MEMORANDUM:

To: Students of the Class of 2012

From: Joe Baggot, Class Dean for First Year Students
      Cathy Carlson, Director of the Wellness Center and Associate Dean of Students
      Hudlin Wagner, Dean of Students
      Ryan Oto ’09 New Student Week Coordinator
      Laura Corbin ’09, New Student Week Coordinator

Date: June 30, 2008

RE: MyStudentBody.com Alcohol

On college campuses across the country, alcohol use by underage students, binge drinking and its negative impact are of increasing concern. Carleton is no exception. The following excerpt from the Carleton College Student Handbook1 introduces the philosophy upon which Carleton’s policies on Alcohol and Other Drugs are based.

“Carleton College is committed to promoting responsible behavior regarding the use of alcoholic beverages. As an educational institution, the College provides resources through which students are empowered to inform themselves about the physiological, psychological, and sociological effects of alcohol and other drugs upon the individual and the community.”

MyStudentBody.com Alcohol is one such resource. This alcohol prevention and education website is a part of the overall MSB.com suite of programs to which Carleton has chosen to subscribe. An important aspect of the program is a self-administered risk assessment that personalizes information based on a student’s alcohol-related beliefs, behaviors, and experiences. All incoming students are expected to visit the site and complete the FIRST-YEAR curriculum prior to arriving on campus this fall. Instructions for this process are on the back of this page.

We ask that you use your Carleton College user name. This is to better ensure that you will not forget the user name that you choose, as well as to allow us to track completion. Rest assured that we will not have access to any individual’s information, only to aggregate data. Anticipate spending about 90 minutes to complete this process. Once you have begun the First Year Course, if you need to leave the course in progress, the program can bookmark where you stopped so that you can return later. To ensure that your progress is saved accurately, be sure that you log out.
After you have completed the course, you will be allowed to roam freely on the website. As you will have completed the self-assessment, the website content will be personalized so that areas that pertain to you are highlighted with a yellow checkmark. The areas you will find to explore include, but are not limited to:

- Ask the Expert, where students can read the featured question, submit their own question, or search the archives to see if their question has already been answered;
- College News, which features original articles that highlight current health news; and
- Articles, Strategies, and Tools in areas that correspond to the self-assessment.

It is our hope that you will find MyStudentBody.com Alcohol, and the other sites in the suite to be a valuable supplement to other resources on campus.

The Carleton Student Handbook can be found at http://webapps.acs.carleton.edu/campus/dos/handbook/

Logging on to MyStudentBody.com

2. Under “Create an Account” on the bottom right side of the page, click “Go.”
3. You will be brought to the First Time User Registration Page. Enter in the provided student code which is KNIGHTS, as the school code.
4. Enter a username (Please use your assigned Carleton username; it’s one you’ll be sure to remember!) and password and enter them into the appropriate fields.
5. Complete the rest of the fields, including entering in a required email address, and submit the information.
6. You will then enter the second part of the Registration process at the First Time User Questionnaire Page. Enter your full name and student ID.
7. Answer the demographic questions.
8. Mark the box to confirm you have opened, read, and agree to abide by the Terms of Use.
9. You will be asked to verify the information submitted. If it’s correct, click “Submit.”
10. After submitting the information, you will be taken to the MyStudentBody lobby page.
11. Click on the Alcohol “sticky note” to enter the Alcohol topic area.
12. Begin the initial assessment by clicking “Next.”
13. Answer the “Drinking Profile” questions.
14. After you answer all the “Drinking Profile” questions, you will obtain feedback based on your answers. To move onto the next section, click “Finished” at the bottom.
15. The next section is the “Rate Myself.” There are 4 parts to the “Rate Myself”: expectations, risks, consequences, and effects. After answering the questions in each part, you will obtain feedback based on your answers. Complete all parts to move onto the course.
16. After you have finished the “Rate Myself” assessment, you will enter the MyStudentBody-Alcohol homepage. From here, click on “Start Your Course” under the heading “Required to Be Here”
17. On the next page, confirm that the Freshman option is selected and click “Continue” under the heading “Getting Started” at the bottom of the page.
18. You will be asked to verify that you understand the privacy statement. If you accept, click “Next.”
19. MyStudentBody will then guide you through the Pre-Quiz, Course, Post-Quiz, Certificate, Satisfaction Survey, and Completion screens. Remember that you must review all course material before moving on to the Post-Quiz. Additionally, if you do not pass the Post-Quiz, you will be directed to return to the course to read materials related to the questions you got wrong, and to take the Post-Quiz again.
20. At the Certificate screen, please print out your certificate. You can also link the certificate to your Facebook page by clicking the Facebook icon at the bottom of the Certificate screen.
21. After you complete the course, you will be directed to the MyStudentBody-Alcohol homepage where you are free to explore other content.

*For procedure questions please contact: Joe Baggot, Class Dean for First Year Students. T: 507-222-4075
*For technical support please contact: techsupport@mystudentbody.com

SOFTWARE REQUIREMENTS: In order to use MyStudentBody.com, you must have Microsoft Internet Explorer 5.5 or Netscape Navigator 6.0 or higher. Macromedia Flash and RealAudio are necessary to run certain tools and peer stories, and Adobe Acrobat Reader is required to view PDF fact cards and some files on MSB Administrator. These standard browsers and plug-ins are readily available on most web-enabled computers. Links to free downloads for all of these programs are also included on the MSB site.