

# Student Guide

TECHNOLOGY AND OTHER RESOURCES GUIDE

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## Logging into the My WCCC portal

To Log into your MyWCCC portal go to <https://portal.wccc.me.edu/ICS/>

Type in your user name and password and press Login.

User name is your first name, middle initial, last name. Example: adamsmith

Password is Wc followed by your DOB going by MMDDYYYY.

For example if your birthday was May 2<sup>nd</sup>, 2000. Your password would be: Wc05022000

If you experience difficulty logging into the portal contact [Thelpdesk@wccc.me.edu](mailto:Thelpdesk@wccc.me.edu)

The screenshot shows the MyWCCC portal login page. The browser address bar displays <https://portal.wccc.me.edu/ICS/>. The page features a navigation menu on the left with options like 'Home', 'Portal', 'E-Learn', and 'Quick Links'. The main content area has a 'Course Schedules' section and a 'Student Resource Material' table. The login form is located at the top right, with fields for 'Username' and 'Password', and a 'Login' button. Red callout boxes provide instructions: 'To log into WCCC's portal go to https://portal.wccc.me.edu/ICS/', 'Your user name is your first name, your middle initial, and your last name. Example: adamsmith', 'Your password is Wc followed by your DOB. WcMMDDYYYY. Example: If born on May 2nd 2000 you would be: Wc05022000', and 'Press Login'. Arrows point from these callouts to the corresponding fields and the login button.

**To log into WCCC's portal go to <https://portal.wccc.me.edu/ICS/>**

**Your user name is your first name, your middle initial, and your last name.  
Example: adamsmith**

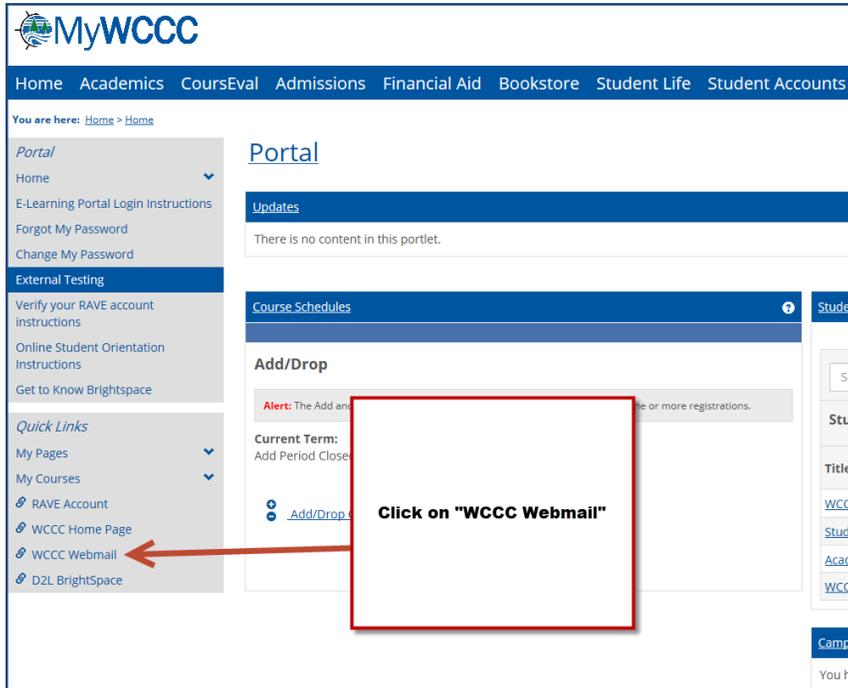
**Your password is Wc followed by your DOB.  
WcMMDDYYYY  
Example: If born on May 2nd 2000 you would be:  
Wc05022000**

**Press Login**

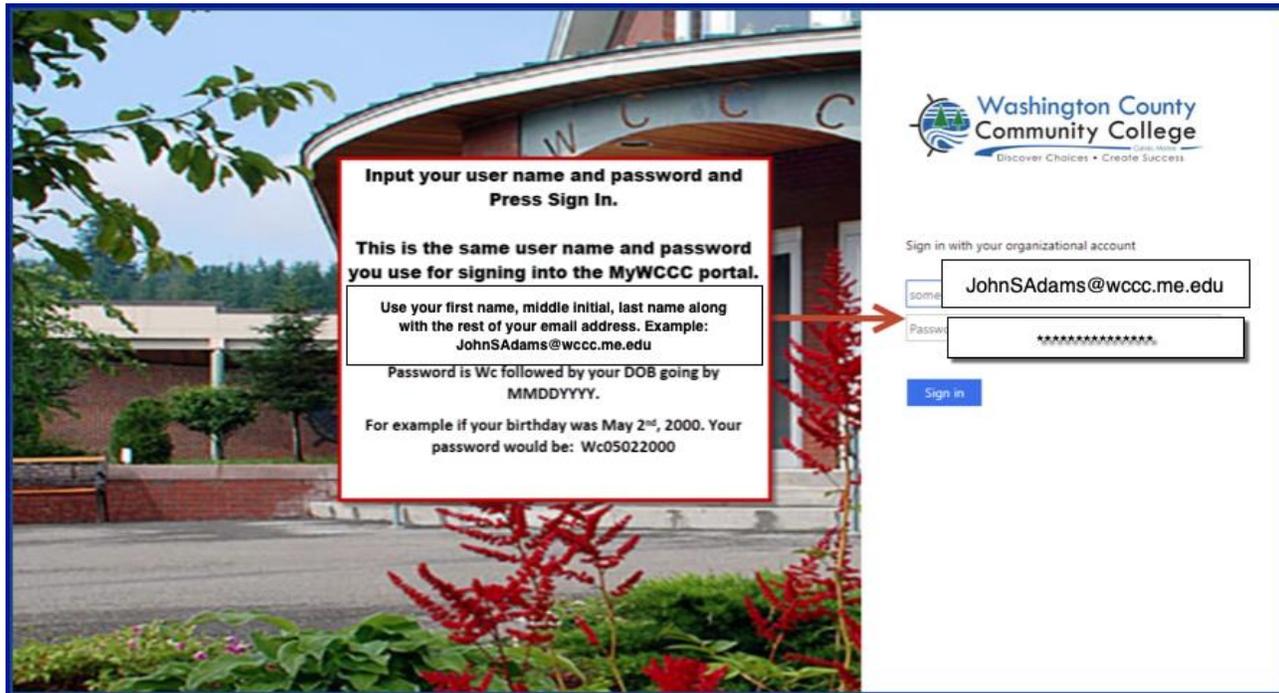
| Title  | Description | File type |
|--|-------------|-----------|
| <a href="#">WCCC Catalog 2019-2020</a>       |             | .pdf      |
| <a href="#">Student Handbook 2019 - 2020</a> |             | .pdf      |
| <a href="#">Academic Calendar 2019-2020</a>  |             | .docx     |
| <a href="#">WCCC Fact Book 2018-2019</a>     |             | .pdf      |

