

## Student Technology Tip Sheet

Regardless of whether your instructor uses Blackboard or not...


### 01-Student How To's (Blackboard Site)

has something for you!

All students will have a "free" Blackboard site called "01-Student How To's". This site will be used to post information helpful to all students. With the site we hope to

- Reduce the amount of printed papers (that can easily be lost).
- Make information available to students at all locations.

Developers and "instructors" of this Blackboard site include: Debra Brown, Travis Christensen, Helen Hale, Mary Largent, and Mike Jernigan.

 **It's important that you keep your email address (whatever you choose) current in Blackboard so that emails sent through Blackboard will reach you. All of the "instructors" in 01-Student How To's will be able to send emails via the email feature in Blackboard. Instructors that use Blackboard for their classes will also be able to email you through Blackboard IF your email address is correct. See information below on how to put in the email address of your choice into Blackboard to make this work correctly!**

### Login Information for Various Programs

#### Crowder Network Computer (New Microsoft Network)

- Students: Username=**Crowder ID number**; Initial Password = lastname(lowercase)+2digit birth month+2digit birth year (Example: **smith0691**) **Required to change on first login.**
- **New passwords must be 7 characters long and have at least 3 of these: Upper case, Lower case, Number, or Special Character.**

#### Crowder Email (Outlook)

- Web Version=same login information as Crowder Network (see above)
  - <http://www.crowder.edu> click on Web Email (top right corner) There is also a link to email on the "My Crowder" portal pages.

#### "My Crowder"- JICS Portal at Crowder College

- Login to <http://my.crowder.edu/ics> .
- **Username = Crowder ID number**; If it's your first time to login, enter your username and click "**I forgot my password**". A password will be sent to the email address that is listed for you in Jenzabar. That is probably your Crowder Email Address. Login to Crowder Email to get that email containing the first password to use for your login. Once inside "My Crowder" click on Personal Info and the Password tab to change your password for future use.

#### TK-20 (Course evaluations, assessment tracking, etc.)

- Keep this information for use during the course evaluation period. **If you are a new student you won't be able to login to TK20 until the beginning of your course evaluations.**
- Login to <http://crowder.tk20.com> .
- Username=Crowder ID number; initial password = Crowder ID number. Upon 1<sup>st</sup> login, you will be prompted to answer some questions to change your password. From then on use the new password. If you forget your password, email [EdTech@crowder.edu](mailto:EdTech@crowder.edu) (Be sure to give your name and Crowder ID as part of your request)

#### Plato (New for Fall 2011)

Used in COMM 80, ELI31, ELI35, LOC40, LOC50 & LOC90 Classes

Login information for Instructors & Students:

- Login to <http://ple.platoweb.com> .
- Account Number = cc213; Username=**Crowder ID number**; Password=Crowder ID number + two digit birth month+last two digits of the birth year (NO SPACES). **Example: 123451192**

## Student Technology Tip Sheet

### Blackboard

- Direct link to Blackboard = <http://crowder.blackboard.com> (You can also click the Blackboard login on the Crowder webpage, but keep the direct link in case the Crowder website is down.)
- Username=**Crowder ID number**; Initial Password=**Crowder ID number**  
**Upon 1<sup>st</sup> login, please click on Personal Information (tools box on left of 1<sup>st</sup> screen) and Change Password. Also check Personal Information for accuracy and enter the email address you want to use.**

Additional Information for Blackboard, Platoweb, TK20, and Crowder Email can be found in **01-Student How To's. Login to Blackboard and click on 01-Student How To's.**

In **01-Student How To's** you'll find see buttons on the left menu. Click the menu button and you'll find links to information topics like these. (The topics may change from time to time.)

- \* Announcements
- \* Academic Calendars
- \* Crowder Email
- \* FAFSA
- \* My Crowder-the JICS Portal
- \* Platoweb
- \* Success Tips
- \* Software You May Need
- \* Library Tutorials
- \* MS Office 2007
- \* SMARTHINKING Info
- \* Student Handbook Info
- \* TK20-Course Evaluations
- \* Blackboard User Guide
- \* Who to Contact for Help

### Who to Contact for Help

#### Your Instructors

1. For questions related to Blackboard course contents--tests, assignments, etc. ALWAYS contact the instructor FIRST.
2. Ed.Tech. Dept. will **not** reset tests or give out passwords that instructors might use for a test--CONTACT YOUR INSTRUCTOR.
3. Allow at least 24 hours for a response to an email you send to them.

#### Information Technology's Help Desk

Email [help@crowder.edu](mailto:help@crowder.edu)

For questions about logging in to a Crowder network computer OR Crowder's email program, contact Information Technology's help desk by emailing them at [help@crowder.edu](mailto:help@crowder.edu) .

#### Ed Tech Dept.

Email [EdTech@crowder.edu](mailto:EdTech@crowder.edu)

For other questions related to Blackboard, Plato, TK20 (Course Evaluations), please email [EdTech@crowder.edu](mailto:EdTech@crowder.edu).