
MyPCC Course Tools

Session Objectives

1. Understand the pedagogical basis for using MyPCC Course Tools, especially when compared to other options such as PCC/WebEasy and Blackboard CE.
2. Understand the potential and the most common features of the course tools area.
3. Learn how to access and how to use the basic course tools.
4. Learn how to bypass course tools to link directly to Blackboard CE or other instructional homepage.

What are Course Tools?

Course tools are applications that allow you to interact with your students in a variety of ways via the MyPCC portal. Course tools can be used to foster communication in and out of the classroom through email and discussions, and to share course files, links, photos and homework.

One major benefit of using MyPCC is that **all students will automatically have PCC email**. Unlike Blackboard CE, the course tools area does not feature quizzes or allow you to keep track of student grades online. Another major difference is that the content of **the Course Tools area does not automatically persist from term to term**. These tools are normally reset with each new class or CRN. However, there is a way to use course tools so that materials will persist from term to term, explained in this handout under “consolidated courses”.

You can make any or all of the following tools available to your class:

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

For a more in-depth comparison to other online tools available at PCC, see

<http://www.pcc.edu/resources/instructional-support/tools/>

Tips for Using

1. Set clear expectations for students regarding how often and how much they should participate.
2. Be clear about how often you will be checking the class area.
3. Use course tools to expand the walls of your classroom and increase student interaction, with each other and with the material.
4. Facilitate discussions as needed, but try to let students drive the conversation.
5. Create a positive supportive atmosphere. Reward or at least acknowledge participation.

Support Contacts

More information about MyPCC Course Tools: <http://www.pcc.edu/resources/instructional-support/tools/mypcc/>

- Telephone support (employee) 977-4400
- Student Helpdesk 977-8200

Course Design, pedagogy, tool use

- Greg Kaminski (gkaminsk@pcc.edu, 977-4570)
- Peter Seaman (peter.seaman@pcc.edu, 977-8220)

Hands-on training & support

- Melany Budiman (melany.budiman@pcc.edu, 977-4459) - SY
- Andre Temkin (andre.temkin@pcc.edu, 788-6130) - SE
- Jim Johnstone (jjohnsto@pcc.edu, 614-7265) - RC
- Clayton Hanson (clayton.hanson@pcc.edu, 978-5198) - CA

How to Access


A special course tools area is an automatic possibility for every PCC class, though the course tools are initially turned off by default. In order to begin using course tools, you need to enable course tools for your course. Once the course tools area is enabled, all registered students automatically have access. You can also turn off individual course tools. (You are encouraged to experiment with the course tools area, but if you decide not to use course tools, be sure to disable the course tools function for your course so that students are not confused.)

1. Login to your MyPCC area, as usual at <http://my.pcc.edu>
2. Click on the **Faculty** tab in MyPCC.
3. Find the “Tools” channel, and click on **My Courses**. You will see a list of courses under “Courses I’m Teaching.”

If you don't see your course, select the term next to

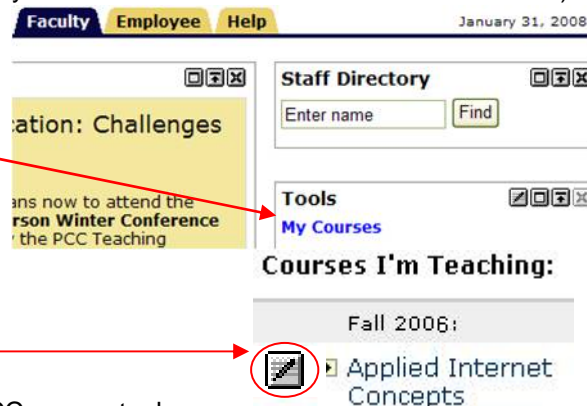
Course Schedule for:

Course Schedule for:

