

# Tasks to complete in MyPCC

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## Task #1: Log into MyPCC and find your courses

- 1) Open a browser (Firefox is best).
  - 2) Go to <http://www.pcc.edu>.
  - 3) Click the yellow "MyPCC" link in the upper right corner.
  - 4) In the box that says "MyPCC Secure Login," type your username and password.
    - a) What if I don't know my username?
      - Your username is usually the first part of your e-mail address (peter.seaman, in peter.seaman@pcc.edu).
    - b) What if I don't know my password?
      - Your initial password is usually your birth date in mmddyyyy format.
  - 5) If you don't know your username or password, or you just want help, click on "Problems accessing MyPCC?" underneath the login box. Then click on "What is my user name?"
    - a) You will need to enter your social security number or employee ID number ("G" number), birth date, and zip code.
      - If these items don't match the data in PCC's records, MyPCC will not return a result.
    - b) If none of these steps provides you with a username or password, you'll need to call the PCC help desk at 503-977-4400.
  - 6) Once you have logged in, you can proceed to find your courses.
  - 7) Click the "Faculty" tab (a yellow tab near the top of the page).
  - 8) In the center of the page, you should see a window (or "channel") called "Course Leader Activity." Find the "Maximize" icon (two icons to the right of the "question mark" icon) and click it.
  - 9) All of your courses should appear in a new window.
  - 10) You have successfully logged into MyPCC and found your courses. Congratulations on completing the first task!
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## Task #2: Decide which "tools" to put on your course home page

1) Look for a category heading "Course Tools" on the left side of the page. Note the appearance of this category.

2) Scroll down the page until you see a category heading "Configuration Tools" on the left side of the page. Click the link "Applications" under this heading.

3) Make sure the following boxes are checked:

- News publishing
- Photo publishing
- Link publishing
- File sharing
- Announcements
- E-mail.

Un-check any box that is not one of these, and click the button "Update settings."

4) Look again at the category "Course Tools" and note any changes.

Note: Adding a tool and hiding a tool are done in the same area: check the box to add a tool and un-check the box to hide any tool you don't plan to use. It's better to hide tools you won't use, so that students won't expect you to use them.

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### Task #3: Create an announcement

Note: An announcement can be a good way of reaching your students. They'll see the announcement in several places within MyPCC.

#### **A. Create an announcement**

- 1) From your course home page, click on Announcements (under Course Tools on left side of page).
- 2) Click "Send announcement" on lower right.
- 3) Type an announcement title in the small text box. It's a good idea to list your class title in the subject line (e.g. "ART 101 canceled due to snow"), to create context for your students.
- 4) Type your announcement in the large text box. To create a single space between lines, hold down the "shift" key and then press "Enter." Be sure to include your name at the bottom of the announcement! (you'll see why later).
- 5) Type a number in the "Days active" box. This is the number of days you want your announcement to appear to students. If the announcement would be irrelevant tomorrow, type 1 (e.g. "Class canceled due to snow."). The default setting is 7 days.
- 6) Click the "Send" button.
- 7) On the screen that comes up, click "OK."
- 8) On the "Announcements" page, note the appearance of your announcement. Let's say you don't like your announcement - you made a big typo, and you don't want to embarrass yourself in front of your students!
- 9) Click "Manage announcements" under "Content tools."
- 10) From the "Manage announcements" page, click on the title of the announcement you just sent (it should be a hyperlink).
- 11) Correct the text of your announcement.
- 12) Type a number in the "Days active" box (note that it defaults back to 7 days).
- 13) Click the "Send" button.
- 14) Now let's see where all of these announcements went. Click "Announcements." Both your old and new announcements should be here.

15) Click on "Homepage" Both of your announcements should be here also, in the "Announcements" area (or "channel") on the home page.

16) Click "Back to Faculty tab."

17) Click "MyPCC home." Your announcements should show up on your MyPCC home page in the "Announcements" area. They will show up the same way for your students also. Since you'll look silly if you put up two announcements, you'll want to get rid of one.

