# Orientation to Online Learning (OLRN-0001) Web Registration Guide

If you are new to online learning at Northeast Lakeview College (NLC) or any of the colleges in the Alamo Colleges District, you are _required_ to complete the **Orientation to Online Learning (OLRN-0001)**. OLRN-0001 is a no-fee and 0 credit "mini-course" developed to help students understand the skills and habits needed to be successful in online courses and in using online learning technologies. This orientation is beneficial for students in face-to-face and hybrid/blended courses as well, or if you are new to Canvas and would like a chance to practice using the Canvas tools.

**The following guide will walk you through the web registration process for OLRN-0001.**

To self-register for OLRN-0001 via the web, start by logging into ACES and clicking on the **Student** tab [1] and selecting the **Web Services** link [2] within the _Student Self Service_ box.
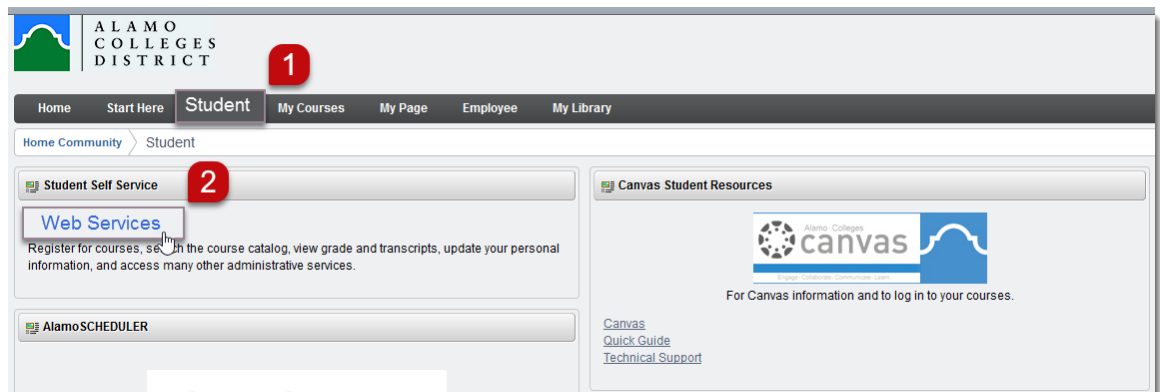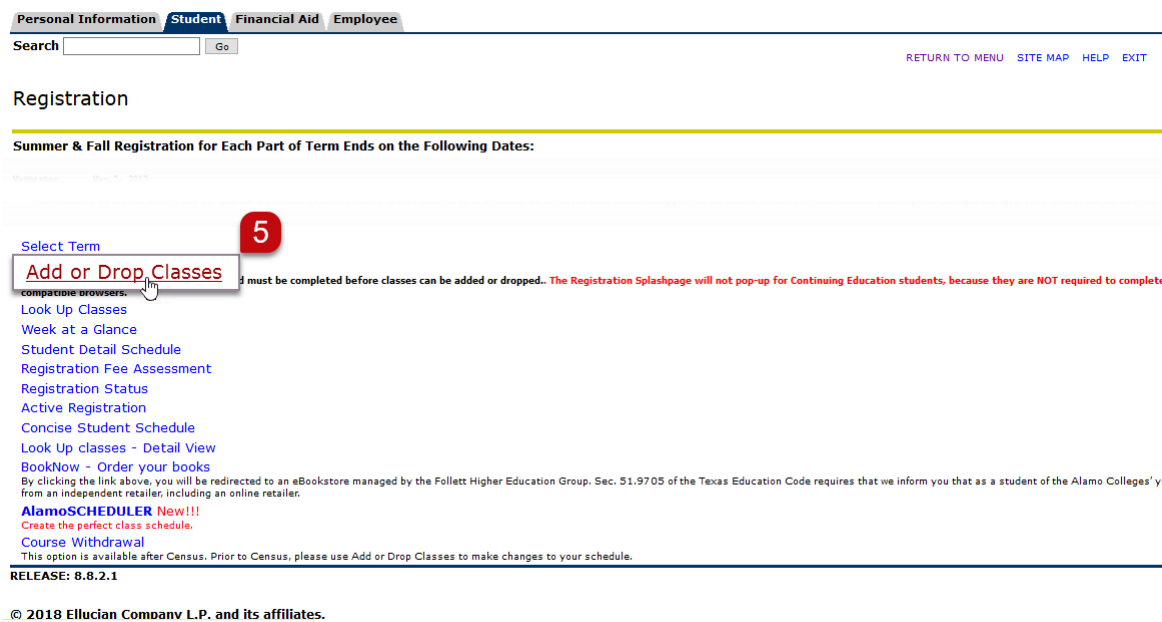

