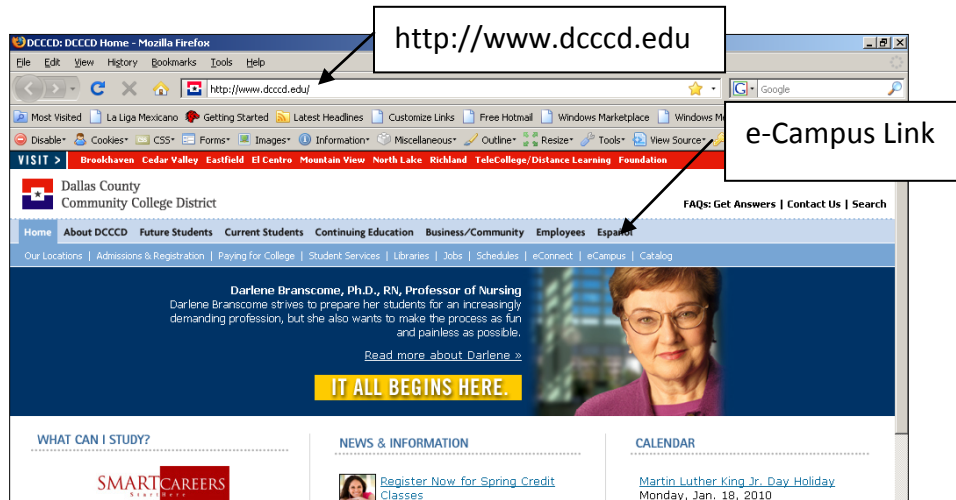


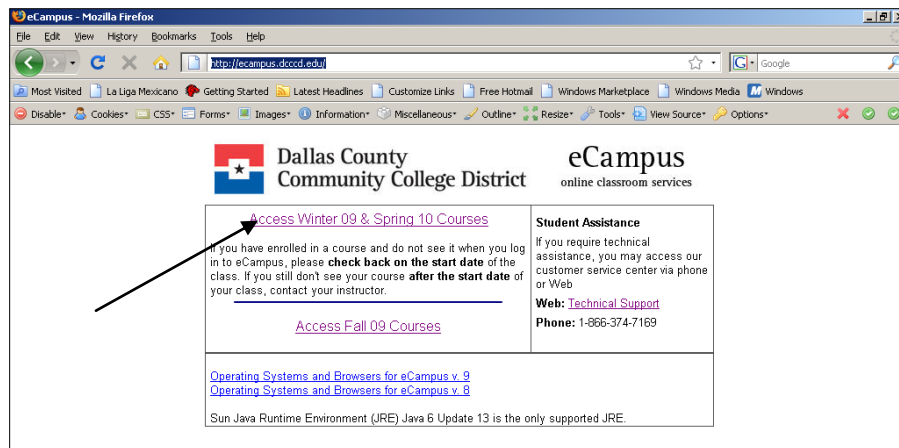
How to View Online Courses

Access the Internet through either the Explorer or Firefox browser (**Firefox Version 3.5** is the preferred browser).

