eLearning Quick Start Guide

e Learning
BRISTOL COMMUNITY COLLEGE
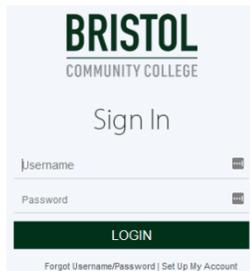
Technical Requirements

Students should have a basic working knowledge of computers and Internet use and access to a computer with a broadband Internet connection. Other technical requirements are listed on the eLearning Help link at dl.bristolcc.edu/wiki.

Browsers and Applications

We recommend the use of the following web browsers and mobile applications:

Firefox	Chrome	Blackboard App for Apple, Android and Windows

How to access eLearning

BRISTOL COMMUNITY COLLEGE

Sign In

Username

Password

LOGIN

Forgot Username/Password | Set Up My Account

Log into **accessBCC** at https://accessbcc.bristolcc.edu

If you have not yet logged in, make sure you click the link to "Set up My Account."

Once you are logged into accessBCC, click the eLearning link located under the LAUNCHPAD located on the left-hand side of the page.

LAUNCHPAD

MY APPS
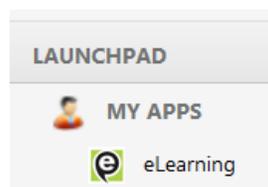
e eLearning

Need help logging in?

Try resetting your password from the "*Forgot username/password*" link from the accessBCC log-in page. Once you do this your password will get passed from accessBCC to eLearning and you'll be able to log-in. If you are still having difficulty once you do this please contact the ITS Help Desk at 774-357-2134.

Navigating eLearning
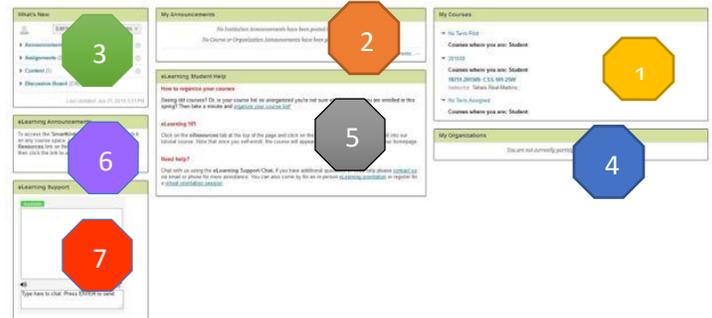
1. **My Courses:** displays a list of courses you are currently enrolled in.
2. **My Announcements:** displays announcements such as upcoming maintenance and useful tips.
3. **What's New**: displays announcements, content, discussions, and any other related information posted by the instructor.
4. **My Organizations**: displays the eLearning 101 course and/or any other community course you enrolled yourself in.
5. **eLearning Student Help:** displays information on how to help you navigate and organize your course, eLearning Orientation, and contact information.
6. **eLearning Announcements**: displays information and content related to your eLearning courses.
7. **eLearning Support**: You will see the "available" in green when someone is available to chat with you online.

Group Courses by Term

Gear Icon
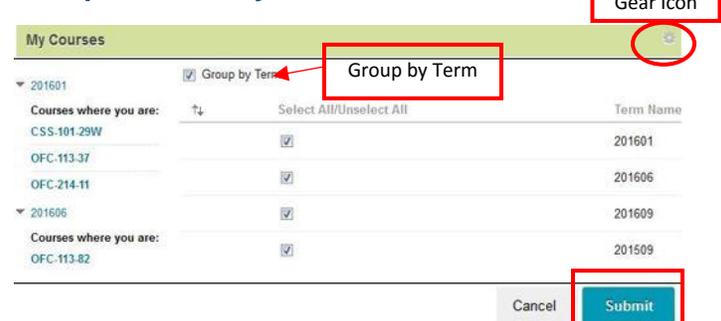
Group by Term
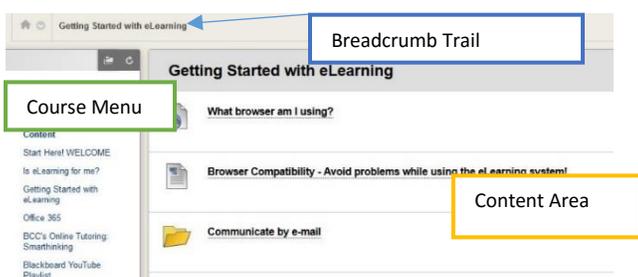
Click on the **gear icon** in the upper right corner of the *My Courses* and check the box that says **Group by Term** and click **Submit.**
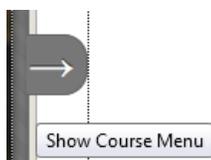

Need help or have questions? Contact us at 774-357-2081 or via email at elearning@bristolcc.edu

eLearning Quick Start Guide

To Enter a Course

My Courses
▼ 201509
Courses where you are: Student
CSS-101-25W
▼ No Term Assigned
Courses where you are: Student

Click on the *course title* in the **My Courses** area to go your course home's page.

Course Navigation

Breadcrumb Trail

Course Menu

Content Area

On the left side of the screen, you will see the *Course Menu*. Each of the links on the Course Menu contains related **Course Content** that is organized usually into Weeks, Units, or Modules containing course material such as syllabus, lectures, homework, assignments, discussion forums, and other additional resources.

Course Information
Course Welcome
Course Syllabus
Course Messages
Assignment Guidelines

Course Content
Week 1
Week 2
Week 3
Week 4
Week 5

If you don't see your course menu, move your cursor over to the left-hand side of the screen. A right-facing arrow should appear. Click on the arrow to expand the menu.

Show Course Menu

Breadcrumb Trail

Getting Started with eLearning › **Communicate by e-mail**

Another way to navigate the course is by using the "*Breadcrumb Trail.*" Breadcrumbs list the path of pages that you have visited and are located at the top of the each page.

Discussions

Discussion Forums will be found in almost every class you take and they can be accessed through the weekly folders or through the course menu. They are a tool used to communicate with your fellow students and your instructors.

Discussion 1 Introduce Yourself
Enabled: Statistics Tracking
Add a picture if you can! Tell us about yourself - your interests, hobbies, your educational goals-

Assignments

Assignments are another common tool used for submitting work. Assignments are private, seen only by the instructor for grading. Usually instructors ask students to submit assignments using the "**Browse My Computer"** option.

ASSIGNMENT SUBMISSION

Text Submission   [Write Submission]

Attach File   [Browse My Computer]

Communication

COMMUNICATION
Course Messages
Email

Course Messages provide you with a familiar, email-like environment that you can use for course communication.

However, unlike email, you can only access this private and secure text-based form of communication by logging in to your course. On the other hand, sending **Email** you can choose to send email messages to your instructor and classmates. You'll receive course emails directly in your Office 365 bristolcc.edu account. You will compose responses directly from your own email not through the course.

eLearning 101 Course: In this course, you will learn how to navigate eLearning, learn how to take an online course, use Bristol Community College's online resources, and learn the basics of Office 365. http://bristolcc.edu/elearning/elearning101/

eLearning Help: This site provides important information for eLearning students http://dl.bristolcc.edu/wiki/