GRANITE STATE COLLEGE

NEW STUDENT GUIDE

This page intentionally blank.

TABLE OF CONTENTS

Welcome 2

Your GSC Accounts 3
My.Granite.Edu 3
eLearning+ (Moodle) 3
WebROCK 3
Go.Granite Email 3

Creating Your GSC Accounts 4
Setting Up Your Accounts 4
Browser Settings 4

eLearning+ (Moodle) 5
Navigating Moodle 5
Locating Your Online Course 5
Moodle Profile Page 5
Editing the Profile Page 6

Guide to WebROCK 7

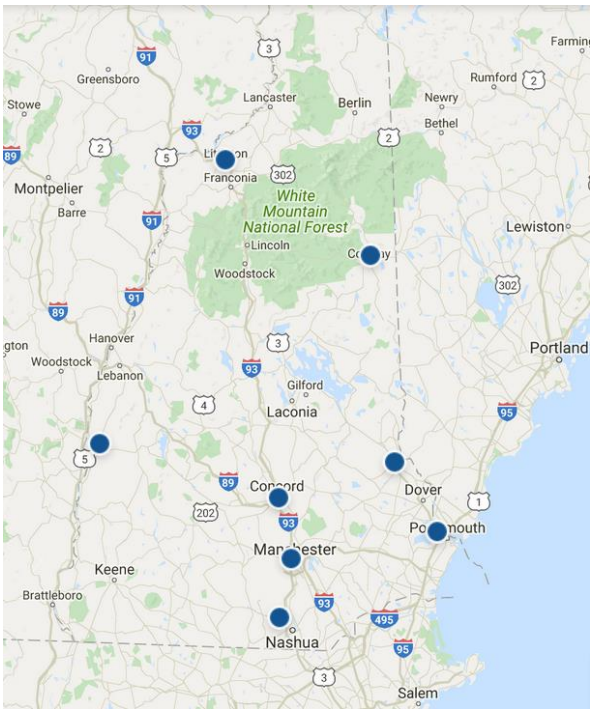
Bookstore 8
Viewing Required Texts 8

Academic Support Services 8
Academic Advisors and Admissions Coaches 8
Degree Evaluation – GPS 8
Degree Evaluation - GPS Additional Features 10
GSC Library 11
Smarthinking 11

Academic Tips 12

Welcome to Granite State College

- Toll-Free 855-GSC4ALL (855-472-4255)
- Fax 855-FAX2GSC (1-855-329-2472)
- my.granite.edu

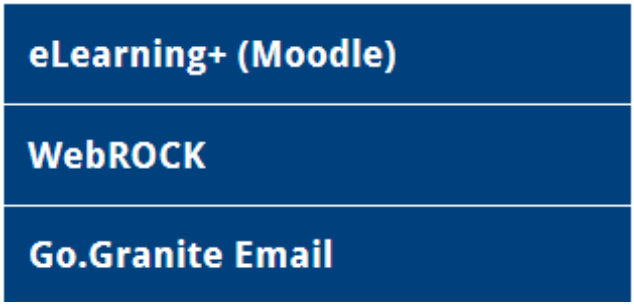


Concord Regional Campus 25 Hall Street Concord, NH 03301 **Phone:** 603-513-1398 **Fax:** 603-513-1389	**Conway Regional Campus** 53 Technology Lane, Suite 150 Conway, NH 03818 **Phone:** 603-447-3970 **Fax:** 603-447-2740
Claremont Regional Campus 27 Pleasant Street Claremont, NH 03743 **Phone:** 603-542-3841 **Fax:** 603-542-3942	**Manchester Regional Campus** MillWest Building, Third Floor 195 McGregor Street Manchester, NH 03102 **Phone:** 603-626-7714 **Fax:** 603-627-5103
Rochester Regional Campus 35-E Industrial Way, Suite 101 Rochester, NH 03867 **Phone:** 603-332-8335 **Fax:** 603-822-5449	**Littleton Academic Campus** 39 Main Street Littleton, NH 03561 **Phone:** 603-444-6319
Portsmouth Academic Campus 51 International Drive Portsmouth, NH 03801 **Phone:** 603-334-6061	**Nashua Academic Campus** 505 Amherst Street Nashua, NH 03063

YOUR GSC ACCOUNTS

My.Granite.Edu

Your personal student toolkit and launch for all services, including your GSC accounts: eLearning+ (Moodle), WebROCK, and your student email.



