



Where do I go?	What is it? How can I use it?	How do I access it?
<p>www.sandburg.edu</p>	<p>Carl Sandburg College website. All general public information is available here.</p>	<p>With Internet access from any web browser. Google Chrome and Mozilla Firefox are recommended.</p>
<p>mySandburg Student Portal Click on the link in the upper right-hand corner of the Sandburg website</p>  	<p>mySANDBURG is your link to what's happening, your source for college news and announcements, and your starting point for access to online tools such as:</p> <ul style="list-style-type: none"> • E-mail • Moodle Learning System • WebAdvisor, • Calendar and other resources. 	<p>Login Instructions:</p> <p>Your initial password is the last 6 digits of your Social Security Number.</p> <p>Login Instructions:</p> <p>Example Student Username (applied after July 6, 2015) Username is first initial, last name and last 4-digits of your student ID James Doe, Student ID #7654321 Username: jdoe4321</p> <p>Example Student Username (applied before July 6, 2015) Username is first initial, middle initial, last name, month and day of birth James Michael Doe born May 20, 1985. Username: jmdoe0520</p>



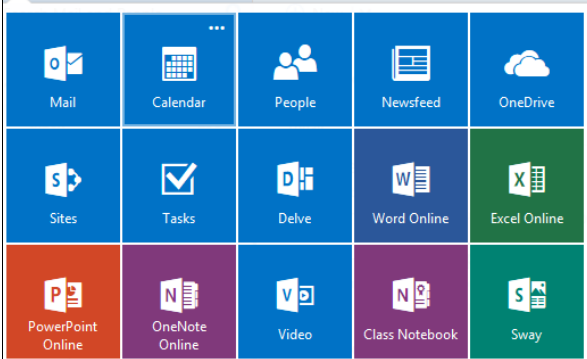
The screenshot shows the mySANDBURG student portal interface. At the top, the Carl Sandburg College logo and name are displayed on the left, and the user's name "John Wayne Doe" and a search bar are on the right. Below the header, there are navigation tabs for "mySANDBURG", "General Information", and "Student". The main content area is divided into several sections:

- My Moodle Courses:** A section with a link to "View my Moodle courses." An arrow points to this link.
- My NTER Courses:** A section with a link to "View my NTER courses. (IGEN BioFuels Student's Only)".
- Announcements:** A section containing two announcements:
 - All College Walk Oct 17:** 10/8/2013 8:31 AM by Bill Gaither. The text describes a 5K walk on campus on Thursday, Oct. 17.
 - Stall Stories for Oct. 7-13:** 10/7/2013 11:29 AM by Bill Gaither. The text describes a student publication.
- Wireless Printing:** A section on the right side of the page with a link to "WebAdvisor". An arrow points to this link.
- WebAdvisor for Students:** A sub-section containing links for "User Information", "My Classes", and "My Account".
- My Bookmarks:** A section containing a list of bookmarked items such as "FAFSA", "Career Cruising", "Community Service Brochure", "Bookstore", "Dell Premier Access", "Sandburg on Twitter", "Sandburg on YouTube", "Shots Fired Training Video", "Flashpoint (Student Edition)", and "Sandburg on Facebook".

Other visible elements include a weather widget showing "Fair 66°F", a "Live Support ONLINE" chat button, and a "My Week" calendar for October 2013.



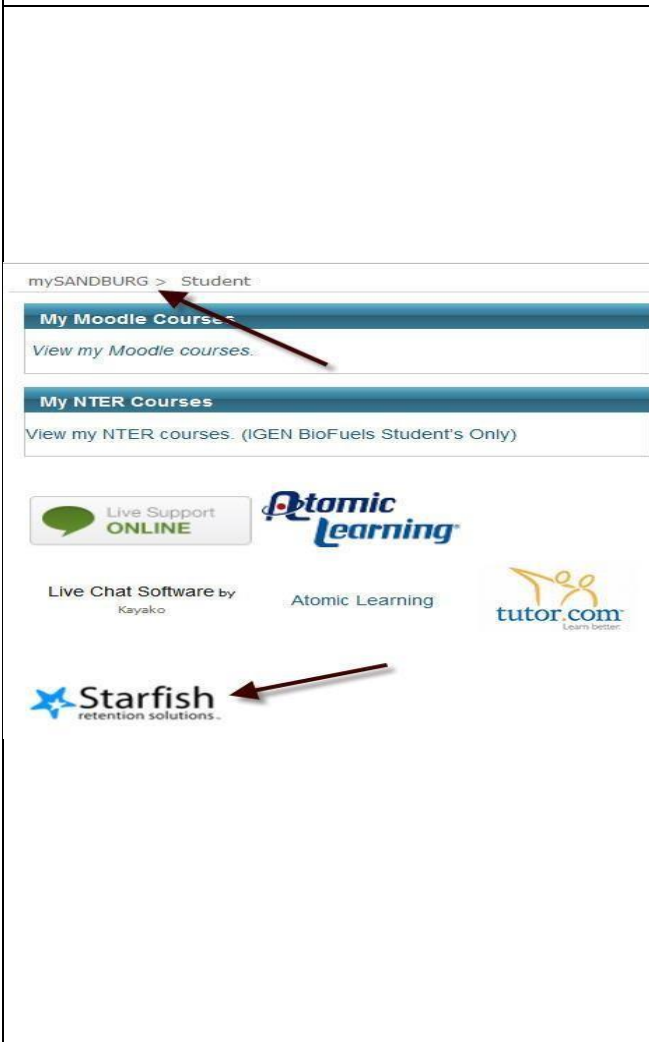
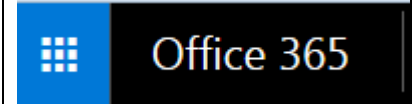
	<p>This is where all of your online course content can be found.</p>	<p>mySandburg Student Portal – upper left-hand corner. Click the link, “View my Moodle courses”</p>
	<p>This is your student email account. All college correspondence (including courses) will be delivered here. It is important to check daily!</p>	<p>mySandburg Student Portal – top middle. Click “You have ... messages”</p>



