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/

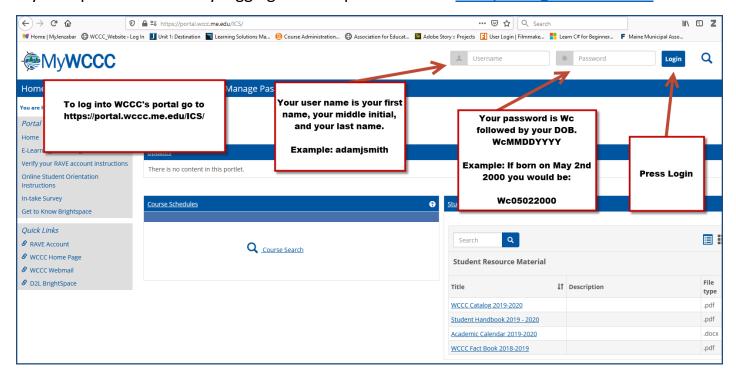
Type in your user name and password and press Login.

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

Password is Wc followed by your DOB going by MMDDYYYY.

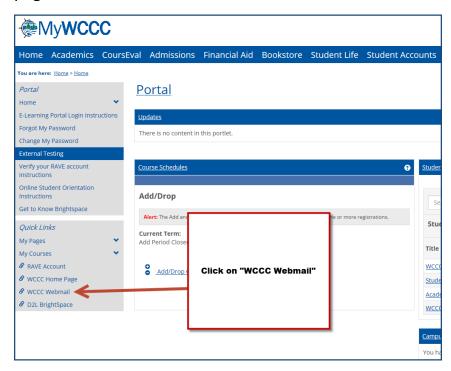
For example if your birthday was May 2nd, 2000. Your password would be: Wc05022000

If you experience difficulty logging into the portal contact IThelpdesk@wccc.me.edu



Fmail

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



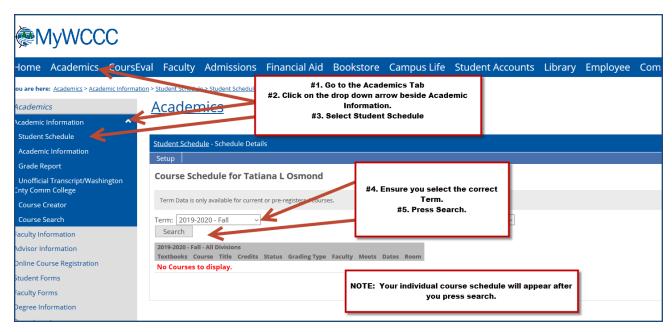
Sign in using your **school email** and password. The same password you use when signing into the MyWCCC portal.



Schedule

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

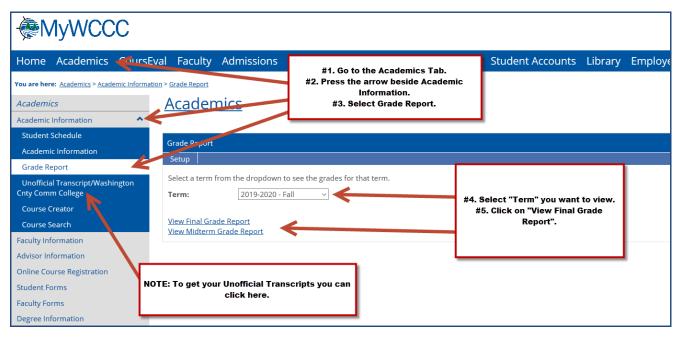
Ensure the correct Term is selected and press Search.



Grades and/or Unofficial Transcript

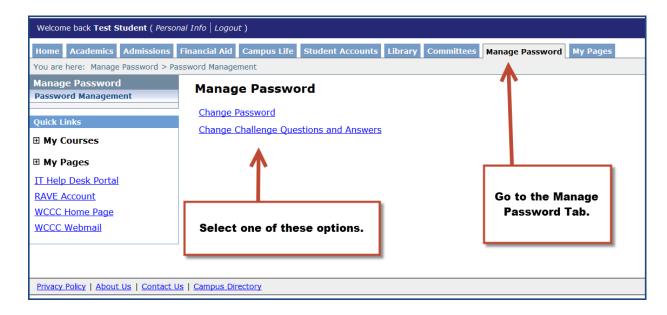
To find your course schedule go to the Academics Tab, click the Academic Information drop down menu and select Grade Report or select Unofficial Transcript.

