



Live Online Courses

STUDENT MANUAL

Textbooks and Course Materials

- Purchase required books and materials (if applicable) 1-2 weeks before the course begins.
- Download the Textbook List by clicking this link or paste the link into your browser:
<http://southcentral.edu/webdocs/cbi/OnlineResources/Live%20Online%20Textbooks%20&%20Materials%20List.pdf>
- You can purchase or rent new or used books from any bookstore or online shop.
- For textbook questions, please contact your enrolling college.

Connecting to Class

- Follow instructions in the [Virtual Classroom Technology Manual](#) on page 2 to set up and test your equipment in advance.
- You will receive classroom connection information via email 1 week prior to the course start date.
 - If you do not receive this information, call 507-389-7203 or email cbi@southcentral.edu.

D2L Access

All CMAE manufacturing courses will utilize D2L for additional course content and assignments. Shorter, non-credit only courses may not use D2L. In that case, skip to next section.

- After registration for the course, you should receive a registration confirmation email from notifications@mail-cr.schooltoday.net.
 - If you do not have a StarID, follow the instructions in the email to set one up.
 - If you already have a StarID, do not activate another one. You can already log in to D2L.
 - To reset your StarID password, use StarID Self Service: starid.minnstate.edu
- Visit and bookmark the CE/CT D2L Website: CECT.learn.minnstate.edu
- Log in to CE/CT D2L using your StarID and your StarID password.
 - If you encounter login issues, please email cbi@southcentral.edu for troubleshooting.
 - If the problem persists, please submit a MN State IT Service Desk ticket at <https://servicedesk.minnstate.edu/>.
- To view the courses you're enrolled in, click on the *View All Courses* link under "My Courses" on the right-hand side of your homepage. Review [5 Key Tools for D2L](#) if needed.
 - *NOTE:* You will not gain access to course content in D2L until *after* the first live class meeting, unless otherwise specified by the instructor.

Registration Cancellation/Refunds

- For a full refund, you must cancel your registration **at least 3 business days prior to the session start date** by calling 507-389-7203 or emailing cbi@southcentral.edu.

Attendance Policy

- Please refer to the course syllabus from your instructor to verify their attendance policy.

Taking a Course for Closed Credit

- If you are enrolled through a college offering closed credit for CMAE manufacturing courses, you will receive a letter grade for the course and your attendance will be tracked.
- For withdrawal from the college, application questions, and/or credential testing questions, please contact the college you enrolled through.

Virtual Classroom Technology Manual

About Virtual Classrooms

Virtual classrooms are live, interactive classrooms where the instructor and students use a video camera and microphone over the internet to see and hear each other. The instructor will share their screen as needed to present PowerPoints, videos, documents, etc.

Approximately 1 week before the class starts, you will receive an email with the virtual classroom connection information. Use this information to enter the classroom on the appropriate days and times of the class.



Please Note: Classes are NOT recorded. You must attend live, just as you would in a physical classroom.

System Requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

Supported Browsers

- Windows: IE7+, Firefox, Chrome, Safari5+
- Mac: Safari5+, Firefox, Chrome
- Linux: Firefox, Chrome

Internet Speed/Bandwidth Requirements

- 600kbps/1.2Mbps (up/down) for high quality video
- For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
- Receiving 1080p HD video requires 2.5mbps (up/down)
- Sending 1080p HD video requires 3.0 Mbps (up/down)

Prerequisites

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

Join a Test Meeting

Prior to class, please test your equipment by joining a test meeting: <https://zoom.us/test>. You can also follow instructions to [test your speakers and microphone](#) and [test your video](#).

Troubleshooting

- Zoom Support (available 24/7): US: +1.888.799.9666 ext 2 or +1.650.397.6096 ext 2
- Zoom Help Center: <https://support.zoom.us/hc/en-us/categories/201137166>

Join Meeting by computer

1. Click the **Join Meeting** link in the classroom connection information that is emailed to you approximately 1 week before the class starts:

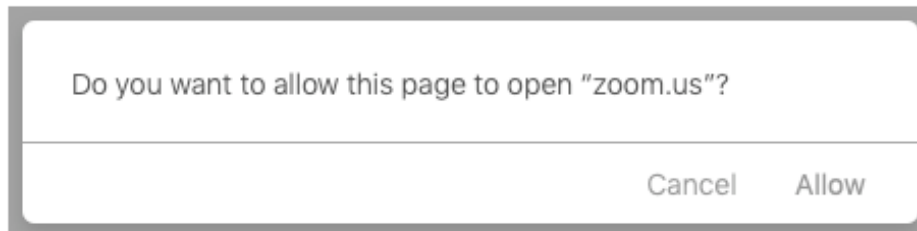
Live Online Classroom

- Join Meeting: <https://minnstate.zoom.us/xxxxxxxxx>
- Dial In: +1 555 555 5555 US | Meeting ID: XXX XXX XXX
- Join by ITV/Video Conference: xxxxxxxx@zoomcrc.com

2. If this is your first time joining, you may be asked to open the Zoom client to join the meeting:

- a. **Safari (Mac)**

When asked if you want to open zoom.us, click **Allow**.