# Email

To open your WCCC email go to WCCC Webmail link found near the bottom left of the Portal page.



Sign in using your **school email** and password. The same password you use when signing into the MyWCCC portal.



## Schedule

To find your course schedule go to the Academics Tab, click the Academic Information drop down menu and select Student Schedule.

Ensure the correct Term is selected and press Search.

The screenshot shows the MyWCCC website interface. The navigation bar includes Home, Academics, CoursEval, Faculty, Admissions, Financial Aid, Bookstore, Campus Life, Student Accounts, Library, Employee, and Com. The breadcrumb trail reads: You are here: Academics > Academic Information > Student Schedule > Student Schedule. The Academics dropdown menu is open, showing options like Academic Information, Student Schedule, Grade Report, and Unofficial Transcript/Washington Cnty Comm College. A red box with instructions points to the Academics tab, the Academic Information dropdown, and the Student Schedule option. The main content area shows the 'Student Schedule - Schedule Details' page for Tatiana L Osmond. It features a 'Term' dropdown menu set to '2019-2020 - Fall' and a 'Search' button. A red box with instructions points to the Term dropdown and the Search button. Below the search area, a table header is visible with columns: Textbooks, Course, Title, Credits, Status, Grading Type, Faculty, Meets, Dates, Room. A red box with a note points to the search area.

**#1. Go to the Academics Tab**  
**#2. Click on the drop down arrow beside Academic Information.**  
**#3. Select Student Schedule**

**#4. Ensure you select the correct Term.**  
**#5. Press Search.**

**NOTE: Your individual course schedule will appear after you press search.**

## Grades and/or Unofficial Transcript

To find your course schedule go to the Academics Tab, click the Academic Information drop down menu and select Grade Report or select Unofficial Transcript.

Ensure the correct Term is selected and press Search.

The screenshot shows the MyWCCC website interface. The navigation bar includes Home, Academics, CoursEval, Faculty, Admissions, Student Accounts, Library, and Employee. The breadcrumb trail reads: You are here: Academics > Academic Information > Grade Report. The Academics dropdown menu is open, showing options like Academic Information, Student Schedule, Grade Report, and Unofficial Transcript/Washington Cnty Comm College. A red box with instructions points to the Academics tab, the Academic Information dropdown, and the Grade Report option. The main content area shows the 'Grade Report' page. It features a 'Term' dropdown menu set to '2019-2020 - Fall' and two links: 'View Final Grade Report' and 'View Midterm Grade Report'. A red box with instructions points to the Term dropdown and the 'View Final Grade Report' link. A red box with a note points to the 'View Final Grade Report' link.

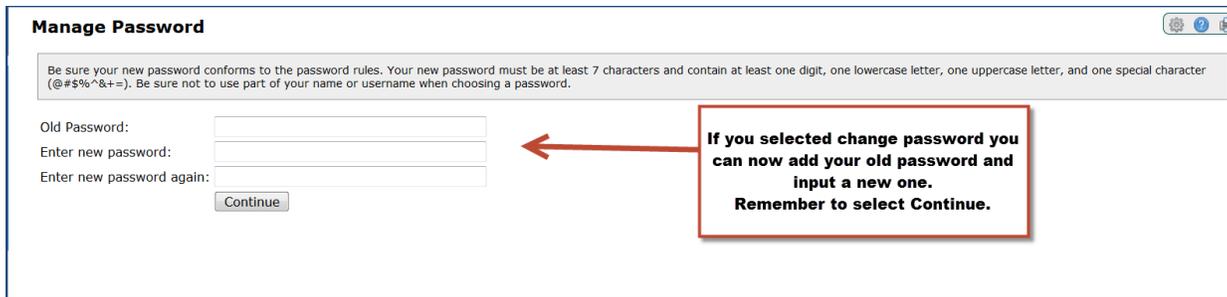
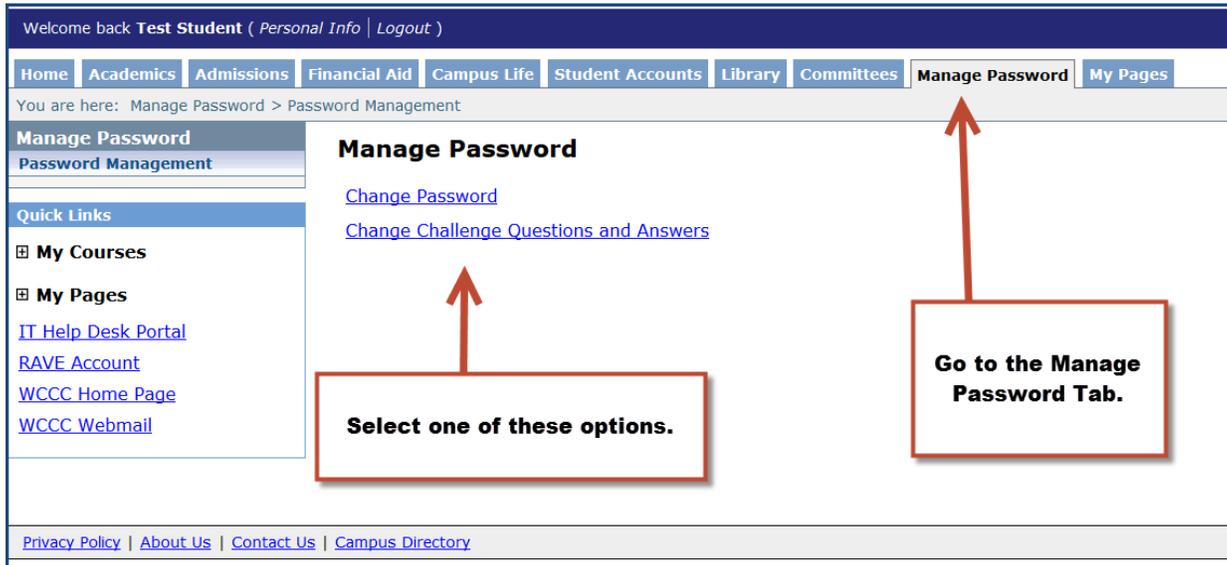
**#1. Go to the Academics Tab.**  
**#2. Press the arrow beside Academic Information.**  
**#3. Select Grade Report.**

