**Purpose:**

The purpose of this guide is to provide adjunct faculty with the necessary resources to conduct their role within the College in an efficient and effective manner. The information contained in this guide describes the minimum expectations set by the College. Therefore, additional information, requirements, and expectations may be established and communicated at the regional and local level.

**Welcome:**

Dear Adjunct Faculty,

It is my pleasure to welcome you to the ranks of adjunct faculty at Ivy Tech Community College. Your role as an adjunct is vital to the overall success of the College and more importantly the long-term personal and professional success of our students.

Over the past several years, Ivy Tech has experienced tremendous growth in student enrollment and it is anticipated this trend will last for several years. As a result, our partnership with adjunct faculty will remain vital to the delivery of quality education to students around the state.

This guide was developed in collaboration with individuals from around the state to provide support and information that will assist you in your role. While it is impossible to anticipate or include all the items that would be helpful during your teaching experience, this guide will serve as an excellent point of reference for many of the questions you may have. In addition to this guide, I would encourage you to utilize the resources available on your local campus.

On behalf of the College, I would like to extend a warm welcome and best wishes for a successful and productive academic year.

Sincerely,
Marnia Kennon, PhD.
Vice President of Academic Affairs
Ivy Tech Community College of Indiana
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Teaching in the Community College

Introduction to the Community College:

Community colleges have historically played an important and multi-faceted role in higher education. Throughout the United States, they have served as the gateway to education for the majority of individuals enrolled in higher education. Yet, the state of Indiana relied on four-year universities to provide associate degree programs and Ivy Tech to provide technical training and education. However, in July 2005, the state realigned higher education, which called for Ivy Tech to serve as the community college system across Indiana. As a result, the College is now engaged in the process of transforming itself into a comprehensive community college that will support the growth of educational achievement and economic development within the state. Over the next several years, it is predicted that community colleges will continue to grow quickly across the nation, outpacing four-year institutions. Ivy Tech is no exception to this trend. In fact, it is expected the College will grow by approximately 50,000 students in the next few years.

While it is difficult to describe the typical community college or the students who attend them, there are some commonalities. Historically, community colleges have served returning adult students and students who are “academically at risk.” Nationally, the demographics have begun to shift and reflect the increasing student need for access to affordable and flexible higher education. At Ivy Tech more and more recent high school graduates and better prepared students are attending the College. Therefore, the College has a more diverse student population, which in turn produces more diverse student needs and expectations.

Challenges for Students:

With Ivy Tech’s changing population, a new set of challenges has emerged for students. The majority of our students attend the College part-time, yet many have full-time responsibilities. In some situations, students balance multiple life circumstances while attending school – employment, family, health care - all of which place them at risk for failure.

Although Ivy Tech provides the lowest-cost of higher education in the state of Indiana, finances continue to be a major challenge for many of our students. As a result, students may often feel pulled in two directions: one academically and one financially. For most college students, whether at a two-year college or a four-year university, having a job is a necessity to basic survival. Therefore, it is not uncommon for a student to experience competing priorities between school and work.

Also, many students who enter higher education, both traditional and non-traditional in age, are required to complete remediation or skill advancement courses to strengthen their foundation of knowledge in reading, writing, and/or mathematics. Thus, the road to degree completion for many students can be longer and more challenging than anticipated, and can lead to confidence issues, as well as frustrations that ultimately cause the student to “stop-out” temporarily or drop-out permanently.

Challenges for Faculty:

Teaching in a community college can also be a challenge, particularly for adjunct faculty. While by definition, adjunct faculty are part-time employees of the College, many committed and
dedicated individuals go above-and-beyond expectations. Ivy Tech Community College is fortunate to have such well qualified, committed, and dedicated adjunct faculty who provide quality education to students in a caring and compassionate manner.