Note: The reason you included your course title and your name is because of the way the announcement shows up. If you don't include this info, students will see an announcement like "Class cancelled today," and they'll wonder, Which class?

### **B. Delete an announcement**

18) Click "Faculty" --> [your course title] --> "Manage announcements."

19) Check the box to the left of the title of the announcement you want to delete.

20) Click the "Delete" button and then "OK" in the dialog box that appears.

21) Click "OK" on the next screen.

22) Click the link "Home page." You should see only one announcement now.

## Task #4: Upload a photo

You can upload any type of image file (jpg, gif, or png) as long as the file size is less than 1MB.

Note: The steps for Photos will be similar for Links and News.

### **A. Upload a photo**

1) Open a new tab (or click Ctrl+T) and go to this website:

<http://www.pcc.edu/about/profiles/2009/08-24/welding.html>

2) There should be a photo of Erin Martin and Josh Mortensen. Right-click on the photo and select "Save Image as..."

3) Click on Desktop, leave the file name AS IS, and click the Save button.

4) Save one other photo from <http://www.pcc.edu/resources/instructional-support/> and name it "photo2.jpg."

5) Click your other tab of the browser that has MyPCC Course Tools page open.

6) Click on Photos (under Course Tools on the left side) and click on Post a Photo.

7) Click the drop-down for Status and select "Active."

8) Click the Browse button. Click on Desktop, select "welding-08.jpg" and click the Open button.

9) Enter the title for your photo (e.g. "Local welders").

10) Enter a caption for your photo to explain what this photo is all about. (e.g. "Two former PCC welding students at the Swan Island Training Center are plying their skills down at Vigor Industrial's ship repair yard.").

11) Click the Post button. On the screen that comes up, click "OK."

- Status: Submitted
- Photo title: PCC Performing Arts Center
- Photo Caption: The unique spire on the PCC Performing Arts Center at Sylvania campus blends art deco and postmodern styles.

12) You should see the new Photo listed. Click on the Photo to view it. This photo will have other information, such as when it was posted and who posted it.

13) Now post another photo (photo2.jpg) with the following information:

14) Let's see where these photos went. Click "Photos." You should have the photo of Erin Martin and Josh Mortensen, but what happened to photo2.jpg, the second photo you just posted?

Because the status for the second photo is set to "Submitted," you will need to change it to Active first before anyone in the class can see the photo.

Important note: Your students can only submit photos for your approval. For the rest of the class to see them, you will need to change the status from "Submitted" to "Active."

15) Let's change the status for photo2.jpg to Active and make some changes in the caption.

## **B. Edit a Photo and Change Status of a photo**

16) Go to Manage Photos (under Content Tools on the left side)

17) Under Submitted Photos, check the box next to the photo (PCC Performing Arts Center), then click on the Activate button.

Click the link "Photos," and you should see both photos under Active Photos.

18) Now let's change the description. Click the name of PCC Performing Arts Center (it should be an active link). Then click on the Edit button.

19) Under Title, add the words "at Sylvania campus" so that it reads "PCC Performing Arts Center at Sylvania campus." Then click on the Update button.

20) You should see the new changes. Click on Done button.

## **C. Post a Featured Photo**

21) You can have only one featured photo at a time. The featured photo appears on the homepage. Click on Manage Homepage (under Content Tools on left side of page).

22) Under Featured Photo, click on the "Edit" button.

23) Click the radio button to the left of "Local welders" and then click on the "Set Photo" button. Click OK on the next screen.

24) Click on "Homepage." Your featured photo should show up here (on the lower right side of the page).

#### **D. Inactivate a Photo**

When you inactivate a photo, you're storing it on the site in a place where students can't see it. This is a nice feature to use if you think you might use the photo in the course in future, but not right now.

25) Click Manage Photos (under Content Tools).

26) Check the box to the left of "PCC Performing Arts Center" and then click the button "Inactivate." Click "OK" on the next screen.

27) Click the link "Photos" under Course Tools.

28) Do you see the photo of the PCC PAC? You shouldn't.

29) To re-activate your photo of the PAC, click on "Manage photos." Check the box to the left of "PCC Performing Arts Center" and click on the "Activate" button.

