Welcome to Online Classes at Catholic Charities

The Distance Learning Program at Catholic Charities’ Center for Educational Opportunity & Career Pathways provides engaging online courses, allowing you to continue learning from the convenience of your home and provides flexibility in your busy schedule.

The following is a quick start up guide to online classes at Catholic Charities. This guide will support you in completing three tasks before starting your class: 1) setting up your Google email account, 2) using Zoom to communicate with your instructor, and 3) joining your Google Classroom.

The Center for Educational Opportunity and Careers Pathways now has the ability to loan registered students a laptop should you need a device to use for the semester. These laptop loans are contingent upon availability. The student will be required to sign a responsibility agreement form when checking out these laptops and will be responsible for lost or damaged laptops and/or parts when borrowing these computers. For more information on these laptop loans, please communicate with your instructor.

We have provided you with links to short basic tutorials in this guide to help get you started using these student laptops.

Required Technology for Online Learning

Before you get started, ask yourself:

☐ 1. Do I have a laptop, desktop computer, Chromebook, tablet, or smartphone with a built-in camera and microphone access?

☐ 2. Do I have stable internet access (hotspot, cable, wireless, cellular, etc.) on my device?

☐ 3. Do I have Google Chrome installed on my device? Click the following link for directions https://www.google.com/chrome
☐ 4. Can I open a PDF document on my device?  
Click on the following link for directions https://get.adobe.com/reader

9 Steps for Successful Online Learning

☐ 1. Set daily goals for studying  
Ask yourself what you hope to accomplish in your course each day. Setting a clear goal can help you stay motivated and beat procrastination.

☐ 2. Create a dedicated study space  
It’s easier to recall information if you’re in the same place where you first learned it, so having a dedicated space at home to take online courses can make your learning more effective. Remove any distractions from the space, and if possible, make it separate from your bed or sofa. A clear distinction between where you study and where you take breaks can help you focus.

☐ 3. Keep yourself accountable  
Plan to start the course, follow through, and stick to it by blocking out time in your calendar to do homework. Make a commitment to start each lesson on a specific date and mark down any live calls, virtual classes, or webinars. Do this in advance – so your schedule reflects your commitment.

☐ 4. Actively take notes  
Taking notes can promote active thinking, boost comprehension, and extend your attention span. It is a good strategy to internalize knowledge whether you are learning online or in the classroom. So, grab a notebook or find a digital app that works best for you and start synthesizing key points.

☐ 5. Take breaks often!  
Give your body, brain, and eyes a break. A great rule to follow is the 20/20/20 rule. For every 20 minutes while working on the computer or tablet, look at least 20 feet away for 20 seconds.
6. Use your resources and communicate regularly with your instructor

Instructors will be available during office hours through ZOOM, email, or by phone. You can also find updates from the Center for Educational Opportunity & Career Pathways on the website at www.ccasfnm.org, in your Google Classroom, and on Catholic Charities’ social media pages such as on our Facebook pages at: Catholic Charities New Mexico and Catholic Charities New Mexico Center for Educational Opportunity.

7. Participate

As a rule of thumb; plan to login to an e-course class site a minimum of two times a week. Also, please keep in mind that your enjoyment of the online learning experience will be enhanced if you fully participate in all of the online learning activities (including optional online activities like joining in on forum discussions, breakout activities and online exercises).

8. Explore

Don’t be afraid to explore technology and use it as a flexible tool for your learning. No one learns in the same way because of different learning styles and different abilities. Technology provides great opportunities for making learning more effective for everyone with different needs.

9. Make up missed work

We know that life can get very busy and important appointments, medical issues, family obligations, and emergencies may arise. Ask your instructor for way to make up for lessons or information you may have missed. This might include asking a fellow classmate to fill you in on pertinent information you need to complete your assignments.

