Welcome

Welcome to online courses at Minnesota State College-Southeast Technical. We are excited that you have decided to take online courses from Southeast Tech.

The pages that follow will help you as you journey into the world of online learning at Southeast Tech. Please read the entire contents carefully to ensure your success.

Enclosed you will find the following information:

1. Online learning prerequisites
2. General Expectations
3. Website overview
4. Books and materials
5. Accessing and using student email
6. Accessing your courses using Desire2Learn (D2L)
7. Uploading assignment/projects

After reviewing all information, you need to do one of the following:

1. Email your instructor to confirm your registration, OR
2. Withdraw from the course

If you do not email your instructor and participate in the course on at least a weekly basis you will be considered a "No-show." This means that you may fail the course and lose any financial aid associated with the course.

Online learning is a wonderful option as long as you are prepared. So take the time, learn how to be successful and enjoy. We wish you well this semester.

Sincerely,

The faculty and staff at Southeast Tech
**Prerequisites**

To take courses online, you must have the necessary hardware and software, computer and Internet skills, and a compatible learning style.

**Hardware & Software Requirements (you must be able to answer yes to all of the following questions)**

1. Do you have access to a computer (3-5 days/week) that connects to the Internet via a high-speed (broadband) connection?
2. Does this computer have at least 1GB of RAM?
3. Does this computer have a browser, such as Microsoft Internet Explorer or Firefox?
4. If you are taking a programming course, does this computer have a Windows2000, WindowsNT, Windows XP, Windows Vista, or Windows 7 operating system?

**Computer Skills (you must be able to answer yes to most of the following questions)**

1. Are you comfortable using your computer’s keyboard and mouse?
2. Do you understand the basic function of computer hardware components, such as central processing unit, monitor, keyboard, printer, and disk?
3. Can you find and launch specific software programs and navigate between programs?
4. Can you save work to both the hard disk and external drive, such as a flash drive?
5. Can you exit/quit an application and/or shutdown computers properly?
6. Can you go to a specific site on the World Wide Web given a URL (Universal Resource Locator)?
7. Can you use a browser’s functional buttons, such as Back, Forward, Reload/Refresh, Home, Print and Stop?
8. Can you use a web browser to browse a web site (e.g., follow hyperlinks, move forward and backward)?
9. Can you save the URL of a Web site so you can return to the page at a later time (“bookmarks” or “favorites”)?
10. Can you use an Internet search engine (e.g., Google, Yahoo, Bing) to find specific information?
11. Can you download and save files from the World Wide Web (e.g., text, graphic, PDF files)?
12. Can you forward your email to another account?
13. Can you compose and send electronic messages?
14. Can you reply to an email message (reply to all or to an individual)?
15. Can you manage your electronic mail by copying, saving, forwarding and deleting messages?
16. Can you send and receive attachments through email messages?
17. Can you print a received attachment and save the attachment in an appropriate place?
18. Are you willing to use the student email provided by the college? Are you willing to access D2L at least once a week? Email and D2L are the lifeblood of online courses. If not, drop your online course(s).

**Learning Style (you must be able to answer yes to most of the following questions)**

1. Can you work independently, thinking of the instructor as a facilitator and guide rather than a deliverer of information?
2. Do you actively participate in your own learning (e.g., you search for answers, question others, read what others have written, etc.)?
3. Can you meet weekly deadlines?
4. Do you get things done on time without constant reminding or prodding?
5. Do you usually understand what you read?
6. Can you communicate in writing?
7. Will you ask questions about something you do not understand?
General Expectations

The outline and structure of a course creates a set of common expectations for your work. At the same time, each individual instructor has a personal style and way of working with learners that is unique. Here, however, are some general considerations to emphasize:

1. You must have basic computer skills and knowledge of basic computer operations.
2. You must have bi-weekly access (at a minimum) to a computer and the Internet.
3. You must be able to navigate D2L. Attend an orientation for help on this.
4. Email your instructor before the start of the course to confirm registration.
5. Notify your instructor or tech support when you are experiencing difficulty.
6. Purchase books and necessary software (if needed) early. Classes start discussing material the first day of the course. It is very easy to fall behind if you don't have your text or other materials.
7. Login to your online courses the first day of class to ensure you have access. Go to Accessing Courses for detailed instructions.
8. Keep current in the class. Learners who fall behind are less likely to complete a course successfully. If something happens that is going to cause you to fall behind, contact your instructor immediately.
9. Become familiar with college policies and procedures in your catalog and on the college website.
10. Use your student email account (http://webmail.southeasttech.mnscu.edu:3000/). This form of communication links you with your instructor and is required for successful completion of your course(s). (If you do not use your email for 60 days, your account is closed. Contact IT to regain access.)
11. Complete a Proctor Form (if required by instructor) to take tests for your course or courses if you cannot take tests on campus. You will need to complete a form for each course requiring it.
12. Participate! "Attendance" is required. This may involve logging in several times per week, including reading, group discussions, assignments and exams. You MUST communicate with your instructor weekly. Not doing so will jeopardize your grade and financial aid.

