

## 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.

**Username 2:** Maricopa Enterprise ID – MEID for your Blackboard Account and your my.maricopa.edu accounts.

**REMEMBER! Blackboard (MEID) and eGCC Usernames are not the same.**

- Instructions for obtaining your eGCC Username and password are available at: <http://www.gccaz.edu/hd/AccountInformation/UsernamePassword/usernamepassword.htm>
- To obtain your MEID, please visit [My.maricopa.edu](http://my.maricopa.edu) and click on the Login link?
- For information about your student Gmail account, please visit: <http://www.gccaz.edu/hd/Email/Address/Address.htm>

## CHECK YOUR COMPUTER FOR COMPATABILITY



To check your computer's compatibility with Blackboard, click the **Check Now** icon on the left or copy and paste the url, <http://www.maricopa.edu/blackboard/support/checker/index.html>, in your web browser's address bar and press enter on your computer's keyboard.

## LOGIN TO BLACKBOARD

1. Open your browser and go to: <https://ecourses.maricopa.edu/webapps/login>
2. Enter your **Maricopa Enterprise ID** and **Password** and click **Login**.

• Blackboard's **My Institution** screen will display. The courses you are taking which are using Blackboard will be listed on the right side of the screen under My Courses.

## NAVIGATION

Blackboard provides a "point and click" navigation interface that makes it easy to locate and retrieve learning resources

1. **Tabs** located at the top of the window allow you to navigate between your institution and the courses you are enrolled in. The **Courses** tab also displays a link to view the course catalog. The **Content Collection** tab displays your content and your portfolios. The **Scholar** tab show bookmarks you have created using Scholar (a social bookmarking site).

2. **Navigation icons** located at the top of the Blackboard screen include: *Library Resources* (to search your college library and their respective databases) and the navigation buttons for *My Places*, *Home*, *Help* and *Logout*.



3. **My Courses** located on the right-hand side of your **My Institution** screen. My courses show all the classes you are taking under "Courses in which you are enrolled." To begin working on a course, click its link under this module.

DISCUSSION BOARD	BLACKBOARD EMAIL
<p><b>Participate and Add a Thread:</b></p> <ol style="list-style-type: none"> <li>1. From your Course page menu, 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, if needed, add an attachment</b>. Once finished, scroll down and click <b>Submit</b>. (Note – Save will not post the entry.)</li> </ol> <p><b>Respond to a specific posting:</b></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 or Quote</b> button.</li> <li>5. Enter your reply.</li> <li>6. Scroll down and click <b>Submit</b>.</li> </ol>	<p><b>To send email to fellow students or the instructor, follow these steps:</b></p> <ol style="list-style-type: none"> <li>1. Select the <b>Send Email</b> link from the Tools course menu item.</li> <li>2. Click the link for the desired recipients (all users, all groups, all teaching assistants, all instructor users, select users, or select groups).</li> <li>3. If you are composing a message to select users or groups, make sure you select the appropriate recipients.</li> <li>4. Compose your message as you would for any other email - provide a subject, type the message body, and add attachments if desired.</li> <li>5. Click <b>Submit</b>.</li> </ol> <p><b>To attach a file:</b></p> <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 <b>Browse</b>.</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</b> again. A new screen appears and verifies your email has been sent.</li> </ol>
SUBMITTING ASSIGNMENTS	STUDENT EMAIL and BLACKBOARD
<p>These instructions are specific to submitting assignments that instructors have created with the Assignment tool in Blackboard. If you are unsure if your instructor used this tool, please ask.</p> <ol style="list-style-type: none"> <li>1. From the course menu, enter the area where your instructor has told you to find assignments. In all likelihood, this will be in the "Course Content" area.</li> <li>2. Locate the assignment you wish to submit. Click the name of the assignment.</li> <li>3. You will be taken to the assignment page. This page can include more information, such as the assignment instructions, due dates, points possible and files the instructor has uploaded for you to use to complete your assignment. You can download any attached files to your computer. Carefully review the due date – assignments can be submitted late, but your instructor might penalize you.</li> <li>4. Submit your work. For some assignments, you will simply be answering questions, creating journal entries, etc. using the submission box. For other assignments, you might be required to attach a file.</li> <li>5. To attach a file to this assignment, click either the Browse for Local File or Browse for Content Collection item button. Find and select the desired file. To attach more than one file, once again click either the Browse for Local File or Browse for Content Collection item button.</li> <li>6. Enter any desired assignment comments in the comments box.</li> <li>7. Click the Save as Draft button, if you wish to return to this assignment and complete it later. Click the Submit button when you are finished and want to turn your assignment in. NOTE: if you make a mistake and accidentally submit when you were not ready to, you will not be able to modify your assignment later. If your instructor has only given you one attempt at the assignment, you must ask your instructor to clear the attempt so you can access the assignment again.</li> </ol>	<p>Even though email is composed through Blackboard, it must be viewed through your regular email client (such as Gmail, Outlook, Webmail, etc.).</p> <p>Maricopa Community Colleges provide a free email account; Gmail. This free email account uses the @maricopa.edu domain name and your MEID (for example JOSTB0000@maricopa.edu). Visit <a href="http://google.maricopa.edu">http://google.maricopa.edu</a> to learn more about the benefits of using your Gmail account .</p> <p>Gmail is the official way to receive communications from the students' colleges and the Maricopa Community College District. The @maricopa.edu email account is automatically loaded into Blackboard. ALL email sent via Blackboard will be sent to the student's Maricopa email.</p>
	FORWARDING STUDENT EMAIL TO ANOTHER EMAIL CLIENT
	<ol style="list-style-type: none"> <li>1. Log in at <a href="http://google.maricopa.edu">http://google.maricopa.edu</a> using your MEID and the password</li> <li>2. Scroll down if necessary and click on either <b>My Gmail</b> or just <b>Email</b>. Your email will load.</li> <li>3. Click <b>Settings</b> at the top of the page, and click the <b>Forwarding and POP/IMAP</b> tab.</li> <li>4. In the <b>Forwarding</b> area, enter the email address to which you'd like your messages forwarded. Double-check to be sure it is spelled correctly!</li> <li>5. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can archive it or <b>delete it</b>. We strongly suggest that you choose <b>"delete Maricopa Community College's Mail copy"</b> (the third option on the list).</li> <li>6. Click <b>Save Changes</b>. All Maricopa Gmail messages that arrive in the future will now be automatically forwarded to the chosen email address.</li> </ol>
	VIEW YOUR GRADES
	<p>Your grades are accessible from the View Grades icon on your <b>My Institution</b> page. Click on the desired <b>Courses</b>, click on the My Grades link on the left-hand side of your screen.</p> <p><i>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.</i></p>