

MyPCC Course Tools – Student Guide

What are MyPCC Course Tools?

MyPCC Course Tools are online tools that allow for course specific communication through PCC email, a message board, course calendar, and chat. In addition, there are tools that allow your instructor to share files, links, photos, and news.

Which classes will use MyPCC?

Your instructor will let you know if MyPCC course tools will be used in your class. Of course, you will want to enter MyPCC anyway to check email and other college related information and resources.



How to access course tools

1. Open your internet browser, and login to MyPCC at <http://my.pcc.edu>

For a first time user, click on “First Time User?” link.
For help logging in, click on “Login Help” link.

2. Click on the tab **My Courses**.



3. Find the box or “channel” that is labeled **My Courses**.

My Courses

Register for Classes College Success 	View My Grades Unofficial Transcript Class Schedule	Calendars Academic Finals Make-up Exams	On Campus Bookstore Computer Labs Dept. Directory Tutoring	Moving On Graduation University Transfer Career Centers Job Information
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My Courses

February 5, 2008

Course Schedule for:

[My Consolidated Courses](#)

Courses I'm Attending:

Course list last updated
Fri Dec 14 16:43:05 PST 2007

Fall 2007:	Section	Department	Instructor(s)
Yoga I	CED-0582-0-45011	Community Education	Laura Walsh laura.walsh1@pcc.edu

5 [Yoga I](#)

4. In the upper right corner of the **My Courses** channel, click on the button to enlarge the window.

Note: You can email your instructor by clicking on the email address listed under **Instructor**.

5. Click on the **course name** to enter that course.

PCC Links

- Blackboard Online Courses
- www.pcc.edu



Course Homepage

Depending on what tools your instructor is using, you might see a number of items on the Homepage, e.g. announcements, message board topics, a featured photo, and links to class web resources. (Note: If your instructor has not activated course tools, you will not see the course homepage.)

Below is the notice you will see if the instructor is not using course tools.

Course Notice

This is the course tools area which is turned off by default. Currently, your class is not using this area. Contact your instructor about future plans for using the MyPCC course tools.

Students: If you are trying to access your Blackboard course, visit the Blackboard login page: <http://pconline.blackboard.com>

Instructors: For information about actively using course tools, please see:

<http://www.pcc.edu/resources/instructional-support/tools/mypcc/documents/is-course-tools.pdf>

[Return to previous page](#)

Course Tools Menu

Follow the links in the left side menu to access other course materials such as news, files, links, and photos, along with other communication tools, including email, message board, chat, and calendar. You may also submit a request to your instructor to post some of these items, e.g. a file, link or photo.

- Course Tools
- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Specific Tools

Announcements

You will see the same class announcement in two places: in the announcements area on the **Course Homepage**, and on the **MyPCC Home** tab when you first login.

Course Homepage - TSS TEST - Not a real class
Your Location: Course Homepage

Course Tools
Homepage
Announcements
News
Photos
Links

Announcements

- Week 1 Discussion (CAS 199, Budiman)
The discussion for Week 1 is now open. Please enter the Message Board area to participate. [read more...](#)

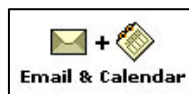
More announcements... Send announcement

MyPCC Home My Courses College Business PCC Life Faculty Employee Help

College Announcements
There are no Campus Announcements

My Announcements
Week 1 Discussion (CAS 199, Budiman)

Email



Access your course email through **Email & Calendar** icon on the top right of any page.

To send email to a class member or instructor:

1. Click on **E-mail** in the Course Tools menu.

E-mail Members - Ceramics II February 5, 2008
Your Location: [Course Homepage](#) / E-mail Members

To e-mail all members, click **Select All** and then click **Send E-mail**. To send e-mail to one or more members, select their checkboxes and click **Send E-mail**.

<input type="checkbox"/>	Member Name	Member Type	Last Visit
<input type="checkbox"/>	Jim Johnstone	Instructor	February 05, 2008
<input type="checkbox"/>	Adam Sandler	Student	September 22, 2007
<input type="checkbox"/>	Madonna	Student	September 22, 2007
<input type="checkbox"/>	Robin Williams	Student	September 22, 2007
<input type="checkbox"/>	Tom Cruise	Student	September 22, 2007

2. Check the box next to the name you want to send email to.

Your instructor is identified by Member Type "Instructor."

3. Click **Send E-Mail**. (Yes, even though you haven't written anything yet.) For security, the names you selected do not appear in the "To" field.

Type your subject and message. If you would like a copy of the message in your "Sent" folder, be sure to check that box at the bottom. You may also check spelling or attach a file.

To attach a file, click on **Attach. Browse** for the file, click **Open**, and then click on **Attach**. Click **OK** to go back to Compose E-mail.

Compose E-mail

[Help](#)

Information:

This message will be sent (Bcc) to the members you selected in **ITS Test Class**, even though their names are not displayed in the Bcc field.

Feel free to add any other recipients, but remember that any addresses you add to the To or Cc fields will be visible to all recipients of the message.

