STUDENT TUTORIALS

For more information and tutorials on Blackboard, log into the Portal page and then click the Technical Assistance button.

The Technical Assistance button provides students information on how to use various tools within Blackboard.

Online Learning Readiness Resource

The College's Online Learning Readiness Resource provides an environment for you to learn Blackboard, time management, and online communication skills. We hope you find it helpful in increasing your preparedness for online courses. For more details see: **mc3.edu/olrr**

USING BLACKBOARD

Once you have logged into Blackboard, you can access your course(s) and find class information such as:

▸ Announcements
▸ Class Syllabus
▸ Course Materials
▸ Discussions via the Discussion Board
▸ Grades
▸ Analytics for Students
▸ Email

Important Note: *If you do not see your course listed, it is not available for you to view. As a general rule, Blackboard courses will not display until the first day of classes.*

HELP FOR STUDENTS

Using Email in Blackboard

You can email your instructor using Blackboard.

▸ From the course menu, click *Email*
▸ Click *All Instructor Users*
▸ Compose the email Message
  Important Note: You have the option to attach a file
▸ To send the message, click *Submit*

Walk-up Help Desk Hours of Operation

If you encounter a technical problem, i.e. cannot access Blackboard or can't log in to the Portal, contact the Help Desk. The Help Desk phone and email support lines are staffed 24/7/365.

Fall & Spring Semester
Monday - Friday 7:00 AM - 10:15 PM
Saturday 9:00 AM - 1:00 PM

Summer Semester
Monday - Thursday 7:30 AM - 10:15 PM

MONTGOMERY COUNTY
COMMUNITY COLLEGE

INFORMATION TECHNOLOGY
BLACKBOARD

TECHNICAL HELP DESK
ADVANCED TECHNOLOGY CENTER 323
WEST CAMPUS: SOUTH HALL 256
HELP DESK: 215-641-6495
EMAIL: HELPDESK@MC3.EDU
LIVE SUPPORT: HTTPS://SUPPORT.MC3.EDU

Montgomery County
Community College

Blue Bell Campus
340 DeKalb Pike
Blue Bell, PA 19422

Pottstown Campus
101 Campus Drive
Pottstown, PA 19464

# USING BLACKBOARD AT MONTGOMERY COUNTY COMMUNITY COLLEGE

What is Blackboard?

Blackboard is the course delivery system used at the College that supports teaching and learning in face-to-face, hybrid, and online courses.

Accessing Blackboard

Blackboard can be accessed through the main College website: **https://www.mc3.edu**

▸ Click *MY MC3 LOGIN*

MY MC3 LOGIN

▸ Click *Quick Links*
▸ Click the *Blackboard* button
▸ Click on the *link for your course*
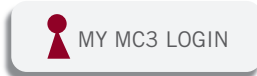
Log in for Blackboard

Username:

Your account is automatically created after registering for a class. You are assigned one username for all web resources at the College. This username consists of the first initial of your first name, then your last name (up to 15 characters without special characters such as an apostrophe or dash) followed by the last 4 digits of your MCCC ID number.

Example: jobrien5678

Password:

To get your password, you must claim your account online at: **password.mc3.edu**. This site will send a code to you via text message. You must use the code to verify your identity and then you can create your password. If you have not given your mobile phone number to the College, you will need to contact Enrollment Services at 215-641-6551 to add one to your account. If you have forgotten your password, want to change your password, or are locked out of your account you can access the self-service password system at: **password.mc3.edu**

Top Frame Tabs

At the top of your Blackboard window, there are tabs providing information related to your program of study. For example, you may see tabs for the Library, College Information, Help & Support, Policies, and the Virtual Campus.

Blackboard Dashboard

My Dashboard in Blackboard gives you access to your Course List, My Announcements, Academic Progress, Advising information, Financial Aid information, and access to other resources including Self-Service, Email, My Success Network, and Scholarships.

Announcements

Your Instructor can post Announcements about important class information, assignment due dates, or other pertinent information. The Announcements can be read in Blackboard, and they will also be sent to your College email account.

Discussion Board in Blackboard

The Discussion Board is an area that can be used for online participation within any class format, including including face-to-face, hybrid, and online classes. Once you have accessed your course:

▸ On the course menu, click *Discussion Board*
▸ Click on a forum that the Instructor has posted
▸ Click the *Create Thread* button
▸ Fill in the Subject area and the Message area
▸ Scroll to the bottom of the screen and click *Submit*

Submitting Assignments in Blackboard

Your instructor may ask you to submit assignments through Blackboard. To do this, you will:

▸ Locate the assignment in the course and click the assignment name
▸ Click *Write Submission* to type your work in Blackboard **OR**
▸ Click *Browse My Computer* to locate and submit a file to your Instructor (.docx, .pptx, etc.)
▸ When finished, click *Submit*

Tests in Blackboard

As a student, you may be required to take tests or quizzes electronically in Blackboard. To take a test:

▸ Locate the test in the course
▸ Click the name of the test
▸ Click *Begin*
▸ Complete the test
▸ Click *Submit* when finished

My Grades in Blackboard

To view grades posted by your Instructor, click the *My Grades* button in the course menu.

To view feedback, click on the name of the assignment and then click on your score/grade for the assignment.

Important Note: *Final Grades are posted in Self-Service.*
The grade in Self-Service is your official grade.

THE BLACKBOARD APP GIVES YOU ACCESS TO COURSE CONTENT, ASSIGNMENTS, GRADES AND MORE.

For more information visit http://www.mc3.edu/bbstudent