

Welcome to the LA Trade Technical College Online Program!

In order to assist online students with getting the best possible start to their classes, these directions have been written to cover the basic skills needed to be independent and responsible online learners. Please follow the action steps as described below.



Action Step 1. Log into the Student Information System.

Here you need to learn how to log into the system, verify your classes and how to drop them if you no longer want to keep them. You can also check grades and transcripts, view fees and holds, pay fees, change email address, check placement scores and review financial aid status, if you applied.

SSN/SID:
4 Digit Pin:

- **Start at campus home page:** <http://lattc.edu> **REGISTER NOW** and click on : or go directly to: http://www.laccd.edu/student_information/sis_logon.asp
- **Login id** = your student ID number – starts with 88 and is 9 digits long. Do not enter spaces or dashes when you put in your number.
- **Password** = 4 numbers that represent month and day of birth (MMDD). You can change your PIN (personal identification number) but if you forget it, you could be required to come to campus to reset it.




Action Step 2: Enter or Confirm Email id.

When you first log into the SIS, you will see it displayed. If you do not see one entered, or you wish to change it, then click on the word EDIT. Type in the correct email address and click on the word UPDATE. Your new email address will now be updated in the system. It will appear on your instructor rosters and make it easier for them to contact you.

LINDA D. DELZEIT
Email Address



Action Step 3 - Verify Class Schedule.

After you login, click on  – select college, term and year and verify your classes. Print your schedule so you can look at the online schedule of classes for more information.

Class Schedule
College:
Semester:
Year: (Ex: 2009)



Action Step 4 - Check Class Schedule for Dates, Times.

The campus home page: <http://lattc.edu> will have the current semester schedule of classes as an easy-to-click button on the college home page. However, you can also go to the general web page for schedules and the college catalog. This is at: <http://college.lattc.edu/classes/>. Select the discipline you want to see and then find the section number which matches your SIS Class Schedule in Action Step #3 above. Write these days into your planning calendar. If the college makes any changes to the class you can confirm them at this location. Here is a sample class:

[HEALTH - 8 Women's Personal Health](#)

Section	Time	Day	Instructor	Room	Begin Date	End Date
<u>7900</u>	3.30 Hrs	TBA	LD DELZEIT	ON LINE	02/09/09	06/08/09



Action Step 5 – Get the Online Student Guide.

Go to <http://moodle.lattc.edu> and click on Online Student Guides link. Select the Guide for your term and read it. Write down the important dates in your planning calendar. Take note of the Orientation dates and any mandatory meetings for your class that are written there. Get contact information for your instructor(s).



Action Step 6 – Visit the Class Home Page.

The Online Student Guide lists all of the home pages which serve as Fact Sheets for the classes. There could be additional information there. Some instructors have their own web sites and these will be linked. You should always visit the instructor's individual web site if it exists.



Action Step 7 – Prepare Your Computer & Review the Technical Skills.

Listed on the Moodle home page is Help For New Online Students, and includes the information on the technical side of taking an online class. Direct link is: <http://moodle.lattc.edu/mod/resource/view.php?id=73063>. Be sure you know how to turn your Pop-up Blocker OFF and Accept Cookies from the server. Update your multimedia players such as Flash, QuickTime, and Windows Media Player. Update your Adobe PDF viewer. If you don't own Microsoft Office, then get the Word, Excel and PowerPoint viewers which are free. If you need an antivirus software for your computer, you can get one free from AVG. It is also good to install Ad-Aware software to keep the data mining elements under control. Consider running Ad-Aware monthly as computer maintenance.



Action Step 8 – Identify and CONFIRM Required Textbooks and Purchase These.


The textbooks for your class could be listed on the course home page or you can check the LATTTC Online Textbook Store. However, it is best to confirm with your instructor what textbooks you need prior to purchasing them. You can then purchase from the college or from other sources. However, some textbooks must be purchased from the college bookstore if the class requires you to use a special key from the publisher. This information can be found from the Instructor's web site or the class home page. So check there while waiting for the instructor to provide you more information.



Action Step #9 – Log into Moodle starting 2 weeks before your class begins.

The login id/password to Moodle is EXACTLY the same as for the SIS. See Action Step #1 above. Once you log in you can look for My Courses list and click to enter your virtual classroom. It might not open until the day before the class begins, however. You can also edit your Moodle profile. Directions are on the Moodle home page and in the Online Student Guide.

Miscellaneous Tips to Help Online Students Succeed

- 1. Student must drop from any class they do not want to complete.** Drop through the Student Information System (See Action Step #1 above) and click on  button and then change the ADD to DROP, enter the section number and select the LA Trade Technical College option. Submit your request and get a confirmation. Then go check your Schedule to verify the class was dropped. (See Action Step #3 above.)
- 2. Students taking Math or English need to take Accuplacer Placement Exam.** Next year, the AP Calculus will be offered online with proctored testing. Students are required to take and pass the Accuplacer Test before they can register for those classes.
- 3. Students should schedule regular time to do the class and not forget they are enrolled.** Scheduling sufficient time to do online classes is the single most critical element of success. A 3-unit lecture class is considered to be 54 hours of class time plus 108 study hours.
- 4. Students need to take responsibility for contacting the instructor if they don't understand.** College students cannot wait for the teacher to contact them regarding poor performance. The student must contact the instructor and monitor the Grade book in the online classroom for their progress.
- 5. Students order their own transcripts.** At the completion of the class, log into the SIS to verify the grade given by the instructor. Resolve any issues as quickly as possible. Then order the transcripts to be sent to the high school. First two transcripts are free. After that you pay \$3 per requested transcript. Order transcripts at <http://www.lattc.edu/dept/TADR/transveri.htm>. You can fax the transcript request to 213-406-1237 or you can mail it to the campus attention Transcript Request, 400 W. Washington Blvd., Los Angeles, CA 90015.
- 6. Students must adhere to campus Academic Honesty Policy.** Refer to the Online Student Guide for the policy. Basically, large copying and pasting from the WWW is not acceptable, nor is cheating of any means. Students need to be conscious of doing their own work and submitting in their own words even if they study together outside of class. Do not collectively write one paper and submit duplicates as individual work unless the instructor specifically agrees to this.
- 7. If students have concerns, contact the instructor first, then the Online Program office.** No student should feel harassed by another student and this should be reported immediately. If the instructor appears to be "absent" and non-responsive, email the Online Program director at DelzeiL@lattc.edu and it will be forwarded to the dept. chair or dean for action. Students need to practice common sense safety rules regarding Internet contacts.
- 8. Contact for Online Program:** Linda Delzeit-McIntyre – DelzeiL@lattc.edu and Dana Dugan (lattconline@youth.net) 213-763-3733.