









▶ Login	Podcast 02
<p>PC - Use Internet Explorer; Mac - Use Firefox.</p> <ol style="list-style-type: none"> 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"> Check for correct email address. Enter your contact info in Description box. Upload a picture. (optional) Click "Update Profile" button Use "Change Password" button (optional) Use the WebAccess link in upper left corner to return to the main WebAccess page. 	
▶ Activate Course	Podcast 04
<p>Your course links will initially appear grayed-out. After the course is "activated" the link will change. Do this when ready to let students see the course site.</p> <ol style="list-style-type: none"> Select a course link. Then, select the Settings (link) in the Administration block (left side). Availability: Make the course available. Save. Read more, below, about Course Formats settings within the Course Settings. 	
▶ Course Format	Podcast 05
<p>The course content area, central column, contains course materials and activities. It can be organized by:</p> <ul style="list-style-type: none"> Topic – good for units, lessons or modules Week – good for synchronizing assignments with the calendar Social – good for discussion based courses <p>See WebAccess Faculty Tutorials for examples.</p>	

▶ Edit Course Settings	Podcast 06
<p>Select Settings in the Administration block</p> <ul style="list-style-type: none"> Summary: Enter official course summary. Format: Select a Weekly, Topic or Social format. Course Start Date: Set start date. Number of Weeks/Topics: Select a number. Availability: Make the course available Guest Access: Do not allow/ Allow w/key Name for Teacher: Change to Instructor 	
▶ Turn Editing On	
<p>Click Turn Editing On button at the top right or click the link in the Administration block.</p>	
▶ Icon Tools	
	Edits the object next to it.
	Deletes the object next to it
	Moves the object up or down.
	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.
▶ Adjust Blocks	Podcast 07
<p>Blocks can be added, moved or removed using the editing icons. Choose a few useful blocks and turn off all the others, which may be distracting to your users. For example, keep: People – Administration – Activities – My Courses. Move blocks to your preferred placement. To move blocks, <i>turn editing on</i> and use <i>icon tools</i>. Note: Latest News block is connected to the News Forum.</p>	

▶ Add a Calendar	Podcast 08
<p>A useful block is the Calendar block.</p> <ol style="list-style-type: none"> With editing turned on, find the Add Block menu (right screen). Select "Calendar". Click the month link of the calendar. Select "new event", then "course event" OK. Fill out the name, event details, date & time, duration and repeat info. Save. Return to your course page to see the change. 	
▶ Navigation	
<p>Use navigation "breadcrumbs" (top left) to move between your pages and the main course page. WebAccess >> 200703-39888 >> Calendar >> or content navigation "Jump To" menu & arrows (top rt.)</p>	
▶ Class List & Email	Podcast 09
<p>Select the Participants (link) in the People block.</p> <ul style="list-style-type: none"> View your class list. (Caution! It's active!) Note the Send Email option in the menu at the bottom of the screen (and checkboxes.) <p>Log in as a student</p> <ul style="list-style-type: none"> Select the linked name of a student. Note the option to "unenroll" a student or "login as". <i>If you login as a student, a link in the upper right corner of the screen will allow you to return to your login name. Click on your name.</i> Explore a student's view of your course . 	
▶ Consortium Resources	Podcast 10
<p>For more information on planning your online course, drafting course policy, employing good practices and understanding how to incorporate web activities, see "Teaching and Learning on the Web" by selecting the Tutorials link: WebAccess Faculty Tutorials. & Podcasts! http://www.smccd.edu/itunesu/. Also, use Presidium 24/7 support http://smccd.edu/presidium</p>	