Naval Postgraduate School

Monterey, California

Distance Learning Handbook

For Students

Table of Contents

Quick-Start Guide

Degree and Certificate Students

Access Naval Postgraduate School (NPS) operating systems
- o Go to https://npspassword.nps.edu/
- o Select **change password** button
- o Enter your NPS account username:
  - This will have been sent in a separate email and follows the algorithm <<first name>>. <<last name>> (i.e. john.smith) (Used for e-mail*, Python, and Sakai.).
  - If you have not received your NPS account username, contact CED3 Student Services at ced3studcoord@nps.edu.
- o Enter your NPS account temporary password:
  - Passwords are case sensitive
  - The algorithm for the temporary password is case sensitive and is: NN<ccc>--<ssss><fl>abc123
    - □ Enter NN
    - □ Replace <ccc> with your curriculum number
    - □ Enter two en dashes --
    - □ Replace <ssss> with the last 4 digits of your social security number
    - □ Replace <fl> with your first and last initial (lowercase)
    - □ Enter abc123
    - □ Example: Jane Smith is in curriculum 311, the last four digits of her SSN are 9876. She would have the following password: NN311--9876jsabc123
- o Change your temporary password
  - Passwords must be at least fifteen characters in length
  - Must consist of upper and lower case letters, numbers and/or symbols
  - Specific information on password requirements are in the "Technology" section of this handbook on pg. 13
- o International Students
  - Contact the International Graduate Programs Office (IGPO) to request your Student Control Number (SCN) at 831-656-2186 or intldept@nps.edu
  - The last four digits of your SCN will replace the "ssss" in the temporary password algorithm

Python is the official student-management system used to maintain your academic record while at NPS.

- o Python Access
  - Go to https://cloudlab.nps.edu/
  - Select VMware Horizon HTML Access for online virtual desktop OR
  - Select Install VMware Horizon Client to download (Windows, Mac, or mobile device application like iOS/ Android)
  - Non-supported web browsers click here for instructions
  - Once Cloudlab is established go to https://Python.nps.edu
  - Additional options for accessing Python are located on the Technology web page: http://nps.edu/web/technology/remote-access listed under Additional Resources and click on NPS Intranet Homepage link
    - □ Login with your NPS credentials

          ▫ Click on the "Python" box with the graduation hat icon listed under "My Quick Connect", then login with your NPS credentials

Outlook Web Access is viewable through any web browser at https://webmail.nps.edu.

- o NPS E-mail Access*
    - Go to http://outlook.com/owa/nps.edu
    - Login with your NPS credentials
- o Your e-mail address is username@nps.edu

*As of Academic Year 2018 Quarter 1, all distance learning students will receive an NPS e-mail account regardless of program.

- o For students that started prior to AY18Q1 who do not have an NPS e-mail account:
    - To request an NPS e-mail account contact the TAC
    - To change your preferred e-mail address
        - ▫ Log into Python with your NPS credentials
        - ▫ click on "Student Folio" tab
        - ▫ click on "Addresses and Family"
        - ▫ click on the pencil icon next to "DL – Work" or "DL - Home"
        - ▫ complete the "Email Address" field
        - ▫ click on "Save Changes"

Sakai Collaborative Learning Environment (CLE) is an open source web based learning management system that allows Instructors and Students to store and retrieve course material, communicate with each other, and track student progress throughout the course.
- o Go to Sakai Collaborative Learning Environment (CLE) https://cle.nps.edu
    - select "NPS Users click here to login" button
    - Login with your NPS credentials

Academics

Academic Calendar
NPS Academic Calendars contain dates for the first day of class, federal holidays, final exams, and graduation.

Academic Catalog
The NPS Academic Catalog is the official source of graduate academic program information.

Academic Honor Code
http://my.nps.edu/web/nsa/academic-integrity
Students must follow the Academic Honor Code (NPS instruction 5370.4 series) at all times. The highest standards of honesty and integrity are expected of all students. Plagiarism, fraud, cheating, and verbal or written misrepresentation, constitute a violation of the Academic Honor Code. Instructor authorized group activities/projects should rightly acknowledge the efforts of all respective participants. Faculty will clearly state in each course (and/or assignment) how much consultation/cooperation among students is permissible, and must indicate what materials may be used in student preparation for and performance of all graded work. While no single list can identify and define all types of academic honor code standards, the following are cited as examples of unacceptable behavior:

1. **Cheating**: Using unauthorized notes, study aids, or information on an examination; looking at another student's paper during an examination; altering a graded work after it has been returned, then resubmitting it for re-grading; allowing another person to do one's work and submitting it under one's own name.

2. **Plagiarism**: Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. Student shall ensure all references are properly sited.

3. **Fabrication**: Falsifying or inventing any information, data, or citation.

4. **Obtaining an Unfair Advantage**: Gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; possessing, using, or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.

5. **Aiding and Abetting Academic Dishonesty**: Providing material, information or other assistance to another with knowledge such aid could be used in any of the unacceptable behaviors described above.

6. **Double-submission**: Submitting a single paper to satisfy the requirements of two separate courses without notifying the instructor(s) of the overlap.

7. **Failure to Address Observed Violations of this Code**: Upon witnessing a suspected Honor Code violation, an individual is honor bound to report it through the proper channels. Failure to do so is itself a violation of the Honor Code.

Finally, any act or attempt at retaliation against a student, staff member, or faculty member for raising an Honor Code issue, whether or not the report results in any formal action will not be tolerated.

Appropriate disciplinary action may include disenrollment, fitness report comments, and a letter to appropriate government agencies or official service branches. Individuals suspecting Academic Honor Code violations are required to inform the appropriate academic/curricular officials.

This code is applicable to both resident and distance learning students.