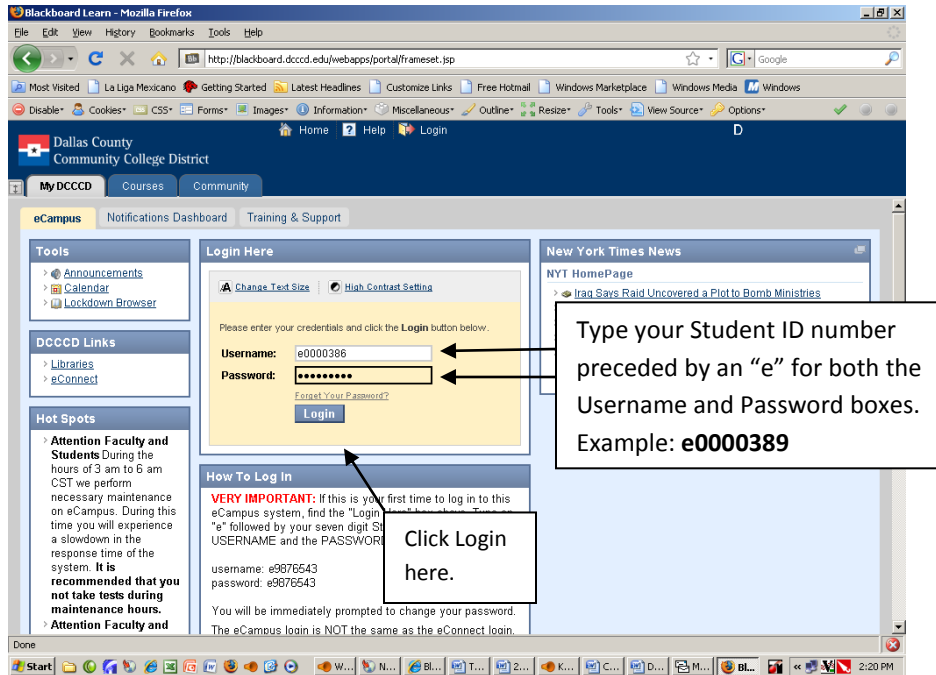
1. After accessing the Internet, type in the URL (Address) for the Dallas Community College District (DCCCD) homepage (<http://www.dcccd.edu>). You can also access this website by going to the AU website (www.ntfb.org/au) and clicking on the “Online Viewing” link in the “AU Links” box.
2. Click on the E-CAMPUS link.



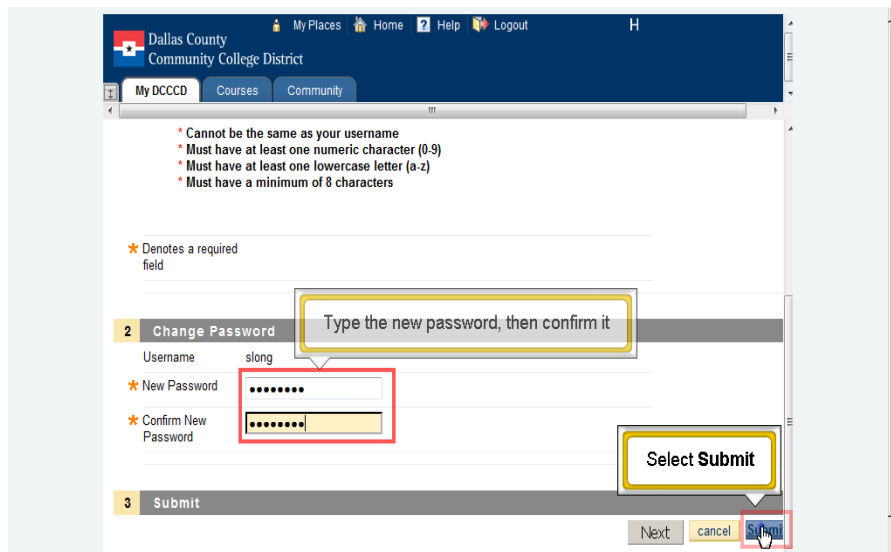
3. Select ACCESS WINTER 09 & SPRING 10 COURSES.