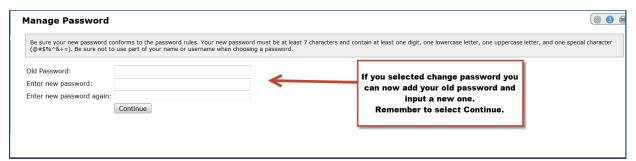
Ensure the correct Term is selected and press Search.



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.



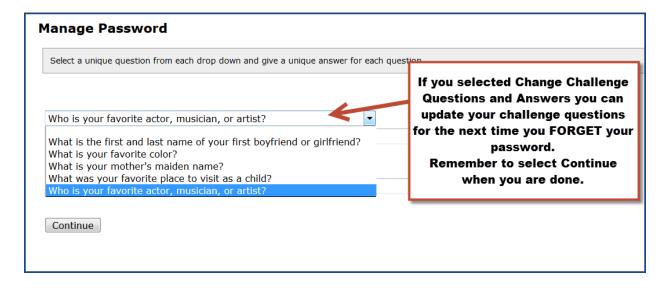


Enter your old password and input a new password that complies with the password rules. Remember to select Continue when you are done.



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.



Verify your RAVE Account Information

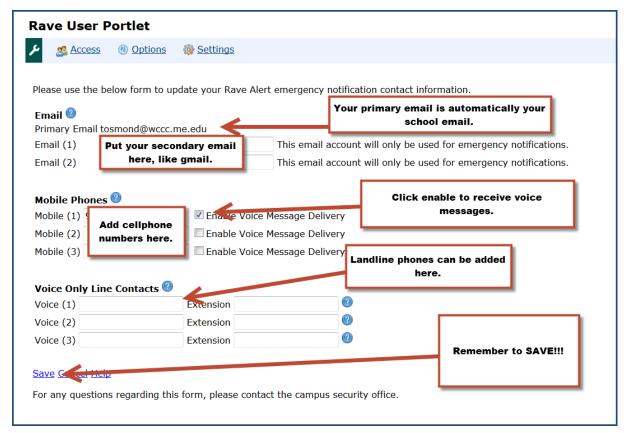
Go to your RAVE account by selecting the RAVE account link on the main page of the portal. Bottom left.



Select Update Info to change your RAVE Account Information.

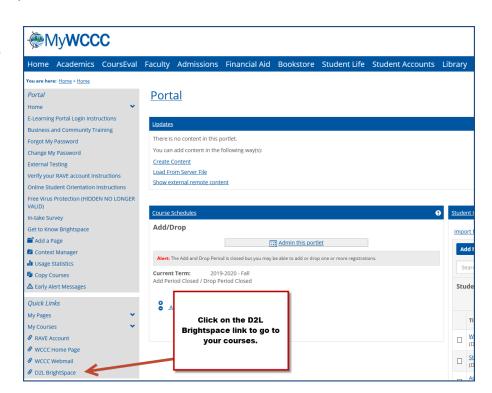
You can add secondary email accounts, mobile phones (including voice messages), or landlines.

Remember to press SAVE at the bottom of the page.