Academic Matters
Students are expected to familiarize themselves with and adhere to NPS Academic Policies. Please pay particular attention to Chapter 6 of the NPS Academic Council Policy Manual, which provides information regarding student records, grading procedures, course withdrawals, incomplete courses, extended absences, and other policies. NPS Academic Policy Manual

Academic Probation/Disenrollment
Disenrollment may be voluntary, disciplinary, or for unacceptable academic performance. Students whose grades fall below a GQPR of 3.0 or TQPR of 2.75 will be placed on academic probation. Depending on subsequent performance, the student may be removed from probation, continued on probation, or recommended for disenrollment. The Program Officer will counsel students as required and forward the request through the Military Associate Dean for delivery to the Dean of Students.

Classroom Conduct

Classroom conduct is expected to be professional, mature, and courteous. "Classroom" is defined as any learning environment, including resident, live virtual tele-education (VTE) classes, and any form of synchronous Web-based instruction. Cell phones, beepers/pagers, and other electronic communication devices shall be muted or secured during all class or lab instruction periods to minimize disruptions.

During lectures and labs, questions are expected, either directly in resident and VTE situations, or through chat, IM, and other means for Web-based instruction. Students should seek out professors during office hours for special or extra information, if necessary. Students should extend professional courtesy to fellow students, instructors, and professors regardless of position/rank.

If a professor fails to appear for class at the appointed time, students will remain in the assigned classroom or learning environment for 15 minutes after scheduled class commencement starting time.

For asynchronous and recorded lecture sessions, the students are expected to view all lectures in accordance with the stated course schedule.

Instructor-Student Relations

Students are encouraged to consult with instructors and/or Academic Associates concerning problems related to grade computations, lectures, or academic assignments. The chain of command for resolving problems or conflicts in academic matters (grades, lectures, or academic assignments of the instructor) is the professor, the Academic Associate, the Department Chair, and finally the Academic Council, led by the Provost.

The Academic Council represents the final level of appeal. The Program Officer should be kept apprised of situations of this nature and will provide oral or written endorsements when appropriate.

Registrar

Please ensure that your correct Transcript/Diploma/Certificate mailing address is updated in Python before leaving NPS. Diplomas, certificates and final transcripts are mailed approximately 90 days after graduation or completion of the Certificate Program.

The Registrar maintains the school's official academic records. Students are responsible for meeting all deadlines for adds, withdrawals, incompletes, thesis submissions, etc. Many times during each quarter, students can expect automated e-mail reminders and instructions pertaining to scheduling, add/drop, course evaluation forms (CEFs), etc. These e-mails are sent from "Python", an indication that the subject is Registrar related.

Student's academic record is his/her own responsibility, and it must not be assumed that professors, Program Officers, or others are taking care of these matters.

Transcripts/Diplomas/Certificates

A copy of a student's official NPS transcript is provided to detaching students and will be mailed with Diplomas/Certificates/Transcript approximately 2-3 months after graduation. Students must update their Transcript/Diploma/Certificate mailing address in PYTHON before leaving NPS.

- Log into Python with your NPS credentials
    - Click on "Student Folio" tab

- Click on "Addresses & Family"
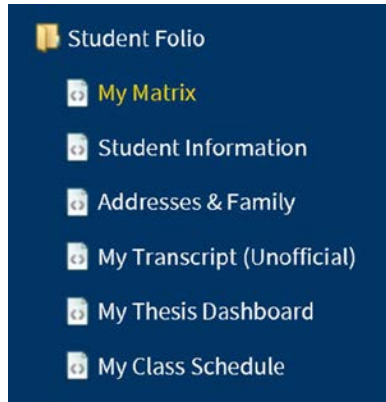
- Click on the pencil icon next to "Transcripts/Diploma/Certificate Mailing"
- Complete fields with the address the student would like their Transcript/Diploma/Certificate mailed to
- Click on "Save Changes"

Students may request additional copies of their transcripts from the Registrar's Office website at: http://www.nps.edu/Academics/Admissions/Registrar/Transcripts/Transcripts.html

Unofficial transcripts can be accessed and printed by selecting the Matrix tab in Python and clicking on "Unofficial Transcript".

Communicating Changes

Add/Drop/Withdrawal Process
Each student must receive Command/Company Sponsor (CS) approval to make changes (add/drop/withdraw) to your NPS schedule. Note: Add/Drop/Withdraw deadlines are listed on the Python home page. Each student is held accountable for adhering to these deadlines.

After approval has been granted, contact the Education Technician or the POC for your program to begin the process.

Systems Engineering Students:
Be aware that if you drop or withdraw from a course or from the program, your sponsoring command or company will be held financially responsible for your class(es) that quarter, even if you drop/withdraw by the respective deadlines. In the same respect, if you withdraw from a class any time after the official start date, full tuition will still be due for that class. Note: Add/Drop/Withdraw deadlines are listed on the Python home page. Each student is held accountable for adhering to these deadlines.

Personal Information
Changes to mailing addresses and phone numbers must be updated and maintained in Python. It is the official student management system at NPS. Diplomas, Certificates, Transcripts, and Course Evaluation Forms (CEFs) are all managed through Python.

- o Log into Python with your NPS credentials
  - Click on "Student Folio" tab
  - Click on "Addresses & Family"
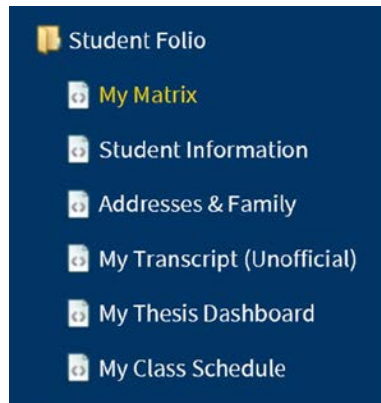
  - Click on the pencil icon next to the address that needs to be updated
  - Complete fields
  - Click on "Save Changes"

Time Off or Missing Time Away From Class
Please be mindful that NPS Online/Asynchronous courses are instructor led. If you will be away during the quarter, please notify your instructor immediately of the dates and length of your absence. Failure to do so could result in a drop from the class or an incomplete grade.