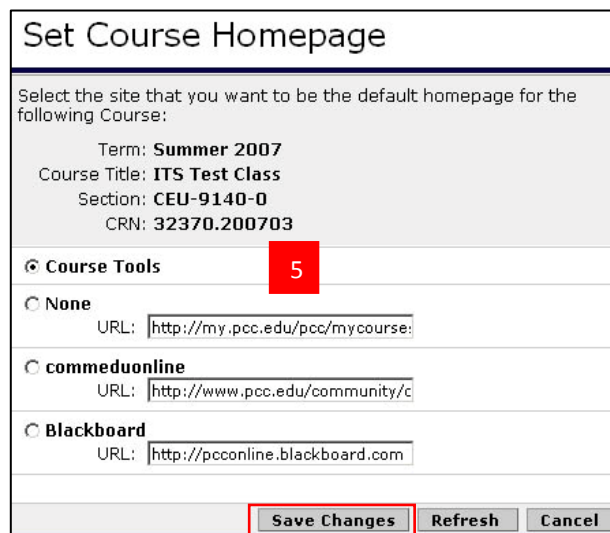
4. Click  button next to your course name.
5. Click on the **Course Tools** radio button to enable the MyPCC course tools. (Then be sure to click on **Save Changes**.)
6. Click on the **class name** to enter your class area. This will take you to your class homepage (see image in the next page).

Note:

- **Blackboard CE Users:** If you would rather link to your **Blackboard** course, click on the Blackboard radio button.
- If you would rather link to a **personal web page** (e.g. a WebEasy page), select **None** and type the URL of your site, e.g. <http://www.pcc.edu/staff/jdoe>.
- If you decide not use any of these tools, select **None** and leave the **URL AS IS**, then save your changes.




The screenshot shows the MyPCC Faculty interface. At the top, there are tabs for 'Faculty', 'Employee', and 'Help', with the date 'January 31, 2008'. Below the tabs, there is a 'Staff Directory' section with a search box. The main content area is titled 'Courses I'm Teaching:' and lists a course 'Applied Internet Concepts' for 'Fall 2006:'. A red circle highlights a pencil icon next to the course name. A red arrow points from this icon to the 'Tools' section above, which has a 'My Courses' link.



The screenshot shows the 'Set Course Homepage' dialog box. It asks to select the site for the default homepage for the course. The course details are: Term: Summer 2007, Course Title: ITS Test Class, Section: CEU-9140-0, CRN: 32370.200703. There are three radio button options: 'Course Tools' (selected), 'None', and 'commeduonline'. The 'Course Tools' option has a red box with the number '5' next to it. Below the options are three text input fields for URLs: 'http://my.pcc.edu/pcc/mycourse:', 'http://www.pcc.edu/community/c', and 'http://pconline.blackboard.com'. At the bottom, there are three buttons: 'Save Changes' (highlighted with a red box), 'Refresh', and 'Cancel'.

Your Location: Course Homepage

| | | |
|---|---|--|
| <p>Course Tools</p> <ul style="list-style-type: none"> Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members <hr/> <p>Content Tools</p> <ul style="list-style-type: none"> Manage Homepage Manage News Manage Photos Manage Links Manage Files Manage Message Board Manage Calendar Manage Announcements <hr/> <p>Configuration Tools</p> <ul style="list-style-type: none"> Applications Members Permissions <hr/> <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"> • Week 1 Discussion (CAS 199, Budiman) The discussion for Week 1 is now open. Please enter the Message Board area to participate. read more... <p> <input type="button" value="More announcements..."/> <input type="button" value="Send announcement"/> </p> <hr/> <p>Course News</p> <ul style="list-style-type: none"> • From dropout to a success Nikki Hurtado enrolled at Portland Community College in 2004 for one reason: she wanted to be the first in her family... read more... <p> <input type="button" value="More news..."/> <input type="button" value="Post an article"/> </p> <hr/> <p>Message Board Topics</p> <ul style="list-style-type: none"> • Introduce yourself • Internet Security <p> <input type="button" value="More topics..."/> <input type="button" value="Post a topic"/> </p> | <p>Course Info</p> <p>Name: TSS TEST - Not a real class</p> <p>Section: CEU-9141-0</p> <p>Department: Continuing Education Units</p> <p>Term: Fall 2007</p> <p>Instructor(s): Gregory W Kaminski</p> <p>Click an instructor name to send email.</p> <hr/> <p>Featured Photo</p>  <p style="text-align: center;">Venice, Italy</p> <p> <input type="button" value="More..."/> <input type="button" value="Post"/> </p> <hr/> <p>Featured Links</p> <ul style="list-style-type: none"> • Curriculum Support Services Provides support for faculty in the curriculum development process including: <ul style="list-style-type: none"> -Curriculum approval process support -Course design support -Distance Learning training and support -Technology support -Multimedia development support. • CNN News Website • Google Search Engine <p> <input type="button" value="More..."/> <input type="button" value="Post"/> </p> |
|---|---|--|