30) Click the "Photos" link and you should see the PAC photo once again.

#### **E. Delete a Photo.**

To delete your photos, they can't be listed under featured photos. Deleting is a good idea if you want to save space in your course and are sure you don't want to use the photo again.

31) Go to Manage Homepage (under Content Tools) and click on the Edit button below Featured Photo.

32) Click the radio button to the left of "Section Inactive" (just above the top photo - hard to see!), then click on Set Photo button. Click OK on the next screen.

33) Click Manage Photos (under Content Tools).

34) Check the box next to "Local welders" and click on the Delete button. Click on OK to confirm deletion process. Click OK on the next screen.

You should have only one photo left under Inactive Photos.

## Task #5: Create a link

Note: The steps for Links will be similar for Photos and News.

### **A. Creating links**

- 1) From your course home page, click on Links (under Course Tools on left side of page).
- 2) Click "Post a Link" on lower right.
- 3) Click the drop-down for Status and select "Active."
- 4) Enter the title for your link (e.g. "PCC Library").
- 5) Enter a full website address in the URL box (e.g. <http://www.pcc.edu/library>) or you can copy/paste the website address if you already have it open in a different browser window.
- 6) Enter a short description about the link or write an instruction of what you'd like your student to do with the link (e.g. "Go to the library website and search for a book called *Mastering the Art of French Cooking* and find one recipe that you like to share with others in class.")
- 7) Click the "Post" button. Click OK on the next screen. When the link comes up, click on it (the new web page should open in a new tab).
- 8) Now create another link by yourself with the following information:
  - Title: CNN Website
  - Status: Submitted
  - URL: <http://www.cnn.com>
  - Description: Find an article from this website that relate to this week's lesson and submit the link to me.
- 9) Let's see where this link went. Click "Links." You should have the link to the PCC Library, but what happened to the CNN Website link?

Because the status for the CNN Website link is set to "Submitted," you will need to change it to Active first so everyone in the class can access the link.

Important note: Your students will submit links and you will need to approve them in order for the whole class to access the link.

## **B. Change status of a Link**

10) Let's change the status for CNN Website to Active. Click on Manage Links (under Content Tools).

11) Under Submitted Links, check the box next to CNN Website, then click on the Activate button.

12) Click on "Links" under Course Tools. Now you should see links to PCC Library and CNN Website.

13) Click on the link for CNN Website. A new tab should open, showing the CNN website. Click on your other tab ("MyPCC") to go back to Course Tools.

## **C. Edit a Link**

14) Click on the link "Manage Links" under Content Tools.

15) Click on the text of CNN Website under Active Links.

16) Click on the Edit button.

17) Under Description, replace the following sentence "submit the website link to me" with "e-mail the website link to me." Then click on the Update button.

18) You should see the changes. Click on Done button.

## **D. Post Featured Links**

19) You can have 1 featured link and 5 additional top links. Now let's add both links to the homepage. Click on Manage Homepage (under Content Tools on left side of page).

20) Under Featured Link, click on the "Edit" button.

21) Select PCC Library, then click on the "Set Link" button. Click OK on the next screen.

22) Under Top 5 Links, click on the "Edit" button.

23) Check the box next to CNN Website and click on the "Set Link" button. Click OK on the next screen.

24) Click on "Homepage" under Content Tools. Both of your links should be listed here (on the right side of the page).

### **E. Inactivate a Link**

When you inactivate a link, you're storing it on the site in a place where students can't see it. This is a nice feature to use if you think you might use the link in the course in future.

25) Click "Manage Links" (under Content Tools).

26) Check the box to the left of "CNN Website" and then click the button "Inactivate." Click "OK" on the next screen.

27) Click on "Links" (under Content Tools).

28) Do you see a link to the CNN website? You shouldn't.

29) To re-activate your link, click on "Manage Links." Check the box to the left of "CNN Website" and click on the "Activate" button.

30) Click on "Links" (under Content Tools) and you should see the CNN link once again.

