December 2020

Winter Intersession
Class Dates: December 21,22,23, 28,29,30 January 4,5,6,7,8,11,12,13,14

Dear Students,

Welcome to Winter Intersession 2020 at Essex County College. Due to the ongoing pandemic, all classes will be held virtually in a **synchronous virtual** environment. What exactly does this mean when registering and what should you expect?

When registering for the Winter classes, you will notice various section codes as defined below.

Section Codes: RS1, RSA etc are considered synchronous courses. These courses will meet synchronously and will maintain weekly meeting schedules via an online platform such as Moodle and Zoom as designated by the College. In addition to the LIVE lecture via Zoon, students will perform all course work in Moodle which includes reading assignments, discussion questions, content assessments, projects and anything else necessary as identified by your faculty member. An easy identifier of such sections are those listed with days and times.   You are expected to attend all 15 sessions of the Winter Intersession.

In order to get started in your virtual classes, you will need your MyECC login information to access the Learning Management System, Moodle Rooms. Once you enter your course room, you will be prompted to take the Student Orientation which consists of a series of short videos and presentations which will open on **_Wednesday December 16, 2020._** The purpose of the orientation is to instruct all learners of the virtual classroom experience which allows for a smooth transition into the virtual course room. We encourage you to complete the orientation as quickly as possible as the **Winter Intersession** begins on **_Monday, December 21, 2020._** _Please note, you will not be able to access course materials until you earn an 80% percent or higher on the orientation._ After passing the Orientation, the course content and materials will not be available until the first day of classes on **_December 21, 2020._**

Click here for an instructional video to access Moodle Rooms or cut and paste into your URL
https://youtu.be/6pfJdTcqXQQ

All course materials, including the E text are available to you once you enter the course room and pass the orientation. **_You do not need to purchase a text book_**_. When you registered, you were assessed an additional fee for the course of $100 to cover_ **ALL** _learning materials for each course._   Attached are instructions and a list of courses for your reference that will require a passcode from the bookstore that will be emailed to you in advance via the College Bookstore or Brytewave. Please note you cannot set up your Etext until your Professor has done so. The courses listed, will have passcodes sent via Brytewave/Redshelf and must be set up using your Essex County College email address.

If you need further assistance, please contact your instructor or the personnel indicated below for further assistance. Be sure to view all materials for important information regarding your Winter classes as the College will be closed December 24 and reopen January 4, 2021.

Join me on **Monday, December 14 at 2:30 pm** via Zoom to learn more about the Winter Intersession (information below). I want to personally wish you the best of luck in your virtual courses and good luck in all of your academic endeavors!

Sincerely,

LEIGH M. BELLO-DE CASTRO, Ph.D.

Associate Dean, Online and Learning
Resource Technologies
Office of Academic Affairs
Tel: (973) 877-3484

WWW.ESSEX.EDU

Contact Information for assistance
Serrietta Johnson: Sjohns72@essex.edu
Dr. Leigh Bello-de Castro: bellodecastro@essex.edu

ZOOM Meeting Information
Dr. Leigh Bello-de Castro is inviting you to a scheduled Zoom meeting.

Topic: Winter Intersession Student Workshop
Time: Dec 14, 2020 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://essex-edu.zoom.us/j/98058807886?pwd=Ym1yMVBwb2hvclpjdjZ6WFNnR1lDdz09

Meeting ID: 980 5880 7886
Passcode: 908148
One tap mobile
+16465588656,,98058807886# US (New York)

Essex County College: Online Education Winter Intersession

Online Course Checklist and Important Information: Students

Prior to the first day of class:

- ☐ You will need your webmail user and password to get into the MOODLE website **http://moodle.essex.edu/** If you are unsure of your credentials, go to **my.essex.edu**.
- ☐ Become familiar with the Online Platform. Login to Moodle and take a look.
- ☐ Ask questions if you are unsure or if you have any issues. Email any one of the Online Learning Staff Members for assistance bellodecastro@essex.edu or sjohns72@esex.edu

On the first day of class:

