



Getting Started with InsideNC

InsideNC is the learning management system that is used by ALL NCCC students to manage their college classes and coursework, whether they are on campus or taking only online classes. With InsideNC, you will be able to:

- Interact with your instructor and other students
- Find out information about assignments, projects, and download handouts
- Hand in assignments via e-mail and check your assignment/course grades
- Complete online assignments and tests
- Participate in class discussions through chats and forums
- Register for future classes
- Get help for technical difficulties with InsideNC

For those planning to take online classes:

Online classes can be much more demanding than classes on campus, because it's up to you to schedule your study time, hand in assignments at specific deadline and time limits, and take responsibility for learning the material. But this can also be an advantage if you want to fit the class into your time schedule and you are very motivated to master the class content.

You can find out if an online class is appropriate for you by taking our [Online Readiness Questionnaire](#). The link to this questionnaire can also be found in the Campus News portlet on InsideNC. In the FAQs, you can also find out what kind of a computer and software you will need and the technical skills you need to complete an online class.

For All NCCC Students – Basic Instructions for Using InsideNC

The link to InsideNC link is on the NCCC home web page near the top of the screen.

Logging on and off

The first time you log in to InsideNC, you will use your Student ID number as your Username and the last four digits of your social security number for your Password. If you want to change this password to another password, you can do this at the "Personal Info" link beside your name after you have logged onto your account. Be careful to create a password that you will be able to remember, but not one that is your name or Student ID number. And don't give this out to anyone else -- this is your account only, and it should not be shared! If you forget your password, click on "I forgot my password," which is located in the black bar next to the log-in textboxes. Always remember to log out of your account by clicking on the "Log Out" button next to the log-in textboxes.

InsideNC Home Screen

The first screen you see after you have logged in is the Your Personal Home Page (see below). Important areas on the left side of the screen are:

Course Schedules -- links to a page where you can look for classes that fit your schedule.

My Courses—these are the courses you are currently taking. To "enter" each class, click on the class course number/class title.

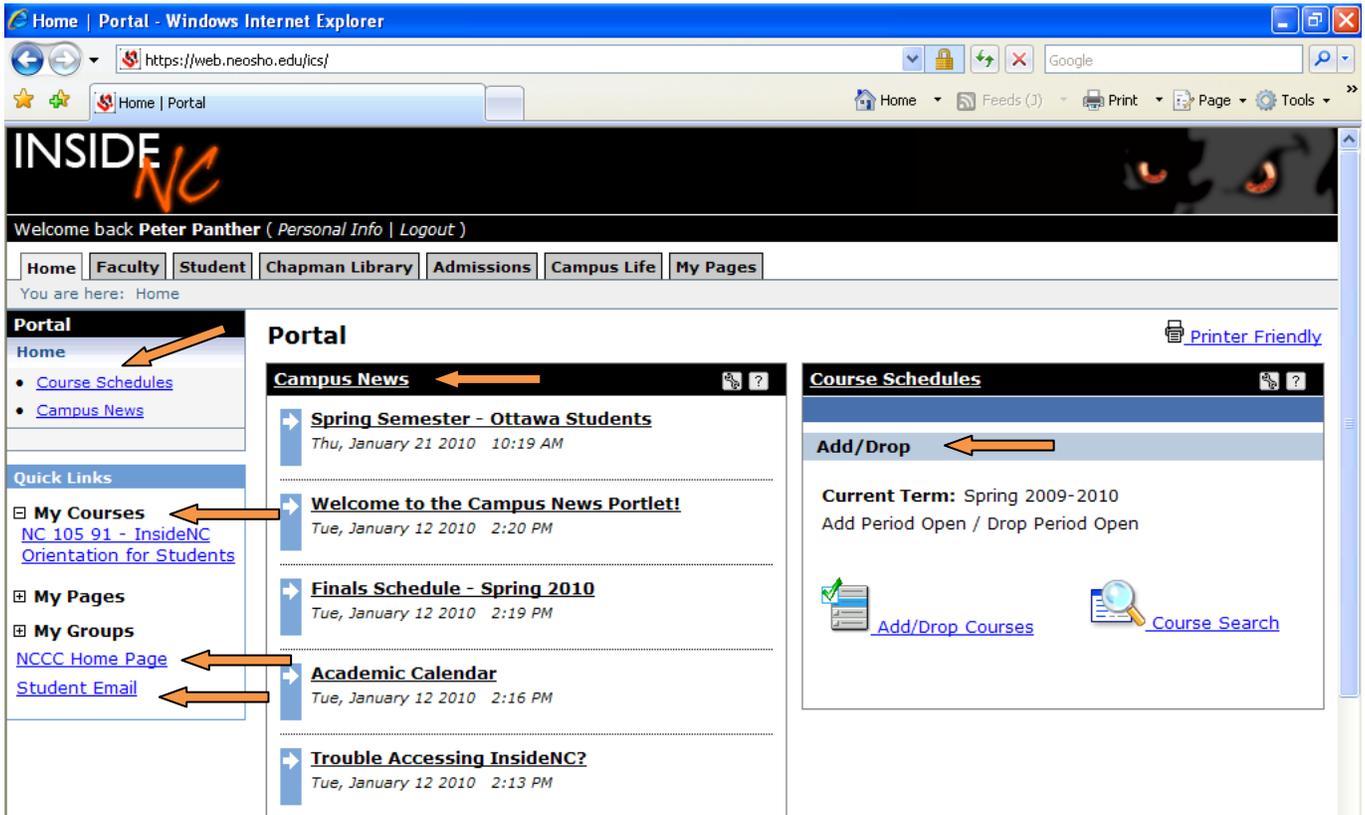
NCCC Home Page – takes you back to NCCC’s Home Page

Student E-mail account -- set up your student e-mail account and access your student e-mail account here.