### **F. Delete a Link**

Note: To delete your links, they can't be listed under featured links or top 5 links.

31) Go to Manage Homepage (under Content Tools) and click on the Edit button below Featured Link.

32) Select "Section Inactive" (the one with purple background - hard to see!) or other link as a replacement, then click on Set Links button. Click OK on the next screen.

33) Click Manage Links (under Content Tools).

34) Check the box next to PCC Library and click on the Delete button. Click on OK to confirm deletion process. Click OK on the next screen.

You should have only the CNN Website link.

## Task #6: Upload a File

You can upload any type of file as long as the file size is less than 10MB.

Tips: For best viewing of PowerPoint files, convert them to PDF and display 2 or 3 slides per page to save paper.

### **A. Upload a file**

- 1) Open a new tab (or click Ctrl+T) and go to this website: <http://www.pcc.edu/is>
- 2) Click on MyPCC Course Tools link (under Instructional Tools on the bottom right)
- 3) Click on Course Tools Students Guide [pdf] under Handouts.
- 4) Click on the Diskette button (second button from the top left) to save the file. Click Desktop (on the left side), we'll just leave the file name AS IS, and click the Save button.
- 5) Let's also grab another file while we're here. Click the Back button on your browser. Click on Online Tools Matrix [pdf] and save this file to the Desktop, the same way as before.
- 6) Click your other tab of the browser that has MyPCC Course Tools page open.
- 7) Click on Files (under Course Tools on the left side).
- 8) Click "Add a new File to [your course name]" link on the bottom (just below the line - hard to see!).
- 9) Click the Browse button. Click on Desktop, select 'is-course-tools-student-guide.pdf' file you saved earlier, and click on Open.
- 10) Click the Add File button. Click Ok on the next screen.
- 11) Now click on that new file to open it. Depending on the file type, you will have an option to open or save the file.

## **B. Rename a file**

12) Click on Manage Files (under Content Tools on the left side).

13) Click on the pencil button (yes, that small square thing to the left of the file name!) next to the 'is-course-tools-student-guide.pdf' to edit the file.

14) Change the name to "Course\_Tools\_Guide\_for\_Students.pdf" and click on Update File button. Click OK on the next screen.

Note: when you rename a file, do not delete the original file extension or you will not be able to open the file (e.g. .doc, .pdf, .xls, .ppt, etc.).

15) You should see the new file name.

## **C. Create a folder and upload a file inside the folder**

Note: You will not be able to organize the ordering of the folders! They will remain in alphabetical order (number first, then A-Z). Folders you want on top should start with A or B, etc.

16) From the Manage Files link, enter a new folder name (e.g. "resources") in the text box of Add New Sub-folder. Then click on the "Add New Sub-folder" button. Click OK on the next screen.

17) You should have Resources folder selected (you can tell by the yellow glow). Let's add a file into this folder.

Click the Browse button to add a new file. Click on Desktop, select 'is-tool-matrix.pdf' file and click on Open.

18) Click the Add File button. Click OK on the next screen.

19) You should have the tool matrix file under Resources folder now.

#### **D. Delete a file and a folder**

20) To delete a folder, you must remove all the files inside it first. Check the box next to 'is-tool-matrix.pdf' file and click the Delete button.

Click OK to confirm deletion process. Click Ok again on the next screen.

21) Now, you will see Delete Folder: Resources. Click the Delete Folders button next to it.

Click OK to confirm deletion process. Click Ok again on the next screen.

22) You should not see the Resources folder or the tool matrix file anymore.

## Task #7: Send e-mail to entire class

It's a good idea to send an e-mail to your class before the class starts or as a communication tool during the term. MyPCC Course Tools e-mail is very easy and simple since everyone (students and faculty) is given a PCC e-mail address. You can use the Email icon on the top right of the page when you login to MyPCC account, but it's a lot easier to send e-mail to the whole class from within the course tool itself.

Very important note! If you e-mail your class while you have any other e-mail account open (any account other than your MyPCC e-mail account), MyPCC will reveal that e-mail address to your students! So when you are e-mailing your entire class, make sure you close all other e-mail accounts (Gmail, Yahoo, etc).