Office 365 and OneDrive gives you 15GB of cloud based storage and access to web versions of Microsoft Word, Excel, PowerPoint and OneNote. (Cloud meaning stored on an internet accessible network).

Click **"FILES"** for a menu to upload document. Click **"New Document"** to easily create a new file. Click **"Upload"** to add files to your storage area.

Go into your web outlook email, click on "OneDrive" on the top bar




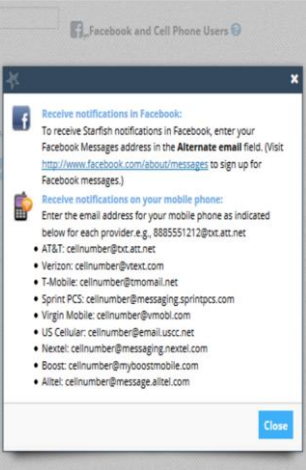
Starfish provides an easy way for your instructor to keep you informed of your progress in the course throughout the semester.

Emails through your Sandburg account will either be a "flag" or "kudo."

The "flag" email will indicate what class the alert is from and some tips on how to improve performance.

The "kudo" email indicates good work.



The **Network tab** in Starfish allows emailing of all instructors and advisor.






Texting option:

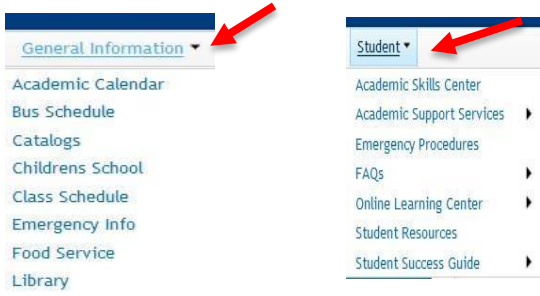

Go into "mySandburg" and click on Starfish icon. Click on your name that will appear in top r.hand corner. Click on the "?" for directions on how to set up option for texting to your particular brand of phone.