However, similar to the challenges faced by students, some commonalities may exist for adjunct faculty. We know from College surveys that the typical Ivy Tech adjunct faculty member has competing priorities beyond his/her teaching position, often involving another job and family commitments. Additionally, adjunct faculty are most likely to teach at night or on weekends when the majority of community college students can be found on campus, and yet services provided by the College are limited. This problem may be further compounded by limited access to administrators who can provide guidance and clarity on College policy and procedures, as well as limited access to fellow full-time faculty who can assist with course development and mentoring.

**Goals and Objectives:**

Despite the challenges, the experience of being a successful college student or a successful adjunct faculty member is an overwhelmingly positive and rewarding experience for the vast majority of individuals in the community college setting. However, successful achievement does not occur without effort from the College, students, and full-time and adjunct faculty.

To succeed as an adjunct faculty member, one must be intentional in thought and action. While working with college students may at times seem challenging, the conscientious adjunct faculty member must remain mindful of the challenges both students and instructors face. It is necessary for adjunct faculty to aim for student success, knowing that success builds upon success, and that the ultimate goal for students is demonstrated through learning outcomes, not merely memorization of information or materials. Therefore, when developing lesson plans, lectures, experiments, demonstrations, community service projects, quizzes, presentations, final exams, etc., faculty must keep College goals and objectives in mind - - student learning is the priority!

Adjunct faculty play an important and vital role in the success of the College and, more importantly, in the personal and academic success of students. This resource guide has been developed to equip Ivy Tech Community College of Indiana adjunct faculty with the necessary resources to provide quality instruction and learning opportunities for students.
Getting Started

Preparing for Class:

Prior to the beginning of the semester, there are several things you can do to make the semester run smoothly for both you and your students. Below is a brief checklist of tasks you should complete before the first day of class.

_____ Complete your employment paperwork.
_____ Sign and return your completed Adjunct Faculty Agreement.
_____ Submit your official transcripts.
_____ Obtain your campus ID.
_____ Log onto Campus Connect to obtain e-mail address (see Technology section).
_____ Obtain information about class location, and confirmed class times.
_____ Identify the location of your campus mailbox.
_____ Identify the location of your storage unit (if available on your campus).
_____ Locate the Adjunct Faculty Center or Workspace on your campus.
_____ Confirm your attendance at campus orientation for faculty.
_____ Obtain a copy of the text/materials used in your course.
_____ Obtain a grade / attendance book or sheet.
_____ Develop your course syllabus and have it approved by your program chair or course coordinator.
_____ Copy or request copies of your course syllabus.
_____ Plan your first lesson.
_____ Obtain a copy of your class roster from Campus Connect.
**Developing Your Syllabus:**

Developing a clear and concise syllabus is vital to your success as an adjunct faculty member. Your syllabus will serve as the official document that communicates course expectations, policies, outcomes, etc., for students – in short, this document becomes the agreement between the College and the student.

All faculty, both full-time and adjunct, should provide students with a course syllabus during the first scheduled class meeting.

To help ensure that information about course content and expectations are communicated consistently with students in every course, minimum guidelines have been established. The following template may be used to develop your syllabus.

**NOTE:** Some programs and departments create syllabi in advance for adjunct faculty. Please check with your supervisor in advance to avoid duplication of efforts.

The following information should appear on the syllabus and should be identical to information found on the Course Outline of Record (COR) at https://www.ivytech.edu/cgi-bin/cor/pub_index.cgi.

**Required Syllabus Information from COR:**
- Course title
- Course prefix and number
- Pre-requisite(s)
- Co-requisite(s)
- Program
- Division
- Credit hours
- Contact hours
- Catalog description
- Major course learning objectives
- Course content
- Academic Honesty Statement (see statement below)
- ADA Statement (see statement below)

The syllabus must also contain the following additional information. The instructor may determine the content of this information.

**Additional Required Syllabus Information:**
- Instructor’s name
- Instructor’s phone number
- Instructor’s Ivy Tech e-mail address
- Instructor’s office location and hours (if applicable)
- Course section number
- Additional course learning objectives (if required)
- Required text, or other instructional materials
- Required consumable materials and equipment supplied by the student
Faculty are also encouraged to provide additional information that will help students understand in more detail how the class will be conducted. Below are some additional items that may be included on a syllabus, but are not required.