- ☐ Log In to Moodle and access your course and become familiar with the Learning Management System.
- ☐ Ensure that you can see and access your course(s) in Moodle on the first day of the semester. If you registered after the course start date, you will not be able to access your course for 24 hours from the time of your registration.
- ☐ ***Get a head start and complete the Mandatory Student Orientation when it opens on December 16, 2020. Note: You must successfully complete the orientation with an 80% passing score in order to view course materials. The Orientation is also used as your first assignment and is a part of your Attendance Requirement for the first day of class. If you do not complete and pass the Orientation you will be considered a No Show and will not be able to view course materials.   Furthermore, if you miss the first 2 days of class, you will be considered a NO SHOW and will be held financially responsible***
- ☐ Locate the course syllabus, read it, and highlight important dates.
- ☐ Send out a message to your Professor through Moodle and say Hello.

During class:

- ☐ Communicate with your Professor and classmates regularly via Zoom and Moodle.
- ☐ Participate in ALL ZOOM sessions
- ☐ Understand Student Expectations including response time to questions, assignments, email, course postings, etc.
- ☐ After you gain access to course materials, locate and check access to E Text, Power Points, Videos etc Use your Essex County College Email to register your ETEXT
- ☐ Introduce yourself to your classmates.
- ☐ Good Luck!!!

Important Information and Dates:

- ☐ The College will be closed December 24, 2020 and will reopen January 4, 2021. Email Dr. Leigh Bello-de Castro with any questions or issues bellodecastro@essex.edu
- ☐ Be sure to show up for the first day of class and participate, otherwise you will be considered a No SHOW and responsible for the course financially.
- ☐ Last Day to DROP with 100% refund, is December 22, 2020. Log into Webservices to drop the course.
- ☐ Last Day to Withdraw (no refund) is January 7 to receive a grade of W.

- ☐ Be sure to check your Essex County College email during the Winter Intersession, for additional information.
- ☐ Be sure to review the below chart for additional important information.

WINTER INTERSESSION 2020-2021

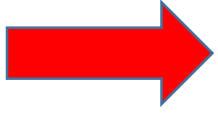## CLASSES: December 21, 22, 23, 28, 29, 30, & January 4, 5, 6, 7, 8, 11, 12, 13, 14

Web (Online) & In-Person Registration	November 2 – Dec. 21, 2020
In-person Registration	November 2 – Dec. 21, 2020
Payment Due Dates Registration **ONLY** for Winter Intersession class November 2 – December 16, **Full Payment** due by December 16, 2020. Registration **ONLY** for Winter Intersession class December 17 – 21, **Full Payment** due upon registration. Registration for Winter Intersession AND Spring I 2021 classes November 2 – December 16, **Full Payment** *or* **Enrollment in ECC Payment Plan** (*minimum payment 1/3 of total bill*) due by December 16, 2020. Registration for Winter Intersession AND Spring I 2021 classes December 17 – 21, **Full Payment** *or* **Enrollment in ECC Payment Plan** (*minimum payment 1/3 of total bill*) due upon registration. Payment for added classes is due immediately.	
FIRST DAY OF CLASSES	**December 21, 2020**
Last Day to **Drop** Winter Intersession class for **100% refund.** (No refunds after this date)	December 22, 2020
Last Day to Declare Course **Audit** status	December 23, 2020
New Year's Day Holiday – **College Closed**	January 1, 2021
Financial Aid **Book Voucher** period begins **To be eligible** for financial aid Book Voucher, students must register for both Winter Intersession and Spring 2021.	January 2, 2021
Last Day to **Withdraw** to receive a 'W' grade	January 7, 2021
Last Day of Winter Intersession Classes	**January 14, 2021**
Grades due to the Registrar	January 18, 2021
Grades posted in Web Services	January 20, 2021

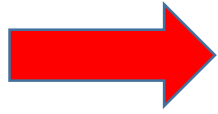<div align="center">Calendar may change based on the needs of the college</div>
<div align="center">Last update 10/28/2020</div>

For more information contact an Online Learning Staff member or check our webpage for more information
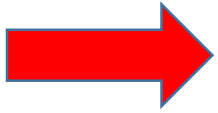
http://www.essex.edu/academics/onlinelearning/

Moodle URL

Login Here
USERNAME
and 6 DIGIT
PASSWORD

Always check
Site News
Messages

Semester Courses are here. Click to access your online course.

