

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.

REMEMBER! Blackboard and eGCC Usernames are not the same.

Although it is not necessary to activate your eGCC. Account first in order to login to Blackboard, you must do so in order to use your Student Email Account.

Many instructors request you use your Student Email address as your Blackboard Email address.

Instructions for obtaining your eGCC Username and password are available at:

<http://web.gccaz.edu/studenthelpdesk/palette.html>

Student Email instructions are available at:

<http://web.gccaz.edu/studenthelpdesk/email.html>

Your Student Email Address is:

youeGCCUsername @student.gc.maricopa.edu

FIRST TIME LOGIN

Retrieve Your Maricopa Enterprise ID - MEID (Blackboard Username) and change your password:

1. Open your web browser and go to the Blackboard homepage, which is located at: <http://www.maricopa.edu/blackboard>
2. Click on the “**New User? Click Here**” icon for your first time login to Maricopa’s Blackboard.
3. Select the link called **student link**.
4. You will find yourself at the Student Personal Administration Tool page. Click on the “**First Visit? Discover Your MEID (Maricopa Enterprise ID) and set your Password**” link.
5. When the logon information screen appears, follow the prompts to:
 - a. Enter your First Name, Last Name, and Zip Code.
 - b. Enter your Social Security Number.
 - c. Enter your Birth Date.
 - d. Click Next.
6. 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.
7. Follow the prompts on the screen:
 - a. Set your **password**. Note the rules.
 - b. 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.
 - c. Once finished, click **Submit**.

At the Summary of updates screen, you can click the link to login to Blackboard. Or, you may do the following:

1. Open your web browser and go to the Blackboard homepage, which is located at: <http://www.maricopa.edu/blackboard> .
2. Select **Glendale Community College**.
3. Enter your **MEID** (Maricopa Enterprise ID), click **Login**.

PROVIDE YOUR CORRECT EMAIL ADDRESS

Please do the following:

1. Login to Blackboard. The first screen you will see is the My Institution screen.
2. Click on the **Personal Information** link in the Tools palette.
3. Click **Edit Personal** Information.
4. Enter your Email Address. Then scroll to the bottom of the screen and click Submit.
5. Click **OK** *twice* to return to the My Institution screen.

HELP

Glendale Community College Resources are available on the following pages:

- Student Helpdesk Homepage:
<http://web.gccaz.edu/studenthelpdesk/palette.html>
- Blackboard Basics
<http://www.gc.maricopa.edu/ic/gcchelp/tutorials/Blackboard/gg.pdf>
- Online Tutorials
<http://www.gc.maricopa.edu/ic/gcchelp/tutorials>
- eGCC (Palette)
<http://web.gccaz.edu/studenthelpdesk/palette.html>
- Email
<http://web.gccaz.edu/studenthelpdesk/email.html>

Maricopa Blackboard Support Options are available from these pages:

- Maricopa’s Blackboard Homepage
<http://www.maricopa.edu/blackboard>
- Visit the Online Blackboard Support Page.
<http://www.maricopa.edu/blackboard/help.html>
- Read the Maricopa’ Blackboard FAQs document
<http://www.maricopa.edu/blackboard/FAQ.html>

For 24 X7 Toll Free Support Line: 1-888-994-4433

Don’t forget that you can also ask your instructor!

BLACKBOARD EMAIL - SEND EMAIL

1. Click **Communication** on the Course menu, located on your **Courses** page. Locate and click on the icon labeled with the words “**Send E-mail**”.
2. **Choose either Select Users or Select Group**
 - a. **Select Users:** This option allows you to verify and select only the users you want to receive a copy of the email.
 - b. **Select group:** This option allows you to select only those students who you are working with as a group.
3. Click the check box next to the person you want to email.
4. Enter a Subject in the subject line and your Message in the appropriate place.
5. Click **Submit**. A copy of the email will automatically be sent to you.

COLLABORATION TOOLS

- Discussion Board - Participate and Add a Thread:**
1. From your Course page menu located on the left-hand side of your screen, click on **Discussion Board**.
 2. Click on the **Forum topic**.
 3. Click on **Add a new thread**.
 4. Click in the **subject field** and **enter your subject heading**.
 5. Click in the **message field** to **enter your message or assignment**. Once finished, scroll down and click **Submit**.

Discussion Board – Respond to a specific posting:

1. Click on the **Discussion Board**.
2. Click on **Forum topic** posted by your instructor.
3. Locate the posting you wish to reply to. Be sure to click
4. Locate and click the **Reply** button.
5. Enter your subject and message.
6. Scroll down and click **Submit**.

Virtual Classroom/Chat:

1. Click on **Communication**.
2. Click on **Collaboration**.
3. Click the **JOIN** link next to the session you want to join.

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. *Remember, only those students enrolled in the course can access Virtual Classroom within that course.*

BLACKBOARD EMAIL - ATTACHMENTS

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 **Add** button.
2. Click **Browse**
3. Browse to the location of the file you want to attaché and select it. Then, click **Open**.
4. You should be taken back to the message window. Click **Submit** – note your file name has been entered under the add button.
5. Click **Submit again**. A new screen appears and verifies your email has been sent.

EDIT YOUR PERSONAL INFORMATION

To edit your personal information:

1. Open a course Web site.
2. Click **Tools** on the Course menu.
3. Select **Personal Information**.
4. Select **Edit Personal Information**.
5. Change the desired information.
6. Click **Submit**.

Tip: 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.

VIEW YOUR GRADES

Your grades are accessible from the **View Grades** link on your **My Institution** page. Simply **click on the desired course's Grade link**.

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.

NAVIGATION:

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

1. There are two main paths (tabs) available:
 - My Institution** - takes you to your personal entry screen.
 - Courses** - displays the courses in which you are currently enrolled.
2. Additional navigation icons are located at the top of your Blackboard screen.
 - **Home** takes you to the Blackboard Homepage.
 - **Help** takes you to the Blackboard Support Page.
 - **Logout** ends your Blackboard session and secures your personal information.
3. The **Tools menu** is located on the left-hand side of both your **My Institution** page and your **Courses** page.