VTC Location Change
Inform the VTC Coordinator of any changes in VTC site via email at vtc@nps.edu. The NPS VTC coordination team will no longer open ports that are not confirmed. If you will be changing VTC location for any reason, temporary or permanent, you must inform the VTC Coordinator in advance so the proper steps can be taken. Information required will be dates, location, VTC Technician POC at the new site with e-mail and phone number(s). E-mail: vtc@nps.edu or call 831-656-2315 commercial, 756-2315 DSN if you have questions. Those who fail to do so may not be able to attend class as scheduled.

All connecting sites must be registered with NPS VTC Office.

To register your site, please provide your Program Manager and/or NPS VTC Staff (vtc@nps.edu) the following information:

Name of base:
Your name:
Your email address:
Your phone number:
The name of your VTC Staff at your base:
The email address of your VTC Staff:
The phone number of your VTC Staff:
Your class number or instructor's name:

Program Modes of Delivery

Asynchronous

NPS Asynchronous classes are taken without any classroom attendance necessary. Instructors post the course material to Sakai where students retrieve the material. The Web-based courses are paced week- to-week, but students have great flexibility to do coursework each week as they choose. Courses are faculty led and allow interaction between instructor and other students. The requirements for an asynchronous class can be found here.

Sakai

NPS uses the Sakai Collaborative Learning Environment (CLE); an open source, Web based learning management system that allows Instructors and Students to store and retrieve course material, communicate with each other, and track student progress throughout the course. In addition to course sites, the CLE can host project sites wherein project members may share documents and collaborate. The CLE is accessible from any Web-connected device using your NPS username and password.

Student Introduction Page
- How to access
- Basic navigation
- List of tools

To access Sakai
- https://cle.nps.edu
- Login using your NPS credentials
- Cannot login – contact the TAC

*As of Academic Year 2018 Quarter 1, all distance learning students will receive an NPS e-mail account regardless of program.

o For students that started prior to AY18Q1 who do not have an NPS e-mail account:
- To request an NPS e-mail account contact the TAC
- To change your preferred e-mail address
  - Log into Python with your NPS credentials
  - click on "Student Folio" tab
  - click on "Addresses and Family"
  - click on the pencil icon next to "DL – Work" or "DL - Home"
  - complete the "Email Address" field
  - click on "Save Changes"

Synchronous

Students and instructors can interact in real time using Collaborate or Video Tele-Conferencing (VTC) aka Video Tele-Education (VTE). These tools allow everyone in a class to talk, see, and interact with each other; similar to sitting in the same classroom.

Collaborate

Some DL classes are currently being offered via Collaborate. Collaborate is a web based collaboration system that supports Video and Voice over IP, text chat, an interactive white board, application sharing, document sharing, and video sharing. To test your connection to the NPS Collaborate system and get additional information about this application, please visit the Collaborate Page.

Note: The use of a microphone headset combination is encouraged but not required. Webcams are optional. Acquiring equipment is the student's responsibility.

Video Tele-Education (VTE)

VTE classes are delivered using live video-teleconferencing (VTC). Live VTC allows effective two-way communication between instructor and students for lectures, Q & A, or group discussion. VTE classes are recorded and can be viewed through the NAVCAST (NPS Academic Video Webcast) system powered by VBrick Technologies. (See the following "Video Streaming" section for details.)

All connecting sites must be registered with NPS VTC Office.

To register your site please provide your Program Manager and/or NPS VTC Staff (vtc@nps.edu) the following information:

Name of base:
Your name:
Your email address:
Your phone number:
The name of your VTC Staff at your base:
The email address of your VTC Staff:
The phone number of your VTC Staff:
Your class number or instructor's name:

Video Streaming

	VTC	**Collaborate**
Real-Time	Go to your designated VTC room or watch via https://navcast.nps.edu You may also call into the conference by telephone if your VTC room is not available. Contact the NPS	From your computer, access via Sakai per your instructor
Recordings	https://navcast.nps.edu	Access via Sakai
Download Recordings (by Instructor request)	https://podcast.nps.edu format: .mp4	https://podcast.nps.edu format: .jar

The NAVCAST server allows NPS users to watch real-time recording and previously recorded sessions via "live" video streaming.

To connect to live or previously recorded sessions:

- o The following works best with Internet Explorer
- o Go to the URL: https://navcast.nps.edu

- o Login with your NPS credentials
  - To access real-time recordings:
    - Click on the "Channel Guide" tab
    - Click on your instructor's name
  - To watch previously recorded sessions streamed
    - Go to the "Media Library" tab
    - Go to "Filter By Folder"
    - Select the current quarter's folder (i.e. Summer_2013)
    - Choose Course Number and Instructor's folder (i.e. OA4702_Mislick)
  - Select the date you wish to view by clicking on the desired .wmv file
- o Navcast setup training videos (use your NPS username and password for access): https://wiki.nps.edu/pages/viewpage.action?pageId=210960613

Additional assistance with Streaming Video
Live and archived video streams of seminars and public special events, such as SGL's and NPS graduations, can also be found on the NPS Video Portal:
http://www.nps.edu/video/portal/Default.aspx

Another website where recordings may be available upon Instructor's permission is the Podcast website. If you wish to make a class recording available onto Podcast please ask your Instructor to email the VTC Office at vtc@nps.edu with permission. The difference between Navcast and Podcast is Podcast is a downloadable MP4 file that can be viewed offline. Please note these files can be quite large. Podcast files are posted on the next business day after the event.

To download from Podcast:

- o Go to the URL: https://podcast.nps.edu
- o Log in with your NPS credentials
  - Scroll down and follow the link with the desired course, instructor and quarter
  - Right-click on the desired file to download (Save target as)

VTC recordings are typically saved as .mp4 files and Collaborate recordings are saved as .jar files which require Java to be installed, so they cannot be viewed on an iPod or other such device.

The recordings are made available for your convenience to ensure an open, academic atmosphere and are NOT authorized for distribution to anyone or any media outside of the course.

FAQ's

1.) **What time can I connect to my VTC Class?** You may connect between ½ hour prior to the class start time.

2.) **Who do I contact if I have problems connecting?** Please call the NPS VTC Office if you have any problems. Most of the time our Technicians can assist with the problem. Call 831-656-2315 Commercial or DSN 756-2315. If it is determined that there is equipment issues in your room you will be asked to contact the VTC Technician in your area.