Optional Syllabus Information:

- Extra credit work, if applicable
- Class/lab relationship
- References or readings that are optional but recommended
- Format for paper, projects, or other assignments
- Computer room/lab rules if applicable. The College policy on computer usage is found in the Student Rights and Responsibilities section in the College Services portion of the Ivy Tech Catalog. Please check with your program chair for additional local computer lab policies.
- Withdrawal processes and student responsibilities
- Other items determined by instructor

**Academic Honesty Statement:**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**ADA Statement:**

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services,

- Anderson - Patricia Quattro Toombs
- Marion - Elyse Johnson
- Muncie - Alison Beam-Hindman

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.
The statement above is to be included in every course syllabus. You may contact the staff of the Office of Disability Support Services (DSS) on any campus for further information about how to manage student accommodations in your class. Students in Distance Learning courses are extended accommodations based on their documented need and authorization by the DSS office on their home campus.

Right of Revision Statement:

Ivy Tech Community College does not have a standard Right of Revision Statement for all courses. However, many regions, schools, and departments have created statements specific to their need. Please consult with your instructional supervisor for additional regional, school, or departmental statements.

The First Day of Class:

The conduct of the first class meeting can greatly influence an instructor’s success in the classroom. The following are some general guidelines for the first class meeting.

1.) Obtain a class roster by accessing the ON-LINE FACULTY SERVICES tab of Campus Connect (specific information regarding Campus Connect is located in the Technology section of this guide).
2.) Plan to arrive early for the first class meeting.
3.) Write your name and the course number, title, and section on the board.
4.) Introduce yourself and tell a little about your background, etc. This will help the students feel comfortable and assist them in beginning the learning process.
5.) When the class is assembled, announce the course title and section number and check the roster to make sure that all students present are officially enrolled in the course. Using an “ice-breaker” or other fun activity during this time with students can help facilitate rapport between others in the class, including the instructor.
6.) If a student is present, but not on the roster, ask if they have registered. If the answer is “yes,” his or her name should appear on the second week’s class roster. If the answer is “no,” inform the student that he or she will need to officially register for the course before the end of “late registration.” Direct the student to the appropriate office for registration.
7.) Inform the students what textbook(s), tools, materials, uniforms, etc. they will need for the course.
8.) Distribute the course syllabus on the first day of class. Syllabi must contain the Academic Honesty Statement, ADA Statement, and Right of Revision Statement.
9.) Prepare a complete lesson for the first class session, even though some students will not have purchased the book(s) or supplies.
10.) Set the tone for the entire semester. Be up-front and honest with students.
Classroom Management

Adjunct Faculty Authority and Safety:

Ivy Tech Community College of Indiana adjunct faculty have the right and obligation to set reasonable behavior expectations for students in their classroom. The College has established the Code of Student Rights and Responsibilities that outline these behaviors. It is vital that College rules are consistently and fairly enforced both inside and outside the classroom, to maintain an environment that fosters learning and student success.

Provided below is an abbreviated version of the College’s Code of Student Rights and Responsibilities. In addition to these policies, adjunct faculty have the authority to establish standards regarding class attendance, tardiness, make-up work, and taking tests outside the regularly scheduled time. It is vital that adjunct faculty clearly communicate classroom policies to students in writing and verbally at the beginning of the semester. Remember, what may be assumed as common practice in your classroom may not be the case in another.

Code of Student Rights and Responsibilities:

Below is a brief and abridged version of the College’s Code of Student Rights and Responsibilities. A complete version, including detailed information regarding reporting, process, and appeals can be found in the College Services portion of the College Catalog at http://www.ivytech.edu/academics/catalog/College%20Services.pdf

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

The reputation of Ivy Tech and the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty/staff to students, student to student, and students to faculty/staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College.

