

## BEFORE YOU LOGIN

There are two usernames you will become familiar with, and each one serves a different purpose.

**Username 1:** eGCC Username for your eGCC Account.

(For more information about your eGCC account please visit: <http://www.gccaz.edu/hd/AccountInformation/Whatisegcc/whatisgcc.htm> )

**Username 2:** Maricopa Enterprise ID – MEID for your Blackboard, my.maricopa.edu, email accounts. This is the Username referenced in this document.

## FIRST TIME LOGIN

**Retrieve Your Maricopa Enterprise ID - MEID (Blackboard Username), change your password, and set your challenge questions. Please note these items.**

**TIP: If you know your MEID and password, you can proceed to login screen.**

**Students using their Social Security Number -**

1. Open your web browser and go to the Blackboard homepage, which is located at: <http://ecourses.maricopa.edu>
2. Click the **User Login** button.  
The Blackboard Home page opens. Click the [New Users - Lookup User ID](#) located in the Students section .
3. When the Student Personal Administration Tool/Maricopa Enterprise ID Lookup page opens, enter the required information. \* = Required items
4. Click **Next**.
5. At the Set Password and Challenge Questions screen, you will see your **MEID**. This is your Maricopa Enterprise ID you will need to login to Blackboard. Your Gmail address is also displayed. Follow the prompts on the screen.
6. Set your **password**. Note the rules to assure you are creating your password correctly.
7. Set your **Challenge Questions**. Be sure to select questions and answers you will remember. You will need them to reset or change your password in the future.
8. Once finished, click **Submit**.
9. At the **Summary of updates screen**, you can click the Blackboard login screen. .

**Students using a Confirmation ID -**

1. Open your web browser and go to **my.maricopa.edu**. Click the **Need a MEID and Password to Login?** button.
2. Select the **I have a Confirmation ID** checkbox. When the Student Personal



Administration Tool/Maricopa Enterprise ID Lookup page opens, enter the required information.

\* = Required items

3. Click **Next**.
4. At the Set Password and Challenge Questions screen, you will see your **MEID** in a blue box. This is your Maricopa Enterprise ID you will need to login to Blackboard. Your Gmail address is also displayed. Follow the prompts on the screen:
5. Set your **password**. Note the rules to assure you are creating your password correctly.
6. Set your **Challenge Questions**. Be sure to select questions and answers you will remember. You will need them to reset or change your password in the future.
7. Once finished, click **Submit**.
8. At the **Summary of updates screen**, you can click the Blackboard login link.

## LOGIN TO BLACKBOARD

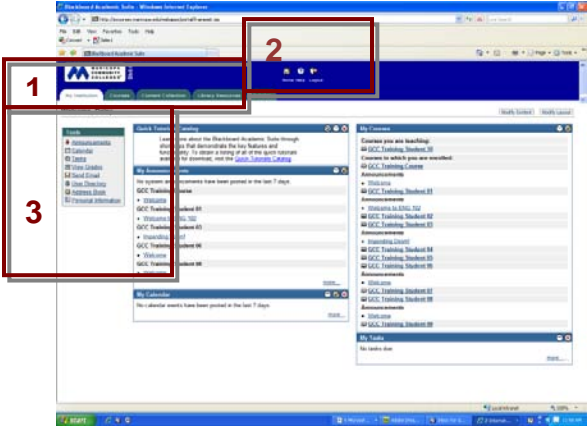
**Please do the following:**

1. Open your web browser and go to the Blackboard homepage, which is located at: <http://ecourses.maricopa.edu>
2. Click the **User Login** button.
3. The Blackboard Login page opens
4. Enter your MEID (Blackboard Username) and password in the Maricopa Login screen.
5. Click the **Login** button.

## GMAIL- GCC's STUDENT EMAIL

Gmail is now the official way for students to receive communications from GCC and the Maricopa County Community College District. This [@maricopa.edu](mailto:@maricopa.edu) email account will be automatically loaded into Blackboard. Any student's personal email address currently in Blackboard will be replaced with this new email address.

ALL email sent via Blackboard to students will be sent via the students' [@maricopa.edu](mailto:@maricopa.edu) email account. Your email address will take the form of: [MEID@maricopa.edu](mailto:MEID@maricopa.edu) .