3.) **Should we perform a connection test prior to the class start date?** Yes. Contact your VTC Technician in your area to set up a connection test with NPS VTC Staff. This will tell you if the equipment in the room you will be attending class is in operational order.

4.) **What if I am going TDY and attending class from another VTC facility other than my usual site. What do I do?** Please notify the NPS VTC Staff that you will be connecting in from a different VTC location. We will need the name, e-mail address and phone number of the VTC Technician of that facility as well as your instructor's name or course number. This way we can send the Technician the correct dialup information.

5.) **What if I am in an area that does not have a VTC facility? What do I do?** Please notify your Instructor and Program Manager. If there is internet access and you have a computer available you can watch "live broadcast" video streaming using Navcast website at http://podcast.nps.edu *during the actual class time.* Click on the "live broadcast" tab and then click on your Instructors Name.

It is recommended to e-mail or call in by telephone to check in with the Instructor to let them know you are attending class through "live broadcast". The VTC Office can provide a telephone number.

6.) **What if I miss class completely due to an emergency?** You can watch the recorded version at http://podcast.nps.edu by clicking "Asset Library", Class_Recordings, Quarter_Year you are attending, Course Number and Instructor's Name. In the folder you will find dated .wmv files. Click on the desired date. (Please note this is not the preferred way to attend class and rarely but sometimes the recordings are not available).

7.) **What if I go to login and my password is not working?** Please contact the Technology Assistance Center at 831-656-1046 commercial, 756-1046 DSN email tac@nps.edu for a password reset. Please include your phone number and e-mail address.

8.) **What is podcast?** Podcast is another version of recorded classes. The MP4 files can be downloaded to your local machine (note: the files can be large). This is helpful if you will be in an area that does not have a VTC facility or reliable internet connection. The url is https://podcast.nps.edu. Please note that not all instructors' courses are on podcast. It is available by Instructor's permission only.

9.) **What is the preferred way to attend class?** Video Teleconference is the preferred way to attend class. If you cannot locate a VTC facility please contact your Program Manager or VTC Office to assist. If there are none available when going TDY then watching the live video streaming might be an option.

10.) **What do we do if there is a "snow" day and cannot get to our VTC Facility?** Usually students who cannot reach their VTC facility due to extreme weather or disaster related issues will watch the "live" broadcast and call in by telephone. When this happens please contact the VTC Office that you are coming in by telephone so we can open more audio ports.

11.) **Who do I contact if I need help?** Your Program Manager and or NPS VTC Office 831-656-2315 commercial, 756-2315 DSN vtc@nps.edu

Technology

NPS Network Accounts

All NPS students will receive an NPS network account. This information is used to access Python, the official student management system, Sakai CLE for course material, ITACS software download, and the NPS Library. NPS Network Account ID and password are also used to access nps.edu email accounts. See "E-Mail" section below for further information on official NPS e-mail communication.

> *As of Academic Year 2018 Quarter 1, all distance learning students will receive an NPS e-mail account regardless of program.

- For students that started prior to AY18Q1 who do not have an NPS e-mail account:
  - To request an NPS e-mail account contact the TAC
  - To change your preferred e-mail address
    - Log into Python with your NPS credentials
    - click on "Student Folio" tab
    - click on "Addresses and Family"
    - click on the pencil icon next to "DL – Work" or "DL - Home"
    - complete the "Email Address" field
    - click on "Save Changes"

If you experience trouble logging in, or have lost your information, contact the NPS Technology Assistance Center (TAC) at tac@nps.edu or 831-656-1046 / DSN 756-1046.

NPS Network Account Login and Password Information

The following is your assigned NPS Network account username and password information.

1. **NPS account Username:** This will have been sent in a separate email and follows the algorithm <<first name>>. <<last name>> (i.e. john.smith) (Used for e-mail*, Python, and Sakai.). If you have not received your NPS account username, contact CED3 Student Services at ced3studcoord@nps.edu.

2. **NPS account Temporary Password:** Passwords are case sensitive.
   - The algorithm for the temporary password is: NN<ccc>--<ssss><fl>abc123
   - NN<ccc>--<ssss><fl>
     - Enter NN
     - Replace <ccc> with your curriculum number
     - Enter two en dashes --
     - Replace <ssss> with the last 4 digits of your SSN
     - Replace <fl> with your first and last initial (lower case)
     - Enter abc123
   - International Students
     - Contact the International Graduate Programs Office (IGPO) to request your Student Control Number (SCN) at 831-656-2186 or intldept@nps.edu.
     - The last four digits of your SCN will replace the "ssss" in the temporary password algorithm.

Example: Jane Smith is in curriculum 311, the last four of her SSN is 9876. She would have the following password: NN311--9876jsabc123

At first log in, you will receive a prompt to change your temporary password. Passwords must be at least fifteen characters in length, consist of upper and lower case letters, numbers and/or symbols.

How to Change Your Password
For a DL student to change their password from off-campus, they need to go through Self-Service Password Manager.

Change your password through NPS Password Manager.
- o Go to https://npspassword.nps.edu
- o Select change password button
- o Enter your user name
- o Enter your current password
- o Select login
- o Create a new password and select "Change Password" button

The Criteria for Passwords at NPS: Passwords will be set to a minimum of fifteen characters and will contain at least:
- o 2 - Lowercase letters (a, b, c…)
- o 2 - Uppercase letters (A, B, C…)
- o 2 - Numbers (1, 2, 3…)
- o 2 - Special characters (#, *, &…)

Passwords may not contain a word in any language. Passwords will be changed every 90 days. It is important to change your password upon your initial login.

For any problems with your login credentials or changing your password, contact the NPS Technology Assistance Center (TAC)

NPS Self-Service Password Manager
NPS instituted a self-service password management solution that allows students, staff, and faculty members to reset, unlock, or change their password. This product uses the question-and-answer security system for authentication. It provides users with a cost-efficient, safe, and secure method to reset forgotten passwords including unlocking accounts.