A new Internet browser tab or window will open; select the **Student** link [3] from the Student Web Services main menu.
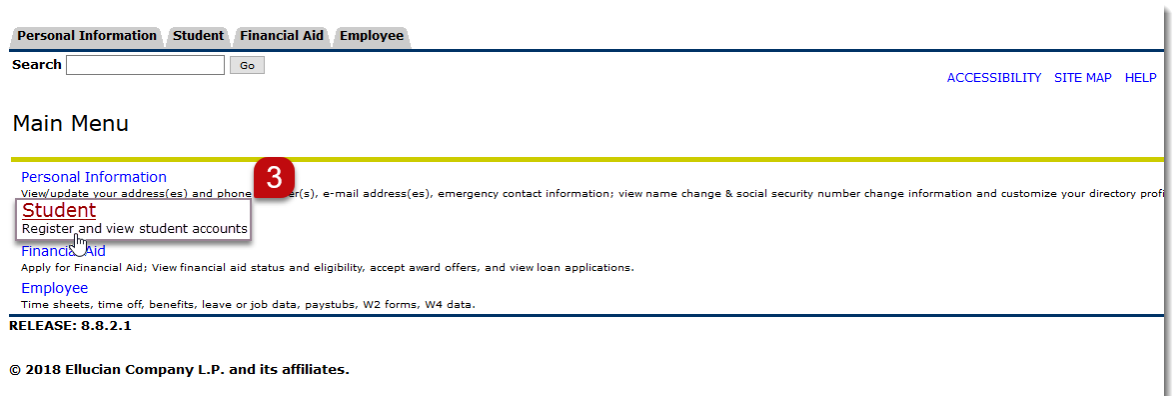
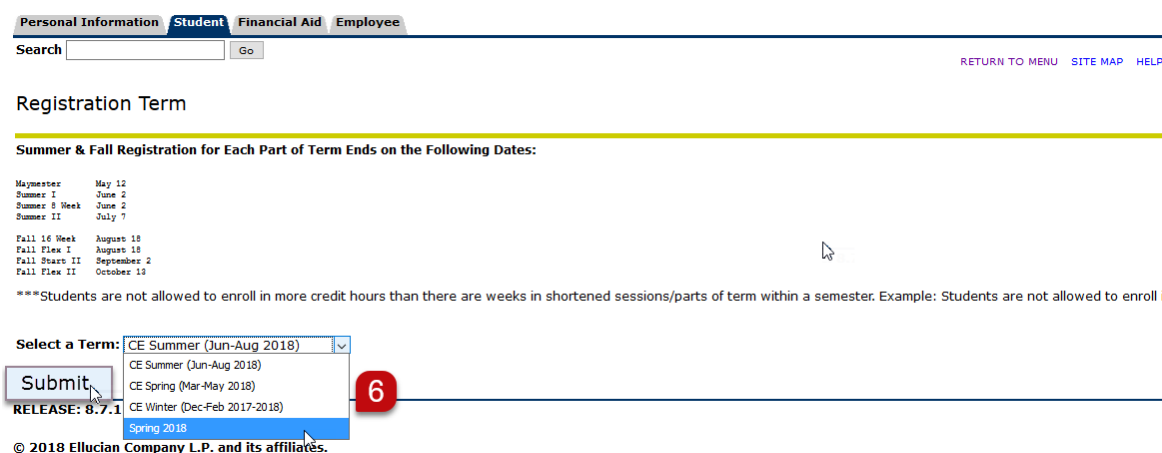Select the **Registration** link [4] in the Student Web Services menu.
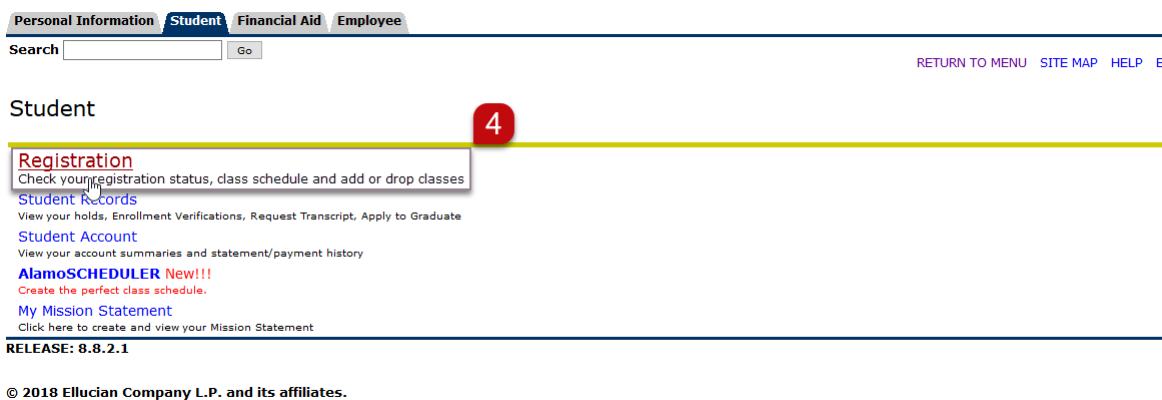
Select the **Add or Drop Classes** link [5] in the Student Web Services menu.