Specific Tools

Announcements

Students will see your announcements in two places: on your **course homepage** and in the **My Announcements** channel on the **MyPCC Home** tab.

| | | | | | | |
|---|---|-------------------------|-----------------|----------------|-----------------|-------------|
| MyPCC Home | My Courses | College Business | PCC Life | Faculty | Employee | Help |
| <p>College Announcements <input type="button" value="Close"/> <input type="button" value="Refresh"/> <input type="button" value="Print"/></p> <p>There are no Campus Announcements</p> | <p>My Announcements <input type="button" value="Close"/> <input type="button" value="Refresh"/> <input type="button" value="Print"/></p> <p>Week 1 Discussion (CAS 199, Budiman)</p> | | | | | |

To send an announcement:

1. From your course homepage, click on **Announcements** and then **Send announcement**.



2. Fill out the Title and your message in the Announcement text area, and click on **Send**.

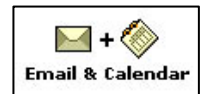
Important:

- The sender's name is not listed as part of the announcement. To avoid ambiguity, **always list your class and name as part of your announcement.**
 - Announcement only last 7 days. Once it expired, you will have to send a new one.
3. You can delete or edit an announcement by clicking on **Manage Announcements** from the Content Tools area.

Email

There is not a separate mailbox for email for each course. Email sent through the link in the Course Tools area is accessed by clicking on the "E-mail & Calendar" icon at the top of any page.

Important: If you want to learn more about MyPCC Email, see http://intranet.pcc.edu/training/MyPCC/new_mypcc_email.htm



The main benefit about using the Course Tools Email link is the **ability to email any or all students in the class directly.**

1. Click **E-mail** in the Course Tools menu.
2. Check the box **Select All** next to Member Name to select all members or check the box next to individual students' name.

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**.

Select All

| <input type="checkbox"/> Member Name | Member Type | Last Visit |
|---|-------------|-------------------|
| <input type="checkbox"/> Andre B Temkin | Instructor | December 17, 2007 |
| <input type="checkbox"/> Andrew P Freed | Instructor | October 18, 2007 |
| <input type="checkbox"/> Arthur Schneider | Instructor | August 08, 2007 |
| <input type="checkbox"/> Bill Phillips | Instructor | July 19, 2007 |
| <input type="checkbox"/> Donna J Swanson | Instructor | October 04, 2007 |

Send E-mail

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. 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.

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: **Address**

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

Calendar

Course Tools includes a course specific calendar where you can keep students informed about assignment due dates, quizzes, exams, field trips, make-up classes etc.

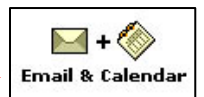
 **Important:** If you want to learn more about Calendar tool, see http://intranet.pcc.edu/training/MyPCC/new_mypcc_calendar.htm.


You can access this tool by clicking on the **calendar link** under the Course Tools menu, enter your user name and password, and then click **Log In** (user name & password is the same as your MyPCC login and password).



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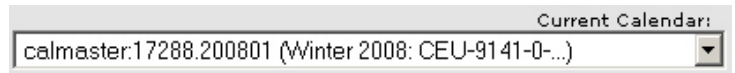
You can also access this tool by clicking on the “Email & Calendar” icon at the top of any page. →



 **Important:** By default, the calendar is your own personal calendar. You will need to change it by clicking on the drop-down arrow under “Current Calendar” and select your course name.