To access this site, type or select https://npspassword.nps.edu in your web browser. Enroll by creating your password profile. Enrollment is a one-time process and takes only a few minutes. Manage forgotten or locked accounts by simply supplying the answers from your password profile.

E-mail
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- o For students that started prior to AY18Q1 who do not have an NPS e-mail account:
  - To request an NPS e-mail account contact the TAC
  - To change your preferred e-mail address
    - □ Log into Python with your NPS credentials

- click on "Student Folio" tab
- click on "Addresses and Family"
- click on the pencil icon next to "DL – Work" or "DL - Home"
- complete the "Email Address" field
- click on "Save Changes"

Note: All DL students should confirm which official email address is attached to their NPS User account in Sakai CLE. All NPS DL students are required to check for email at that address regularly.

Remote Access to NPS Networks

NPS Cloudlab allows access to Python (the official student management system) from off-campus. It only requires a web browser and an Internet connection to operate. To view more details about NPS Cloudlab and other remote access options such as VPN, or to download the DoD Root Certificates please visit: http://www.nps.edu/Technology/RemoteAccess/index.html

To Use NPS Cloudlab:
- Visit https://cloudlab.nps.edu
  - Select **CloudLab HTML Access** for online virtual desktop OR
  - Select **Install CloudLab Client** to download VMware client (Windows or Mac) or mobile application (iOS, Android) OR
- Non-supported web browsers click here, login for instructions
  - Enter your NPS credentials
  - Click "Login"

NOTE: The remote access option is not required for Webmail, Sakai or Collaborate, but is required to access Python, the intranet, SharePoint and shared drives. In order to access all Dudley Knox Library resources, use VPN or login to the proxy server with your library username and pin/password. See the Library's Remote Access Information page for more information.

For issues or questions about connecting to NPS Cloudlab, contact the NPS CloudLab Support

Python

Python is the official student-management system used to maintain your academic record while at NPS. What are the benefits of using Python? You may:

- Update personal information (e.g., changes in rank, address changes, how you want your name to appear on your certificate or diploma, etc.)
- Access your academic record to view grades and print unofficial transcripts
- Submit quarterly Course Evaluation Forms (CEFs) for each course
- Receive Registrar-related bulk e-mails quarterly with important information
- Request to add, drop or withdraw from a course

Python Access
- Visit https://cloudlab.nps.edu
  - Select **CloudLab HTML Access** for online virtual desktop OR
  - Select **Install CloudLab Client** to download VMware client (Windows or Mac) or mobile application (iOS, Android) OR
- Non-supported web browsers click here, login for instructions
  - Enter your NPS credentials

- Click "Login"
- Once Cloudlab is established go to https://Python.nps.edu
- Additional options for accessing Python are located on the Technology web page: http://nps.edu/web/technology/remote-access listed under Additional Resources and click on NPS Intranet Homepage link
  - Login with your NPS credentials
  - Click on the "Python" box with the graduation hat icon listed under "My Quick Connect", then login with your NPS credentials

For any additional problems, contact the NPS Technology Assistance Center (TAC).

Note: It is very important that you keep your student information up to date in Python, so NPS may contact you. Each time you relocate, change a phone, fax, cell, address—you must make these corrections in Python.

- Log into Python with your NPS credentials
- click on "Student Folio" tab
- click on "Addresses and Family"
- click on the pencil icon next to which ever field needs updating
- complete the appropriate fields
- click on "Save Changes"

Software Library
Classes requiring a download of application software (i.e. MS Office, Visio, Project etc.) can be downloaded from the NPS Remote Software download Web site. This site will require your user name and password to log in.

Prior to downloading, ensure you have the privileges to install applications. If unsure, or if you are experiencing problems, please contact your local computer administrator.

For issues with login credentials, or technical problems with the download site, contact the NPS Technology Assistance Center (TAC).

Software Requirements
Most instructors use MS Word documents to distribute information; therefore, we recommend you have the ability to open MS Office documents, as well as Adobe Flash player version 7 or greater.

Technology Assistance Center (TAC)

The Technology Assistance Center (TAC) is now providing a self-help site to allow students, faculty and staff to perform many computer support tasks. The site contains over 100 pages, in five categories; Windows, Mac, Linux, Mobile Devices, and Forms. Please login with your NPS credentials at https://wiki.nps.edu/TAC

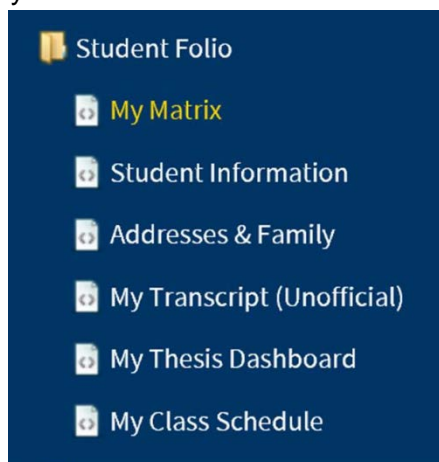# Textbooks and Additional Course Materials

The textbook section applies only to CED3 supported programs. If you are not part of a CED3 supported program, please check with your Program Administrator or Student Services Coordinator for more information about books and materials for your classes.

All students are responsible for acquiring their own textbooks and materials unless the sponsor has included course materials in the tuition costs. If unsure, please contact your Program Sponsor, Student Support personnel, or Program Manager.

Textbooks

Students are able to view the textbook requirements two weeks before the quarter begins in Python.

- Go to Python
- Click on Student Folio tab
- Click on "My Matrix"

- Click on the magnifying glass icon to the left of the course listing

- A new window will open up and display the courses and textbooks for that AY/Qtr

Matrix Course Schedules								

Academic Quarter: 2018/3 (Spring) — **Section: 363-173**

Course	Segment	Instructor	Schedule ℹ
MN4053 Defense Budget and Financial Management Policy	51	Candreva, Philip	Schedule TBA by department.
OS4011 Risk Benefit Analysis	51	Otte, Douglas	Schedule TBA by department.

