


<p>► Requirements</p> <ol style="list-style-type: none"> 1. a my.smccd.edu email address and Internet. 2. a current browser. Browser 3. the Acrobat Reader. Download 4. word processing capabilities. (Microsoft Word, PowerPt, Excel available at Google docs from within your my.smccd.edu acct. 5. current registration for the class
<p>► Log Into SMCCD WebAccess</p> <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.
<p>► Enroll</p> <p>Find your course links (listed by course number), If necessary, click the OK button to enroll and gain access to the course.</p>
<p>► Edit Profile</p> <p>In the Administration block, select Edit Profile. <i>You will need to fill out the top half of the page:</i> City/Town – enter your town Description - fill out information that you would like to appear next to your profile.</p> <p>Optionally You can adjust other menu items: Email Digest - select options to receive email in batches (complete) or individually (no digest) Forum Auto-subscribe – to receive email copies of posts select "Yes: when I post or "No ..." (to just read posts in the forum.)</p>

<p>► Change Password</p> <p>In the Administration block, select Edit Profile, then the Profile tab. At the bottom of your profile box is the "change password" button.</p>
<p>► Navigate Course Links</p> <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 the links on the top left part of your screen: Web Access >> StdntTutorials >> Resource)
<p>► Upload Assignments</p> <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. (See 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.

<p>► Prepare Documents – File Naming</p> <ul style="list-style-type: none"> • Never use spaces in the file name. Use a dash – or an underscore ____. • Don't use special characters in the filename. (e.g. * ^ . , \$ % # /] } " ') • Do not use > 15 characters in 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_jones.doc Incorrect: report.jones.doc (no periods!) Incorrect: report-jones (missing extension)
<p>► Participate in a Forum</p> <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. To block forum email, use the Unsubscribe link in the upper right corner of the forum.
<p>►  Help</p> <p>Within SMCCD WebAccess click any ? icon for detailed information or use the WebAccess Student Tutorials or call AELearn support, M-F between 6am-5pm at 1-(866)-440-8484</p>



Online Orientation Log-in Instructions

The Skyline College Online Orientation is presented on *WebAccess*, San Mateo County Community College District's Web Tool for Web Assisted Courses.

The screenshot shows the WebAccess login interface. At the top left is the 'smccd WEBACCESS' logo. Below it is a navigation bar with 'Web Access' and 'Login to the site'. A language dropdown menu is set to 'English (en_us)'. The main content area is titled 'Returning to this web site?' and contains the following text: 'Login here using your username and password (Cookies must be enabled in your browser)'. Below this are input fields for 'Username' and 'Password', followed by a 'Login' button. A horizontal line separates this from the next section: 'Some courses may allow guest access' with a 'Login as a guest' button. Another horizontal line follows, with the text 'Forgotten your username or password?' and a 'Yes, help me log in' button. At the bottom of the page, there is a 'Contact WebAccess Support' button and a 'Home' link.

You will need to use your User ID (or Student "G" Number) to log into the Online Orientation. User ID numbers are assigned after you apply for admission to the college. User ID's begin with the letter "G" and can be found on your Student Identification Card.

WebAccess calls your User ID your Username. *Do NOT type your name.* Type your "G" Number in the box for Username.

You will also need to use a Password.

Your Password for *WebAccess* is set to your birthdate (MMDDYY). If you have changed your PIN in WebSmart, the District's registration system, it will NOT affect your *WebAccess* Password. Once you have logged in you will have the option to change your *WebAccess* Password.

When entering your Password you MUST enter six digits (for example, if your birthdate is May 6, 1988 your Password is 050688).

After you login, the next screen will say "You are about to enroll yourself as a member of this course. Are you sure you wish to do this?" Click on the "Yes" button. You should be taken to the start of the Online Orientation. If information was missing from your Application for Admission you may be asked to *Edit Your Profile*. You must enter an Email address to continue to the Online Orientation. Enter the information in the required fields and then click on the button "Update profile."

When you finish the Online Orientation remember to print out **both** the Counseling Session Worksheet and the Certificate of Completion. You must have a working printer attached to your computer.