1) Click on E-mail (under Content Tools on the left side). You will see a list of names, member type (instructor or student) and date of when they last access your course tools.

2) Check the box next to "Member Name" (heading) to select all the names or you can check the box next to individual students' names. You'd probably want to always check your name so you can get a copy of your own email that you send out to the students.

3) Click on the "Send E-mail" button.

4) Another window will pop-up. Under the "To:" you will not see your recipients' email address, except a text that said "undisclosed-recipients." This is to protect the privacy of everyone's e-mails in the class.

You can certainly add other e-mail addresses if you want to under "To:, CC: (carbon copy), or BCC: (blind carbon copy)." (e.g. under Bcc: enter your own e-mail address).

5) Enter the subject for your e-mail (e.g. Welcome to [your course name/BA 101]).

6) Enter your e-mail message -- just ignore any misspelled words for now and type AS IS.

(e.g. Welcome to [your course title/ Introduction to Business]. It's good to have you in the class. I look forward to an enlightening and successful term together.

I will be using MyPCC Course Tools to post my files and communicate with you, so please check your class often. If you are new to MyPCC Course Tools, here's a guide to help you learn about it: <http://www.pcc.edu/resources/instructional-support/tools/mypcc/documents/is-course-tools-student-guide.pdf>.

If you have not purchased your bok yet, you can get it online at: <http://www.pcc.edu/resources/bookstore/>. You can email me at [your PCC email] if you have any questions.

Again, welcome to the class.  
[your name])

7) Check the box to "save a copy to the Sent folder." Leave everything else unchecked.

8) Click the "Spell Check" button. Make sure you click on the "Ignore" button when it ask you about "MyPCC" or "PCC" spelling.

Select "book" to replace the spelling for "bok."

Select "e-mail" to replace the spelling for "email."

When it's done, you will get a message stating "Spell check completed."

Note: you can attach a file if you want to, but at this time we will not do that. You can attach up to a total of 3.9MB files and messages.

If you want to attach a file, just click on the "Attach" button. Click on "Browse," find the file in your computer and select it, and then click the "Attach button. Repeat the steps to browse and attach the file for all the files you want to include in your e-mail. Click the "OK" button when you're finished attaching all the files.

9) Click the "Send" button in the lower right corner to send your e-mail. Click the OK button on the next screen.

10) Now, where do you find the e-mail you just sent out? Click the "Email+Calendar" icon on the upper right of the screen.

11) Click on the Inbox (located on the left side). You should see the new e-mail you sent out on the right-side of the window. Click on the Subject title to open the message.

12) Click on the Delete button (located at the top of the message).

Remember that any action you take here will be permanent.

13) Do you know what happen with the e-mail you just deleted? It actually still exists in one of your folders and has not been deleted permanently.

Click on the "Trash" (on the left side). You will see the message you just deleted in here.

To restore it, check the box next to the name of the sender, click the drop-down box for "Move to Folder" and select "Inbox."

To permanently delete your message, check the box next to the name of the sender, and click on the "Delete" button.

## Task #8: Forwarding your PCC e-mail to your personal e-mail account

Note: you can forward your PCC e-mail to your personal e-mail account. However, because of FERPA regulations, you should not send e-mail regarding students' records from your personal e-mail account.

- 1) Click on the "Email+Calendar" icon on the top right after you login to MyPCC.
- 2) Click the "Options" tab (the fourth tab).
- 3) Click the "Mail" tab (located below Calendar tab).
- 4) Click the "Settings" tab (located below the Mail tab).
- 5) Under Mail Forwarding, check the box for "Enable forwarding." Leave the box for "Do not leave copy on server" unchecked so you can access your e-mail everywhere else if you login to MyPCC.
- 6) Enter your personal e-mail address (e.g. ...@gmail.com) and click the "Add" button. You can add more e-mail address and click on the Add button.
- 7) Click the "Save" button (located on the lower right corner of the screen).
- 8) You can remove personal e-mail address by selecting the e-mail address you want to remove and click the "Remove" button. Then click "Save" to save your changes.