To add a calendar entry

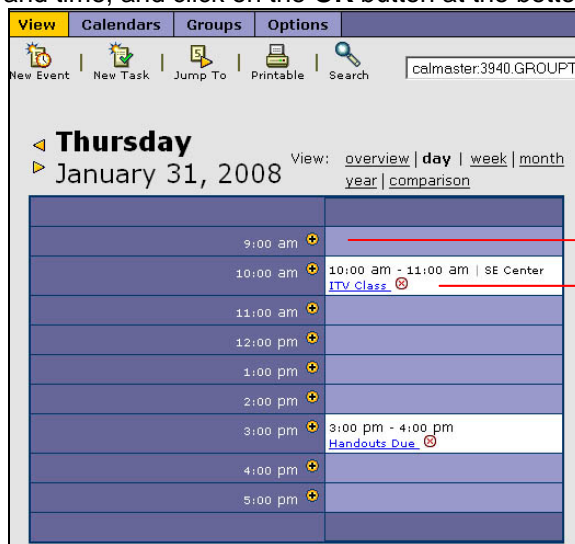
1. Be sure that your course calendar is listed in the dropdown box “Current Calendar”.



2. Click on **New Event** or **New Task**.




3. Fill in at least the title, date, and time, and click on the **OK** button at the bottom.





Message Board

The Message Board provides a place for **asynchronous online discussions** for your specific class. Messages posted to the Message Board are automatically visible to all students in your class. Typically, the instructor will post initial "Topics" in the Message Board, though students may post topics as well. Topic order is chronological order; with the most recent posting appear at the top. There is no other way to change the order. Two of the most recent Message Board topics also show up on the Course Homepage.

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.


 [Post a Topic](#)  Show Topics with containing

| <input checked="" type="checkbox"/> Topic List (click to view topic list) | Author | Messages | Posted on |
|---|--------------------|----------|-----------|
| <input checked="" type="checkbox"/> Focus the Nation ● | Melany R Budiman | 0 | 1-31-08 |
| <input checked="" type="checkbox"/> Field Trip | Gregory W Kaminski | 2 | 9-18-07 |
| <input checked="" type="checkbox"/> Introduce yourself | Peter Seaman | 11 | 9-11-07 |

New topic 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**.
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**.

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 (click to view reply) | Author | Posted on |
|--|--------------------|-----------|
| <input checked="" type="checkbox"/> WHere? | Gregory W Kaminski | 9-18-07 |
| <input type="checkbox"/> 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.

To delete a Topic or a Thread Message:

1. **To delete a Topic:** Go to the Topic List area by clicking on the **Topic List**, and click on the next to the Topic name. Click **OK** to confirm. All the thread messages inside that topic will be deleted.

2. **To delete a Thread Message:** Click on **Topic List**, click on the Topic name or the arrow  sign, and click on the **plus**  sign next to the thread name to expand replies. Click on the  next to any thread message you would like to delete. (If you delete the first thread message, all the replies will be deleted.)



| Thread List (click a thread to view) | Show all replies | Author | Replies | Posted on |
|--------------------------------------|------------------|--------------------|---------|-----------|
| Handouts | | Andre B Temkin | 1 | 12-19-07 |
| Introduction | | Gregory W Kaminski | 4 (2) | 9-18-07 |
| hello! | | Peter Seaman | 3 | 9-11-07 |
| RE: hello! | | Gregory W Kaminski | | 9-18-07 |
| RE: hello! | | Andre B Temkin | | 12-19-07 |
| RE: hello! | | Andre B Temkin | | 12-19-07 |

Content Tools – Overview

Instructors may use course tools to complete the following tasks:

- Create and manage the course homepage, including the news, photos, links, files, and announcements available to members.
- Set up the course message board with topics and an overall description, and delete topics, messages, or replies as necessary.
- Create and manage the course calendar.

The “Content Tools” are simply the channel for instructors to manage each of the “Course Tools area”. For example, this area provides the means to post your files, photos, links, announcements, and approve any that are submitted by students. Students may not directly post links, files, photos, or announcements unless they are granted special permission by the course leader (instructor). However, students can submit each of those items for posting, and they are posted after being approved by the instructor.