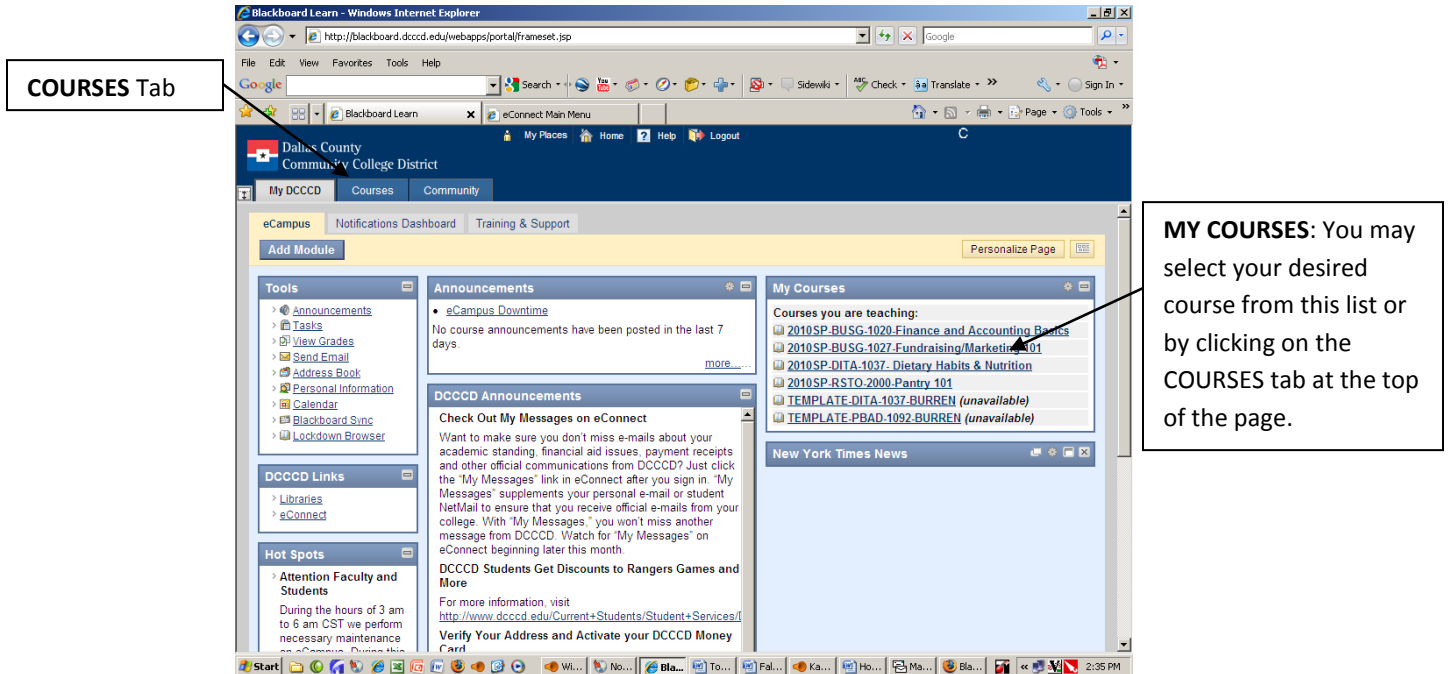
- A dialogue box, similar to the one displayed below, will open and ask for your Username and Password. **Your username and password will initially be the same.** Fill in both boxes with your Student ID number (“e” followed by 7 numbers, ex: **e0000389**). Press **LOGIN**.



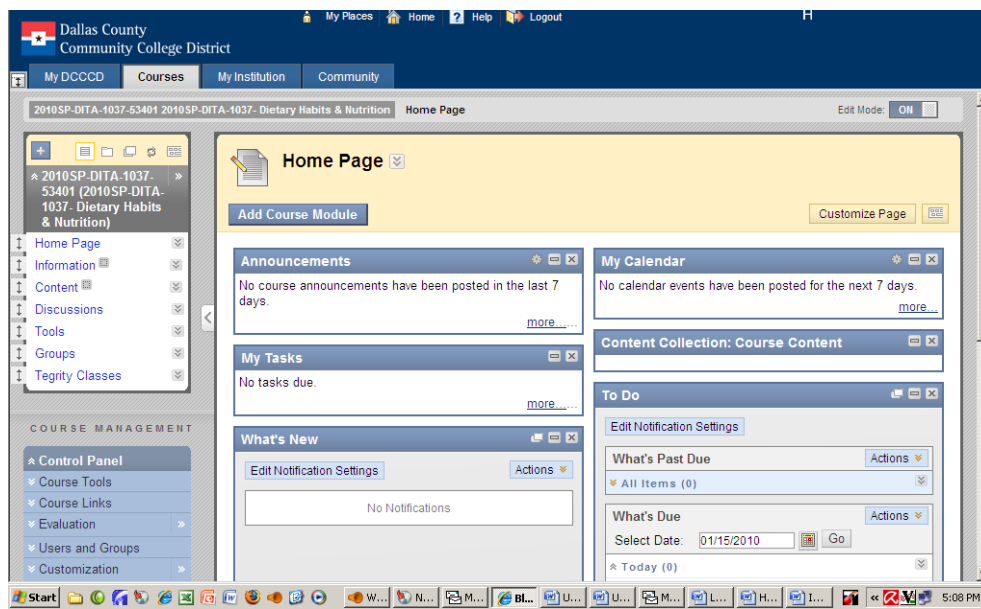
- On the next screen, you will be required to change your password. Your new password must meet the minimum requirements to be changed. **Type your new password into both boxes**, and press the **SUBMIT** button in the lower right-hand corner. You will be required to use the new password every time you login to eCampus for the next 90 days.