All Ivy Tech students are expected to abide by the following College rules of conduct.

"Student" as used refers to a student, a group of students, a prospective student or a group of prospective students.

College Rules:

Assembly - College policy states that assembly in a manner that obstructs the free movement of others about the campus, inhibits the free and normal use of the College buildings and facilities, or prevents or obstructs the normal operation of the College is not permitted. Obstruction of the
free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised activities are included in the definition of obstruction.

**Cheating** - Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior.

**Children on Campus** - Due to insurance and security purposes, children are not allowed to be on Ivy Tech property without direct supervision by a parent or guardian with the exception of childcare centers. Children are not allowed in classrooms unless through the expressed consent of the instructor.

**Commitment of College Funding** - Committing College funding, including student clubs or organizations, without written approval and paperwork, will result in the student being responsible for the money owed, the student being removed from the club or organization, and disciplinary action being evoked. No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

**Compliance and Identification** - Students who fail to comply with direction of College officials or law enforcement officers in the performance of their duties and/or fail to identify themselves to these persons when requested to do so are subject to disciplinary sanctions.

**Discrimination Activities** - Any student involved in discrimination activities towards students or staff will face disciplinary action.

**Disruptive Behavior** - Behaviors or actions that disrupt the College’s processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting, campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

**Electronic Equipment or Programs** - Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes electronic equipment being played loudly. Students introducing computer viruses will be subject to disciplinary action, including dismissal.

**Furnishing False Information with Intent to Deceive** - Providing false information is against College rules and state laws.

**Harassment/Sexual Harassment/Stalking and/or Intimidation** - This is defined as conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers
harassment or intimidation of persons involved in a disciplinary hearing and of persons in
authority who are in the process of discharging their responsibilities. Harassment, stalking,
and/or intimidation is not permitted. Perpetrators are also subject to Indiana state law.

**Hazing** - Hazing, an initiation process usually into a club or organization, which often involves
humiliating or otherwise harmful tasks, performances, or behaviors, is not permitted.

**Inappropriate Use of College Computer Resources** - Theft or other abuse of computer time is
against College rules, which include but are not limited to:

- Unauthorized entry into a file, to use, read, or change the contents or for any other
  purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another user’s identification and password.
- Use of computing facilities to interfere with the work of another student, faculty
  member or college official.
- Use of computing facilities to send, receive, or view obscene or abusive
  messages.
- Use of computing facilities to interfere with normal operation of the College
  computing system.
- Use of computing facilities for students’ personal benefit.
- Use of College owned computer resources to prepare or print work for
  commercial purposes.
- Inappropriate Use of Printers:
  - Printers are intended for class-related activities. Printing Internet web
    pages or other information not directly related to an authorized use is
    prohibited.
  - Excessive printing is prohibited. Students must follow lab guidelines
    limiting the number of copies or pages that may be printed.
  - Using non-approved paper in a college-owned printer is prohibited.

**Safety** - No student shall engage in behavior that violates the safety rules of any institutional
setting or other College premises, and/or College sponsored events whether such procedures are
written or oral rules or directions. This shall include, but not be limited to, the wearing of any
required personal protective equipment and the prescribed methods and procedures for handling
and disposing of certain materials that may be hazardous, unstable, infectious, etc.

**Signs or Surveys** - Students may erect signs, conduct surveys, or display signs or posters on
designated bulletin boards.

**Compliance with Indiana State Laws** - Violation of these laws is also against College rules and
violators may also be prosecuted according to Indiana law.

- **Alcoholic Beverages**
  Consuming, being under the influence of, or possessing intoxicating beverages on
  College property is not permitted.

- **Arms/Deadly Weapons/Explosives/Chemicals**
  Possession of firearms (except those possessed by police or campus security
  officers) and other weapons, dangerous chemicals, or any explosive or explosive
  device is prohibited on College property or at any College sponsored activity held
  elsewhere. No student shall use or threaten to use firearms, other weapons,
dangerous chemicals, or any explosive or explosive device on College property or at any College sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in or assault of another person is included within the meaning of a firearm, explosive, or weapon.