**#4. Select "Term" you want to view.**  
**#5. Click on "View Final Grade Report".**

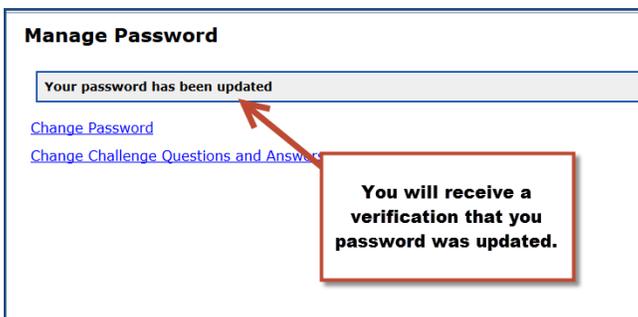
**NOTE: To get your Unofficial Transcripts you can click here.**

## Manage your Password

We highly recommend you change your default password that the school assigns you. Log into the portal at <https://portal.wccc.me.edu/ICS/>  
Select the Manage Password tab and choose the change password option.



Enter your old password and input a new password that complies with the password rules. Remember to select Continue when you are done.



You will receive a verification that your password was updated.

If you select Change Challenge Question and Answers you can set up security questions to help you unlock your password in case you forget it.

### Manage Password

Select a unique question from each drop down and give a unique answer for each question

Who is your favorite actor, musician, or artist?

What is the first and last name of your first boyfriend or girlfriend?

What is your favorite color?

What is your mother's maiden name?

What was your favorite place to visit as a child?

Who is your favorite actor, musician, or artist?

**If you selected Change Challenge Questions and Answers you can update your challenge questions for the next time you FORGET your password. Remember to select Continue when you are done.**

## Verify your RAVE Account Information

Go to your RAVE account by selecting the RAVE account link on the main page of the portal. Bottom left.

The screenshot shows the MyWCCC website navigation bar with links for Home, Academics, CoursEval, Faculty, Admissions, Financial Aid, Bookstore, Campus Life, Student Accounts, and Library. Below the navigation bar, the breadcrumb trail reads "You are here: Campus Life > Rave User Portlet".

The main content area is titled "Rave User Portlet" and includes sections for "Admin Portlet", "Email" (Primary Email: tosmo@wccc.me.edu, Email (1): tlo9ca@gmail.com), "Mobile Phones" (Mobile (1) 902-233-1232 Aliant Telecom), "Voice Only Line Contacts" (None), and "Update Info Help".

On the left side, there is a "Campus Life" menu with options like Home, Rave User Portlet, TRIO, Add a Page, Context Manager, Usage Statistics, Copy Courses, and Early Alert Messages. Below this is a "Quick Links" section with My Pages, My Courses, RAVE Account (highlighted in blue), WCCC RAVE Account, and WCCC Webmail.

Annotations include a red box around the "RAVE Account" link in the Quick Links menu with the text: "Select 'Rave Account' from the left side menu. Review Rave info and select Update Info to make changes." Red arrows point from this box to the "RAVE Account" link and the "Update Info Help" link.

At the bottom of the page, there are links for Privacy policy, About us, Contact us, and Campus directory.

Select Update Info to change your RAVE Account Information.

You can add secondary email accounts, mobile phones (including voice messages), or landlines.

Remember to press SAVE at the bottom of the page.

### Rave User Portlet

Access Options Settings

Please use the below form to update your Rave Alert emergency notification contact information.

**Email** ?

Primary Email  **Your primary email is automatically your school email.**

Email (1)  **Put your secondary email here, like gmail.** This email account will only be used for emergency notifications.

Email (2)  This email account will only be used for emergency notifications.

**Mobile Phones** ?

Mobile (1)   Enable Voice Message Delivery **Click enable to receive voice messages.**

Mobile (2)   Enable Voice Message Delivery

Mobile (3)   Enable Voice Message Delivery **Landline phones can be added here.**

**Voice Only Line Contacts** ?

Voice (1)  Extension  ?

Voice (2)  Extension  ?

Voice (3)  Extension  ?

[Save](#) [Cancel](#) [Help](#) **Remember to SAVE!!!**

For any questions regarding this form, please contact the campus security office.

