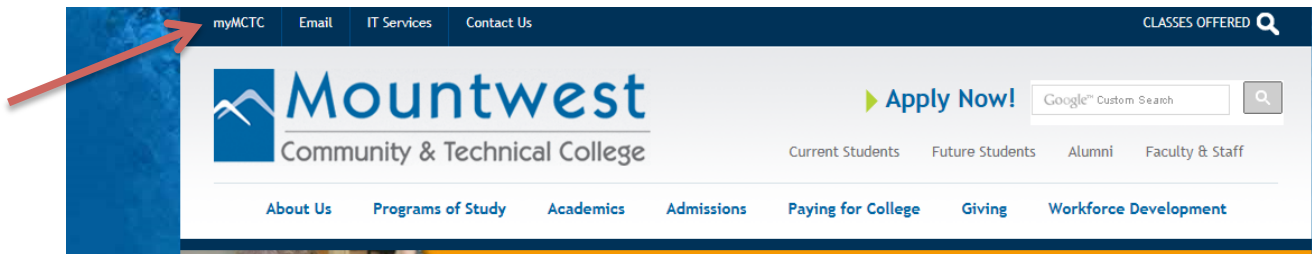


Mountwest Student Blackboard Help

**** Student access to Blackboard courses will be available on the first day of class. ****

To login to Blackboard you will need to know your Student ID number. This is a nine digit number that starts with “942”. You also will need to know your PIN number to access MyMCTC. If you do not know your 942 or your PIN you should contact the MCTC Help Desk at helpdesk@mctc.edu to have your information reset and sent to you.

1. Visit Mountwest’s official website (www.mctc.edu) and in the upper left click on the link for MyMCTC.



2. Click on the image that says “**Login to myMCTC Self-Service**”.
3. Enter your 942 number and your PIN and click “**Login**”.

HELP EXIT

User Login - myMCTC Self-Service

 Please enter your MCTC Identification Number and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

PLEASE NOTE:

If this is your first time logging in, your login id is your MCTC ID Number (942XXXXXX) and your pin should be your 6 digit date of birth. EX: January 1, 1990 would be 010190
Your PIN must be at least 6 characters long. It can be up to 15 characters long. The system will not accept anything beyond the 15th character you type - so pay particular attention to the length (numbers and/or letters).

If you have forgotten your PIN, please enter your MCTC ID and then click the Forgot PIN? button.

User ID:
PIN:

DE PAGE: 07

4. Click the link that says “**Student & Financial Aid Information**”.
5. Click on the link that says “**Online Classes**”.
6. Click on the blue button that says “**Login to Blackboard**”.