Textbooks

Course/Seg	Author	Text Title	ISBN	Edition/Year	Publisher	Required	Recommend	Notes
MN4053 / 51	Candreva, Philip J.	National Defense Budgeting and Financial Management: Policy and Practi	9781681238708	0/2017	Information Age Publishing	Yes	No	
OS4011 / 51	Goodwin, Paul; Wright, George	Decision Analysis for Management Judgement	978-1118740736	5/2014	Wiley	Yes	No	

- The instructors will also post a syllabus on Sakai about a week before courses begin that will list the day(s) and time(s) of the courses and textbook requirements

NOTE: CED3 does not recommend purchasing books for future quarters based on the current list because there is the possibility that instructors may change editions and/or the requirements for the class.

Please contact the CED3 Student Coordinators with any questions at CED3StudCoord@nps.edu or 831-656-3579.

Additional Materials
Faculty will occasionally require students receive a course CD. This material will be mailed by the CED3 Student Services Department and will be noted on the textbook Web page mentioned above. Please contact CED3StudCoord@nps.edu if you have not received your course CD two weeks prior to the first day of class.

Course Schedules
The course schedule is viewable in Python about a month before the quarter starts.

- Go to Python
- Click on Student Folio tab
- Click on "My Matrix"

- Click on the magnifying glass icon to the left of the course listing

- A new window will open up and display the courses and textbooks for that AY/Qtr

Matrix Course Schedules

Academic Quarter: 2018/3 (Spring) Section: 363-173

Course	Segment	Instructor	Schedule ⓘ
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OS4011 / 51	Goodwin, Paul; Wright, George	Decision Analysis for Management Judgement	978-1118740736	5/2014	Wiley	Yes	No	

- If your course schedule still says "Schedule TBD by Department", then check back on a regular basis
- The instructors will also post a syllabus on Sakai about a week before courses begin that will list the day(s) and time(s)

Library

NPS Dudley Knox Library

We support your learning and research by providing access to relevant, high quality scholarly resources, tools, and services. Here's a sampling of what we offer. Click on each link listed below to learn more.

Get a library account
- *View & renew items*
- *Place holds and recalls*
- Change your contact info
- Set favorites, save searches
- Get remote access to NPS-licensed resources

Get remote access
- Use CloudLab or VPN
- Login with your library credentials

Get a quick start on your research
Find top choice article databas
- Systems Engineering
- Homeland Security
- Business, Management & I
- See all Research Guides

Find NPS theses, ebooks & more
- Public and restricted theses
- Project reports (capstones)
- EMBA project reports
- Books, ebooks, and more

Request article or book
Request what you need and we'll send it to you

Have a research question? Ask a Librarian
- Search the FAQ
- Call, email, chat, text, book a librarian, tutorials

Graduate Writing Center

The Graduate Writing Center teaches you how to write more academically and professionally— whether a lab report, thesis, or class assignment. Our services cover the complete writing process: brainstorming, outlining, organizing, drafting, revision, and polishing the final product. We offer one-to-one coaching for unrestricted and classified papers, specialized workshops, and a wide range of online resources.

You can mail us for assistance at writingcenter@nps.edu or call us at 831-656-3682. Our coaching hours are listed on our website at https://my.nps.edu/web/gwc/.

How Do I Sign Up?

1. Complete a one-time registration at **WCOnline**: https://my.nps.edu/web/gwc/wconline-redirect

2. Log in (automatic after registering).

3. Select the **Coaching Sign Up** calendar on the pull-down menu at the top (it's usually the default).

4. Scroll past the instructions to the current-week calendar. Move to future weeks using the **Next Week** button at the top.

5. On the calendar, white squares are available for making appointments with a writing coach; light- blue squares are slots with existing appointments; dark-blue squares are unavailable. (All times are PST.)

6. In the appointment pop-up, fill out the page as completely as possible. Provide your phone number so we may reach you at session time; ours is 831-656-3682. Click the **Save Appointment** button. You will receive an email confirmation. After you make an appointment, your calendar square will show as yellow.

7. Appointments can be canceled using the same method. If canceling, please try to do so as far in advance as possible.

How Do I Prepare for the Appointment?

1. E-mail your assignment prompt, outline, paper, or thesis to your coach 24 hours ahead of the session, if possible.

2. Before your appointment, your coach will e-mail you an Elluminate or Collaborate (a file-sharing application) link. Just before your appointment, paste the link into your browser and join the session. Your coach will share the marked-up paper on the desktop so you can review it together. The session can be conducted with a simple phone conversation as well.

3. After the session, the coach will email you a scanned copy of the marked-up paper and any notes or resources.

When you come to Monterey, be sure to visit us on the first floor of the Dudley Knox Library for a drop-in or scheduled appointment. We'd love to meet you.

Specialized Workshops

The Graduate Writing Center offers over a dozen practical workshops to help sharpen your skills in particular areas. Each workshop runs 60-90 minutes and allows up to 12–25 students. See our complete listing of workshops at https://my.nps.edu/web/gwc/workshops.

How Do I Sign Up for a Workshop?

1. Review the DL workshop descriptions and the calendar at:
https://my.nps.edu/web/gwc/dl-workshops
2. Register for WCOnline as in the coaching instructions above.
3. Log in (automatic after registering).
4. Select the Workshops sign-up calendar on the pull-down menu at the top.
5. Scroll past the instructions to the current-week calendar. Move to future weeks using the Next Week button at the top.
6. Click on the leftmost square for a workshop to reserve your seat. (All time are PST.) Click the Save Appointment button. You will receive an email confirmation. If the workshop is full, use the clock icon at the left to get on the waiting list. If a spot opens up, waiting-list members will be emailed.
7. Our Workshops webpage includes the Elluminate or Collaborate links for DL sessions. You will receive the link by e-mail prior to a DL workshop.
8. Paste this link into your browser to join the session.
9. Communicate with the instructor via audio and/or the chat function.