Manage Files

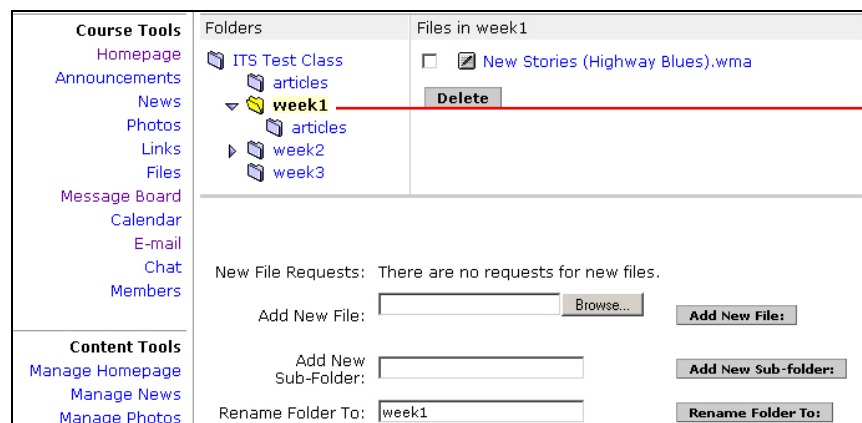
Important:

- Files are limited to **5 MB per file**. Each course is limited to **100 MB total** file space.
- All files must be in compliance with PCC’s Copyright Policies (<http://www.pcc.edu/about/policy/copyright/>).

1. Click on **Manage Files** from the Content Tools.
2. You may create subfolders to organize your files. Enter the name of the folder next to “Add new sub-folder” and click on the **Add New Sub-folder** button.
3. If you want to add the file inside the subfolder you just created, select the folder first (indicate by yellow highlight).



To add a file, click on **Browse** next to Add New File, select the file and click on **Open**. Then click on **Add New Files** button next to the Browse button, and the file will be available to students through the **Files** link in the **Course Tools** menu.

Note: Students may also submit files to be posted following your approval.



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

You can rename the file name or replace the current file.

1. Click on  button next to the file name you'd like to rename or replace.
2. To rename a file, type the new name in the "New File Name" box and click on **Update File** button.
 **Important:** *Do not delete* the file extension, e.g. a Word document has .doc file extension.

To replace a file, click on Browse, select the file and click on **Open** or **double-click the file name**, then click on **Update File** button.

Edit File - ITS Test Class

December 19, 2007

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

Course Tools
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Members](#)

You may replace this file with a file of any type. If you update this file and the name of the selected file is different from the existing file, the existing file will be renamed. Files may not be larger than 10 MB.

File Name: Classs Syllabus.doc
Created by: **Andre B Temkin**
New File Name:
Folder:
Replace file:

Manage Links, Photos, and News

The format of this section is consistent with Manage Photos, Manage News. Manage Links, Photos, and News status are divided into 3:

- **Submitted:** A list of links/photos/news that have been submitted by members (students), but not yet approved. So only the instructor is able to see it.
- **Active:** A list of all active (approved posted) links/photos/news. So all class members are able to see it.
- **Inactive:** A list of all links/photos/news that have been deactivated (can't be seen by members), but not yet deleted.

To post a new link:

1. Click on Manage Links from the Content Tools area, and then click on **Post a New Link** in the Active Links section.
2. Select **Active** in the status dropdown box.
3. Enter a title, URL, description, and click on **Post**.

To post a new photo:

1. Click on Manage Photos from the Content Tools area, and then click on **Post a New Photo** in the Active Photos section.
2. Select **Active** in the status dropdown box.
3. Click on **Browse**, select the photo and click on **Open**.
4. Enter a title and caption, and click on **Post**.

[Homepage](#) / Manage Links

To **view** or **edit** a link, click on the link title. To **activate** a link, check the box and click "Activate." To **remove** a link, check the box and click "Delete."

Submitted Links

| Title | Posted On | Posted By |
|--|-------------------|------------------|
| <input type="checkbox"/> CSS Website | February 01, 2008 | Melany R Budiman |

To **view** or **edit** a link, click on the link title. To **inactivate** a link, check the box and click "Inactivate." To **remove** a link, check the box and click "Delete."