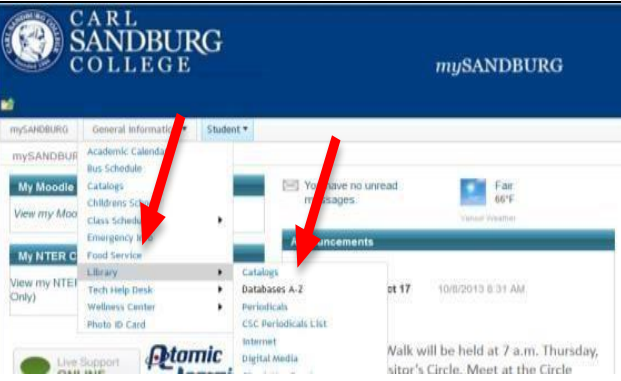


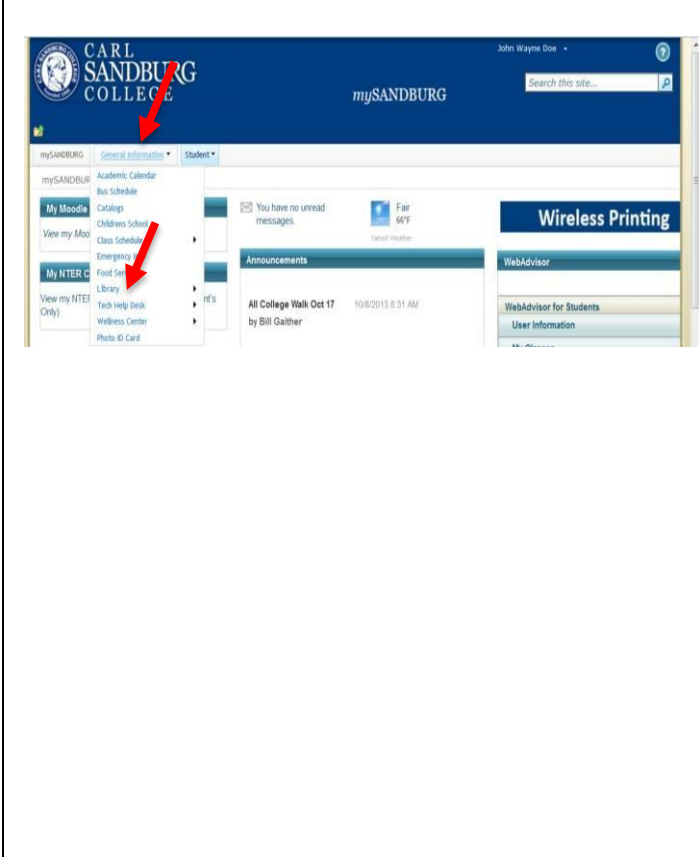
	<p>Allows you to print from your wireless device to various printers across campus</p>	<p>Login with your standard student login and password. Click the PRINT icon.</p> <ol style="list-style-type: none"> 1. Upload your file, 2. Choose your printer (labeled by building and room number), 3. Choose your options and FINISH
	<p>Our subscription to Atomic Learning includes nearly 50,000 tutorials on common software and workshops and projects on emerging topics such as plagiarism and online courses. Available 24/7 Atomic Learning creates flexible learning opportunities.</p>	<p>Simply click the Atomic Learning logo and you will go directly into the Atomic Learning site.</p>

	<p>Everything you need to manage your account at Sandburg, including registering for classes and checking grades. Refer to your "Student Guide to mySandburg" (found on the mySandburg login page) for more detailed information.</p>	<p>Found in the upper righthand corner of the mySandburg portal. Click each bar for a subset menu. For example, clicking "User " will allow you to change your address and</p>  <p>phone number:</p>
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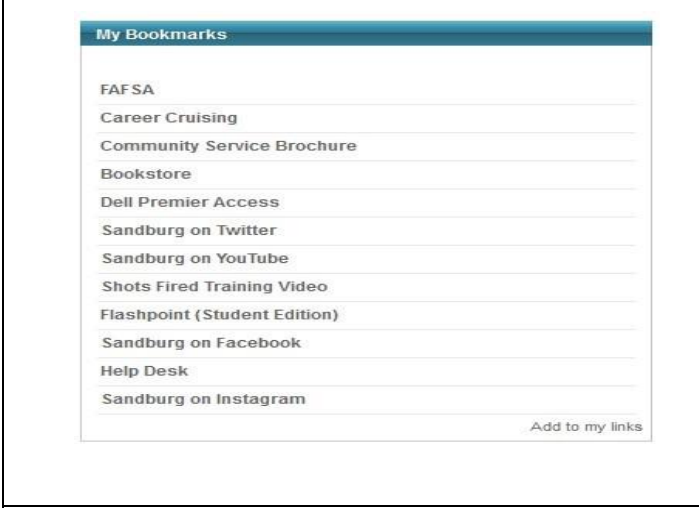


	<p>Clicking the General Information tab or the Student tab at the top of the screen give you access to a various resources (descriptions selfexplanatory). Items with a ► have a sub-menu of additional choices.</p>	<p>Simply click on the name or down arrow to see the menu. The Chrome browser may not show the menu. Change to a different browser if you aren't seeing the menu's in column 1.</p>
	<p>Brainfuse offers a comprehensive suite of online academic services designed to support many learning needs and styles. Example of services include: Live Tutoring, Skills-Building, 24/7 Help Center.</p>	<p>Click on the Brainfuse link to get started!</p>

	<p>Online Library Resources and Databases. Free access to over 50 databases of research resources and bibliography tools.</p>	<p>Click on the "General Information" tab and the "Database A-Z" link. All citing information is included with research databases.</p>
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Need help? Contact the Sandburg Tech Help Desk , check the Knowledge Base, or create a Tech Help Desk Ticket.



My Bookmarks provides access to various websites for student use as well as provides a place to add your own links (bottom right-hand corner) for websites you find useful as a student.

Simply click the link (such as the Bookstore) and you will be routed to that site. Click the “Add to my link” to add your own bookmarks.



Announcements provide up-to-date campus information and change daily. **Campus News, Campus Events, and Campus News Archive** can be accessed by scrolling below the announcements area of the portal.