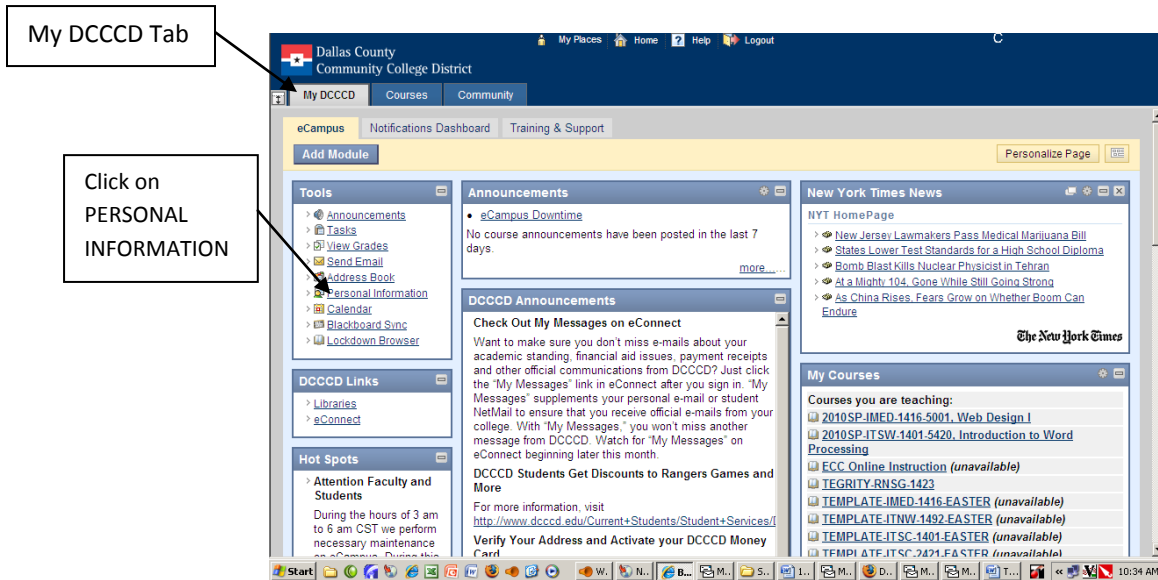
- When you press SUBMIT, you will see the “My DCCCD” homepage. Your courses will be listed in the **MY COURSES** box on the right. You can also access your courses from the **COURSES** tab at the top of the screen.