COLLABORATION TOOLS	BLACKBOARD EMAIL - ATTACHMENTS
<p><b>Discussion Board</b> - Participate and Add a Thread:</p> <ol style="list-style-type: none"> <li>1. From your Course page menu located on the left-hand side of your screen, click on <b>Discussion Board</b>.</li> <li>2. Click on the <b>Forum topic</b>.</li> <li>3. Click on <b>Thread</b>.</li> <li>4. Click in the <b>subject field</b> and <b>enter your subject heading</b>.</li> <li>5. Click in the <b>message field</b> to <b>enter your message or assignment</b>. Once finished, scroll down and click <b>Submit</b>. (Note – Save will not post the entry.)</li> </ol>	<ol style="list-style-type: none"> <li>1. After you have created your email (that is, you have written your subject line and message) and before clicking submit, locate and click the <b>Attach a File</b> button.</li> <li>2. Click Browse</li> <li>3. Browse to the location of the file you want to attached and select it. Then, click <b>Open</b>.</li> <li>4. You should be taken back to the message window. Click <b>Submit</b> – note your file name has been entered under the add button.</li> <li>5. Click <b>Submit again</b>. A new screen appears and verifies your email has been sent.</li> </ol>
<p><b>Discussion Board</b> – Respond to a specific posting:</p> <ol style="list-style-type: none"> <li>1. Click on the <b>Discussion Board</b>.</li> <li>2. Click on <b>Forum topic</b> posted by your instructor.</li> <li>3. Select the desired thread.</li> <li>4. Click the <b>Reply</b> button.</li> <li>5. Enter your reply.</li> <li>6. Scroll down and click <b>Submit</b>.</li> </ol> <p><b>Virtual Classroom/Chat:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Communication</b>.</li> <li>2. Click on <b>Collaboration</b>.</li> <li>3. Click the <b>JOIN</b> link next to the session you want to join.</li> </ol>	<p><b>EDIT YOUR PERSONAL INFORMATION</b></p> <p><b>To edit your personal information:</b></p> <ol style="list-style-type: none"> <li>1. Select the <b>My Institution</b> tab.</li> <li>2. Select the desired course under <b>My Courses</b>.</li> <li>3. Click <b>Tools</b> on the Course menu.</li> <li>4. Select <b>Personal Information</b>.</li> <li>5. Select <b>Edit Personal Information</b>.</li> <li>6. Change the desired information.</li> <li>7. Click <b>Submit</b>.</li> </ol> <p><b>Tip:</b> Changes made on the Edit Personal Information page will be reflected throughout the Blackboard Learning System. For example, if the user changes their first name, the new first name will appear in all courses they are enrolled in.</p>
<p>When you first launch Virtual Classroom it may take a few minutes to load and start the java applet (a program). The time varies depending on your connection speed. Virtual Classroom will launch in a new window. <i>Remember, only those students enrolled in the course can access Virtual Classroom within that course.</i></p>	<p><b>VIEW YOUR GRADES</b></p> <p>Your grades are accessible from the <b>View Grades</b> link on your <b>My Institution</b> page. Simply <b>click on the desired course's Grade link</b>.</p> <p>Although many quiz results can be viewed almost immediately, assignment grades are posted by the instructor. If you have a concern about your assignment, please contact your instructor.</p>
<p><b>NAVIGATION:</b></p>	
<p>Blackboard provides a “point and click” navigation interface that makes it easy to locate and retrieve learning resources.</p> <p>There are two main paths (tabs) available:</p> <ol style="list-style-type: none"> <li>1. <b>My Institution</b> - takes you to your personal entry screen. <b>Courses</b> - displays the courses in which you are currently enrolled.</li> <li>2. Additional navigation icons are located at the top of your Blackboard screen.       <ol style="list-style-type: none"> <li>a. <b>Home</b> takes you to the Blackboard Homepage.</li> <li>b. <b>Help</b> takes you to the Blackboard Support Page.</li> <li>c. <b>Logout</b> ends your Blackboard session and secures your personal information.</li> </ol> </li> <li>3. The <b>Tools menu</b> is located on the left-hand side of both your <b>My Institution</b> page and your <b>Courses</b> page.</li> </ol>	
<p><b>HELP RESOURCES:</b></p>	
<p><b>For 24 X7 Toll Free Support Line: 1-888-994-4433</b></p> <p><b>GCC Technology Resources (Helpdesk)</b>  <a href="http://web.gccaz.edu/hd">http://web.gccaz.edu/hd</a></p> <p><b>Don't forget that you can also ask your instructor!</b></p>	<p><b>GCC Online Tutorials</b>  <a href="http://www.gc.maricopa.edu/hd/tutorials">http://www.gc.maricopa.edu/hd/tutorials</a></p> <p><b>Gmail :</b>  <a href="http://www.maricopa.edu/google">http://www.maricopa.edu/google</a> (Help with Email)</p>