Choose either the current or upcoming Academic term from the **Select a Term** drop down menu [6], then click on the **Submit** button.

NOTE: Select term options **without** "CE" in the title as these indicate Community Education courses only.

OLRN-0001 CRNs for Northeast Lakeview College:

Fall Session CRN: **35424**   Spring Session CRN: **31194**   Summer Session CRN: **14602**

When the **Add Classes Worksheet** appears, place your cursor within the first **CRNs** entry field box [7] and type the CRN for the OLRN-0001 course you wish to register for. Click on the **Submit Changes** button when you are finished.

Add Classes Worksheet

CRNs [7]

31194

Submit Changes | Class Search | Reset   Submit Changes

[View Holds | Change Class Options | Payment Options]

RELEASE: 8.7.1

© 2018 Ellucian Company L.P. and its affiliates.

NLC's sections of OLRN-0001 are open enrollment courses meaning you can register for it at any point in the session; therefore, you will need to specify a **Registration Start Date**.

Place your cursor in the **Start Date** entry field box [8] and type in the earliest *Permitted Start Date* using a MM/DD/YYYY format. Leaving the *End Date* entry field blank, click on the **Submit Changes** button when you are finished.

Personal Information | **Student** | Financial Aid | Employee

Search [____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Registration Start Date Confirmation

This class may allow you to specify a Start and an End date.

Ranges of possible Start Dates and End Dates are displayed below. If the class is defined with only one possible Start and End Date, just press the SUBMIT CHANGES button to confirm those dates.

If there is a range of Permitted Start Dates, and you would like to specify a date when you would like to start the class, enter the date in the Start Date box. The End date will be calculated based on the duration of the

If there is a range of Permitted End Dates, and you would like to specify a date when you would like to end the class, enter the date in the End Date box. The End date will be calculated based on the duration of the cla

An error message will display if the calculated Start and/or End Dates are not within the range of Permitted Dates.

⚠ The Start Date may not be earlier than today.

CRN	Course	Course Title	Duration	Start Date (MM/DD/YY [8]	End Date (MM/DD/YYYY)	Permitted Start Dates
31194	OLRN 0001	Orientation to Online Learning	20 WEEK	01/16/2018		01/16/2018 to 04/01/2018

Submit Changes

RELEASE: 8.7.1.1

© 2018 Ellucian Company L.P. and its affiliates.

NOTE: *If it is __after__ the earliest permitted start date, type in today's date.*

Finally, confirm the OLRN-0001 mini-course has been added to your schedule by verifying the correct **CRN** and course **Title** in your Class Schedule.

Personal Information | Student | Financial Aid | Employee

Search [   ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Dec 06,2017	None	13434	HIST	1302	050	Undergraduate	3.000	Standard Letter Grade	United States History II
Web Registered on Dec 06,2017	None	22778	ENGL	1302	072	Undergraduate	3.000	Standard Letter Grade	Composition II
Web Registered on Dec 06,2017	None	22788	LBM	3002	017	Undergraduate	3.000	Standard Letter Grade	Research 102
Web Registered on Dec 06,2017	None	13638	SOC2	1301	016	Undergraduate	3.000	Standard Letter Grade	Introductory Sociology
Web Registered on Dec 07,2017	None	31194	OLRN	0001	016	Undergraduate	0.000	Standard Letter Grade	Orientation to Online Learning

Most sections of OLRN-0001 will open by the first week of open registration.

To access the orientation, return to ACES and select the **My Courses** tab [9], then select the current or upcoming term from the drop down menu. Click on the **Home Page** (house) icon [10] next to the course title to get started in the course.

Home   Start Here   Student   **My Courses**   My Page   Employee   My Library

Home Community > My Courses   [9]

Campus Carry Student Training

Alamo Colleges District / Campus Carry

CAMPUS CARRY
WHAT YOU NEED TO KNOW

Campus Carry Student Training

My Courses

▲ Course List

Select Term : [Spring 2018 ▼]

Courses I'm attending

Home Page	Course Title	Course Id	Inst
[10]			
🏠	Orientation to Online Learning	OLRN-0001-016	- L

*NOTE: If the course does not open in a new window or tab, make sure the pop-up blocker is disabled in your Internet browser. [See the Technical Information page in the **Canvas Quick Guide** if you are unsure how to disable your pop-up blocker.]*

==Students will only need to complete OLRN-0001 *once* while they attend classes at the Alamo Colleges.==

Complete OLRN-0001 by the third day of class as your instructor will be checking class rosters for proof of successful completion (80% or higher on the post-test). If you feel that the information regarding your OLRN-0001 credit is incorrect, please contact your instructor and your home college's Distance Learning Center for assistance.

If you have questions or need assistance with web registration for OLRN-0001, please contact the NLC Distance Learning Center at (210) 486-5372 or email NLC-DLC@alamo.edu.