In addition to your accounts, additional information and resources are located on this page including: **the bookstore, library, important dates, support services, and more.** Be sure to bookmark my.granite.edu for quick reference!

eLearning+ (Moodle)

Online course management system that delivers course content and learning activities. It is typically used for online, hybrid, and blended courses, but it can also be used to supplement a face to face course.

WebROCK

Online student information system used by students to complete a variety of functions, including: registering for classes, viewing financial aid and student account information, paying your bill, viewing finals grades, running a degree evaluation, and more.

Go.Granite Email

Keeping student information confidential and secure is among the highest priorities for Granite State College. All students are assigned an email address. "Go.granite.edu" and "Granite.edu" email addresses will be recognized as the mechanism for official communication within the College. All communication through our eLearning platform (Moodle) is directed to your student email. Please note that some confidential information may be made available only through WebROCK, which is password protected. In these cases, students will receive email correspondence directing them to WebROCK, where they can access the confidential information only by logging into their account.

CREATING YOUR GSC ACCOUNTS

Setting Up Your Accounts

Registered students

1. Begin at my.granite.edu
2. Click the "Create Your GSC Accounts" button
3. Follow the onscreen steps for creating your account
4. If you do not know your 9-digit GSC ID, please call 1-888-372-4270
5. Your "username" will be displayed (we recommend making note of this for future reference)
6. Create a password

Finished! To access your accounts in the future visit my.granite.edu and click on eLearning+ (Moodle), WebROCK, or Go.Granite Email.

Unregistered Students

WebROCK

1. Begin at my.granite.edu
2. Click the "Create Your GSC Accounts" button
3. Follow the onscreen steps for creating your account
4. Your "username" will be displayed (we recommend making note of this for future reference)
5. Create a password

Note: You will receive the following error message:
"*Go.Granite and Office 365 Web Apps: password sync request failed.*"

The system is attempting to link eLearning+ (Moodle) and Go.Granite Email accounts, but those are created after you register.

Link Up Your GSC Accounts (After you have registered)

1. Begin at my.granite.edu
2. Click the "Link-Up Your GSC Accounts" button
3. Follow the onscreen instruction for linking your accounts

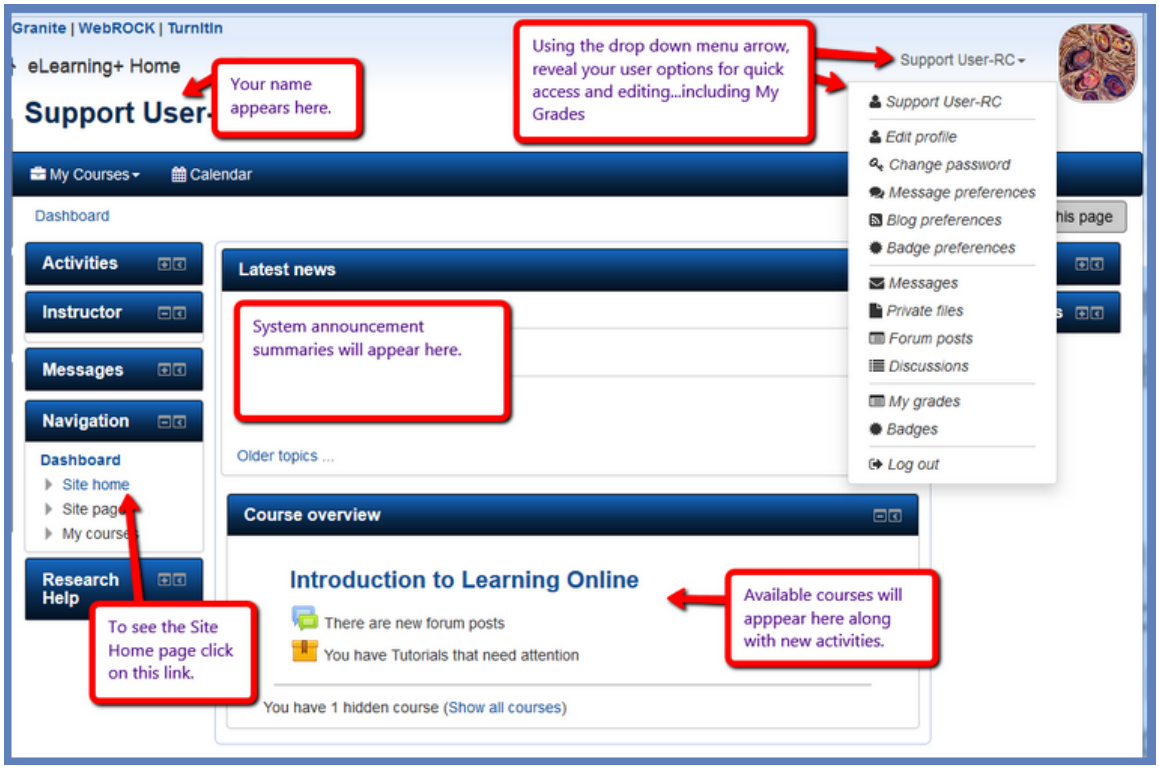
Note: You will need to know your username and password for WebROCK