How to…

Set up your email

1. Do I have a valid and active CCEDU (Catholic Charities) email account (Google based)?
CATHOLIC CHARITIES: CENTER FOR EDUCATIONAL OPPORTUNITY & CAREER PATHWAYS ONLINE CLASSES
A Checklist to Getting Started

a. If you have a CCEDU account your email will be your first name.your last name2020@ccedu.org For example: eva.espinoza2020@ccedu.org

b. If you do NOT have a CCEDU account, you must request one from your instructor. After receiving your email notice--the first time login requires you to use the following password catholic123 and then it will require you to change your password. If you are not prompted to change your password, it is best practice to change it anyway.

c. If you are locked out of your CCEDU account or do not remember your password, please let your instructor know, as the administrator will need to reset your password.

d. All students are required to use their CCEDU emails as students of Catholic Charities. This is not optional.

e. Passwords are case sensitive

☐ 2. Can I open my email? Email is one of the main ways you will communicate with your instructor.

☐ 3. Do I have passwords in a safe and secure place and in a location where I can access them at all times?

Join Google Classroom

Google Classroom is designed for you and your teacher to communicate, collaborate, manage assignments in an electronic format, and stay organized. You can only access Google Classroom with your CCEDU email account.

☐ 1. Do I have the Google Classroom App or shortcut installed on my device? Click on the following link for directions
https://support.google.com/edu/classroom/answer/6118412?hl=en

☐ 2. Do I have the Class Code to join Google Classroom (given to you by your instructor)? My Class Code(s)_________________________ ________________
a. Another way to enter Google Classroom is through an invitation from your instructor. If you receive an invitation from your instructor through your ccedu.org account, you can join the Google Classroom without entering a class code.

☐ 3. Have I signed in to Google Classroom already (you must have the Class Code to join before signing in)? Click on the following link for directions
https://support.google.com/edu/classroom/answer/6072460?hl=en&co=GENIE_Platform=Desktop
Download and use Zoom

Zoom is the video conferencing tool you will use in this class to attend your discussion sections and office hours.

☐ 1. Do I have the Zoom application (app) installed on my device?
   a. Zoom Downloads: Click on the link for directions https://zoom.us/support/download
   b. Zoom Start up Guide: Click on the link for directions https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users

☐ 2. When joining a Zoom session—login a few minutes early to test your audio and video connections. You should also make sure you have the latest Zoom app downloaded (Zoom.us menu > Check for updates).

☐ 3. When on a Zoom call mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation.

☐ 4. Use the chat function to communicate with your instructor if you must leave before class is dismissed, or for communicating privately.

Laptop Loans for Students

To help with the move to online learning and to aid students with their academic success, Catholic Charities is lending laptops for students to borrow.

☐ 1. Have I signed a Student Laptop Agreement Form before I begin using my laptop? It is the student’s responsibility to care for the equipment and ensure it is maintained in a safe environment. If the computer is lost, stolen or damaged, students should immediately file a report with Catholic Charities.

☐ 2. Have I taken inventory of my laptop, which includes an AC laptop power adapter, and battery? Is my computer in good working condition?

☐ 3. Have I viewed the following videos before using my student laptop?
   a. Catholic Charities NM: Caring For Your Student Laptop: https://tinyurl.com/Caring-for-Your-Laptop
   b. Catholic Charities NM Turning on and Logging in to your Student Laptop https://tinyurl.com/Turning-On-laptop-and-login
   c. Catholic Charities NM Basic Keyboard Functions and Headset & USB use: https://tinyurl.com/Basic-Keyboard-Functions
d. Catholic Charities NM Accessing Gmail, Google Classroom and Zoom for Online Classes: https://tinyurl.com/Access-Gmail-Classroom-Zoom

e. Catholic Charities NM Using Basic Touch Pad Functions on Student Laptops https://tinyurl.com/Basic-Touchpad-Functions

f. Catholic Charities NM: Connecting to the Internet https://tinyurl.com/Connecting-To-The-Internet