- **Assault and Battery, Abusive Actions, Physical and/or Verbal Altercations and/or Threatening Language**
  Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person’s will. Any student charged with an assault on Ivy Tech Community College of Indiana property or at any College sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.

- **Counterfeiting and Altering**
  Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.

- **Dumping and Littering**
  No student shall deposit, dump, litter or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

- **Gambling**
  Gambling is not allowed except where permitted by state law or within a sanctioned program or class.

- **Illegal Use of Drugs**
  Being under the influence of, use of, possession of, or distributing illegal drugs is not permitted.

- **Smoking**
  All Ivy Tech Community College of Indiana buildings are classified as “non-smoking” facilities. Smoking is permitted only in designated areas.

- **Theft of Property**
  Theft of personal property, College property, or property located on College property is a violation of College rules.

- **Vandalism**
  The destruction or mutilation of Ivy Tech Community College of Indiana books, magazines, equipment, resources, or buildings is a violation of College rules.

**Disciplinary Action:**

Cases of student misconduct and/or lack of academic integrity are to be referred to the chief academic officer or chief student affairs officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions which may include, but are not limited to the following:

1. Verbal reprimand;
2. Restitution for damages;
3. Restriction of privileges;
4. Failure of the assignment or course;
5. Withdrawal from a course, program or the College for the remainder of the semester or term;
6. Suspension from the College (one calendar year);
7. Dismissal from the College (five years; student may appeal for reinstatement).

**Plagiarism and Copyright:**

Ivy Tech Community College will not tolerate acts of plagiarism in any form. Incidents of alleged plagiarism are specifically addressed in the College’s Code of Student Rights and Responsibilities.

The College has published a brochure that can be distributed to students. This “Student Guide to Plagiarism and Copyright” can be downloaded from the web at: http://infonet.ivytech.edu/academic_affairs/student_plagiarism_brochure.pdf

**Technology**

Ivy Tech Community College of Indiana’s technology and online services are delivered through a single portal, known as Campus Connect. Students, faculty, staff and administrators use this single portal to access the College’s resources and services. Campus Connect serves as the primary venue for communication within the College. Therefore, all employees are expected to access and use their Campus Connect log-in on a regular basis.

**Campus Connect:**

**To access Campus Connect for the first time:**

1.) Use a web browser to access the Internet (Internet Explorer 6+, Netscape 7+, Mozilla 1.6+, or Safari 1.2, are recommended).
2.) Type https://cc.ivytech.edu in the address line and hit ENTER.
3.) Click on the FIRST TIME USERS link to set up your account and establish your password.
4.) Enter your Username and Password in the Secure Access Login box on the Campus Connect home page.
5.) Click the LOGIN button.

**Updating your Campus Connect Profile:**

1.) Your personal profile will be displayed through the Ivy Tech Whitepages Directory.
2.) To update your profile, click on the FACULTY SERVICES tab.
3.) Click on the UPDATE YOUR PROFILE link located in the QUICK LINKS channel.
4.) In the PROFILE MANAGER, you can update anything that has [edit] beside it, including:
   * Display Name
   * Phone Number
   * Photo
   * Biography
5.) You can view personal profiles for students, faculty and staff by performing a search in the Whitepages Directory and then clicking on that person’s name.
Navigating Campus Connect:

Listed below is a brief description of what you will find on each tab after you have successfully logged into Campus Connect.

1.) The HOME tab contains personal and College announcements, campus information, weather, news, etc.
2.) The FACULTY SERVICES tab is where you can post grades, view class lists, wait lists, and your teaching schedule.
3.) The EMPLOYEE SERVICES tab contains news, job postings, benefits, forms, etc.
4.) The COURSES TAB contains a link to Distance Learning powered by Blackboard.
5.) The IIS tab contains information and updates about the College’s Integrated Information Systems project to unify technology statewide.
6.) The CAMPUS LIFE tab contains information about campus activities, events, and student life.
7.) The LIBRARY tab contains on-line resources through the Virtual Library (see detailed information below).
8.) The WED tab contact continuing education and workforce certification information.