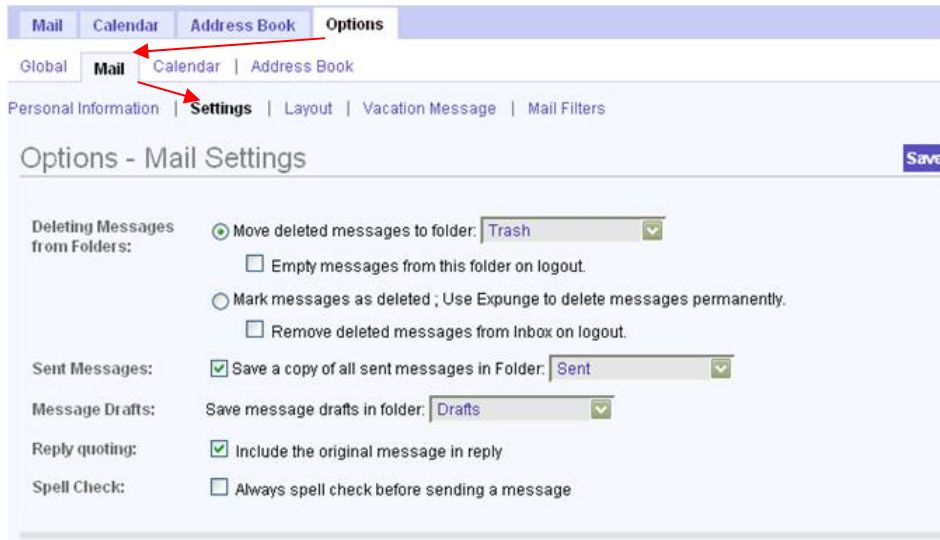
Enter Recipients: Separate recipient names with commas.

To:

4. When ready, click on **Send**.

To forward MyPCC email to your own personal email (e.g. gmail, hotmail, yahoo, etc.):

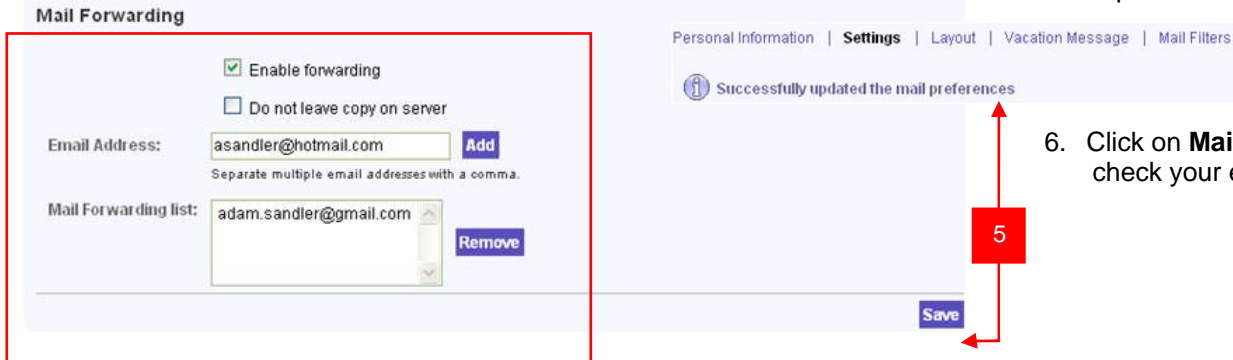
1. Click Email & Calendar icon on the top right of any page.
2. Click on **Options tab**. In the “Mail sub tab” area, click on **Settings**.



3. In the Mail Forwarding section, check the box for **Enable Forwarding**.

You can also check the box for “Do not leave copy on server” if you don’t want to login to MyPCC to check your email.

4. Enter your personal email address (enter multiple email addresses separated by a comma) and click **Add**.
5. Click **Save**. You will see a message above “Options-Mail Settings”.



6. Click on **Mail tab** to check your email.

Message Board

Messages posted in this area are visible to all students in your class. Generally, your instructor will post **Topic** areas for discussion, and the most recent **Topics** will show up on the course homepage.

Messages and **Replies** are posted inside each of the Message Board topics, and these become a threaded discussion.

To post a new topic:

1. To see a list of your topics, click the **Message Board** link under the Course Tools menu.
2. Click on **Post a Topic**. Topic will acts as a category for all the postings inside it.
3. Enter the topic title and click **Add Topic**. The new topic is shown with a green dot next to it.



Topic List (click to view topic list)	Author	Messages	Postec on ▼
Focus the Nation ●	Melany R Budiman	0	1-31-08
Field Trip	Gregory W Kaminski	2	9-18-07
Introduce yourself	Peter Seaman	11	9-11-07

New topic/ thread message is shown with a **green circle**.

Thread messages and Replies are posted inside each topic, and these become a threaded discussion.

To post a new Thread Message:

1. Click on the topic name to view the message list for that topic.
2. Click on [Start New Thread](#) . Fill in the subject and the message, and click on **Add Thread**. The new thread is shown with a green dot.
3. After there are a number of threads/replies to a topic, clicking on the first message will reveal the message thread.
4. If you want to reply to that message thread, click on [Reply to this Thread](#) . Enter your message and click on **Post Reply**.

