

ONLINE CLASS ADD MODULE

Student Instructions

Date: February 3, 2010

Purpose

The purpose of the Online Class Add Module is for online students who are interested in adding online courses. This process will eliminate the paper work steps required for an online student to add an online course.

How the Online Class Add Request Module works

Basically, the student will have to go to the ACE Portal located at <http://academicportal.elac.edu> and click on Student Online Class Add Request Login button on the right hand side. (Figure 1.0)

It will prompt for them to login with their ACE username and password. To learn about your student ACE accounts go to the following website and click on Student Account Details. <http://go.elac.edu>

The screenshot shows the ACE Academic Portal for East Los Angeles College. The header includes the college name and logo. Below the header is a navigation menu with links for Home, Faculty, Student, Student Information, Academic Calendar, Feedback, Associated Student Union (ASU), and Faculty My Site (BETA). The main content area is divided into two columns. The left column, titled 'Portal Login Accounts', contains two large buttons: 'Faculty Login' and 'Student Login'. Below these buttons is a note: 'If you have any questions, please contact the Information Technology department at 8700 or email at ithelpdesk@elac.edu'. The right column, titled 'Online Class Add Request', features a green button with the text 'Faculty Online Class Add Request Access' and 'LOGIN HERE'. Below this button is a note: 'Note: Students can make a request to add classes but the official day for the instructor to review your request and response is Monday 8th, 2010.' At the bottom of the right column is another green button with the text 'Student Online Class Add Request Access' and 'LOGIN HERE'. A blue arrow points from the 'Student Login' button in the left column to the 'Student Online Class Add Request Access' button in the right column.

After they login successfully with their ACE account, they will see the following screen. (Figure 1.1) This is the student Online Add Request Module interface. There are a few web controls there, the drop down list box, the current semester course Listing. The current semester course Listing (Figure 1.4) displays the current classes the student is taking, and also the status of their Add request. It will display either the request is pending, faculty and admission approved or denied. The current course listing is where the students can find out if their add **request is denied, approved, or pending**.

To find a class that the student wants to add, they will have to click on the drop down list box to preview all online classes offered by the College. Figure 1.2 After they selected the class they want to add, the selected option will appear in a row. (Figure 1.4)

Figure 1.1 Student Online Class Add Request Interface

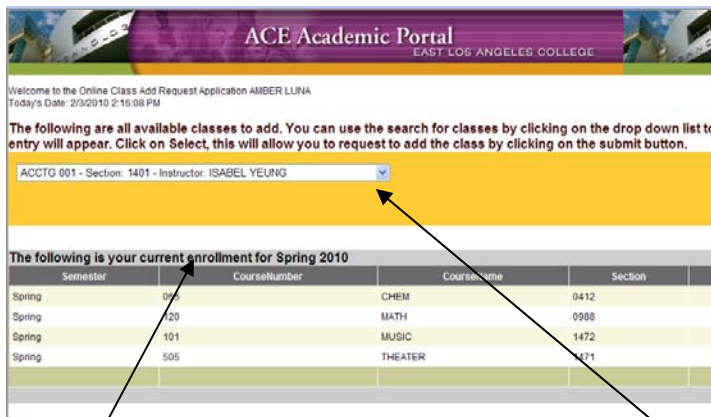
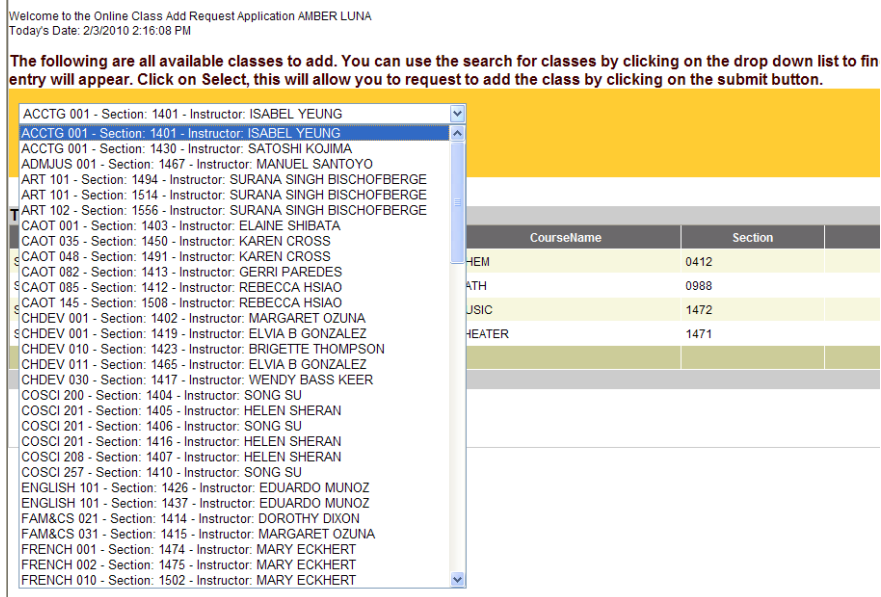


Figure 1.3

Figure 1.2

Figure 1.2



The student will click on the **“Select”** link located on that grid to confirm that they want to add the class. Then a few questions will appear asking for the reason why they are taking this class, and their email accounts. (optional). Students will need to click on submit button **Submit** to process the request, which gets emailed to the instructor and saved into our Online System.

Figure 1.4

WELCOME TO THE ONLINE CLASS ADD REQUEST APPLICATION AMBER LUNA
Today's Date: 2/3/2010 2:16:08 PM

**Note: AMBER LUNA has made a request to add the following class.
Section # 1450 Course CAOT 035 with instructor KAREN,CROSS. If this is the class you want to add, please click on the "Select" link and then click on the "Submit" button. An email will be sent to your instructor. Please allow 2-3 business days for a response.**

CAOT 035 - Section: 1450 - Instructor: KAREN CROSS

Reason for taking this class: Add

Note it is your responsibility to check the Academic Portal Add Request Status Daily to find out if you have been approved.

Email: Confirm Email:

	Section	Course Name	Course Name	Semester	Begin Date
Select	1450	CAOT	035	Spring	02/08/2010

The following is your current enrollment for Spring 2010

Semester	CourseNumber	CourseName
Spring	065	CHEM

NOTE: Students should close their browser once they are done with the add request. **It's the student's responsibility to log into the portal daily to review if the status of their request.**

If your Add Status display “Faculty Approved”, that means that your instructor has approved your request, however Admissions will have to check your student information before finalizing your add request. Once you receive an “Admission Approved” status, then your class has been official added.

It can take up to 48 hours to access your online course. To access your course, go to www.myetudes.org For directions on how to log into your course, go to <http://www.elac.edu/online/courselogin.htm> Once you log into the Etudes system. You will see a tab with your class heading. When you click on that tab, you will be in your course where syllabus and class information is located.

The following is your current enrollment for Spring 2010

Semester	CourseNumber	CourseName	Section	AddStatus	DateSubmit
Spring	101	ENGLISH	0706		
Spring	010	PHOTO	1147		
Spring	259	PHYSED	7712		
Spring	630	PHYSED	2403		
Spring	681	PHYSED	2012		
Spring	726	PHYSED	2036		
Spring	100	THEATER	1493		
Spring	257	COSCI	1410	Admission Approved	2/2/2010 11:18:31 PM