

MyPCC Course Tools – Getting Started

What are MyPCC Course Tools?

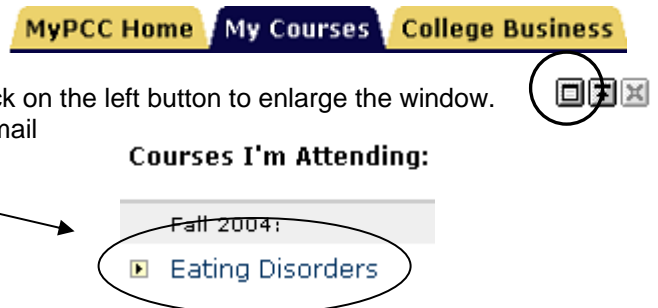
MyPCC Course Tools are online tools that allow for course specific communication through PCC email, a message board, course calendar, and chat. In addition, there are tools that allow your instructor to share files, links, photos, and news.

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 <https://my.pcc.edu> (For help logging in, click on “First time user”.)
2. Click on the tab **My Courses**.
3. Find the box or “channel” that is labeled **My Courses**.
4. In the upper right corner of the **My Courses** channel, click on the left 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.



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.)

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.

Email

Access your course email through the usual **My E-mail Inbox** channel on the **MyPCC Home** tab, or by clicking on the **E-mail icon** at the top of any page.



To send email to a class member or instructor:

1. Click on **E-mail** in the Course Tools menu.
2. Select the email recipient.
3. Click on **Send E-Mail**.
4. Type your message. Check spelling or attach a file if desired, and click on **Send**.

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 message:

1. Click on the topic name to view the message list for that topic.
2. Click on **Post a Message**. Fill in the subject, message, and click on **Post**.

After there are a number of messages/replies to a topic, click on the first message to see the message thread.

Support

Online help: Click on the MyPCC Help tab.
Student Helpdesk: 503-977-8200


Announcements




- **Week 1 Discussion (CAS 178, Kaminski)**
The discussion for Week 1 is now open. Please enter the Message Board area to participate. Your 3 contributions are ... [read more...](#)

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

My E-mail Inbox

INBOX folder has (1) messages, (1) unread gkaminsk@pcc.edu

From:	Subject:	Size:	Date:
 Gregory W...	Assignment for...	1K	08/20/04

 [Compose](#)  [Address Book](#)  [E-mail](#)

Course Tools

[Homepage](#)

[E-mail](#)

Topic: **Cast your vote**

ULTIMATE SMACKDOWN: Krispy Kreme vs. Cinnabon

Indicate your vote by typing "Krispy Kreme" or "Cinnabon"

 [Post a message](#) | [+ Show all replies](#)

Message List (Click a message to view)

Abstain, but in favor of KK

Cinnabon

Cinnabon

 RE: Cinnabon

 RE: Cinnabon

[Help](#)