What is Distance Learning at Tri-County Community College?

Online or Distance Learning classes TCCC are accessed on Moodle, an Internet learning site students use to view class materials, submit assignments, take quizzes, check grades, and participate in classroom activities with instructors and their peers.

Online classes are offered in three formats:
- **Online/Internet Courses (IN)** 100% of the course is online.
- **Hybrid (HY)** 50% or more of the course is online, but students also meet in face-to-face sessions.
- **Web Supported/Web Assisted (WB)** Face-to-face instruction is greater than 50% of the course, although students will need Internet access to participate in supplemental parts of the course.

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**DISTANCE LEARNING STEPS TO ONLINE STUDENT SUCCESS**

**1. CORRECT SOFTWARE AND EQUIPMENT**
   - You will need access to a computer/laptop with reliable high-speed Internet, as well as any software required by your instructor.

**2. USE BASIC COMPUTER SKILLS**
   - Many assignments are completed off-line using your computer.
   - You must be able to create, format, save, and find document files for submission.

**3. SEARCH / NAVIGATE WEBSITES**
   - Set up your student email via the TCCC website, and check it often for course and college-related communication.
   - Set up your WebAdvisor account via the TCCC website to check grades, financial aid information, and course registration.

**4. USING STUDENT EMAIL AND WEBADVISOR**
   - Access Moodle by clicking the icon at the top of the TCCC website.
   - View help videos and tutorials during your Moodle Student Orientation training course in Moodle.
   - Visit the online computer support page on the TCCC website.
   - View the Moodle login video at the Moodle Login Help page on TCCCs Moodle page.

**5. LEARNING MOODLE**
   - Login to each online class the first day of class to submit a mandatory attendance assignment.
   - Continue to login to each class regularly to complete and submit assignments and quizzes by due dates.

**6. COMPLETING ASSIGNMENTS AND QUIZZES**
   - *You will be able to login to your course on the FIRST day of class.*

**7. GET HELP ONLINE**
   - Visit the Tri-County Community College website, then select Distance Learning to access the Distance Learning website and online support page.
   - Or you can email help@tricountycc.edu.

**8. GET HELP ON CAMPUS**
   - Go to the Student Computer Support Center located in McSwain Building, Room 119.
   - Hours: Monday - Thursday 9:00 a.m. - 6:00 p.m.
   - Friday 8:00 a.m. - Noon
   - Phone: (828) 835-4287 or (828) 835-4209

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**Distance Education Students**

Activate your library account online using the Library Account Form available at:
www.tricountycc.edu/learning-resources/library/online-library-card-application

www.tricountycc.edu
TCCC's Student Computer Support Technician is ready to answer questions and to offer help in the use of student email, course software, WebAdvisor, Moodle, and more to both traditional and online students.

Visit the Student Computer Support Center:
McSwain Building, Room 119

The lab is equipped with student computers, Moodle, Internet, Microsoft Office software, scanners, and printers. ADA access is available.

HOURS:
Monday – Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – Noon

Online Computer Support:
tricountycc.libguides.com/computingresources

Contact Carissa Cornwall, Student Computer Support Technician:
help@tricountycc.edu or (828) 835-4309

DIGITAL LIBRARY RESOURCES

Digital Library Resources are highlighted on the TCCC Library website: www.tricountycc.edu/learning-resources/library

Apps, tools, downloadable eBooks, eAudios, eZines, and more are available!
You will need your Library Account Number to access the Digital Library off-campus.

Bring your Student ID to the Library in the McSwain Building to activate your Library Account.

(828) 835-4218 or library@tricountycc.edu

HOW DO I LOG IN TO ALL MY ACCOUNTS AT TCCC?

1. Open your browser and access www.tricountycc.edu and then click Quick Links drop-down menu to select Password Management.
2. Click the Enroll button.
3. On the next screen, enter your username and initial password. Username: first 4 letters of your last name + last 4 digits of your ID#. Initial Password: first 2 letters of your last name, with the first letter capitalized AND your 6-digit birthdate in MMDDYY format.
4. Then hit Next button to set up your security questions and answers.
5. Click the Next button, and then click the Finish button.
6. Click the Change Password button to set your password. Strong passwords should be 8 characters long, containing at least three of the following: upper case letter (A to Z), lower case letter (a to z), a number (0 - 9), or a special character (! # @ $ & *= /).
7. You are now enrolled in Password Management.

WebAdvisor
Check Grades, Financial Information, Register

TO LOGIN:
USERNAME: First 4 letters of the last name + last 4 digits of student ID#
PASSWORD: WebAdvisor and Student Email passwords are the same. Follow instructions for Password Management.

Email
Don’t Miss Important College Information

TO LOGIN:
USERNAME: First 4 letters of last name + last 4 digits of Student ID# at students.tricountycc.edu
PASSWORD: WebAdvisor and Student Email passwords are the same. Follow instructions for Password Management.
CREATE NEW PASSWORD:
YOUR EMAIL ADDRESS: username@students.tricountycc.edu

Moodle
Your Online Courses

TO LOGIN:
USERNAME: First 4 letters of last name + last 4 digits of Student ID#
PASSWORD: changeme 1st time login
CREATE NEW PASSWORD:

HINT

Student ID# is found on your registration form or student photo ID card. Remember to re-enter your new password EXACTLY the way you created it . . . including any capitalization or special characters.

NEED HELP?
Visit the Student Computer Support Center located in McSwain 119.
Hours: Monday - Thursday 8:00 a.m. - 6:00 p.m. and Friday 8:00 a.m. - Noon.
help@tricountycc.edu or (828) 835-4309

www.tricountycc.edu