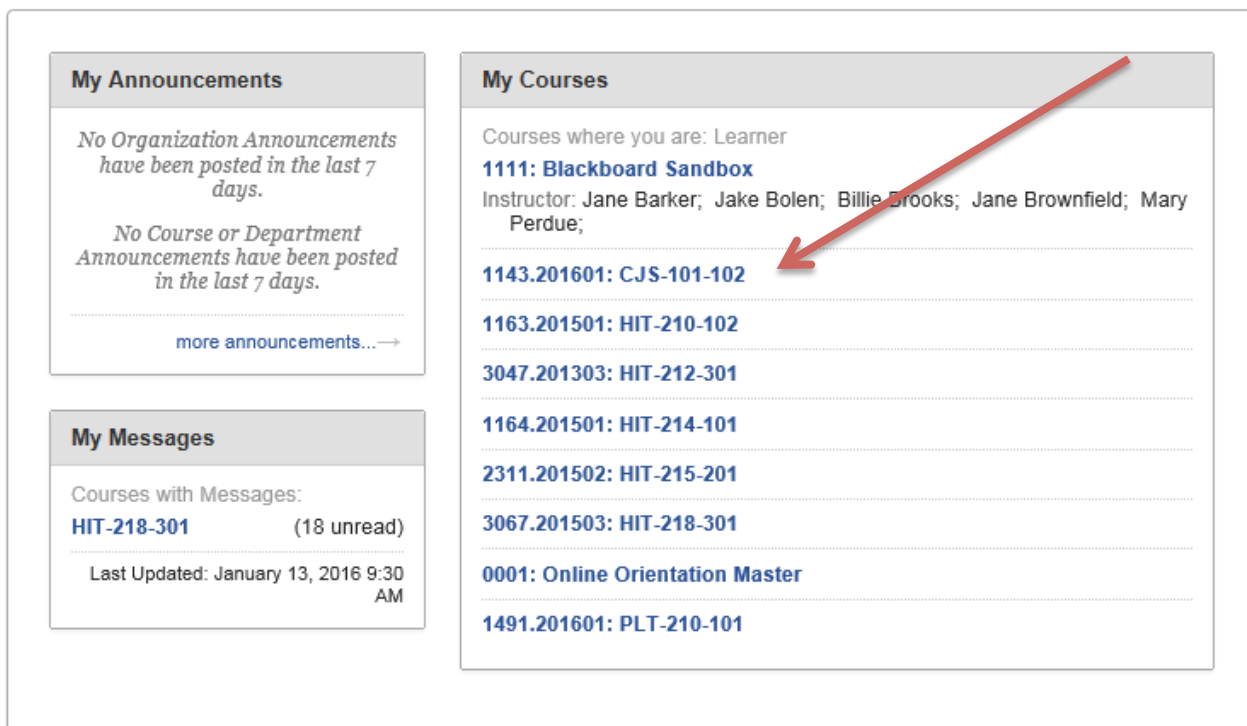
HOW TO EDIT PERSONAL INFORMATION

1. On Blackboard's portal page, in the Tools box, click Personal Information.
2. Once on the Personal Information page, click Edit Personal Information.
3. Information that can be added or changed includes the student's first name, education information, home country, personal website, and a few phone/fax numbers.
4. Once finished, click Submit.

HOW TO ACCESS YOUR COURSE

Students can view all the courses he/she is enrolled in or was previously enrolled in.

1. Left click on the course link or you will be able to see all the courses you are enrolled in by clicking on the "Courses" tab.
2. Click on the course link to enter the course.