Cheating and Plagiarism

Be 100% sure that any written ideas you present that are not yours are presented as the author's. Use the following format: idea, (author, year). If quoting the author, "quote," (author, year, p. #). Place the bibliography at the end of the paper. Refer to the APA Style Guide for assistance.

Discussion Etiquette

We are committed to open, frank, and insightful dialogue in all of its courses. Diversity has many manifestations, including diversity of thought, opinion, and values. We encourage all learners to be respectful of that diversity and to refrain from inappropriate commentary. Should such inappropriate comments occur, faculty will intervene as they monitor the dialogue in the courses. Faculty will request that inappropriate content be removed from the course room and will recommend disciplinary action. Learners as well as faculty should be guided by common sense and basic etiquette. The following are good guidelines to follow:

- Never post, transmit, promote, or distribute content that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments.
- If you disagree with someone, respond to the subject, not the person.
- Never post content that is harmful, abusive; racially ethnically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive.

Confidentiality of Information Shared by Learners

The college does not guarantee the confidentiality of information shared by learners in the course environment. Therefore, learners should not share any information from employers unless explicitly released for public use.
URLs

Please note that URLs change frequently; some URLs in your materials may be changed or out of date. If you have questions about a specific entry, contact your instructor and s/he will attempt to locate an alternative URL.

Website overview

The website contains a great amount of information. Please look to the website first to answer any questions.

- URL: College URL - [http://www.southeastmn.edu/distance_learning/index.aspx](http://www.southeastmn.edu/distance_learning/index.aspx)
- Navigation: There are 3 ways to navigate: using the Index page you are on now; using the dropdown menu just below the logo and pictures at the top of the page; and using the Site Map, which can be found in the upper right corner below the dropdown menu.
- eLearning: Explore all the links on this page. Pay particular attention to the information under Requirements and Getting Started.
- Services: Southeast Tech offers its students many services. To understand those services, explore the links under Student services
- Catalog: Complete college catalog or program & course information: [http://www.southeastmn.edu/academic_programs/](http://www.southeastmn.edu/academic_programs/)
Books & Materials

The Bookstores stock textbooks and supplementary materials for all courses offered at the college. Both new and used textbooks are available to purchase, however, supplies of used textbooks may be limited. General items such as pens, pencils, notebook paper, 3-ring binders, folders, calculators, diskettes, and safety glasses are also available.

All materials for your course(s) can be purchased from the Bookstore. You can purchase your materials via email, in person, by fax, or by phone and have the materials sent directly to your home. The bookstore will accept credit cards and checks, and will also handle financial aid charges.

The Bookstore is the collection point for tuition. As such, tuition, fees, and books can be paid for simultaneously.

Contact information, Red Wing Campus
Mary Schoeder, Bookstore Manager
Phone: (651) 385-6366
Fax: (651) 385-6302
Email: mschoeder@southeastmn.edu

Contact information, Winona Campus
Halie Rosenberg, Bookstore Manager
Phone: (507) 453-2760
Fax: (507) 453-2755
Email: hrosenberg@southeastmn.edu

Hours

Bookstore hours are Monday - Friday, 8:00 a.m. - 4:00 p.m. Closed from 12 p.m. - 1 p.m. for lunch. Hours of operation may vary when classes are not in session and for summer term.

Distance Learners (Service available from Red Wing Campus)

To pre-order books for pick up
Fill out the Bookstore Order Form (new window). Submit by email, fax, or phone. Your books will be held for 5 days into the start of the semester. The bookstore will print registration information to ensure the correct books and materials are set aside.

To order books for shipping
Fill out the Bookstore Order Form (new window). Submit by email, fax, or phone. Your books will be shipped to the address specified. The bookstore will print registration information to ensure the correct books and materials are sent. All shipments must be prepaid. Orders purchased with a check will not be shipped out until the check is received. There is a minimum $10 charge for shipping and handling. Large shipments and international shipments are based on current UPS rates.

WARNING: Online courses often require different books than face-to-face courses. Be clear about which type of student you are.

Programming Courses

All programming courses require a set of tutorial CDs as well as text(s). Tuition, fees, and texts can be paid for simultaneously. The bookstore does NOT sell the software for these courses.

Refunds

To receive a refund on textbooks, students must return them within two weeks from the start of the term for which they were purchased. Textbooks must be in mint condition with no marks and must be presented with original sales receipt. Shrink-wrap and CD pouches must be intact per publisher.
Accessing and Using your Student Email Account

Get a student account

Before you can access your student email account (Webmail), you must have a student account. An account is set up for you after you are accepted as a student by the college and register for a course.

Access Webmail

Before you can access Webmail, you need a StudentID. This is mailed to you by the school after you have become a student. You CANNOT access Webmail without this ID. Also, pay attention to your name as used by the college. For example, if you go by Joe Doe, but you identified yourself as Joseph Doe on your application, you need to login as Joseph.Doe.