Finished! To access any of your accounts in the future visit my.granite.edu and click on eLearning+ (Moodle), WebROCK, or Go.Granite Email. Your username and password is the same for all three accounts!

Browser Settings

A web browser is software that allows access to websites and resources on the Internet. Test your settings for best access to GSC accounts by visiting http://it.granite.edu/browser-settings.

ELEARNING+ (MOODLE)



Navigating Moodle

Opportunities to familiarize yourself with our online course management system are available through:

- eLearning+ (Moodle) Live Webinars, visit http://my.granite.edu/orientation to register
- Participate in the Moodle Tutorial by logging into eLearning+ (Moodle) & selecting *Moodle Tutorial (Self-paced)* in the Resources block
- After logging into eLearning+ (Moodle) select the *Moodle Help* tab at the top of the page
- Visit an area campus for a one-on-one tour or call the Student Information Center to schedule a virtual tour

Locating Your Online Course

Online, hybrid and blended courses will be made available automatically 3 days prior to the official start date. Once your course has been made available, you will see it listed under *Course Overview* section and in the *My Courses* dropdown menu.

ELEARNING+ (MOODLE) – *continued*

Moodle Profile Page

Your profile contains personal information about yourself that other users can view by clicking on your name. Standard profile information includes your name, location (City/Town & Country), email address (if you choose to make it accessible), the list of courses you are enrolled in, a picture (optional), and your interests.

First time users need to go into their profile page and fill out the required fields. When your information changes please ensure your profile is updated as necessary.

Editing the Profile Page

1. Locate your name at the top of your Moodle Dashboard
2. Select the arrow to the right of your name
3. Select *Edit profile*

First name*: You may edit this.

Surname*: This may not be edited.

Email address: Your go.granite.edu email address.

Email display: Control the visibility of your email to others. There are 3 options: a) hide your email address from everyone b) allow everyone to see your email address, or c) allow only other course members to see your email address.

Recommended: Allow only other course members to see my email address

City/town* and Select a country*: Insert your location

Timezone: Select your time zone from the dropdown menu

Optional: Additional fields are available on the bottom of the Profile Page including inserting a description, picture, additional names, interests, etc. Remember this information is public. For more details visit Moodle.org.

Select *Update Profile* to save preferences.

Customize preferences: An additional menu will appear after updating your profile. Options including customizing your forum preferences, editor preferences, blog preferences, and more are available.

GUIDE TO WEBROCK – *Section Overviews*

Admissions

Apply for a program or review the status an existing application.

Registration

Register for courses via *Add/Drop Classes*

- Select the term you'd like to register for and click submit
- Enter the 6-digit Course Reference Number (CRN) in the box underneath the heading "Add Classes Worksheet" *Note:* the CRN number is in the term's flyer next to the right of the course name
- Click Submit Changes
- If you encounter a Registration Add Error please contact your Academic Advisor

Review your current course schedule

Drop a course

Student Records

View Final Course Grades

- Select the term's grade(s) you wish to see. *Note:* If your term is not in the drop down box, grades for that term have not been submitted yet.
- Click Submit

Request a transcript

Obtain an Enrollment Verification

Student Accounts

Review financial Account Summary

Make an Online Payment

Set up a Payment Plan

Request Direct Deposit

Financial Aid

Review you *Financial Aid Status*

- Select Aid Year from the drop down menu and click submit
- Click *Student Requirements* in the paragraph to review any outstanding requirements
- Click *Awarded* to review your award information. Browse the tabs to obtain review your scheduled award by year or term.

Personal Information

Update your contact information including address, phone, and email.