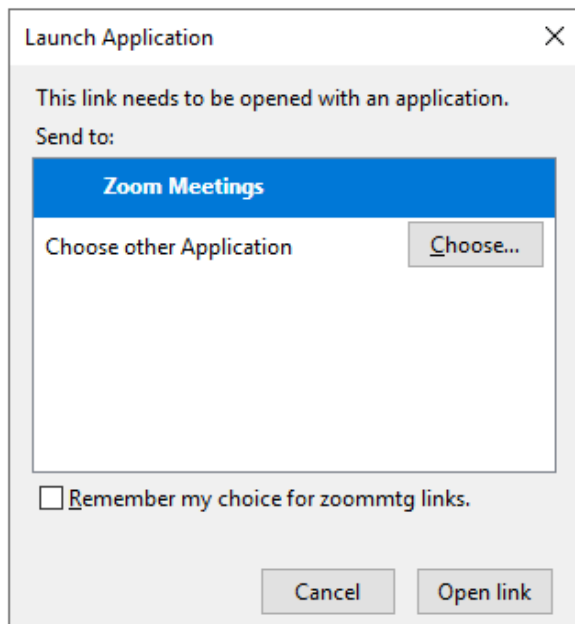


- b. **Firefox**

If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.

To skip this step in the future, check **Remember my choice for zoommtg links**.

Click **Open Link**.

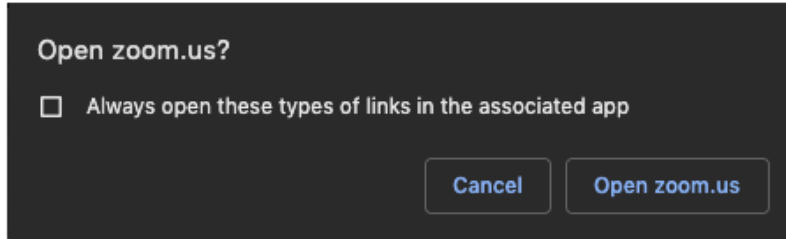


c. **Google Chrome**

If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.

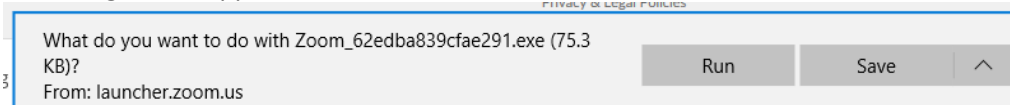
You can check **Always open these types of links in the associated app** to skip this step in the future.

Click **Open Zoom Meetings (PC)** or **Open zoom.us (Mac)**.



d. **Microsoft Edge/Internet Explorer**

If a dialogue box appears, click Run



Dial In by telephone

1. On your phone, dial the virtual classroom teleconferencing number that was provided to you by email approximately 1 week before the class starts.
2. Enter the meeting ID number when prompted using your dialpad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

Join by ITV/Video Conferencing

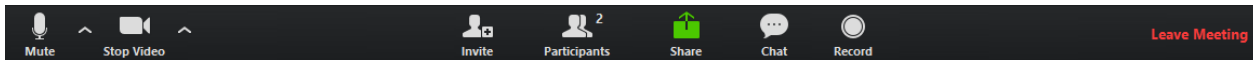
1. Dial the **IP address for ITV/Video Conference** in the classroom connection information that is emailed to you approximately 1 week before the class starts:

Live Online Classroom

- Join Meeting: <https://minnstate.zoom.us/j/xxxxxxxxx>
- Dial In: +1 929 205 6099 US | Meeting ID: XXX XXX XXX
- Join by ITV/Video Conference: xxxxxxxx@zoomcrc.com

Attendee Controls

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

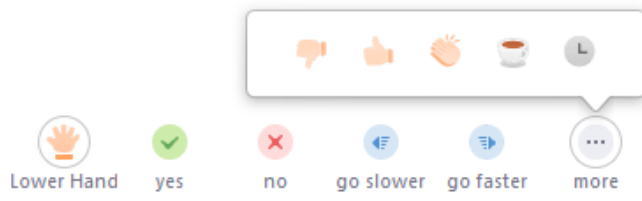
- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



Share Screen: Start a screen share. You will be able to select the desktop or application you want to share. [Learn more.](#)

Tip: For videos, check the box next to “Share computer sound” and “Optimize for full screen video clip”.