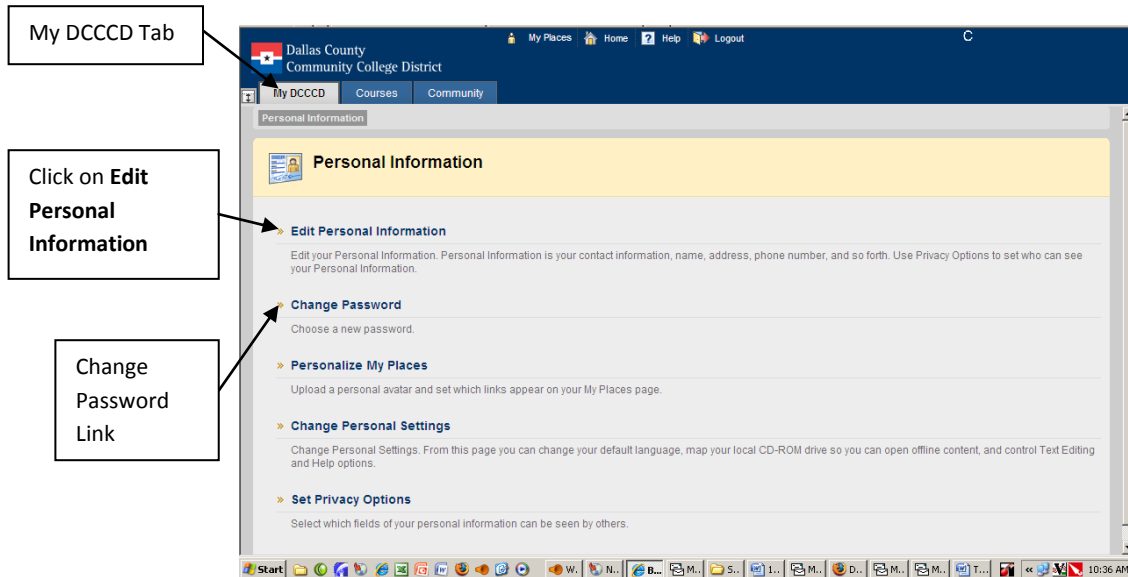
- Click on the link for your course. All classroom materials, lectures, and information will be posted here on the course homepage.



8. It is very important to **edit your personal information** at the beginning of each course so that vital information can be sent to you.
9. To edit this information, click on the **My DCCCD Tab**, and then click on the **PERSONAL INFORMATION** link under the **TOOLS** box.



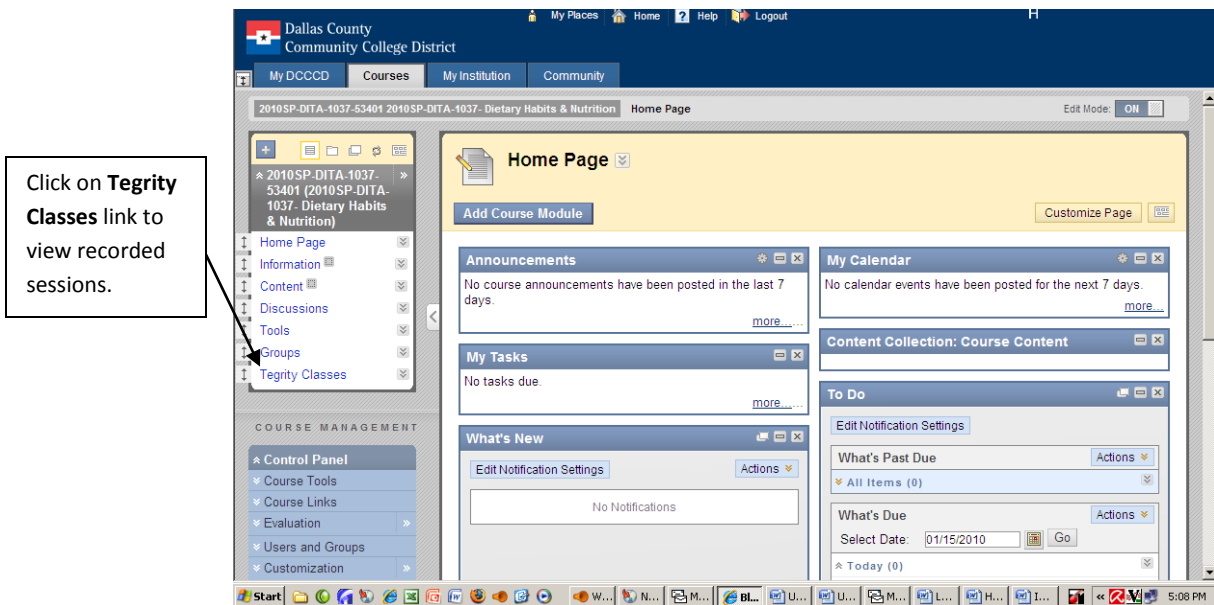
10. Click on **Edit Personal Information** to make sure that the information about you is correct, especially your **email address**. You can also choose to change your password from this screen at any time.