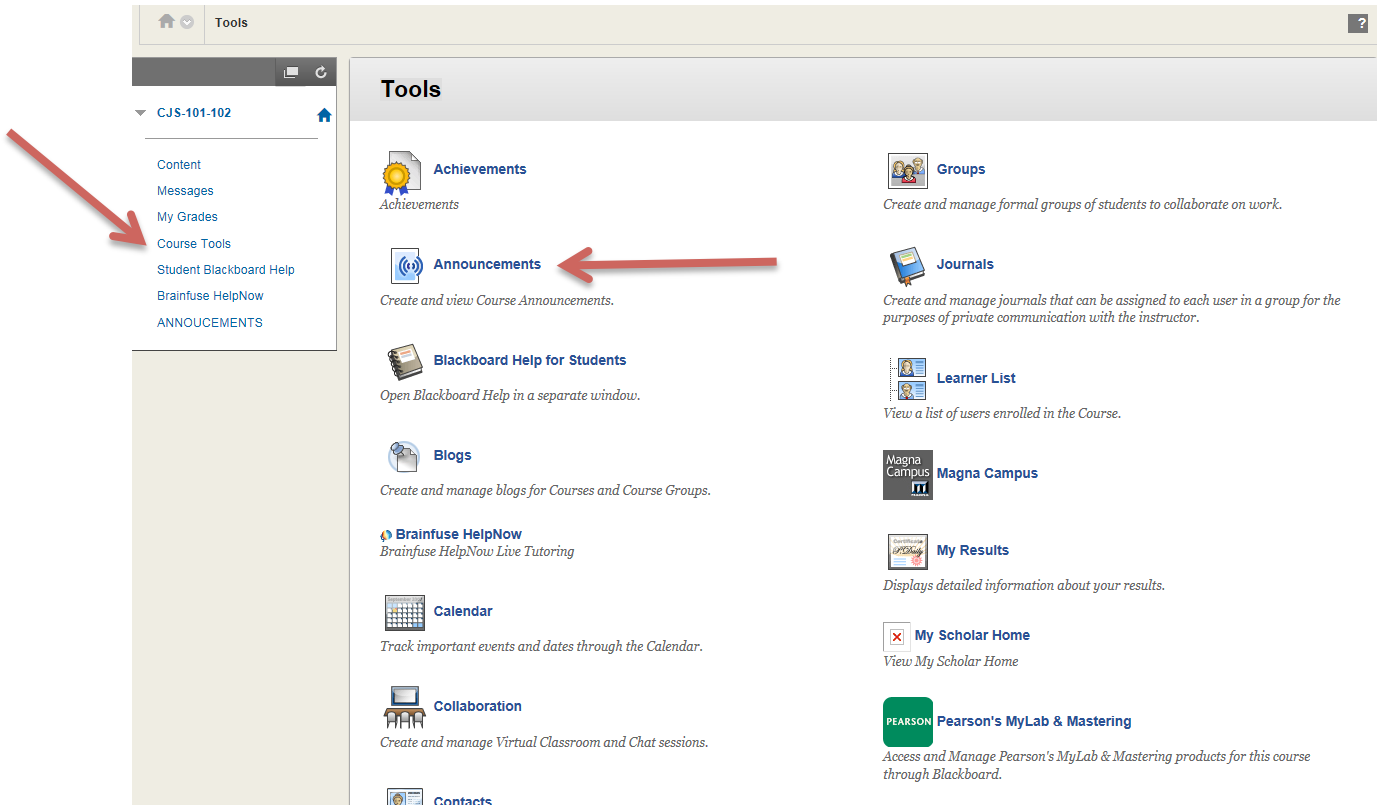


The screenshot shows the Blackboard interface. On the left, there are two panels: "My Announcements" and "My Messages". "My Announcements" contains two messages stating that no organization or course/department announcements have been posted in the last 7 days, with a link to "more announcements...". "My Messages" shows a message from course HIT-218-301 with 18 unread messages, last updated on January 13, 2016 at 9:30 AM. On the right, the "My Courses" panel lists courses where the user is a learner. The first course is "1111: Blackboard Sandbox" with instructors Jane Barker, Jake Bolen, Billie Brooks, Jane Brownfield, and Mary Perdue. Below it is a list of course numbers: "1143.201601: CJS-101-102", "1163.201501: HIT-210-102", "3047.201303: HIT-212-301", "1164.201501: HIT-214-101", "2311.201502: HIT-215-201", "3067.201503: HIT-218-301", "0001: Online Orientation Master", and "1491.201601: PLT-210-101". A red arrow points to the course link "1143.201601: CJS-101-102".

HOW TO NAVIGATE COURSE CONTENT

1. **Announcements**– Announcements from your instructor will show for one week, then be stored in folders. At any time you can view the announcements from the current month, or the full semester, by clicking on the sprocket at the top of the Announcement Module, to choose a time period to view.
2. **Course Information**– The instructor generally places the Introduction, Syllabus, Schedule, Course Policies, etc in here for the students to access.
3. **Staff Information**– Information about the Instructor such as Name, Department, Email, Office Location, Office Hours, and Contact Numbers are placed in here.
4. **Course Documents**– The Instructor generally places Lecture Notes, PowerPoint Presentations, etc. for the students to access.
5. **Assignments**– The Tests, Quizzes and Assignments are available in this content area.
6. **External Links**– Here a list of URLs for website resources are provided by the Instructor for the Students to access.

7. **Tools**– Various Tools for the course like Address Book, Calendar, Digital DropBox, Glossary, Homepage, Turnitin.



HOW TO VIEW AND WORK ON YOUR ASSIGNMENTS

Using the assignments feature in Blackboard allows students to view all assignments posted by the instructor and respond to assignments.

