

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 (MEID) 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:

your**eGCCUsername**@**student.gc.maricopa.edu**

FIRST TIME LOGIN

Retrieve Your Maricopa Enterprise ID - MEID (Blackboard Username), change your password, and set your challenge questions. Please note these three 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: <https://ecourses.maricopa.edu>
2. Click the **User Login** button.

The Blackboard (7.3) 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** in a blue box. This is your Maricopa Enterprise ID you will need to login to Blackboard. Follow the prompts on the screen:
 - a. Set your **password**. Note the rules to assure you are creating your password correctly.
 - 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.
6. Once finished, click **Submit**.
7. At the **Summary of updates screen**, you can click the link to login to Blackboard.

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. 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.
5. Once finished, click **Submit**.
6. At the **Summary of updates screen**, you can click the link to login to Blackboard. Login using your MEID and password.

Important – CIDs expire in 7days of issue and are used one time only. For assistance contact the Enrollment Center.

LOGIN TO BLACKBOARD

Please do the following:

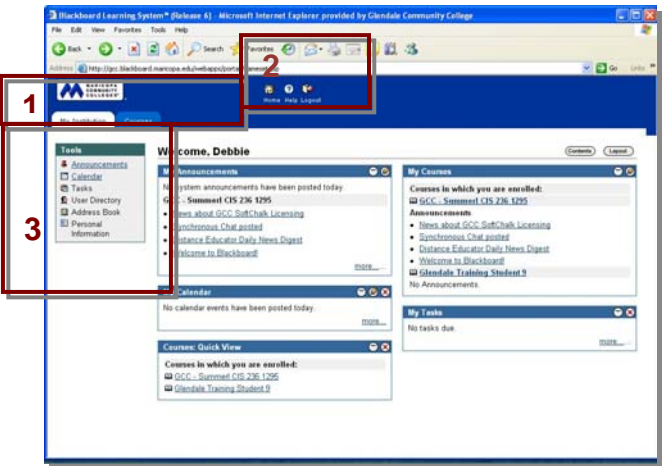
1. Open your web browser and go to the Blackboard homepage, which is located at: <https://ecourses.maricopa.edu>
2. Click the **User Login** button.
3. The Blackboard (7.3) Login page opens
4. Enter your MEID (Blackboard Username) and password in the Maricopa Login screen.
5. Click the **Login** button.

ENTER YOUR EMAIL ADDRESS

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.

COLLABORATION TOOLS	BLACKBOARD EMAIL - ATTACHMENTS
<p>Discussion Board - Participate and Add a Thread:</p> <ol style="list-style-type: none"> 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. <p>Discussion Board – Respond to a specific posting:</p> <ol style="list-style-type: none"> 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. <p>Virtual Classroom/Chat:</p> <ol style="list-style-type: none"> 1. Click on Communication. 2. Click on Collaboration. 3. Click the JOIN link next to the session you want to join. <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>	<ol style="list-style-type: none"> 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 attached 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. <p>EDIT YOUR PERSONAL INFORMATION</p> <p>To edit your personal information:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>VIEW YOUR GRADES</p> <p>Your grades are accessible from the View Grades link on your My Institution page. Simply click on the desired course's Grade link.</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>

NAVIGATION:

<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"> 1. 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. <ol style="list-style-type: none"> a. Home takes you to the Blackboard Homepage. b. Help takes you to the Blackboard Support Page. c. 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. 	
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HELP RESOURCES

<p>For 24 X7 Toll Free Support Line: 1-888-994-4433</p> <p>Student Helpdesk Home page: http://web.gccaz.edu/studenthelpdesk/palette.html Blackboard Basics http://www.gc.maricopa.edu/ic/gcchelp/tutorials/Blackboard/gg.pdf</p> <p>Don't forget that you can also ask your instructor!</p>	<p>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</p>
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