E-Mail Accounts:

As an adjunct faculty member, you will be automatically assigned an Ivy Tech e-mail address. Once you have completed the “First Time Users” process for Campus Connect, you will be able to access your e-mail. Adjunct faculty can access their Ivy Tech e-mail from any computer with an Internet connection, through Campus Connect.

1.) To access your College e-mail account, log into Campus Connect and click the e-mail icon located in the upper right hand corner of the screen.
2.) A new browser window will open with the on-line e-mail client

What’s my E-mail Address?:

Your Campus Connect username will be your unique e-mail identifier, and will precede the Ivy Tech e-mail domain. Therefore, the Campus Connect log-in of jsmith999 would translate to an e-mail address of jsmith999@ivytech.edu

Distance Learning powered by Blackboard:

Distance Learning, which is powered by Blackboard Academic Suite, is the College’s online course management system. Blackboard is used college-wide to facilitate distance learning, as well as to supplement traditional face-to-face courses. Below is a quick reference to access Distance Learning powered by Blackboard.

1. Log into your Campus Connect account.
2. Go to the COURSES tab and click Distance Learning powered by Blackboard in the My Courses channel. All courses regardless of the format in which they are offered have a Blackboard site.
3. A separate window will open for Blackboard. The new window is not affected by the
time out setting on Campus Connect allowing the window to stay open for extended
periods of time while you work.

4. Click on the specific course you want to access from the list on your Blackboard page.

A complete Distance Learning tutorial is available for adjunct faculty at
http://www.ivytech.edu/helpdesk/cc. Additional resources for faculty are found under the
“Faculty Help” tab at the top of the Blackboard page.

The East Central Region Distance Learning Coordinator, Cindy Barr, provides ongoing training
for faculty on the uses of Blackboard. Workshops are offered at the beginning and advanced
levels in addition to Wednesday Web events at each campus. Consult the Center for Teaching
and Learning Calendar for dates and locations of these programs.

**Pronto:**

Pronto is a communication tool that allows students and instructors to spontaneously meet live
online at any time. With Pronto, you can: send instant messages, make calls over the Internet
(using a headset plugged into your computer) and meet in groups for IM and voice
conversations.

If you have used an Instant Message application before, many features may be familiar to you.
However, unlike other applications, Pronto automatically brings your students to your computer.

To get started:
1.) Log into Campus Connect
2.) Go to the COURSES tab and click the “From Ivy Tech Campuses” link to access Distance
Learning.
3.) Click on the specific course you want to access in your account.
4.) Click on the COMMUNICATION button in the tools area of the course.
5.) Click on the PRONTO icon
6.) Click on CREATE A NEW ACCOUNT. You will be guided through the installation process.

NOTE: As a faculty member, once you start using PRONTO for a particular course, it can not be
removed or turned off. Consideration should be given to academic integrity when deciding to use
Pronto.

Contact your campus Distance Education Coordinator for more information.

**ClassTop:**

ClassTop is a product that works with BlackBoard to make course development and maintenance
much easier for faculty. ClassTop allows instructors to drag and drop files from their PC directly
into BlackBoard. It also allows faculty to quickly add announcements, and even “flip” the view
from ClassTop to Blackboard, so that instructors can see how students will view the content that
has been added.

**Obtaining ClassTop:**
ClassTop may be obtained from campus Distance Education Coordinators. Please ask them to provide you with the installation file. ClassTop works with WINDOWS only.

**Installing ClassTop:**

After you have obtained the installation file for ClassTop:

1.) Move the installation file to your personal PC or laptop.
2.) Double click on the SETUPCLASSTOP icon. This will start the ClassTop Setup Wizard.
3.) Click NEXT.
4.) The next page that appears will be the license agreement for ClassTop. Choose I AGREE and click NEXT to continue. The ClassTop Setup Wizard will guide you through the remainder of the installation process.