## Finding your courses in Brightspace

You will find the courses you are currently enrolled in under the D2L Brightspace link. This link is on the left-hand side of the screen near the bottom.

**MyWCCC**

Home Academics CourseEval Faculty Admissions Financial Aid Bookstore Student Life Student Accounts Library

You are here: Home > Home

**Portal**

- Home
- E-Learning Portal Login Instructions
- Business and Community Training
- Forgot My Password
- Change My Password
- External Testing
- Verify your RAVE account instructions
- Online Student Orientation Instructions
- Free Virus Protection (HIDDEN NO LONGER VALID)
- In-take Survey
- Get to Know Brightspace
- Add a Page
- Context Manager
- Usage Statistics
- Copy Courses
- Early Alert Messages

**Quick Links**

- My Pages
- My Courses
- RAVE Account
- WCCC Home Page
- WCCC Webmail
- D2L BrightSpace

**Portal**

**Updates**

There is no content in this portlet.

You can add content in the following way(s):

[Create Content](#)

[Load From Server File](#)

[Show external remote content](#)

**Course Schedules**

**Add/Drop**

[Admin this portlet](#)

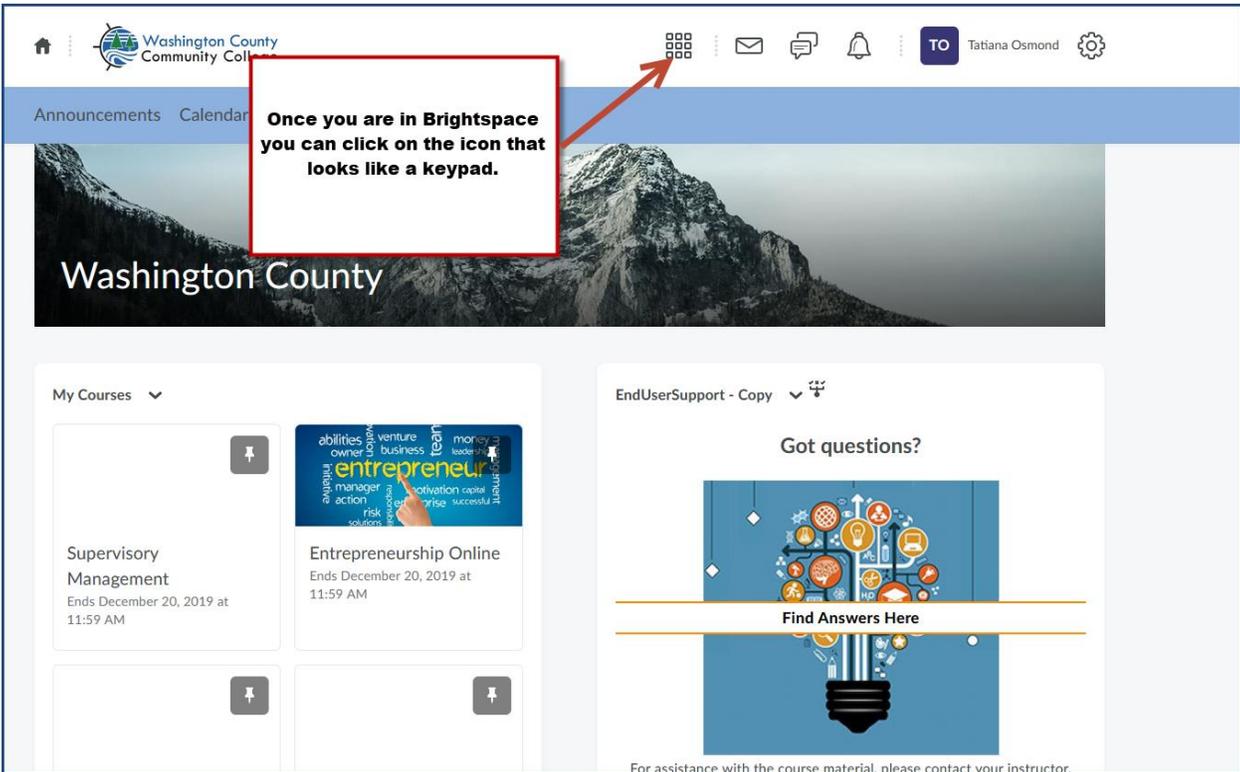
**Alert:** The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: 2019-2020 - Fall