Campus News – important campus information about classes, school closings, campus activities, and passwords for library databases is in the center of the Home Screen.

Important areas on the right side of the screen:

Add and Drop -- These access points allow you to add and drop class if it is within the Add and Drop time limit.



Navigating in InsideNC

Normally, when you want to go back to the previous page viewed on the Internet, you use the blue Internet Explorer browser button in the left-hand corner of the screen. **DO NOT USE THIS** while in InsideNC. If you use the blue browser button to go back to the previously viewed page while you are in InsideNC, it will take you out of InsideNC and you will have to log on again. So, while you are in InsideNC, always use the following ways to go back to a previous page: links on the InsideNC web page, menus on the left of the page, tabs across the top of the page, and the navigating search string under the tabs.

Navigation Search String



Tabs

Tabs across the top will take you to other pages with important information like Admissions, Financial Aid, and Library resources:



Course Navigation

Once you have clicked on the link to one of your classes under "My Courses," its course home screen will be displayed:

A screenshot of the InsideNC course home screen for "NC 105 FD - InsideNC for Students". The page features a header with the "INSIDE NC" logo and a navigation bar with tabs: Home, Academics, Faculty, Student, Chapman Library, Admissions, Staff Info, Campus Life, Alumni, Finances, and My Pages. A breadcrumb trail shows the path: "You are here: Academics > Non-Credit - NC > InsideNC for Students > NC 105 FD - InsideNC for Students". The main content area is titled "NC 105 FD - InsideNC for Students" and includes a "Welcome" message, a "To Get Started... Press Play." section with a video player, and a "Main Page" section with links to "Welcome" and "To Get Started... Press Play.". A left sidebar contains a "Main Page" section with links to "Welcome" and "To Get Started... Press Play.", a "Coursework" section with links to "Coursework", "Collaboration", "Help Files", "Course Information", "Attendance", and "Gradebook", and a "Quick Links" section with links to "My Courses", "My Pages", "My Groups", "NCCC Home Page", and "Student Email". Orange arrows point from the "Coursework" section to the "Coursework", "Collaboration", "Help Files", "Course Information", "Attendance", and "Gradebook" links in the sidebar.

You will access your coursework, connect with classmates and your instructor, and manage your classes through the following links on the left side of the screen:

Coursework – You will find most of your assignments in the Coursework section. Click on the name of the assignment to see a description and instructions for the assignment, its format and due date.

Collaboration – Forum and Chat assignments are the class discussion components of the course and take place in this section under the "Forums" and "Chat." Even if a Forum assignment is listed under Coursework, it actually takes place in the Forum page in Collaboration. Also, the InsideNC Chat Rooms operate in a pop-up window, so you may need to adjust your pop-up blocker settings.

Help Files – You can find documents and videos to help you navigate InsideNC here.

Course Information – This link provides a description of the class, contact information for your instructor, as well as office hours and other helpful information.

Attendance & Gradebook – You will find your attendance for the course and grades for specific assignments on these links. The system does not grade assignments automatically, so your grade will be a zero until your

instructor has had the opportunity to grade it.

Handouts and Web Bookmarks – This list of downloadable handouts and web links for your course may be found here, but many instructors are listing handouts and bookmarks on separate pages for each unit in a course. Find out from your instructor where to find these important resources. Make sure you disable your pop-up blocker before using this section, as it may prevent handouts from downloading.

Technical Problems:

- When you encounter technical difficulties associated with Inside NC, please e-mail the problem to webhelp@neosho.edu. Please include the following information in order to speed up the troubleshooting:
 - The course name and number AND the specific name of the assignment or forum
 - The time you encountered the problem
 - Exactly what you were doing when you encountered the problem
 - Copy and paste any error message you receive

FAQs

Is an online class a good “fit” for me?

Take the [Online Readiness Questionnaire](#) to see online courses might be a good option for you. This link can also be found in the Campus News on InsideNC.

What kind of a computer and software do I need to complete an online class?

1.5 mb Internet connection (high-speed connection recommended)

SoundBlaster or compatible sound card with headphone or speaker capability

XGA 16 bit color monitor, 1024 x 768 resolution recommended/ 800x600 required

Windows:

Pentium IV (or equivalent) or better recommended with 256 MB RAM or higher

Windows XP or later

Macintosh:

PowerMac with 256 MB RAM or higher; G3 or G4 processor

Mac OS 9.2 or higher (Mac OS 10.2 or higher recommended)

What technical skills do I need to take an online class?

- Internet usage;
- E-mail capability, particularly the ability to attach documents/files to an e-mail message;
- Familiarity with media players, particularly Windows Media Player, RealPlayer, and QuickTime;
- Familiarity with Microsoft Office software (especially Word and PowerPoint)

Where can I find out more about being successful in taking online courses?

100 Things Every Online Student Ought to Know by F. L. Christ, & L. R. Ganey (2003, Williamsville, NY: Cambridge-Stratford Study Skills Institute) is an excellent resource.