11. After editing all the personal information, click the button at the bottom of the screen to Submit.

Note: If you do not have an email account you can get a free student email (by clicking on <http://www.dcccd.edu/netmail/home.html>), Hotmail, MSN or Yahoo account. **Please do this immediately so your instructor will be able to contact you.**

12. To view the recorded session, **click on the Tegrity Classes button** on the left side of the course homepage.

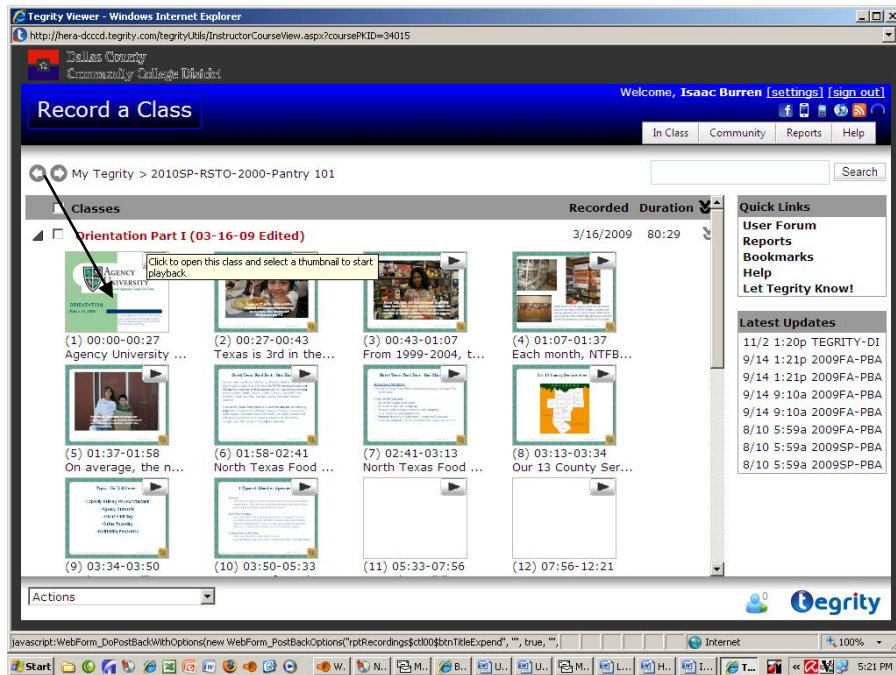


13. Click on the recording you wish to view.



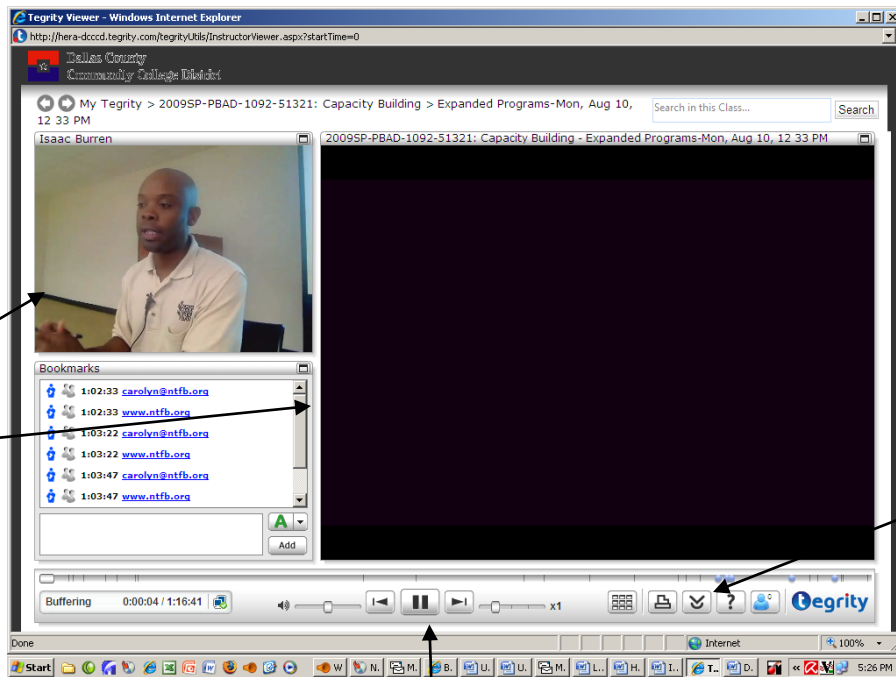
14. Double click on the first slide and the presentation will begin.