Learning Resources on Our Website

Visit our writing-resources repository: https://my.nps.edu/web/gwc/resources. You'll find quick guides and tips, comprehensive writing guides, links to citation style guides, and the library's citation examples pages, over 1,000 exercises and puzzles, videos and handouts on nearly 40 different writing-related topics from argumentation to using active voice, and specialized resources by discipline. Finally, check out the NPS Resources link for the Thesis Processing Office, Academic Honor Code, a searchable database of over 26,000 NPS theses, and more.

Course Evaluation Forms (CEFs)

CEFs must be submitted to the Python Student Information System each quarter by all students. CEF window opens up two weeks before the quarter ends and must be submitted no later than the Sunday after graduation by midnight PST. For security reasons, Python can only be directly accessed from computers on the NPS Intranet. Therefore, if you are connecting to this page from off-campus, such as your home or workplace, please follow these instructions for a virtual connection. Once you are connected to the NPS Intranet, Python will function as if you were physically located on base.

How Do I Get Started?
- Gain remote access Python
- Visit https://cloudlab.nps.edu
    - Select **CloudLab HTML Access** for online virtual desktop OR
    - Select **Install CloudLab Client** to download VMware client (Windows or Mac) or mobile application (iOS, Android) OR
- Non-supported web browsers click here, login for instructions
    - Enter your NPS credentials
    - Click "Login"
- Once Cloudlab is established go to https://Python.nps.edu and log in with NPS credentials

- o Additional options for accessing Python are located on the Technology web page: http://nps.edu/web/technology/remote-access listed under Additional Resources and click on NPS Intranet Homepage link
  - Login with your NPS credentials
  - Click on the "Python" box with the graduation hat icon listed under "My Quick Connect", then login with your NPS credentials
- o In Python
  - Click on "Student Folio" tab
  - Click on "My Matrix"
    - □ Look for the current quarter and course number for which you would like to complete a CEF

    *Note: If one or more of your courses show an "ABC" button, either a CEF is not required for the course or your instructor has not yet submitted a grade.

    - □ Click on "CEF" button. The Faculty Assignment window will appear which lists Course number and Instructor information. Click "Yes" under Process.
    - □ The Course Evaluation Form (CEF) window will appear. Answer questions 1 through 16 by clicking on the appropriate radio button. Enter any comments (optional) then click "Process."

    *Note: Once you click "Process," you cannot "undo" what has been entered, so make certain your responses pertain to the correct course and instructor.

    - □ The CEF Submitted window will appear to confirm submission. If you have another CEF to complete, or if there are multiple instructors, click on "My Matrix," then go through steps again starting with "Click on My Matrix"

When Can I View My Grades?
Students will not be able to view grades in Python until CEFs have been completed and the instructor has submitted all grades, (approximately 3 weeks after graduation). Instructors will not be able to view CEF results in Python until all grades have been submitted, AND the grading window has closed.

What if I am late?
- o Log into Python with NPS credentials
  - Click on "Student Folio" tab
  - Click on "My Matrix"
    - □ Look for the current quarter and course number for which you would like to complete a CEF

  *Note: If one or more of your courses show an "ABC" button, either a CEF is not required for the course or your instructor has not yet submitted a grade.

  - Click on "CEF" button. The Faculty Assignment window will appear which lists Course number and Instructor information. Click "Yes" under Process.
  - The Course Evaluation Form (CEF) window will appear. Answer questions 1 through 16 by clicking on the appropriate radio button. Enter any comments (optional) then click "Process."

*Note: Once you click "Process," you cannot "undo" what has been entered, so make certain your responses pertain to the correct course and instructor.

- The CEF Submitted window will appear to confirm submission. If you have another CEF to complete, or if there are multiple instructors, click on "My Matrix," then go through steps again starting with "Click on My Matrix"

How Can I Find My Curriculum Code?
You may need to know your curriculum code (a three digit number) for password purposes. For example, the Master of Science in Systems Engineering curriculum is 311. If you are enrolled in multiple curricula, your curriculum code will be your primary curriculum. To find your curriculum code

What about Other Web Browsers?
We recommend that you use the Internet Explorer Web browser because certain interface elements of Python will not be visible in other browsers.

I'm having technical issues logging in to Python. How Can I Enter My CEF?
CEFs can only be completed via Python. Contact the TAC at (831) 656-1046 or tac@nps.edu for technical assistance.

For Python-specific issues, such as incorrect data, please be sure to contact your appropriate NPS Program Officer or Program Manager for assistance.

Thesis Processing Guidelines

Distance Learning Students must follow the same guidelines and dates for submitting their thesis or processing as all resident students, in order to graduate on time (Unless otherwise directed by the POC of enrolled program). Please visit the Thesis Processing website (http://my.nps.edu/web/thesisprocessing) in the beginning of the quarter in which you intend to graduate and watch the online thesis brief. This is mandatory. The video will answer many of your questions regarding the submission process, SharePoint, thesis template, required forms, formatting instructions, and important dates.

In addition to the video, the site includes step-by-step instructions for the thesis process, FAQs, contact information, citation guides, citing responsibly, distribution statements, and myriad resources to ensure your research paper reflects your hard work and NPS's style.

Graduation

The NPS Graduation Web site provides information about rehearsal and graduation times, appropriate attire, directions to NPS, gate access, and much more.

Chapter 7 of the NPS Academic Policy Manual specifically addresses Degree Completion process. http://www.nps.edu/Academics/PolicyManual/1541.htm

Note: Students who do not finish a degree or certificate program with a minimum GQPR of 3.0 and a minimum CQPR of 2.75 will not graduate.

Future Graduation Dates can be found on the [Academic Calendar](#).

Alumni

We invite you to stay connected to NPS and your classmates by joining our Online Community. It's free, and it only takes a few moments to create an account. Keep in touch and keep us informed when you move, change jobs, or reach new milestones in your life and career. Keep up to date by visiting the Alumni website http://www.nps.edu/Alumni/index.html, where you'll find alumni news and notes, profiles of successful alumni, and news of NPS programs and activities.

NPS alumni can influence generations to come by providing inspiration, mentoring opportunities, and continued support of graduate education. Your involvement as one of our alumni enhances our reputation and strengthens the Naval Postgraduate School's programs and research.