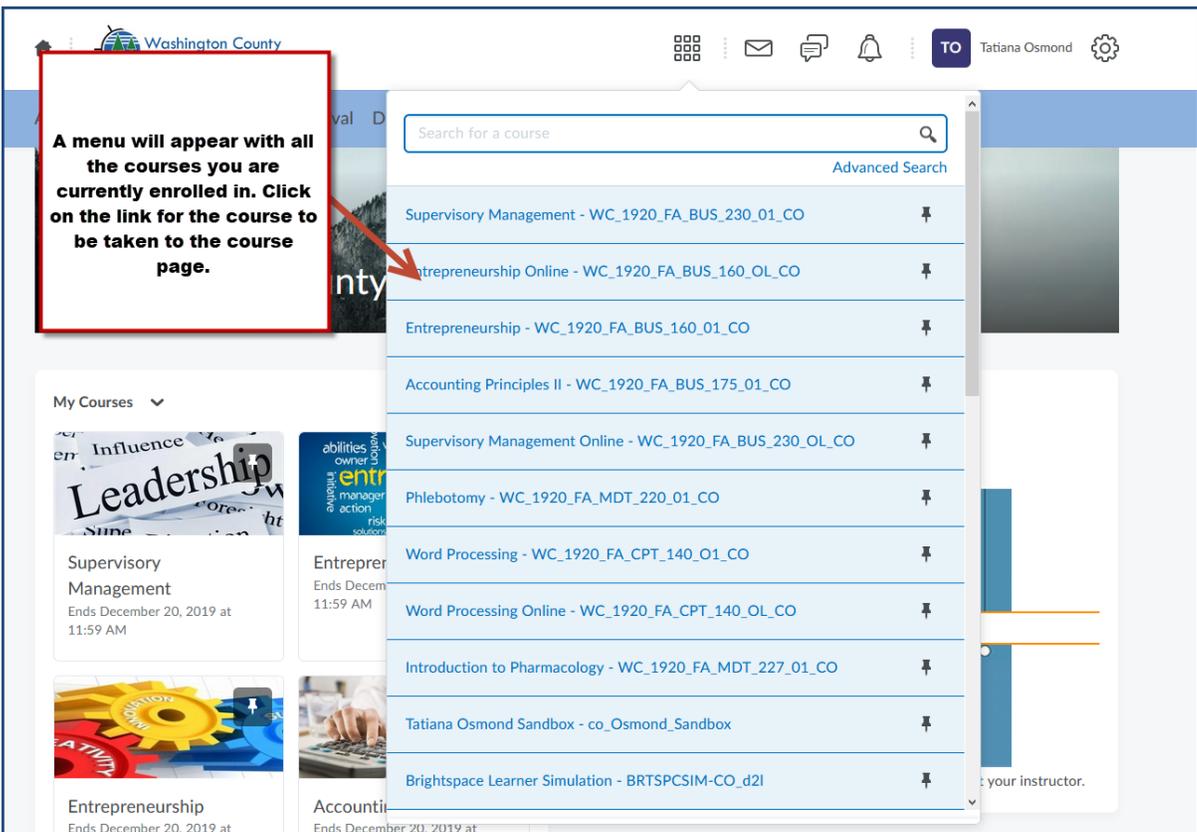
Add Period Closed / Drop Period Closed

**Click on the D2L Brightspace link to go to your courses.**

Once you are in Brightspace you can click on the icon that looks like a keypad.



A menu will appear with all the courses you are currently enrolled in. Click on the link for the course you want to go to.



## Navigating Brightspace

D2L Brightspace is WCCC's new Learning Management System. It's where all the courses at WCCC have their digital presence.

To log into Brightspace go to <https://portal.wccc.me.edu/ICS/> and log into the portal.

Once you are in click on the D2L Brightspace link on the bottom left of the screen.

The screenshot shows the WCCC MyWCCC portal interface. The browser address bar displays <https://portal.wccc.me.edu/ICS/>. The page features a navigation menu on the left with 'D2L Brightspace' highlighted. A search bar is located at the top right. Below the search bar, there is a 'Student Resource Material' table with the following content:

| Title   | Description | File type |
|---|-------------|-----------|
| <a href="#">WCCC Catalog 2019-2020</a>          |             | .docx     |
| <a href="#">Student Handbook 2019 - 2020</a>    |             | .pdf      |
| <a href="#">Academic Calendar 2019-2020</a>     |             | .docx     |
| <a href="#">WCCC Fact Book 2018-2019</a>        |             | .pdf      |
| <a href="#">Logging into the My WCCC portal</a> |             | .pdf      |

Annotations on the screenshot include:

- A red arrow pointing from the 'D2L Brightspace' link in the navigation menu to a text box: **Go to D2L Brightspace to go to your courses. You may be asked to log in again - if you are just use the same user name and password you use to log into the portal.**
- Two red arrows pointing from a text box: **Go into the portal with the user name and password you were provided.** to the 'Username' and 'Password' input fields in the top right corner.

## Why you can't I get into my course?

If you are logging into Brightspace before the start of semester you will see your courses listed but you won't be able to access them. The date and time that the courses are available will be listed.

Washington County Community College

Announcements Calendar Help

# Washington County

My Courses

Fall Cl... WCCC Sandbox Seme... WCCC2019-2020 - S...

Curriculum ECE Ages (3-8)  
WCCC2019-2020 - Spring  
Starts January 15, 2020 at 12:00 AM

Teaching Learning & Technology  
WCCC2019-2020 - Spring  
Starts January 13, 2020 at 12:00 AM

View All Courses (2)

There are no announcements to display.

Calendar

**If you log into Brightspace before the courses start you will see a list of your courses but you will not be able to access them until the date and time they start.**

**The start date and times are listed under the title of each course.**

Once the courses are open you can log into them by clicking anywhere on the course name or image.

## Accessing my course(s)

The screenshot shows the LMS interface for Washington County Community College. At the top, there is a navigation bar with a home icon, the college logo, and a user profile for Tatiana Osmond - LMS Admin. Below this is a secondary navigation bar with links for Announcements, Calendar, Quick Eval, Data Access, and Help. A large banner image of a mountain range is displayed with the text "Washington County".

The main content area is titled "My Courses" and shows a list of courses. Two courses are visible: "Teaching Learning & Technology" and "First Year Experience". Each course card includes a thumbnail image, the course name, and the start date and time. Red arrows point from callout boxes to specific elements: one points to a grid icon in the top navigation bar, another points to a course card, and a third points to a pin icon on a course card.

**You can also find your courses listed under this icon.**

**After the course has started you can click anywhere on the course name or picture to be taken into the course.**

**If you have a lot of courses you can use the "pins" to pin the courses you want to see listed at the top of your course list.**

For assistance with the course material, please contact your instructor.

## Homepage

Once you are in one of the courses the first page you will see is the course Homepage. This is where you will typically find course announcements and other important information.