Always Check Professor Announcements

Access your Orientation here.

Good Luck!!

DIGITAL TEXT BOOK INFORMATION

Textbook and Digital Information

A $100 course technology fee was assessed at the time of registration for each course. This fee includes your DIGITAL COURSE MATERIALS. You will not have to purchase additional text books as they are included.

Access to ETEXTS and Publisher Materials Through Moodle

Most courses will have a link in Moodle to access the materials. Click on the link and follow the process which will include adding your ECC email address. This will take you directly to the EText content and materials. It is important that you enter from Moodle at all times otherwise your grades will not be synced properly.

Brytewave/REDSHELF Email to Students to Access TEXTS

The following list of classes will receive an email to their ECC email account from Brytewave/REDSHELF to access their course materials. Please follow the instructions to activate the textbook. All Byrtewave/REDSHELF digital text books will appear in your Essex Email account. There will be no link added in MOODLE.
COURSES: ACC 232, ANT 101, ARC 101, ARC 131, ART 140, BIO 121, BIO 122, BIO 222, BIO 241, BIO 251, CET 111, CET 211, CMS 136, CSC 100, CSC 106, CSC 112, CSC 113, CSC 114, CSC 121, CSC 122, CSC 137, CSC 114, CSC 221, CSC 223, CSC 225, CSC 226, CSC 228, CSC 231, EDU 101, EDU 201, EDU 203, ELC 115, ELC 120, ELC 218, ELC 224, ELC 230, ENG 109, ENG 151, ENR 100, ENR 103, ENR 105, ENR 110, ENR 211, ENR 212, ENR 220, ENR 221, ESL 053, FIN 101, FRN 101, FRN 102, GEO 101, HLT 101, HSC 101, JRN 141, MET 202, MET 211, MET 215, MTH 086, MTH 092, MTH 100, MTH 118, MTH 239, NMT 201, NRS 104, NRS 206, PLS 101, PLS 102, PLS 105, PLS 107, PLS 206, PLS 220, PSY 205, PSY 209, PSY 225, PSY 230, PSY 251, PTA 101, REL 105, RTC 101, RTC 103, RTC 200, SCM 101, SCM 219, SCM 229, SOC 121, SOC 201, SOC 203, SOC 207, SOC 228, SOC 229, SOC 250, SOC 252

Please contact Anna Carrannante from Follett with any questions regarding digital text registration process a.carannante@follett.com

How do I login to Moodle, Webservices, MYECC and my Essex email?

Begin by going to Essex.edu and clicking on "Student" (located top left corner)

How Do I…. Sign onto Webservices?

1. Click on "Webservices
2. Click on "Enter Secure Area"
3. Enter User ID (your student ID number which probably begins with 900…) If you don't know it, click on MyECC and click on Quick Help.
4. Enter pin (your six digit birthday)
5. You DID it!

Your first time logging in will prompt you to re-enter your password and give you the chance to change it if you would like. You will also have to set up a security question in case you forget your password.

How Do I… Sign onto MyEcc?

1. Click on MyECC login
2. Enter User name (don't know it? Click on "What is my User Name?" under quick help
        Follow the prompts from there)
3. Enter Password (your six digit birthday)
4. You DID it!

How Do I… sign onto my Essex mail?

1. Click on Web Mail Login
2. Enter User name (don't know it? Click on "What is my User Name?" under quick help
        located in the "MyECC" button on previous screen. Follow the prompts from there)
3. Enter Password (your six digit birthday)
4. You DID it!

How Do I… sign onto Moodle?

1. Click on Moodle Rooms and Login
2. Enter User name (don't know it? Click on "What is my User Name?" under quick help
        located in the "MyECC" button on previous screen. Follow the prompts from there)
3. Enter Password (your six digit birthday)
4. You DID it!