Services

Disability Services
If you are a prospective student with a disability that requires a reasonable accommodation, please contact your servicing Human Resources Office Specialist and your NPS DL POC for coordination of your needs with the NPS HR/EEO Disability Coordinator. Every effort will be made to provide your requested accommodation.

Definition of Terms

Academic Associate
Faculty member assigned by the Provost to work with the Curriculum Primary Sponsor, Dean, and Department Chair to develop academically sound programs and to counsel students on academic matters.

Academic Council
Body of faculty members assigned to approve curricula for degree credit, consider nominees for degrees, recommend to the President candidates for degrees, establish scholastic standards and policies, and consider other such academic matters that are brought to its attention.

Associate Chair for Distance Programs and Outreach
The Associate Chair is responsible for oversight of all department sponsored and tuition-based educational programs, as designated by the Chair, and for associated outreach efforts to ensure such programs meet department strategic program goals and objectives.

Command/Company Sponsor
A Command/Company Sponsor is the representative of an applicant's organization, usually a supervisor or manager, who has the authority to approve student participation in an NPS DL program, and grant permission for student to change, retake or withdraw from a course or program.

Curricular Programs

Programs developed by Department Chairs, Program Officers and Academic Associates to meet specified Curriculum Primary Sponsor needs and standards of academic excellence. The curriculum is identified by a unique number and is defined by a documented set of Educational Skill Requirements (ESRs). The academic course plans for students are developed by mapping from the ESRs in order to meet the Curriculum Primary Sponsor needs.

Curriculum Primary Sponsor
Organization that develops the needs for their specific curriculum, specifies billets for utilization of program graduates, and provides oversight and support for their curriculum. The organization is usually an OPNAV office, Navy System Command headquarters, or other headquarters or staff activity.

Department Chairperson
The Department Chair plans and administers the educational, personnel, and financial activities of the department.

Educational Technician
The Educational Technician (Ed Tech) is an NPS administrator who assists Academic Associates, Program Officers and students with day-to-day academic operations.

Program Administrator
The Program Administrator provides administrative and logistical support to Distance Learning students.

Program Manager
The Program Manager (PM) is the faculty member who initiates, leads, and oversees the entire life-cycle of a sponsored or tuition-based educational program or group of programs.

Program Officers
The Program Officer (PO) works directly with students, in conjunction with the Academic Associate and Ed Tech, to oversee the proper performance of academic study.

Student Support Services (Distance Learning)
Student Support Services provides administrative and logistical support to Distance Learning students

Useful Contacts

Admissions
http://www.nps.edu/Academics/Admissions/Index.html
Naval Postgraduate School
1 University Circle, Herrmann Hall, Rm 022
Monterey, CA 93943-5100
831-656-3093 or DSN 756-3093
admissions@nps.edu

Registrar
http://www.nps.edu/Academics/Admissions/Registrar/index.html
Code 01C1
1 University Circle, Herrmann Hall, Rm 022

Monterey, CA 93943-5100
831-656-2591 or DSN 756-2591
registrar@nps.edu

Technology Assistance Center (TAC)
http://www.nps.edu/Technology/Help/Help.html
Monday–Friday, 0730–1700 PST (Except Holidays)
Closed Thursdays from 1315–1445 PST for training
831-656-1046
tac@nps.edu

Thesis Processing
http://www.nps.edu/Research/research1.html
Monday–Friday, 0700–1700 PST (Except Holidays)
699 Dyer Road, Halligan Bldg, Room 236
Monterey, CA 93943-5138
(831) 656-2762 or DSN 756-2762
thesisdraft@nps.edu

Tuition
tuition@nps.edu

VTC Office
Naval Postgraduate School
589 Dyer Road, Root Hall, Room 266A
Monterey, CA 93943-5100
831-656-2315 or DSN 756-2315
vtc@nps.edu

Online Resources
Distance Learning (DL) Home Page:
http://www.nps.edu/web/dl
Distance Learning (DL) Student FAQ:
http://www.nps.edu/web/dl/students-faqs

Visiting NPS
http://www.nps.edu/Visitors/Index.html

About NPS
NPS Information and History
http://www.nps.edu/About/NPSHistory/History.html

Degree and Certificate Student Checklist

☐   Ensure NPS has received funding/tuition (if required)
☐   Attend Orientation (if announced)
☐   Test Collaborate / VTE connection (for programs that include synchronous courses)
☐   Log in to your NPS Network Account and change your temporary password
☐   Log in to Python

- ☐ Verify matrix (Note: Your courses may not appear until Python is opened for scheduling approximately 1 week prior to the start of the quarter)
- ☐ Verify personal information
- ☐ Add/Verify work address (If outside U.S., please include APO, Zip and Country)
- ☐ Log in to Sakai
- ☐ Ensure courses are listed (E-mail instructor if classes do not appear two days prior to class start date)
- ☐ Verify that Sakai CLE has your correct email address (which should be your username@nps.edu email address if assigned, or your preferred home or work email if you started prior to Academic Year 2018 Quarter 1. Send an email to registrar@nps.edu if Sakai does not have your correct email address. Sakai email addresses are derived from Python.
- ☐ Log in to Webmail (if you have an nps.edu account)*
- ☐ Purchase Course Materials
- ☐ Course Materials received (for those whose command/company has included funding for course materials)
- ☐ Attend Classes
- ☐ Learn Thesis Processing Guidelines - http://my.nps.edu/web/thesisprocessing (Applies to degree programs requiring a thesis.)

*As of Academic Year 2018 Quarter 1, all distance learning students will receive an NPS e-mail account regardless of program.

- o For students that started prior to AY18Q1 who do not have an NPS e-mail account:
  - To request an NPS e-mail account contact the TAC
  - To change your preferred e-mail address
    - □ Log into Python with your NPS credentials
    - □ click on "Student Folio" tab
    - □ click on "Addresses and Family"
    - □ click on the pencil icon next to "DL – Work" or "DL - Home"
    - □ complete the "Email Address" field
    - □ click on "Save Changes"