Active Links

| Title | Posted On | Posted By |
|--|--------------------|--------------------|
| <input type="checkbox"/> PCC - <small>Featured</small> | September 11, 2007 | Peter Seaman |
| <input type="checkbox"/> PCC Library - <small>News</small> | September 20, 2007 | Gregory W Kaminski |

Inactive Links

| Title | Posted On | Posted By |
|--|--------------------|--------------------|
| <input type="checkbox"/> Best Restaurant | September 18, 2007 | Gregory W Kaminski |

To post new news:

1. Click on Manage News from the Content Tools area, and then click on **Post a new Article** in the Active Articles section.
2. Select **Active** in the status dropdown box.
3. Enter a title/subject, copy and paste the article content, and click on **Post**.

The screenshot shows the 'Post a Link' interface for 'ITS Test Class' on December 19, 2007. The user's location is 'Course Homepage / Links / Post a Link'. The form includes a 'Course Tools' sidebar with links to Homepage, Announcements, News, Photos, Links, Files, Message Board, and Calendar. The main form fields are: 'Posted By: Andre B Temkin', '* Status: Active' (dropdown), '* Title: Submitted e to the Internet', '* URL: Inactive hernwebc.com/bc/' (dropdown), '* Link Description: Description Uses Plain Text' (dropdown), and a text area containing 'Internet Basics'.

Manage Homepage

By default, your course homepage will show the 3 most recent announcements, message board posts, featured photo, and featured links. To see other message posts, etc., students need to click on the link to that tool (e.g. click on Message Board). A featured photo, featured link, and "Top 5 Links" can also be made visible on the homepage. To do this:

1. A photo or links must first be added through **Manage Photos** or **Manage Links**, and **make the status Active**.
2. Click on **Manage Homepage** from the Content Tools area, and click on the desired **Edit** button.
3. Select the desired photo or links, and click on **Set Photo** or **Set Links** to finish. Your selection will now show up on the Homepage.

The screenshot shows the 'Manage Homepage' interface for 'ITS Test Class' on December 19, 2007. The user's location is 'Course Homepage / Manage Homepage'. The interface includes a 'Course Tools' sidebar and three main sections: 'Featured Photo' with a photo of a sea turtle and an 'Edit' button; 'Featured Link' with a link 'PCC great place to be at!' and an 'Edit' button; and 'Top 5 Links' with a link 'PCC Library' and an 'Edit' button.

The screenshot shows the 'Set Top 5 Links' interface for 'TSS TEST - Not a real class' on December 19, 2007. The user's location is 'Course Homepage / Manage Homepage / Set Top 5 Links'. The interface includes a 'Course Tools' sidebar and a main area with instructions: 'To Set the top five links, select up to five links and click Set Links. To View a link, click on the link title. If you do not wish to use this feature, select the Section Inactive option.' Below the instructions is a table of 'Available Links' with checkboxes for selection.

| Title | Description |
|--|---|
| <input type="checkbox"/> Section Inactive | |
| <input checked="" type="checkbox"/> CNN News Website | CNN website |
| <input type="checkbox"/> Curriculum Support Services | Provides support for faculty in the curriculum development process including: -Curriculum approval process... |
| <input type="checkbox"/> Dominique's Web Site | You will find important resources here. |
| <input checked="" type="checkbox"/> Google Search Engine | Nowadays you can search anything using Google. Try it out! |
| <input type="checkbox"/> Sample Voice Recorder | Sample voice recorder message |
| <input type="checkbox"/> Sample podcast | Sample podcast |
| <input type="checkbox"/> Test Voice Board | introduce yourself online with a voice. |
| <input type="checkbox"/> Writing in the library | follow |

Buttons: Set Links, Cancel

Important:

You can't delete photo and links that are being featured on the homepage. If you want to remove featured photo or links, click on **Edit** on either photo or links, check **Section Inactive**, and click on **Set Links**.

Configuration Tools – Applications Available

Each of the content tools can be individually disabled.

1. Click on **Applications** from the Configuration Tools area.
2. Check or uncheck the box next to the tools as desired.