Review your Go.Granite Email address.

BOOKSTORE

Granite State College utilizes MBS Direct as our online textbook vendor. Students are not required to purchase books through MBS Direct, but MBS Direct will provide students information regarding required text(s) for a course.

Viewing Required Text(s)

1. Visit my.granite.edu
2. Select *Bookstore* from the Getting Oriented section
3. Select *Let's Get Started*
4. Choose *Your Term* using the dropdown arrow
5. Select the location of your course
6. Select your course
7. Choose *View Your Materials*

* You can also order textbooks via phone at 800-325-3252.

ACADEMIC SUPPORT SERVICES

Academic Advisors and Admissions Coaches

Every student is assigned an Academic Advisor. Your advisor is available to discuss information about academic programs, course selections, degree evaluations, and provide support throughout your academic studies.

Admissions Coaches are available to help with many different things including: scheduling an appointment with your Academic Advisor, financial aid, locating resources, setting up your GSC accounts, Moodle support, and more.

Contact your local campus to speak to an Admissions or Academic Advisor.

DEGREE EVALUATION - GPS

GPS (Graduation Planning System) is an online self-service degree audit tool. In collaboration with your Academic Advisor, this important online resource allows you to track your progress towards degree completion at Granite State College. GPS offers you the ability to view how your courses and credits fulfill degree requirements by generating your ***Degree Evaluation.***

My Degree Evaluation Benefits

- Accessed through WebROCK at any time from any location
- Reflects all courses and credits accepted in transfer, as well as all courses completed *and* currently in progress at GSC.
- Identifies courses or requirements still needed to complete your degree
- Explores the impact of changing majors/programs (through "What-if Analysis").

DEGREE EVALUATION – GPS *continued*

Partnership with Academic Advisor
GPS offers students the flexibility to work hand-in-hand with their Academic Advisor to plan each term towards degree completion. It is critical to maintain ongoing contact with your Academic Advisor throughout your time with GSC. Academic Advisors are here to help you meet your education goal.

Running a Degree Evaluation
1. Open the http://my.granite.edu/ and click on the WebROCK tab and log in.
2. Click *Student Records*
3. Select *Degree Evaluation*
4. You will see two options from which to choose – Select GPS*

   *Students who began their *current* degree prior to Fall Term of 2013 will need to access CAPP for program information; however, all active students have access to the GPS "What If" function.

Worksheet – Student View
The Degree Evaluation has several pre-defined blocks that hold a sequence of courses or requirements needed to fulfill a degree. Below is a brief description of the blocks.

- **Student Information –** contains key elements such as name, ID, overall GPA, class, degree, major and minor (if applicable) and application status.
- **Degree Block –** summary of all blocks list of institutional requirements needed to satisfy degree requirements. This particular block will not have the "complete" symbol until all other blocks have been completed.
- **General Education Block –** lists the General Education requirements that have been met, are in progress, or still need to be completed for degree completion.
- **Major Block** – shows requirements of the major according to the catalog year in which students were admitted.
- **Electives** – courses counted as elective credits towards degree completion, including transfer courses that do not have direct equivalence to a GSC course.
- **Courses attempted but not successfully completed** – any course that is attempted but not successfully completed (ie. Withdrawals, AF's, and F's).
- **In Progress** – within the blocks courses reflected as "in progress" are those courses that the student is registered for at the time the evaluation is run.

See the legend at the bottom which explains symbols found within the evaluation.

Formats within the Evaluation
The evaluation will be displayed in the "student view" format. This view provides the most detail. If you would like to see only courses or requirements that are outstanding or incomplete, change the view to the **Registration Checklist** format.

To access the Registration Checklist: Select *Worksheet,* click the arrow in the *Format* section to select *Registration Checklist* from the drop down menu, and select *View*.

Degree Evaluation - GPS Additional Features

History
The system automatically saves the last 5 degree audits processed by the student or GSC staff member.
To access History: Select *Worksheet*, select *History*, highlight the format desired (*Student* View or *Registration Checklist*), select a *date and time* from the scroll down menu in Historic Reports, and select *View*.

What If
The What If function allows you to explore other degree options while applying the credits already earned or currently enrolled in. Selecting a new degree *does not* change your degree program, just a speculative analysis. Please see your Academic Advisor if you are serious about exploring other degree options.
To access What-If: Select *Worksheet*, select *What If*, click the arrow in the *Program* field to reveal a drop down menu, select a program, select a minor (optional) from the drop down menu, select Format (*Student View* or *Registration Checklist*), select *Process What-If*.

