

## Distance Learning at EWC – Orientation Module: LancerNet

Hello. Thanks for watching this module about LancerNet at Eastern Wyoming College. I'm Aaron Bahmer, Instructional Technologist at EWC, and my job is to support faculty as they deliver distance instruction to you and to support you in using the technology necessary to learn at a distance.

After viewing this segment, you should be able to: access and login to the LancerNet website, view items on your dashboard, work with personal tools like e-mail, MyFiles, and your profile, locate your student information, and access online tutoring.

Let's start out by visiting the EWC website. Our web address is e-w-c-dot-w-y-dot-e-d-u. The link to LancerNet is always at the top-center of the site. Clicking that link takes you to the LancerNet login page. Since LancerNet is actually a different website than EWC, you may wish to add this site as a favorite or bookmark in your web browser so you can access it quickly or if the EWC website cannot be accessed.

Enter your information in the login area. You can press the [Tab] key after typing your username, and you can press the [Enter] key after typing your password. If this is your first online class with EWC, you should have received an email from me with your login information. Otherwise, if you are a new student you can get your login information from your Outreach Coordinator, Douglas Campus main office, or directly from me at the email address or phone number displayed on the screen.

Once logged in, you arrive at your personal home page, also called your dashboard. Here, you can see several channels of information, including your email inbox, your class listings, a calendar tool, and others. There are other ways to access and isolate the information on your dashboard.

Across the top portion of the page is a black navigation ribbon with access to the Campus page, Campus Life, Academics, MyEWC Services, and SmarThinking. If you hover your mouse over the MyLancerNet link on the ribbon, you can select Personal Tools which will provide additional links to your email and calendar tools. You can always get back to your dashboard by clicking the MyLancerNet link on the ribbon.

In the upper right portion of the page are small black square icons called “quick links.” Hovering your mouse over these icons also provides access to your personal tools, your classes, and other communities within LancerNet. These icons will show a notification marker if there are new items to view, like new email.

The LancerNet email system is a fully-functional, web-based email tool. You can easily view your new email messages from the inbox channel on your dashboard. To have more options when working with email, open the full email tool. You can do this from the inbox channel, the personal tools, or the quick links. Here, you can work with your inbox, compose new messages, access the campus address book, create folders to organize your mail, and set special options including the ability to forward your mail to another mail service.

The MyFiles tool in LancerNet is simply “cloud storage” – you can upload files into this storage area and download them for use on a computer somewhere else. As the college doesn’t provide network storage, you are welcome to store your files here. You can easily create folders to organize your files. The upload process is easy, as well: navigate to where you want to upload a file, click the [Upload] button. You can then browse for files or you can drag-and-drop up to 10 files onto the upload window. Files go through a quick virus scan, click [Continue] when the scan is complete.

Near the quick link icons, you see a message that says “Hello” and includes your name. Hovering your mouse over this message provides access to your account and profile information. There are many tabs to click here that feature information fields that you can complete and make public and ways to view your public profile. You can upload an image file that will be seen with your profile and in class discussions. Note that you have to mark the checkbox to make your picture public. If you look to the left, you will see links for changing your password and password hint.

On the black navigation ribbon, click the link for MyEWC Services. This area of LancerNet provides information from our student information system. Here you can see the address, phone, and email information the college has in its official records for you. If any of this information needs to be changed, please contact your local campus or Outreach Coordinator with the update. Other links on the left provide access to your class schedule, your grades, GPA, and an unofficial transcript. Please note this is the only place you will find your final grades – EWC

does not mail grades through the postal service. In the Financial Information section, you can see what you owe to the college. For taxes, you can consent to view your 1098-T online. There are other tools for viewing your financial aid and registering for classes.

Every student has access to 10 hours of free online tutoring. You can click the SmarThinking link on the black navigation ribbon to access the tutoring website. After providing some basic user information, you can explore the tools and resources at SmarThinking. Here, you can meet with a tutor in a variety of subject areas and work on a whiteboard to ask questions and work on problems in real time. You can also upload a document and have it reviewed by the essay or resume specialists for return to you with comments, usually within 24 hours.

One last item for this video – logging out. Hover your mouse over the message that says “Hello” and includes your name. When the list of options drops down, click log out.

I hope this brief introduction to LancerNet has helped you to access your dashboard and personal tools such as email and file storage, your LancerNet profile and photo, student information in MyEWC Services, online tutoring through SmarThinking, and where to log off. We’ll have another video showing you how to access your classes and class materials so you can be successful in your distance classes.