

# NS Online Student Help Sheet

## To locate your NS Online course:

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- Go to [www.nsc.edu](http://www.nsc.edu) (NSCC's webpage).
- Click on the **Online Learning** link under **Academics**.
- Click on the **NSCC Web Course Login** link under **Part C: What to Do the First Day of the Semester**.
- Enter your A# as the user name and your password. If your password does not work, click on the **Password (Change, Reset, or Forgotten)** link.
- Under the **My Courses** area, click on **the name of your course or the image above it**.

## To locate the course overview, syllabus, and other course content:

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- After you enter the course, click on "Content."
- Click on Table of Contents on the left-hand side.
- Locate your course materials on the right-hand side.

## To send an email to a class member or your instructor:

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- From the Communication group on the menu bar, click on "Classlist."
- Click the check box next to the name of the person you want to email. Click the email (envelope) icon.
- Type a subject and message.
- Click "Send."

## To attach a document to your email:

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- Click the "Upload" button toward the bottom of the email window.
- Locate the file on your computer that you wish to attach. The file should not have a number sign (#) or an apostrophe.
- Click the file name and click "Open."
- Click the "Send" button at the top of the window.

## To take a quiz:

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Before starting a quiz, make sure you understand your instructor's requirements. Quizzes may be timed or untimed. Some quizzes may be taken at any time during a course, while others must be taken during a specific period. You may be able to take the quiz anywhere, or your instructor may require you to take the test in the testing center where a password is required.

Some quizzes require the Respondus Lockdown Browser. A download link is provided when you first click the quiz title. If the browser is required, you must close all programs and the browser you are using and open Respondus Lockdown Browser; or, if you are at home, install the browser. Lockdown Browser is available in the Testing Center and Learning Lab.

- From the Evaluation group on the navigation bar, click on "Quizzes" or click the link from Content that your instructor has provided.
- Click on the title of the quiz. Read the instructions then click on "Start Quiz."
- After you choose each response, click on "Save." If you have not saved each answer, click the "Save all Responses" button.
- When ready to submit your quiz, click on "Go to Submit Quiz."
- A Quiz Submission Confirmation screen appears, notifying you that you are about to submit your quiz. Click on "Submit Quiz" again to submit your quiz.
- You will be able to view the results if your instructor has elected to release the results.

## To post discussions:

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- From the Communication group on the navigation bar, click on "Discussions."
- Click on the title of the discussion.
- To start a new thread, click "Start a New Thread."
- Enter a subject and message, add an attachment if desired, then click on "Post."

OR

- Click on the title of someone else's post to read it.
- Click on "Reply to Thread."
- Type the message and click "Post."

## To download a file from the Assignment Dropbox:

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- From the Evaluation group on the menu bar, click on "Assignment Dropbox."
- Click the file name of the attachment your instructor has provided under the Attachments area for the assignment.
- The assignment will download.
- Open the file on your computer and make changes as instructed.

## To submit an assignment:

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- From the Evaluation group of the menu bar, click on “Assignment Dropbox.”
- Click on the title of the assignment folder.
- To submit a file, click the “Add a file” button.
- Click the “Upload” button to browse for the file to upload, locate the file, and click “Open,” then click on “Add.”
- The file name appears under the “Add a file” button.
- If desired, you may add comments in the Comments box.
- Click on “Submit.”
- From the Assignment Dropbox folder page, click the “View History” button to view the files you have submitted.

## To print HTML files:

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- From the Content area of the course, locate the file you wish to print.
- Click the Print button.
- Select the printer.
- Click “Print.”

## To print file types other than HTML:

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- From the Content area of the course, locate the file you wish to print.
- Click the Download button below the frame that displays the document.
- Click on the downloaded file.
- Print the document from your computer.

## To locate the Calendar:

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From My Home, indicated by the house icon in the upper left-hand corner, you see school-wide events such as beginning and ending dates for the semester and other important dates. For checking a calendar in a course, select Calendar from the Communication group to see the calendar for the course you are in.

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