**On-line Faculty Services:**

Through On-line Faculty Services you can:
- Post final grades
- View and print class lists
- View wait lists
- View your teaching schedule.

1.) To access the On-line Faculty Services, log into Campus Connect.
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Next click that “Faculty” link. After a few seconds you will see the complete menu for Online Faculty services (formerly known as Web4).

A tutorial for ONLINE FACULTY SERVICES may be accessed at: [http://www.ivytech.edu/helpdesk/cc/](http://www.ivytech.edu/helpdesk/cc/)

**Viewing Course Schedules:**

1.) Log into CAMPUS CONNECT.
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Click on the link in the ONLINE FACULTY SERVICES page.
4.) Click the FACULTY link at the next window.
5.) Select FACULTY SCHEDULE from the FACULTY drop down menu.
6.) Your class schedule will be visible.

**Viewing a Class List:**

1.) Log into CAMPUS CONNECT.
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Click on the link in the ONLINE FACULTY SERVICES page.
4.) Click the FACULTY link at the next window.
5.) Select CLASS LIST from the FACULTY drop down menu.
6.) Your class list will be visible.
How to enter grades:

1.) Log onto Campus Connect
2.) Click on the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Click on the ONLINE FACULTY SERVICES page.
4.) Click on the FACULTY link and select GRADE COURSES from the drop down menu.
5.) Select the course you need to enter grades from the drop down menu and click.
6.) To enter a grade, place your cursor in the empty box in the FINAL GRADE column and enter the grade for each student.
7.) Click the TAB key to move to the LAST DATE OF ATTENDANCE. Enter the last date the student attended class IF they are receiving an F, W, or I for the course.
8.) Print a copy of the page, sign it and date it. This copy should be turned in at the Registrar’s Office.
9.) Click the SUBMIT button to post the grades. You will see a note in the message column stating that the “Grade has been posted” or an error message if any data was entered incorrectly. Your grade will appear for student view instantly through Campus Connect and the STARS telephone system.

Tips for Submitting Grades:

Give yourself plenty of uninterrupted time to submit your grades. Your login session will expire if it sits idle for more than 60 minutes.

You do not have to enter all student grades at one sitting. You can submit a few grades at one time and then come back later to submit the remaining grades.

The grading page displays 50 students at a time. If your class has more than 50 students, you must enter grades for the first page of 50 students and hit SUBMIT. Then click the 51-100 link to access the second page of your grading roster. Enter these grades and then hit SUBMIT. Repeat until all students have been graded.

You cannot change grades after they are submitted. If you have entered a grade incorrectly, you should submit a Grade Change Form to the Registrar.

Any special notes regarding students or enrollment status should be written in on the copy you print before submitting the final grades.

You can enter an “I” for incomplete but you cannot enter a “W” for withdrawal or change a “W” to a grade. An additional Incomplete Form must be submitted with the hard copy of your grade to the Assistant in the School from which the course is offered.

Dropped students will not show up on your grading roster.

Groups Studio:

Campus Connect provides an application called Groups that can be accessed by clicking on the groups icon located on the Campus Connect toolbar. The Groups application allows students, faculty and staff to create and manage group homepages for clubs, official student organizations,
or college departments and committees. Groups fall into two categories: **public and restricted**. Public groups are open for anyone to join. Restricted groups are subject to approval. For example, to access a group homepage for an academic or social group, you must first be accepted as a member of that group by the group leader.

To solicit membership, each group will have two homepages: a guest view and a member view. The guest view provides general information about the group and an option to join. When you join a group, you become a member and have access to the member view, which allows you to:

- Read articles or announcements that have been posted by the group and submit articles for posting
- Access links to other Internet resources that the group deems appropriate and submit potential links
- View information about and e-mail other group members
- Post your own homepage link for other group members to access
- Access group chat rooms, message boards, and a calendar all dedicated to group members.

