of each semester, check to make sure your personal information is accurate. Check your email address, regular address and phone number. Correct any errors. This is the only way your instructor can contact you – if there are errors here – your instructor can't reach you!

Please explore eCampus for your class! Please feel free to contact your instructor if you have any questions.

That's it for our tour of eCampus.

Have a great semester!