Double-click on the first slide.



15. The Tegrity recording will begin. **Click on the PAUSE button and wait for the entire video to load before watching.** Then, sit back and enjoy the class!

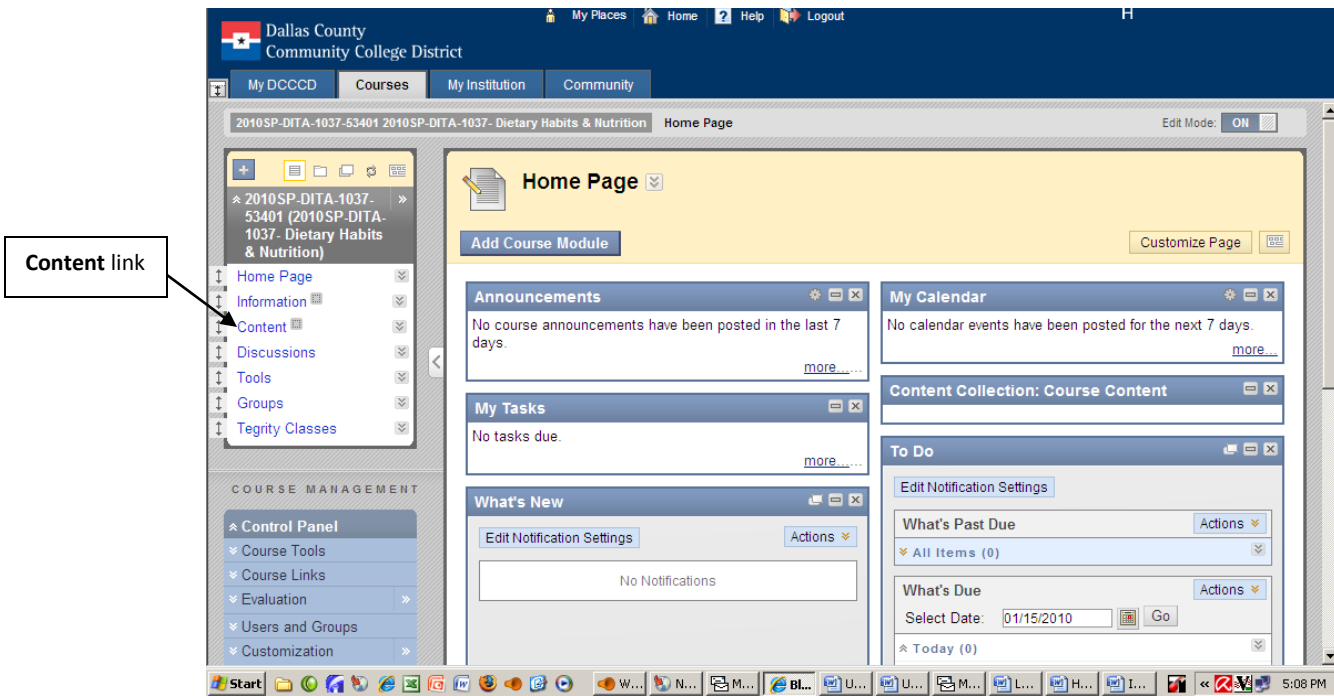
You will be able to see the PowerPoint slides as well as the person presenting. If you have any problem viewing either of these, contact the El Centro help desk.



You can also click the icon in the lower right corner to download the video to your computer.

Use the buttons on the Tegrity player to pause the video, speed it up, or adjust the volume.

16. Don't forget to **take the required quiz** at the end of each video for your online course! Click on the **CONTENT** link on the course homepage to find the quizzes for each session.



Please contact the NTFB Agency Relations Team with any additional questions:
arteam@ntfb.org.