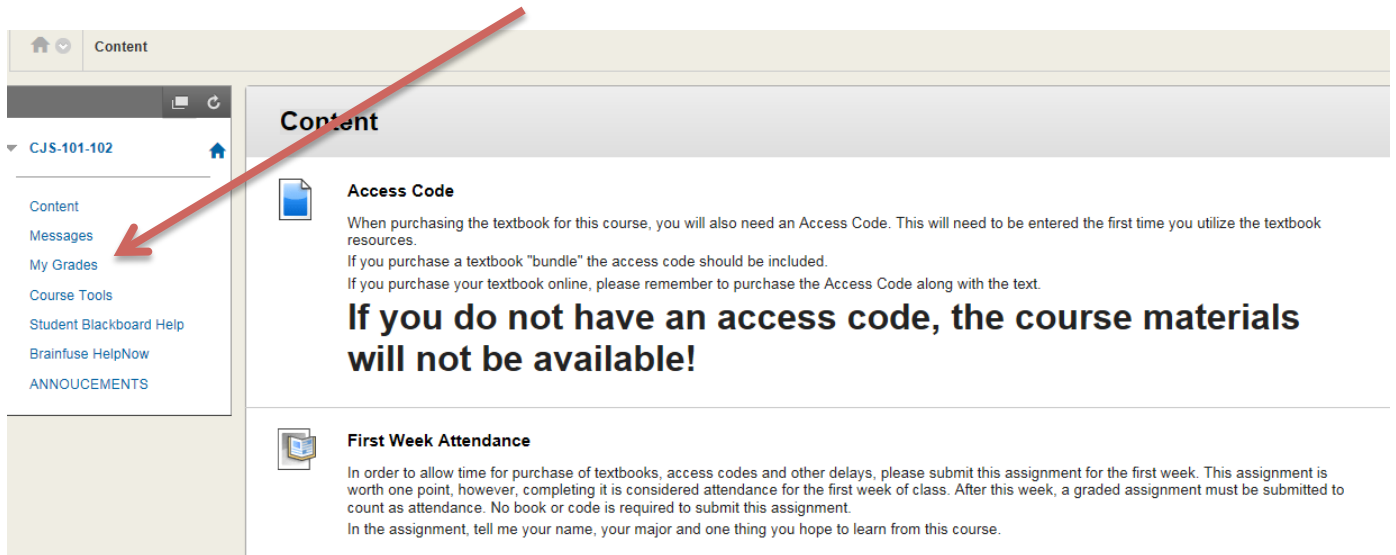
1. Left click on the “Assignment” button on your Course Content Menu.
2. Find the assignment.
3. Click on the title of the assignment to enter the assignment.
4. Enter in a submission through attaching a file. Add any necessary comments
5. Click “Save as Draft” so that your instructor does not grade your drafted work OR click “Submit” so that the instructor can view and grade your submitted work.

HOW TO WORK ON A DISCUSSION BOARD

1. Click a link in the Content Area or in the Course Menu
2. Select a forum to view the thread.
3. You can create a thread or select an existing thread to respond to.
4. Enter the subject and comments into the discussion post space provided. You can also attach any document.
5. Click submits and post will either create a new thread or be a reply to an initial post. If it is a reply to an initial post, it will be indented under the original post.