**Requesting a Group:**

Requests for group creation must be submitted under the appropriate group category utilizing the Create Group tab in Campus Connect. Requests will be evaluated based upon appropriateness for the group category and the completeness of the application, including the following information:

- Group name and title
- Description detailing the proposed group's purpose and mission
- Group category – first select your campus or “Statewide” and then select a suitable subcategory
- Type of Group – with a choice to be either a public or restricted group. Public groups can be joined by any Campus Connect user. Membership to restricted groups must be requested by the end user and approved by the Group Leader.
- The Hidden and Admin Blocked options must be used in conjunction and can only be requested by employees for work related groups of a confidential manner. Hidden and Admin Blocked groups must also be restricted and will not be listed in the Groups Index. Group leaders must add group members manually.
- Admin Blocked option
- The Browse Control option is not being used at this time.
- Through check boxes, the requestor must indicate which group tools will be activated for the group and which group features can be delegated.
- The requestor will become the Group Leader and must acknowledge awareness and acceptance of not only leadership responsibility but also be aware of the Groups Policy and Membership Policy by clicking the check box.

Requests for group portal creation may not be approved for the following reasons:

- The request includes inaccurate or incomplete information
- A group portal already exists that meets the intended purpose
- The purpose is deemed to be inappropriate for the group category
- The purpose is deemed contrary to College policy
Joining a Group:

1.) Log in to Campus Connect and click on the GROUPS icon on the menu bar.
2.) To see available groups, click on the GROUPS INDEX.
3.) Under the CATEGORIES, choose the one that best describes your group, for example the Central Office; Campus Connect Project group would be under the DEPARTMENTS category so you would click on that group. Click on the group you wish to join.
4.) After clicking on the name of the group you wish to join, click on the JOIN GROUP button to bring up the subscription form.
5.) You must first agree to the GROUP MEMBERSHIP POLICY by checking each box in the REQUIRED INFORMATION section and by clicking on the JOIN button and the OK button at the next window.

Library Resources & Virtual Library

Each of Ivy Tech’s 23 campuses has a library. The College’s libraries have purchased several shared on-line resources so that students around the state can have similar access, regardless of the size of the campus they attend. Each library has a core collection of reference, program-related, and general education support materials. Each library also offers reference service to assist students with research.

There is a statewide library catalog that displays the resources of all 23 campuses. Students and faculty can also search the catalogs of several other Indiana college and university libraries. There is an inter-library loan service that enables students and faculty to borrow materials from other libraries (both inside and outside the Ivy Tech system) when they are not available locally. Tours of the library are available at each campus; see your campus librarian for more information. Hours of operation, staffing, and some services vary from campus to campus. Access the College’s virtual library system and tutorial by logging into Campus Connect and selecting the Library tab. The Ivy Tech East Central Library Brochure, Virtual Library Guide, and the Library Resource Guide For Distance Learning Students are in PDF format and may linked to the Blackboard site for your course or duplicated for distribution to your students.

Help Desk Information:

The Ivy Tech Help Desk is available to assist you with any on-line issues, including Campus Connect, Distance Learning, and E-mail. The Help Desk may be contacted on-line or via telephone.
1.) To contact the Help Desk on-line, go to the HELP channel on the HOME tab of Campus Connect.
2.) Click the “FAQ” link to see answers to frequently asked questions about Campus Connect.
3.) Click the “TUTORIALS AND TRAINING” link to learn more about using Campus Connect.
4.) If you need personal technical assistance, click the “CONTACT THE HELPDESK” link to create a ticket.

You may contact the Help Desk by phone at 1-877-IVY TECH. The hours for the Help Desk are as follows:
   Tuesday – Thursday:  7:00 a.m. to 10:00 p.m.
   Fridays:              7:00 a.m. to 12:00 a.m.
   Saturday – Monday:   24 Hours