The screenshot shows the top navigation bar with the Washington County Community College logo and the course title "Teaching Learning & Techn...". Below the navigation bar is a blue header with tabs: Home, Content, Assignments, Communications, Grades, Resources, and Course Admin. The main content area features a large banner with the text "Teaching Learning & Technology". A white callout box with a red border contains the text: "Once you are in the course the first page you will come to is the course Homepage. Faculty typically use this page to post course Announcements and other important information." Below the banner, there is an "Announcements" section with a dropdown arrow. A red arrow points from the callout box to the "Announcements" section. Below the announcements, there is a "Welcome to EDU 225" announcement posted on Dec 23, 2019, with a close button (X). The announcement text reads: "Welcome Tatiana to EDU 225. Check here each time you log in to find any news or updates about the course! Click on the Content Tab to get started with your course material. Getting Started Video". At the bottom of the screenshot, a smaller version of the navigation bar is shown, with a red arrow pointing to the "Content" tab.

### Nav Bar

At the top of your screen you will find the Mini Bar and the Nav Bar. The Mini Nav has a mail, a text, and a bell icon. If you see a little red dot on these icons it means you have an email, a message or an announcement waiting for you to view.

The Nav Bar (the blue bar) contains tabs and pages you will use in the course.

This screenshot highlights the "Mini Bar" and "Nav Bar" components. The "Mini Bar" is a white box at the top containing icons for mail, text, and a bell, with a red arrow pointing to it. The "Nav Bar" is a blue horizontal bar below it containing tabs for Home, Content, Assignments, Communications, Grades, and Resources, with a red arrow pointing to it. The background of the page shows the "Teaching Learning & Technology" banner.

## Home tab

The Home tab takes you back to the Homepage if you are on any other page of the course. Announcements will take you directly to the announcements page.

The screenshot displays the top navigation bar of a Learning Management System (LMS) for Washington County Community College. The page title is "Teaching Learning & Techn...". The user is identified as "Tatiana Osmond - LMS Admin as WC Learner". The navigation menu includes "Home", "Content", "Assignment", and "Resources". The "Home" tab is expanded, showing a dropdown menu with "Course Home" and "Announcements". A red box highlights the "Home" tab and the dropdown menu, with a text box stating: "Under the Home tab you can go back the homepage for the course. Or you can go directly to Announcements page." Red arrows point from the text box to the "Home" tab and the "Announcements" option in the dropdown menu. Below the navigation bar, there is a banner for "Teaching Learning & Technology" and an "Announcements" dropdown menu.

## Content Tab

The Content Tab is where you will find your course material. For online courses this is where you will spend most of your time.

Washington County Community College Teaching Learning & Techn... Tatiana Osmond - LMS Admin as WC Learner

Home Content Assignments Communications Grades Resources

**To explore course content you should go to the Content tab.**

**For online classes you will find your course material and instructions here.**

Search Topics

Overview Syllabus

Bookmarks

Course Schedule 2

Table of Contents 47

Start Here!!! 1  
January 13 - January 13

**Week 1** 7  
January 14 - January 19

Week 2 8  
January 20 - January 26

Week 3 11  
January 27 - February 2

**Week 1** Starts Jan 14, 2020 12:00 AM Ends Jan 19, 2020 11:30 PM

46.15 % 6 of 13 topics complete

**Week One Overview** Web Page

**Laptops/desktops/tablets/smartphones** PDF document

**The internet explained** PDF document

**Warriors of the Net** Video

**Thin underwater cables hold the internet.** Video

**What is a browser?** Video

### Assignments Tab

Under the Assignments tab you will find Assignments, Discussions and Quizzes. There is also a Plagiarism Checker that is available when instructors use this option in their course.

Washington County Community College EDU 225 OL - Teaching Learning &... Tatiana Osmond as WC Learner

Home Content **Assignments** Communications Grades Resources

Assignments

Discussions

Quizzes

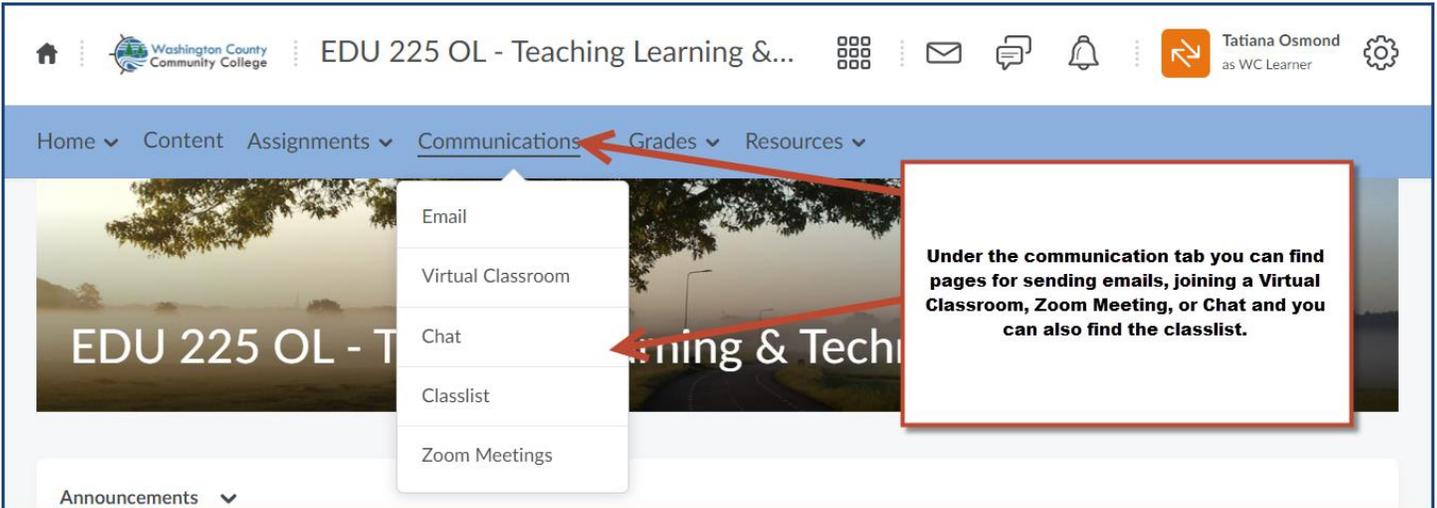
Plagiarism Checker

**Under the assignments tab you can find Assignments, Discussions, Quizzes, and a Plagiarism Checker (if your instructor is using this option).**

EDU 225 OL - Teaching Learning &...

