

COCC Students

Final exams are coming up and some of you may be taking your first online exam soon. To help you prepare, the COCC eLearning team has created a guide with tips for using various types of technology. Their message is attached below.

Final exams always induce a certain amount of anxiety, and the uncertainty caused by COVID-19 makes this term particularly stressful. Your instructor should have communicated with you about how your final exam will be administered. If you are uncertain about the arrangements for your exam, please reach out to your instructor for clarification. Your teachers, the eLearning staff, and COCC's administration are working to provide the support and infrastructure you need to successfully complete your term.

Good luck with your finals.

Betsy Julian, PhD
Vice President for Instruction

Hello students! This is your eLearning team with some advice and resources for you related to the upcoming finals week where many of your exams and assignments are being converted to alternative formats. We hope this helps ease some uncertainty and gives you the best start possible.

Taking Online Exams

Before you start:

Online tests are likely to be timed, meaning you'll need to be prepared to dedicate enough time in one block in order to take your exam. Try to be in a place that's quiet with reduced distractions. If your internet connection isn't super strong, it's worth asking other members of your household to reduce their internet use (ie: gaming, downloading media, etc.) while you are working on the test. Some exams have to be taken at a specific time (the ones originally scheduled for a face to face exam), while others can be taken at your convenience. *In all cases, defer to your instructor's directions.* Read messaging from them carefully and thoroughly this week as it relates to the timing and scheduling of your exam.

We also recommend you have the contact information for your instructor on hand, in case you encounter any problems. Knowing how to take a screenshot is also very useful if you need to document errors.

How to take a screenshot: [Mac](#) | [Windows](#) | [Mobile](#)

Taking the test:

Online exams have the advantage of using COCC's test-to-speech tool Readspeaker. If you plan to use this tool, [watch this video to see how it works](#). Blackboard tests are most stable when taken on a computer or laptop. Try to avoid using a mobile device if possible. The computer labs on campus are still open for student use during finals week, with rigorous sanitation practices in place for your safety. To avoid losing any work, write essay questions in an external document

and copy them into Blackboard when you're done writing. This way if anything goes awry, you still have your answer.

Ready? Grab some paper and a pencil for notes, a glass of water, and you're ready to go!

Submitting Assignments Online

Papers and Files

If you have been asked to submit your final papers or projects in Blackboard, you need to submit your work in a format that your instructor can access. For COCC, this *typically* means MS Office format (.docx, .pptx, .xlsx) or PDF. You have access to the full MS Office Suite online through Office 365, as well as the ability to download the software to your local computer for free from the computer labs. [Check out their guide to Office 365 here.](#)

If you prefer to use other software, you will still need to convert your work into an accepted format. We have collected a few guides for common conversion:

- [Save Google Docs file as MS Word document format \(.docx\)](#)
- [Save Pages file \(.pages\) as MS Word document format \(.docx\)](#)
- [Save OpenOffice file \(.odt\) as MS Word document format \(.docx\)](#)
- [Save MS Works \(.wps\) as MS Word document format \(.docx\)](#)

Submitting assignments is a fairly straightforward process. You can [review the steps here](#), if you need.

Multimedia

If you are submitting a larger project or media presentation, eLearning has recommended that faculty enable the Media Gallery for you to use. If this is the case for you, please review this video on [submitting assignments to the Media Gallery](#). This also includes the basics of getting media off your devices (like your phone) and ready for uploading into Blackboard.

Live Presentations with Zoom

Perhaps your final exam is actually a presentation, and you have been asked to present your topic to the class in a Zoom meeting. Good news - Zoom is pretty easy to use! The best thing you can do is to download the app before class. Zoom is available on all the major platforms - for free - and doesn't require an account to use. Your instructor should be giving you direction on where to find the link to join the meeting, so be sure to check your email and Blackboard for that.

Here are links to download the Zoom utility on your computer or devices: [App Store](#) | [Google Play](#) | [Windows](#) | [Mac](#) (If given the option, choose ZOOM Cloud Meetings.)

Zoom works more or less the same on all platforms, but if you are using it on a mobile device, we recommend [watching this short video](#) or you know more or less what to expect. If you plan to share a document on a mobile device, the document needs to be accessible on your device, be that through a cloud service like Google Docs, Dropbox, or iCloud or accessible through a web

browser. Make sure you know where it is, and how to log in to those services beforehand. Practice makes perfect!

Here are several more guides and resources on using Zoom:

- [Joining a Zoom meeting on a computer](#)
- [Opening a Zoom meeting link in Blackboard](#)
- [Joining a Zoom meeting on a mobile device](#)
 - [Zoom Mobile Use Demo](#)
- [Using Chat \(no microphone required\)](#)

General Tech Support

We hope this guide is helpful! You can also find much more information online on the [Student eLearning webpage](#), COCC's [Academic Continuity Planning](#) page, and on Blackboard under the Student Resources tab.

eLearning can be reached at 541-383-7785 from 8AM-5PM during the weekdays, or at eLearning@cocc.edu. The computer labs are, at the time of this writing, still open – [visit their website](#) for hours and up to date information. All general technology questions can also be directed to the student help line at 541-383-7716.