Look Ahead
Look Ahead allows you to plan your personal course schedule.
To access Look Ahead: Select *Worksheet*, select *Look Ahead*, click the *Find* icon to view course schedules, enter the *Subject* and *Number* of a course you intend to take, and select *Add Course*.

GPA Calc
The GPA Calculators offer the opportunity to explore GPA calculations.

- **Graduation Calculator**: compare current GPA to desired GPA, calculates the grade point averages needed to maintain in order to reach desired GPA.
  To access the Graduation Calculator: Select *GPA Calc*, select *Graduation Calculator*, enter the number of credits left to complete degree, enter the number of credits degree requires, enter desired GPA, select *Calculate*.
- **Term GPA** allows students to review what a GPA might be for a particular term based on what grades they anticipate earning,
  To access the Term Calculator: Select *GPA Calc*, select *Term Calculator*, select your anticipated grade for the course you are currently registered for (you may add additional course[s] and anticipated grades if desired), and select *Calculate*.
- **Advice Calculator** will display multiple scenarios on how to reach desired GPA. All GPA calculators are offered as informational and are not guaranteed.
  To access the Advice Calculator: Select *GPA Calc*, select *Advice Calculator*, enter your desired GPA, and select *Calculate*.

Remember **GPS** is a graduation planning tool, but it doesn't replace personal advising. Contact your Academic Advisor with any questions.

GSC LIBRARY DISCOVERY SERVICE

GSC Discovery Service is the gateway to library resources serving as a database to millions of articles and e-books.

Access the Library:

1. Log into one of your GSC accounts and click on GSC Library
2. Select the blue Discovery Service link:
3. Sign in using following passcodes:

User ID: granitesc
Password: granitesc

Basic Search:

1. Once logged in you will be taken to the Basic Search page
2. Click on *Search Options* and check *Full-Text* and *Peer-reviewed*
3. Enter your search terms in the *Basic Search Box*
4. Develop a search strategy – expect this phase to take time
   - Identify key concepts & terms of discipline, try specific vocabulary terms
   - Too broad = too many hits, too narrow = too few hits.
   - 'Play' with the order of terms

Additional GSC Library Services

- Support is available 7 days a week, 6 AM-Midnight.
- General research help and assistance with research assignments is offered
- Library Research Seminars at area campuses and online
- Library Research Guide: http://library.granite.edu/overviewresearchtool
  - Walks you through a research project from start to finish
  - Access to style manuals and citation tools
  - Guide to common GSC research assignments for students and faculty

SMARTHINKING

Online tutoring service providing assistance 24 hours a day 7 days a week:

- Connect With a Tutor and interact live
- Submit your Writing for any class to their Online Writing Lab
- Submit a Question and receive a reply from a tutor

To access Smarthinking for the 1st time:

1. *Login* to eLearning+ (Moodle)
2. Select *Resources* from the Activities block
3. Click *Smarthinking Online Tutoring*
4. Select *Enroll Me*
5. Click *Smarthinking Online Tutoring*

You will be taken directly to your personal Smarthinking Home Page.

ACADEMIC TIPS

Tips for Success: College Learning

Critical Thinking
College classes require students to read, understand and evaluate ideas to draw conclusions about subject-matter. Instructors will be expecting you to tell them what you think.

Personal Accountability
There is a need for you to be self-directed and motivate yourself to stay on top of your studies

Consequences for low grades (not just failing grades)
You must meet standards in order to stay enrolled. Your best effort is required to maintain financial aid and to have degree requirements met.

More need to study on your own
You are expected to do a large portion of your learning on your own. For every hour you spend in class, you should spend two hours out of class reading, studying and completing assignments.

Varying classes sizes and diversity of ages
Class sizes and age demographics vary. You may need to adapt your learning style based on the makeup of individual classes you have along the way.

Varying instructor expectations and teaching styles
Just like every student is different, every instructor is different. After receiving your first feedback from an instructor, you will start to understand their teaching style and expectations.

The all-important syllabus
A syllabus is a road map to the course that includes all of the learning that you need to organize along the way.

The importance of communication
Communicating with your instructor regularly is key. They should know who you are by name, what your degree program is and why you are interested to learn about the subject matter. It is your responsibility to tell them this and introduce yourself!