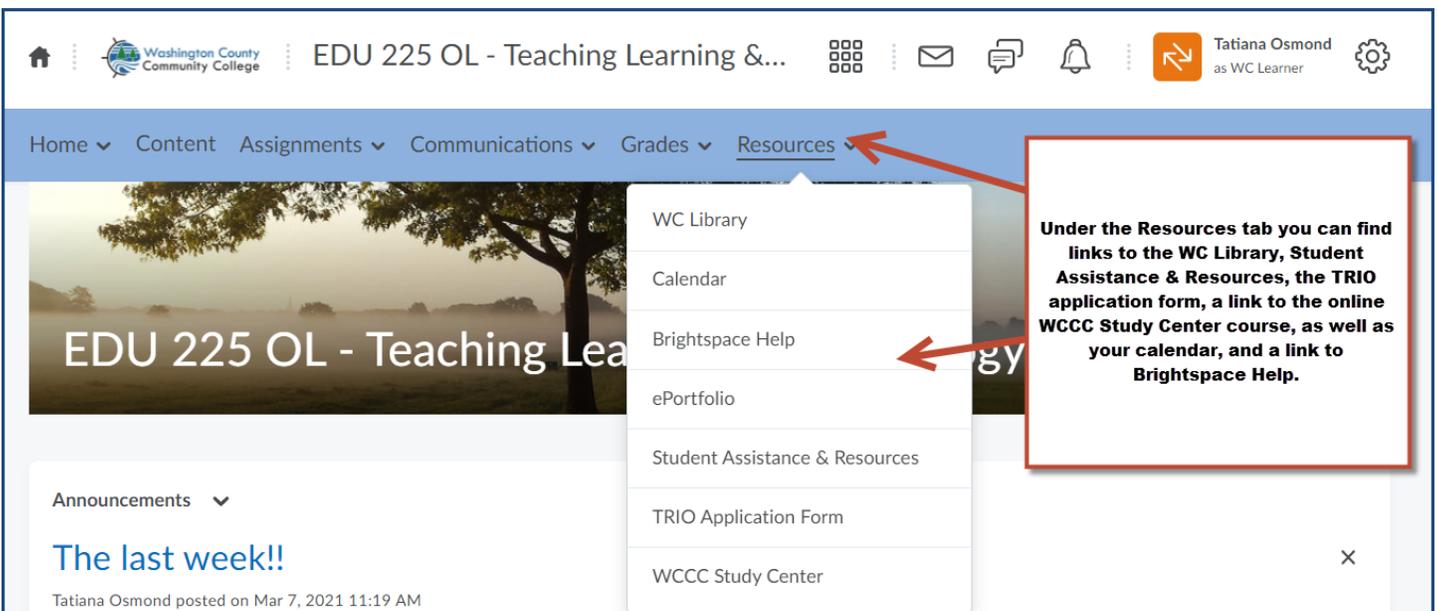
### Communications Tab

Under the Communications tab you will find access to Brightspace email, or you can join in a Virtual Classroom, a Zoom Meeting or a Class Chat if the instructor has set up one of these meetings spots. You will also find the Classlist.



### Resources Tab

Under the Resources tab you will find links to the WC Library, Help, a Calendar, an ePortfolio and TRIO resources.



## Grades Tab

Under the Grades tab you will find your Grades, Attendance and Class Progress.

The screenshot shows the top navigation bar of the course page. The 'Grades' dropdown menu is open, showing options for 'Grades', 'Class Progress', and 'Quickly Attendance'. A callout box points to the 'Grades' option with the text: "Under the Grades tab you can find pages for your Grades, Attendance, and you can access a Class Progress page which shows you how you are doing with completing your course work." Another callout points to the 'Class Progress' option.

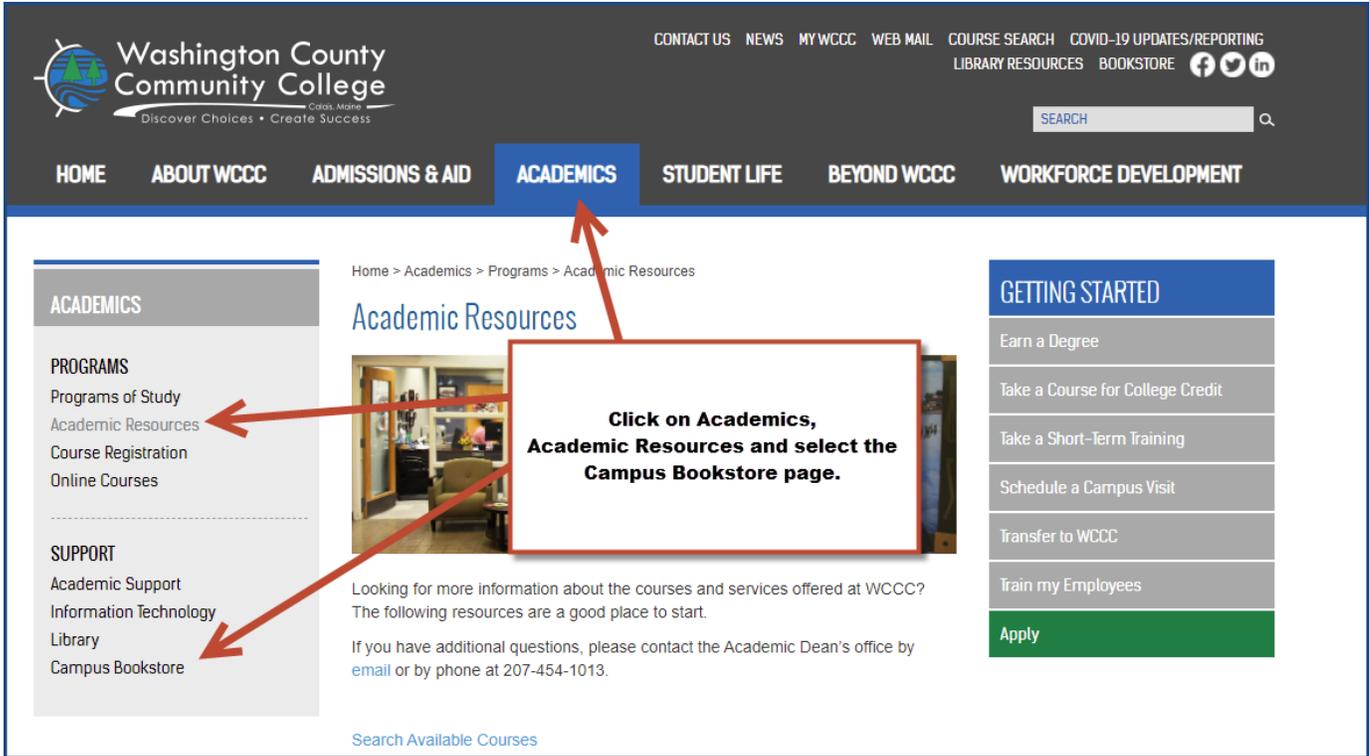
Click the Grades, under Grades to see your Grade page.