Application List

| Enabled | Application | Delegable |
|-------------------------------------|------------------|-----------|
| <input type="checkbox"/> | News Publishing | Yes |
| <input checked="" type="checkbox"/> | Photo Publishing | Yes |
| <input checked="" type="checkbox"/> | Link Publishing | Yes |
| <input checked="" type="checkbox"/> | File Sharing | Yes |
| <input checked="" type="checkbox"/> | Message Board | Yes |
| <input checked="" type="checkbox"/> | Calendar | Yes |
| <input checked="" type="checkbox"/> | Announcements | Yes |
| <input checked="" type="checkbox"/> | E-mail | N/A |
| <input type="checkbox"/> | Chat | N/A |

3. Click on **Update Settings**.

Update Settings **Cancel**

Consolidated Courses

You will want to use this feature if:

- You provide a large number of files, photos, news, etc.) to students via the course homepage, and
- You would like to **preserve** the format and materials/links available **from term to term** without recreating the online structure each term, or
- You teach **multiple sections** of the same course, and you would like additions you make to one class homepage to appear automatically in the other online sections of the same class.

Think of a **consolidated** course as the “parent” course that automatically feeds everything that is added to the consolidated course’s homepage directly to each “member” course, and it will be preserved the following term. For example, every announcement added to a **consolidated** course appears to students in all **member** courses, and it will also appear as an announcement the following term.

In the example below, the heading contains the word “Consolidated”. The “member” courses are listed on the right.

Consolidated Course Homepage - TSS TEST-Consolidated Crs February 1, 2008

Your Location: Consolidated Course Homepage

Consolidated Course Tools

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

Content Tools

- Manage Homepage
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Configuration Tools

- General Settings

Announcements

- **Introduction**
Welcome to your first week of class. Let's work together and have lots of fun. Melany. [read more...](#)


[More announcements...](#) [Send announcements](#)

Message Board Topics

- **Field Trip** (new topic; 1 new message)
- **Introduction** (new topic; 1 new message)

[More Topics...](#) [Post a topic](#)

Featured Photo



Abstract photo

[More...](#) [Post](#)

Featured Links

- **CSS Website**
Curriculum Support Services website
- **PCC Homepage**

[More...](#) [Post](#)

Courses

- TSS TEST - Not a real class, Fall 2007, section CEU-9141-0-47545
- TSS TEST - Not a real class, Winter 2008, section CEU-9141-0-17288

Member courses

Conversely, an announcement directed only at students in one of the member courses can be added directly inside that **member** course. Such an announcement will appear to **only to students in that class section** and it will not be preserved from term to term. The example below is the homepage of one of the “member” courses. (Note the additional announcement, specific to that class. Also, the term “Consolidated” is not used. Specific information about that class is listed on the right.)

| Course Homepage - Eating Disorders | | August 26, 2006 | | | | | | | | |
|---|---|--|-------|-------------------------|----------|-------------------|-------------|-----------------------------------|-------|------------------|
| Your Location: Course Homepage | | | | | | | | | | |
| Course Tools Homepage Announcements News Photos Links Files Message Board | Announcements <ul style="list-style-type: none"> • Class time change Class for the Thursday section will start at 9:30 this Thursday instead of the usual 9:00. read more... • Week 1 Assignment Be sure to read chapters 1-3 of the text before coming to class. Bring a list of 5 questions you have regarding the m... read more... | Course Info <table border="1"> <tr> <td>Name:</td> <td>Eating Disorders</td> </tr> <tr> <td>Section:</td> <td>CEU-9564-0</td> </tr> <tr> <td>Department:</td> <td>Continuing Education Units</td> </tr> <tr> <td>Term:</td> <td>Fall 2006</td> </tr> </table> | Name: | Eating Disorders | Section: | CEU-9564-0 | Department: | Continuing Education Units | Term: | Fall 2006 |
| Name: | Eating Disorders | | | | | | | | | |
| Section: | CEU-9564-0 | | | | | | | | | |
| Department: | Continuing Education Units | | | | | | | | | |
| Term: | Fall 2006 | | | | | | | | | |

At the bottom of the Course Homepage of a **member** course, you'll find a direct link to the **Parent** [Parent Course](#) course.

- [TSS](#)
[TEST-Consolidated](#)
[Crs](#)

How to Create a Consolidated Course

For details on creating, managing, and removing consolidated courses, refers to the handout “Consolidated Courses”, available from the **Help** tab in MyPCC. Just follow the link to **Where do I find the MyPCC Quick Sheets** from MyPCC FAQ channel. Before creating a consolidated course, we recommend that you talk to your local Presentation Support Specialist (page 2).