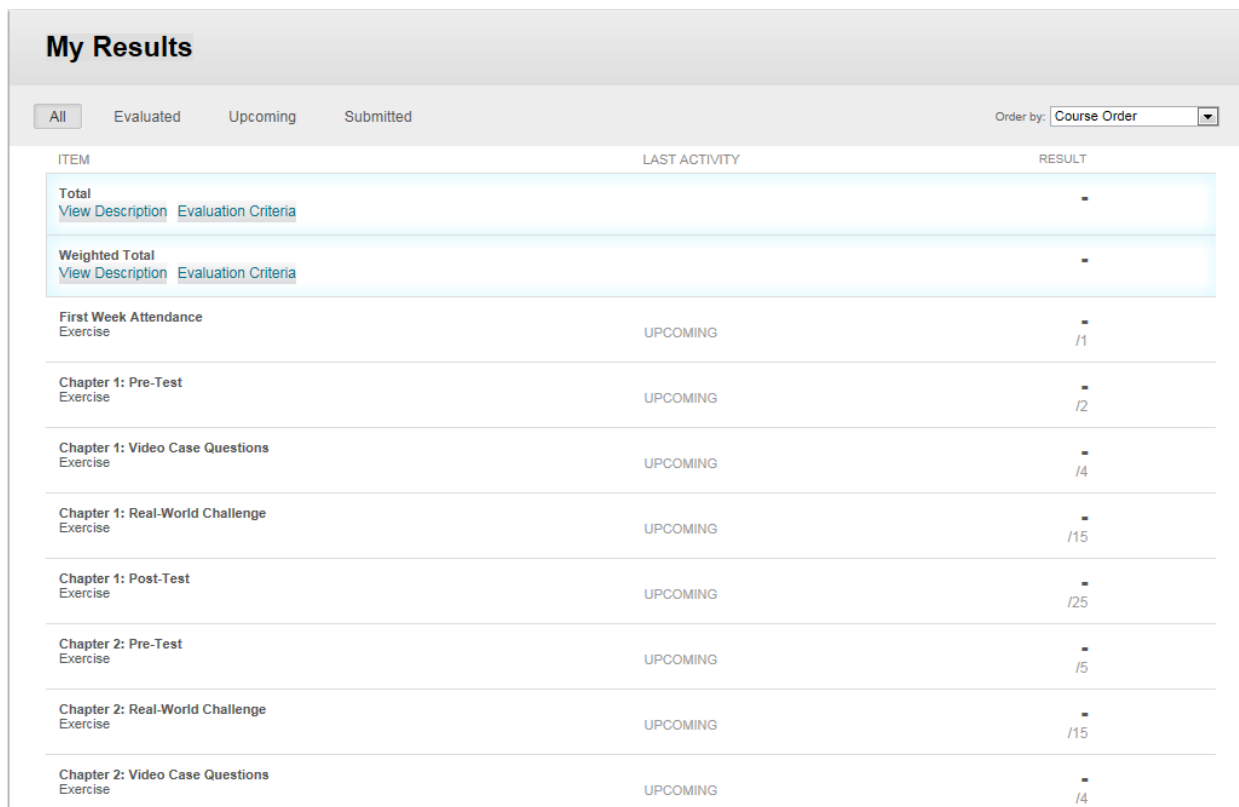
HOW TO CHECK YOUR GRADES

1. Click on the “Tools” button in the Course Content Menu or the “My Grades” button in the Course Content Menu.
2. Click on the “My Grades”.



The screenshot shows the Blackboard interface for a course. On the left is a navigation menu for course 'CJS-101-102' with options: Content, Messages, My Grades (highlighted with a red arrow), Course Tools, Student Blackboard Help, Brainfuse HelpNow, and ANNOUNCEMENTS. The main content area is titled 'Content' and contains two sections: 'Access Code' and 'First Week Attendance'. The 'Access Code' section includes a warning: 'If you do not have an access code, the course materials will not be available!'.

3. View assignments that are listed in the Grade Center, points, submissions, and any comments from your instructor.



The screenshot shows the 'My Results' page. At the top, there are tabs for 'All', 'Evaluated', 'Upcoming', and 'Submitted'. The 'All' tab is selected. On the right, there is a dropdown menu for 'Order by:' set to 'Course Order'. Below the tabs is a table with three columns: 'ITEM', 'LAST ACTIVITY', and 'RESULT'.

ITEM	LAST ACTIVITY	RESULT
Total View Description Evaluation Criteria		-
Weighted Total View Description Evaluation Criteria		-
First Week Attendance Exercise	UPCOMING	- /1
Chapter 1: Pre-Test Exercise	UPCOMING	- /2
Chapter 1: Video Case Questions Exercise	UPCOMING	- /4
Chapter 1: Real-World Challenge Exercise	UPCOMING	- /15
Chapter 1: Post-Test Exercise	UPCOMING	- /25
Chapter 2: Pre-Test Exercise	UPCOMING	- /5
Chapter 2: Real-World Challenge Exercise	UPCOMING	- /15
Chapter 2: Video Case Questions Exercise	UPCOMING	- /4

4. Click on the title of your Course at the top of the page to return to course entry point.

HOW TO SEND AN EMAIL

Students will be able to send emails in their Blackboard courses to individual peers, instructors, and groups.

1. Left click on the “Tools” button on the Course Content Menu.
2. Click on “Send Email” and select the individual or group to receive the email.
3. Enter the subject of the email. When sending an email to your instructor, please include your course code/number.
4. When finished with your email, select submit. A copy of the email will be sent to you as a default.