The screenshot shows the 'Grades' page. A callout box points to the 'Grades' dropdown menu with the text: "To find your grades go the Grades tab." Another callout box points to the 'Final Calculated Grade' section with the text: "Your Grade percentage will be listed and you can find the individual breakdown of each assignment." Below this is a table showing the breakdown of grades for various assignments.

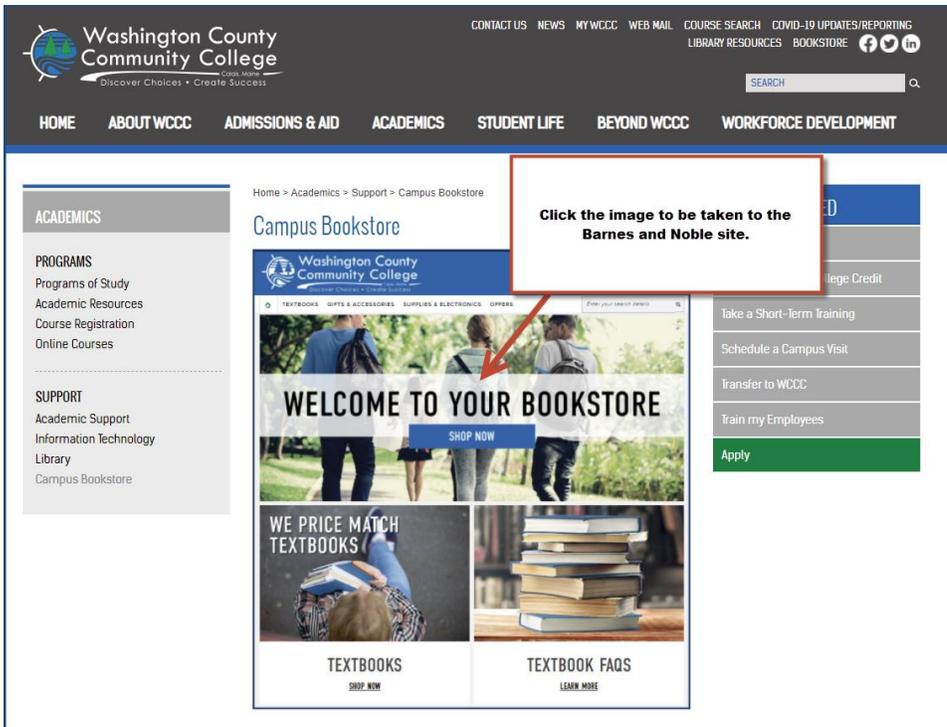
| Grade Item               | Points  | Weight Achieved | Grade | Assessment |
|--------------------------|---------|-----------------|-------|------------|
| Reality Checks           |         | - / 25          | -%    |            |
| Week One Reality Check   | - / 100 | - / -           | -%    |            |
| Week Two Reality Check   | - / 100 | - / -           | -%    |            |
| Reality Check Week Three | - / 100 | - / -           | -%    |            |
| Reality Check Week Four  | - / 100 | - / -           | -%    |            |
| Reality Check Review     | - / 100 | - / -           | -%    |            |
| Threshold Tests          |         | - / 5           | -%    |            |

## Accessing the Bookstore by the College Website

You can access the college bookstore website from the college website. By click on the Academics Tab and going to Academic Resources.



Click the image to go to WCCC's Barnes and Noble website.



Once you are on the College Bookstore page you can select the term, department, course, and section to look up Course Textbook information and purchasing options.

Washington County Community College  
Discover Choices • Create Success

CART  
0 ITEMS

TEXTBOOKS GIFTS & ACCESSORIES SUPPLIES & ELECTRONICS OFFERS

Enter your search details

**Select your term, department, course, and section to look up books.**

FIND COURSE

Add your course to find everything you need for class.

| TERM          | DEPARTMENT        | COURSE        | SECTION        |
|---------------|-------------------|---------------|----------------|
| SUMMER I 2021 | Select Department | Select Course | Select Section |
| SUMMER I 2021 | Select Department | Select Course | Select Section |
| SUMMER I 2021 | Select Department | Select Course | Select Section |
| SUMMER I 2021 | Select Department | Select Course | Select Section |

Add More Courses >>>

FIND MATERIALS