Note: You can't delete not edit topic/thread you already sent out. Make sure you are ready before posting them.

Thread - ITS Test Class January 31, 2008

Your Location: [Course Homepage](#) / [Msg Board Topics](#) / [Thread List](#) / Thread

Topic: **Field Trip**
Thread: **WHere?**

[Topic List](#) [Thread List](#)

Author: **Gregory W Kaminski** Posted on: **9-18-07**

WHere?
Where shall we go?

[Reply to this Thread](#) | [Next Reply](#) →

Thread Replies	Author	Posted on
WHere?	Gregory W Kaminski	9-18-07
RE: WHere?	Gregory W Kaminski	9-18-07

Thread message is shown in this area.

Yellow highlight means this thread is active and the message is shown above.

Files

Your instructor will put files that are you need for the class in here. You may submit a file to your instructor, but the publication depends on your instructor (same permission for submitting a photo or a link).

1. Click on the file name to download.

Your Location: [Course Homepage](#) / Course Files

Course Tools	Folders	Files in Swim Conditioning
Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members	Swim Conditioning	#10A Sample Workouts.doc #12 Strength and Flexibility Training.doc #13 Nutrition.doc #3 Breathing.tif #4 Freestyle.tif #5 Backstroke.doc #6 Breaststroke.doc #7 Butterfly.doc #8 IM Turns and Dives.doc 12 Wk Swim Cond OL Fall.doc Fall Swim Cond Syllabus.doc Goals Sheet.doc HEART RATE TARGET.tif Swimming Builds More Than Muscle.doc Workout Design Assignment.doc

[Submit a new file for Swim Conditioning](#)

2. If you see some folders listed, the yellow highlight means that folder is active and the files are shown on the right side.

Folders

- ITS Test Class
 - articles
 - week1**
 - articles
 - week2
 - week3

Yellow highlight means the folder is showing the content on the right side.

Note: If your instructor mention about Consolidated Course (see page 5), you will see 2 main folder on the left side.

Folders

- TSS TEST-Consolidated Crs**
- TSS TEST - Not a real ...
 - Week 1

Files in TSS TEST-Consolidated Crs

- [Eng104 Syllabus w2008.pdf](#)
- [eng104 Class Schedule w2008.pdf](#)
- [homework 1.docx](#)

Consolidated Course


Your instructor might tell you that they are using Consolidated Course. Consolidated Course is a way for your instructor to join multiple classes and everyone has access to 1 main course. Everything inside Consolidated Course is the same as your own course. Just remember where you are i.e. if you want to post a message to multiple courses, you need to be in the Consolidated Course message board.

Accessing Consolidated Course

1. Click on the tab **My Courses**.
2. Find the box or "channel" that is labeled **My Courses**.

MyPCC Home **My Courses** College Business

My Courses [Window Control Icons]


Register for Classes College Success 	View My Grades Unofficial Transcript Class Schedule	Calendars Academic Finals Make-up Exams	On Campus Bookstore Computer Labs Dept. Directory Tutoring	Moving On Graduation University Transfer Career Centers Job Information
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My Courses February 5, 2008

Course Schedule for: All Terms 4a My Consolidated Courses

Courses I'm Attending: Course list last updated
Fri Dec 14 16:43:05 PST 2007


Fall 2007:	Section	Department	Instructor(s)
Yoga I	CEJ-0582-0-45011	Community Education	Laura Walsh laura.walsh1@pcc.edu

3. In the upper right corner of the **My Courses** channel, click on the  button to enlarge the window.
4. There are 2 ways to go into the Consolidated Course:
 - a. Click on **My Consolidated Courses** below the date. Then click on the "Consolidated Course Name" from the list.
 - b. Click on the **course name** you registered to enter that course. Under Personal Tools menu, click on **My Consolidated Courses**, and then click on the "Consolidated Course Name" from the list.

My Courses

Consolidated Course Homepage - TSS TEST-Consolidated Crs Fe

Your Location: Consolidated Course Homepage

<p>Consolidated Course Tools</p> <ul style="list-style-type: none"> Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members <p>Personal Tools</p> <ul style="list-style-type: none"> My Profile My Courses My Consolidated Courses 	<p>Announcements</p> <ul style="list-style-type: none"> • Introduction Welcome to your first week of class. Let's work together and have lots of fun. Melany. read more... ▶ More announcements... <p>Message Board Topics</p> <ul style="list-style-type: none"> • Field Trip • Introduction ▶ More Topics... ▶ Post a topic 	<p>Featured Photo</p>  <p>Abstract photo</p> <p>▶ More... ▶ Submit</p> <p>Featured Links</p> <ul style="list-style-type: none"> • CSS Website Curriculum Support Services website • PCC Homepage <p>▶ More... ▶ Submit</p> <p>Courses</p> <ul style="list-style-type: none"> • TSS TEST - Not a real class, Winter 2008, section CEU-9141-0-17288
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Support

Online help:
MyPCC

Help

Click on the

Help tab.

Student Helpdesk: 503-977-8200

Click here to go back to your registered course.