## Task #9: Set up Course Leader Activity

Note: The course leader activity allows you to be notified about activities that are going on inside your courses since the last time you logged in. It can be useful for showing at a glance whether students have submitted new photos, links, news items, messages, etc.

- 1) Click on the "Faculty" tab, which should take you to a list of all the courses you are teaching.
- 2) Click the "down" arrow in dropdown box for "term" and select the current term.
- 3) Click the "pencil" icon (second from left. to the right of the heading "Course Leader Activity," in the solid blue bar above your list of courses).
- 4) A new page will appear with a list of your courses on the left and a list of available tools on the right. Un-check the box next to any course you do NOT want to receive notifications about (note that you are just turning off notifications for these courses; the courses will otherwise function as usual).
- 5) Look at the list of applications on the right. Check the boxes next to News, Photos, Links, and Files.
- 6) Click the "Save changes" button. (You will not see anything to indicate that you have saved the changes).
- 7) Click the "Done" button.
- 8) On the next page that appears, look in the "Applications" column for any new Photos, Links, News, or Files. If there is any new item, you'll see something like "Photo(1)" to show that a new photo has been submitted or posted.
- 9) Anytime you log into MyPCC and click on the "Faculty" tab, you should look first at the "Course Leader Activity" box and be able to see any new activity in your course.

Note: the date for Last Visit is when the last time you visit that course. To find out when a student last visited your course, go to your course and click on Members (under Course Tools on the left side).

### Task #10: Clone a course

The clone tool allows you to copy content from a course in one term to a course in another term. This is very important to do if you want to preserve your content of your course from term to term! Otherwise, MyPCC will simply create a blank course "shell" for you each term and you will have to re-create all of the course content.

1) Click on the "Faculty" tab.

2) Scroll to the bottom of the page, where you will see a solid blue bar titled "Clone Course Content."

3) Select a "source" term by clicking the "down" arrow on the drop-down box (the source term is the term that contains the course content you want to copy).

Select the year and the term. For example: 200804 means Fall 2008. So "01" is Winter, "02" is Spring, "03" is Summer, and "04" is Fall.

4) Select a "destination" term by clicking the "down" arrow on the drop-down box (the destination term is the term in which you will use the content in the new course; for example, you taught a course in summer term and want to use the same content in fall term).

5) Click the "Get Courses" button.

5) The page will be refreshed (or blinked), scroll down to the bottom of the page until you find the "Clone Course Content" channel. It should look a little different (numbers will be added in front of the year&term and course title; the numbers refer to the class CRN).

6) Un-check any boxes for content (files, photos, links, or news) that you DON'T want copied to the new term.

7) Click the "Copy" button.

8) The page will be refreshed again, scroll down to the bottom and you should see, in the "Clone Course Content" box, a message that indicate you're successfully copying any content (files, photos, links, or news) into the new course.

For example:

```
Copy Result:
File copying succeeded.
Photo copying succeeded.
Link copying succeeded.
News copying succeeded.
Note: Please allow 10 minutes for the changes to propagate.
```

9) Wait!! (you may need to wait a while for the content that was copied to show up).

## FAQ

Q1: How do you change incorrect course information?

A1: Contact your department's admin assistant. He or she will have access to Banner. All course information is loaded from Banner into MyPCC automatically.

Q2: What do I do when I have a problem accessing MyPCC or error when trying to use Course Tools?

A2: Please contact the Help Desk at 503-977-4400.

Q3: Whom do I contact if I need help or guidance on how to use MyPCC Course Tools?

A3: Contact your local Instructional Technology Specialist (<http://www.pcc.edu/resources/instructional-support/contacts.html>).

Q4: How do I submit grades in MyPCC?

A4: You can see the video tutorial located at: <http://www.pcc.edu/resources/instructional-support/tools/mypcc/grades/>.

Q5: How do I find out about PCC Course Evaluation Surveys?

A5: Please refer to this page to find information about PCC Course Evaluation Surveys: <http://www.pcc.edu/resources/instructional-support/tools/course-eval/index.html>.