- Open your browser (Internet Explorer or Netscape)
- Type this address in the location (URL) field: http://webmail.southeasttech.mnscu.edu:3000/
- Click on the “Email Address” field and enter: Firstname.Lastname
- Tab to the “Password” field and enter your StudentID (without the leading zeros)
- Go to the Information Technology Help Center to learn more on navigation and forwarding this email to an existing account: http://www.southeastmn.edu/IT/helpdesk.aspx

Use the account regularly

Email is an integral component of online courses, and its use is a course requirement. Your online instructors and Student Services uses email for OFFICIAL college communication. It is the only means that we have to communicate with you.

- Email your instructor(s)
  - Immediately after registering for an online course to confirm registration, and
  - Each week of the term to confirm your active involvement in the course.
- If you don’t use your account for 30 days, you will lose it.
- If you do not email your instructor and participate in the course on at least a weekly basis you will be considered a “No-show.” This means that you may fail the course and lose any financial aid associated with the course.
Accessing Courses

1. **Get a student account**
   Before you can access your student email or your online course rooms (D2L), you must have a student account. An account is set up for you after you are accepted as a student by the college and register for a course. If you don't have a StudentID, please contact the registrar's office.

2. **Send an email to your instructor**
   After receiving your verification of enrollment, confirm your registration by going to Webmail and emailing the instructor of the course. Go to the faculty/staff page to find the instructor's email address.

   Before you can access your student email account, you need a Tech ID. You MUST use your this Webmail account because D2L is set up to use this account, which is firstname.lastname@webmail.southeastmn.edu.

   Also, pay attention to your name as used by the college. For example, if you go by Joe Doe, but the college identifies you as Joseph, you need to use Joseph.Doe. Go to IT's Help Center for detailed information on logging in, navigating, and troubleshooting common email issues.

3. **Access D2L**
   Registered students can access their course/s and college services by typing in their username and password, and clicking the Login button. Also, pay attention to your name as used by the college. For example, if you go by Joe Doe, but you identified yourself as Joseph Doe on your application, you need to login as Joseph.Doe.
   a. Open your web browser (Internet Explorer or Netscape)
   b. Type the following address in the location (URL) field: www.southeastmn.edu
   c. Click "Quick Links" in the upper-right corner
   d. Choose "D2L Login"
   e. Click on the "Username" field and enter: Firstname.Lastname (notice the dot)
   f. Click on the "Password" field and enter your birthdate (YYMMDD) OR the last 6 digits of your SS#

4. **Contact IT** with any technical difficulties
Uploading Files

Many courses require you to "upload" your projects/assignments. We suggest that you use FileZilla. This software is free to download. Follow the instructions below for downloading, setting up and using FileZilla for uploading to Southeast Tech.

Download Software

1. Open Internet Explorer or FireFox
2. Go to http://filezilla-project.org/
3. Click on "Download" under "FileZilla" in the left-hand menu
   a. Do not choose the same link under "FileZilla Server"
4. Click on the "…_win32-setup.exe" link under "Windows"
   a. This will open a new page
   b. If necessary, click on the "Click here to download manually" link
   c. When the following menu appears, choose "Save"
   d. Save the file to your desktop
5. When the download is complete proceed to the next step

Installing

1. Double-click on the "FileZilla…win32-setup.exe" file you downloaded
2. Choose "Run"
3. Accept the License Agreement by clicking I Agree
4. If asked, select the "Anyone who uses this computer (all users)" and click Next
5. Select all options in the "Select components to install:" list and click Next
6. Leave the "Destination Folder" as the default value that appears, and click Next
7. In the "Choose Start Menu Folder" window, click Install
   a. This will start the installation
8. When the installation is complete, make sure the "Start FileZilla now" box is checked
   a. Click Finish

Setting up FileZilla to send files to Southeast Technical FTP site

1. Start the FTP program
   a. Double-click the FileZilla icon on your desktop
      - or -
   b. Click Start
      i. Click All Programs
ii. Click FileZilla FTP Client
iii. Click FileZilla

2. Set up a "Site" for the college
   a. Click File > Site Manager...
   b. Click New Site
   c. Give the site a name such as SE Tech
   d. On the right-side of the menu, under "Host:", enter stftp.southeastmn.edu
   e. Change the "Logontype:" to Ask for password
   f. The "User:" is Student\Firstname.Lastname (substitute your first and last name)
   g. Click OK

Uploading Files
1. Start the FTP program
   a. Double-click the FileZilla icon on your desktop
   b. or -
   c. Click Start
   i. Click All Programs
   ii. Click FileZilla FTP Client
   iii. Click FileZilla
2. Log into the FTP site
   a. Click File
   b. Click Site Manager...
   c. Click on the site you created ("SE Tech" if you followed the steps above)
   d. Click Connect
   e. You can upload and download files from the FTP site
   f. For detailed instructions and Frequently Asked Questions visit http://wiki.filezilla-project.org/Documentation