Chat: Access the chat window to chat with the participants. [Learn more.](#)

Leave Meeting: Leave the meeting while it continues for the other participants.

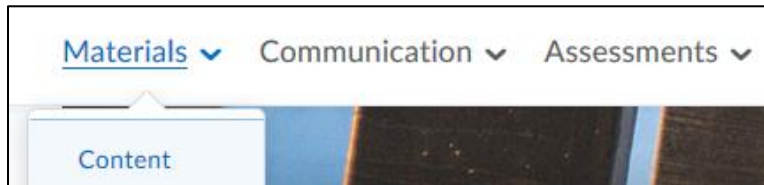
5 Key Tools for D2L

<https://CECT.learn.minnstate.edu>

1. Content Tool

The Content tool is where your instructor will post articles, PowerPoint presentations, videos, etc. for you to review as part of your homework. View the video tutorial: <https://youtu.be/IZtzwWJnIXU>

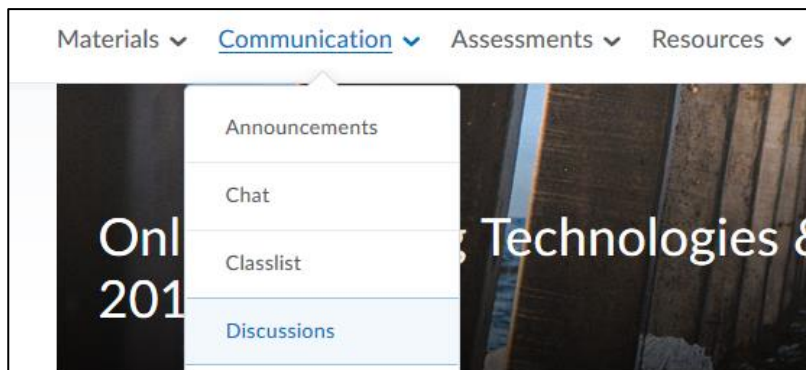
- *To access: Click on Materials in the navigation bar. Then click Content in the dropdown menu.*



2. Discussions Tool

The Discussions tool is an area to post, read, and reply to messages on different topics, share thoughts about course materials, and ask questions. View the video tutorial: <https://youtu.be/FKgcKu3CAOA>

- *To access: Click on Communication in the navigation bar. Then click Discussions in the dropdown menu.*

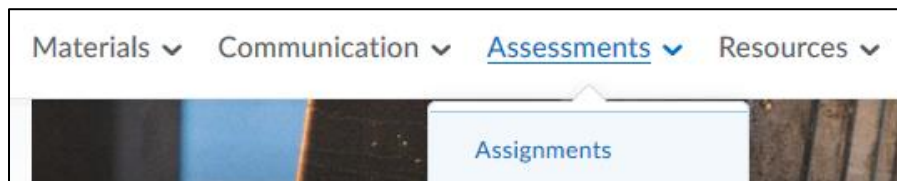


3. Assignments Tool

The Assignments tool lets you submit assignments for grading, eliminating the need to email or fax. Simply upload your assignment to the appropriate folder. View the video tutorial:

<https://youtu.be/d3YxtuHaQT4>

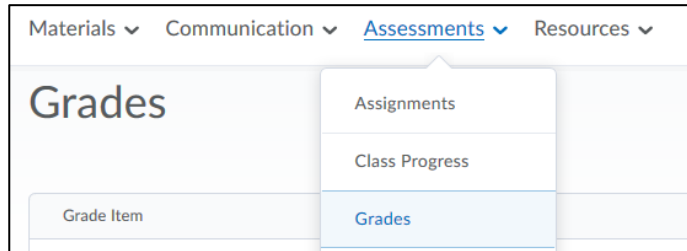
- *To access: Click on Assessments in the navigation bar. Then click Assignments in the dropdown menu.*



4. Grades Tool

The Grades area is where your instructor will place your grades for +Connect courses that are offered for credit. View the video tutorial: <https://youtu.be/XfCet4t8b5Q>

- To access: Click on Assessments in the navigation bar. Then click Grades in the dropdown menu.



5. Quizzes Tool

Use the Quizzes

review your quiz results, and see class statistics for a quiz.

View the video tutorial:

<https://youtu.be/gFHrKRoGImU>

tool to take a quiz or test,

- To access: Click on Assessments in the navigation bar. Then click Quizzes from the dropdown menu.

