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| ▶ Log into SMCCD WebAccess | |
| <ol style="list-style-type: none"> 1. PC - Use Internet Explorer; Mac - Use Firefox. 2. Go to : http://smccd.mrooms.net/ Log in using your G number and 6-digit birthdate MMDDYY. (You can change this.) | |
| ▶ Edit Profile Podcast 03 | |
| <p>Before you can see your courses, you will be asked to complete your profile.</p> <ol style="list-style-type: none"> 1. Edit your name and enter correct email. 2. Enter your contact info in Description box. 3. Use the WebAccess link to go to a course. | |
| ▶ Course Settings Don't Skip! Podcast 06 | |
| <p>Select one of one of your course links (left side) after logging in. Initially, the links appear grayed-out. Select Course Settings from the Administration block.</p> <p>Summary: Enter official course summary.</p> <p>Format: "Weekly" or "Topics". Set course dates.</p> <p>Availability: Make the course available. (This changes grayed-out link to a blue, active one.)</p> | |
| ▶ Turn Editing On | |
| <p>Click Turn Editing On button at the top right or click the link in your Administration block.</p> | |
| ▶ Icon Tools | |
|  Edits the object next to it.  Deletes the object next to it.  Moves the object next to it to a specific place of your choice.  Moves the object one tab left or right.  Moves the object one level up or down.  Hides or displays the object next to it.  Group options for the object next to it.  Provides pop-up help for the object. | |

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| ▶ Course Content Area Podcast 07 | |
| <p>Blocks appear to the left and right of the screen. Show, Hide, Move and Delete blocks using the icon tools. The Block Menu adds additional blocks.</p> <p>Course content area - This is the central column with sections or weeks.</p> <ul style="list-style-type: none"> • Use the top "0 section" for general course info, syllabus, forum, etc. • Use the subsequent sections to hold course assignments, documents and links. | |
| ▶ Upload a File Podcast 13 | |
| <p>Select Files link from the Administration block.</p> <ol style="list-style-type: none"> 1. Select Make a folder. Decide on naming system: <ul style="list-style-type: none"> • topics, weeks, units, lessons or modules • task types (e.g. course info, labs, readings) • file type (e.g. images, docs, movies) Don't touch "moddata" and "backups" folders. 2. Select Upload a File, browse, upload the file. For multiple files, use compression software to zip. Upload the zipped file. Unzip it in Files window. | |
| ▶ File Names and Types Podcast 14 | |
| <ul style="list-style-type: none"> • Keep file names to less than 12 characters; no spaces; no special characters (!@#\$\$%^&*.,< >); with extension (doc, pdf, txt, rtf) included. • Use compatible file formats: html, txt, rtf, pdf, pps, ppt, doc, xls, ppt, odt; <i>avoid:</i> swx, wkb. | |
| ▶ Compose a Web Page Podcast 16 | |
| <p>Select Compose Web Page from Add a resource menu.</p> <ol style="list-style-type: none"> 1. Name: Create a name for this resource; 2. Summary: write short description of the resource; 3. Full Text: write text; add formatting and images. 4. Window: Select same or new window (800w x 600h) 5. Select a folder (or Make a folder) 6. Click "Save changes". | |

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| ▶ Link to a Web Page (external) Podcast 17 | |
| <p>Copy the URL of the web page into your "clipboard". Select option from Add a resource menu.</p> <ol style="list-style-type: none"> 1. Name: Create a name for this resource link; 2. Summary: write short description of the resource; 3. Location: Paste URL into location field or use "Search for web page" option. 4. Window: Select same or new window (800w x 600h) 5. Click "Save changes". | |
| ▶ Link to a File (internal) Podcast 18 | |
| <p>Select option from Add a resource menu.</p> <ol style="list-style-type: none"> 1. Name: Create a name for this resource link; 2. Summary: write short description of the resource; 3. Location: "Choose or Upload a File"; 4. Window: Select same or new window (800w x 600h) 5. Select a folder (or Make a folder) 6. Click Upload a file button; 7. Browse to the file. Then, click Upload this file; 8. Click CHOOSE file and close upload window. 9. Click Save changes. | |
| ▶ Using the Grade Book Podcasts 31 -35 | |
| <p>Using the Grade book is a 2-step process:</p> <ol style="list-style-type: none"> 1. Create the assignment: enter text, upload file, offline 2. Set up the grade book preferences. <p>See Setting Assignments and Posting Grades guide.</p> | |
| ▶ ? Help | |
| <p>Within SMCCD WebAccess (Moodle) click any ? icon for detailed information, or use the SMCCD WebAccess Faculty Tutorials & Podcasts!</p> <p>http://www.smccd.edu/itunesu/</p> <p>Also, use Presidium 24/7 support http://smccd.edu/presidium 866-264-4178</p> | |