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| ► Requirements |
| <ol style="list-style-type: none"> 1. an email address. Email & Internet Access 2. a current browser. Browser 3. the Acrobat Reader. Download 4. a current word processor. (Microsoft Word XP, Word Perfect, Apple Works. See your college bookstore for educational pricing or download an open source program. 5. current registration for the class |
| ► Log Into <i>SMCCD WebAccess</i> |
| <ol style="list-style-type: none"> 1. Open an Internet browser window. Go to : http://smccd.mrooms.net/ 2. Log in using your G number and password. 3. Click the course link in the Courses block. |
| ► Enroll |
| Find the course site (listed by course number), click the OK button to enroll and gain access. |
| ► Edit Profile |
| <p>In the Administration block, select Edit Profile. Fill out your Name, Email, CityTown..</p> <p>Description - fill out information that you would like to appear next to your profile.</p> <p>Email Digest - "No Digest" if you want to receive every forum post as a single email message. "Complete" if you want the day's email posts sent in a single message at 5 p.m.</p> <p>Forum Auto-subscribe – To receive email copies of posts select "Yes: when I post ..." To NOT receive email copies of posts. "No ..." (You will still be able to read posts in the forum.)</p> |

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| ► Change Password |
| In the Administration block, select Edit Profile , then the Profile tab . At the bottom of your profile box is the "change password" button. |
| ► Navigate Course Links |
| <ol style="list-style-type: none"> 1. Begin with the top section, center column, where you will find links to course information such as the Syllabus and Student Services. Click on the links in the order they appear. 2. Clicking on a link will open a resource page. As you begin reading, if you find that you need adaptive technologies: text reader, zoom text, voice recognition, etc. please contact the DSPS office. 3. For course navigation, use arrows and "jump to" menu on the top right of the screen. 4. For site navigation, use links (e.g. Web Access >> StdntTutorials >> Resource) on the top left frame of your screen |
| ► Upload Assignments |
| <ol style="list-style-type: none"> 1. Select the link of the assignment to which you will be submitting. Sometimes you will be asked to copy & paste an assignment; other times you will be asked to upload a file. 2. To upload a file: Make sure you have named your file properly before uploading it. (next section) Browse to the location of the file on your desktop and click the "Upload a File" button. 3. Your instructor will reply within a given period of time set in the course syllabus. |

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| ► Prepare Documents – File Naming |
| <ul style="list-style-type: none"> • Never use spaces in the file name. Use a dash – or an underscore instead. • Don't use special characters in the filename. (e.g. * ^ . , \$ % # /] } " ') • Do not use > 12 characters to name a file. • Include a dot and a three letter extension to designate the file type. (e.g. .doc .rtf .pdf .ppt .xls .html) Correct: report_9-22.doc Incorrect: report9.22.04.doc (no periods!) Incorrect: report-9-22-04 (missing extension) |
| ► Participate in a Forum |
| <ol style="list-style-type: none"> 1. Select the Forum link and select a discussion link. If you wish to reply, click the reply link. 2. Use the text box to enter your message. Formatting tools can be found above the message box to add colors and links. 3. Decide if you want email copies of posts to the forum using the menu next to "Subscription" 4. Click Post to forum to submit your message to the forum. Use the Edit button if you wish to correct something in your message. 5. WebReady - Interacting Effectively |
| ► Get Help |
| <p> Within SMCCD WebAccess click any question mark to view a pop-up window with additional information or use the WebAccess Student Tutorials or the MULT101-WebReady course/resource to pick up Internet skills.</p> |