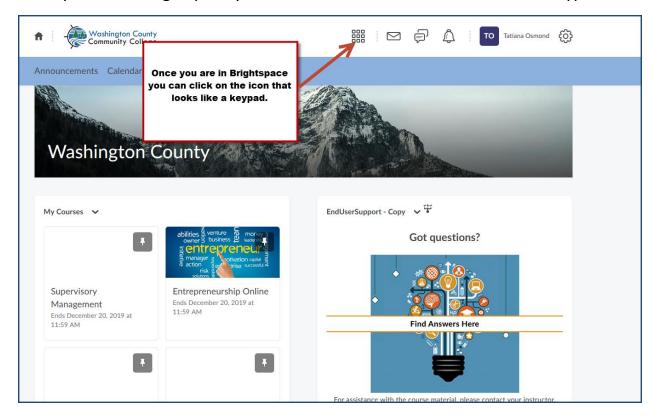


Finding your courses in Brightspace

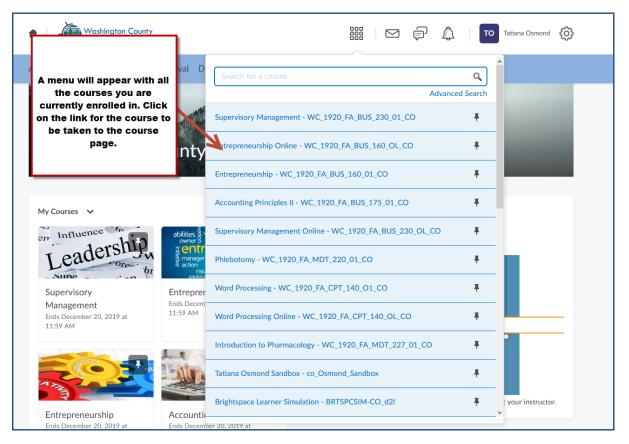
You will find the courses you are currently enrolled in under the D2L Brightspace link. This link is on the left-hand side of the screen near the bottom.



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.

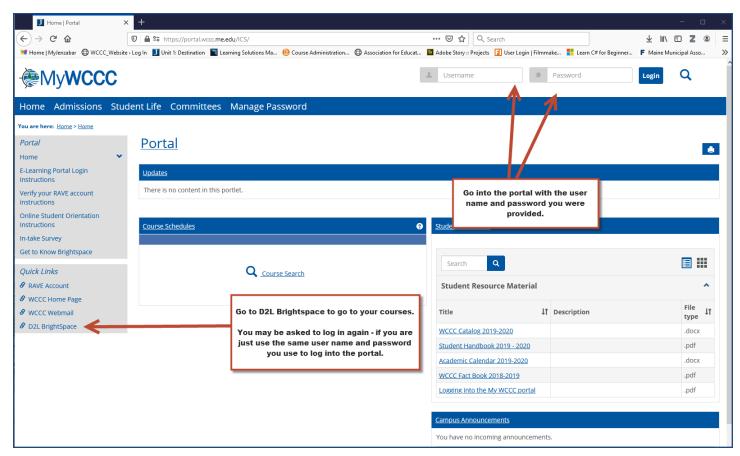


Navigating Brightspace

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

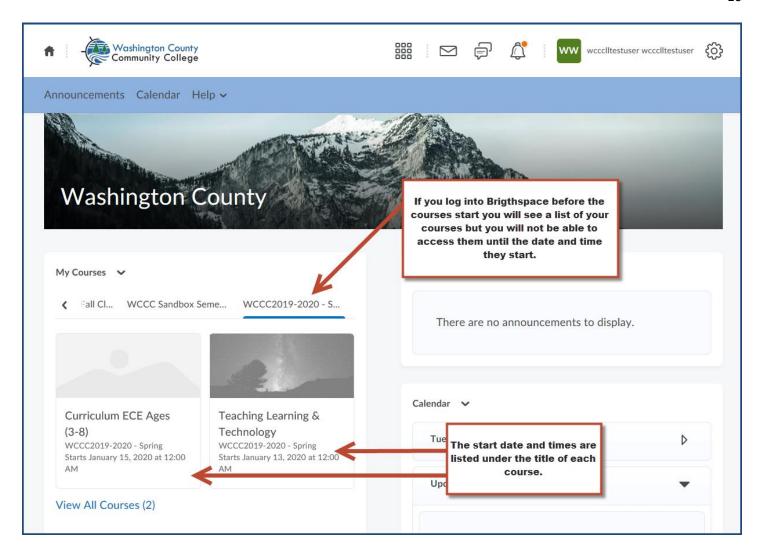
To log into Brightspace go to https://portal.wccc.me.edu/ICS/ and log into the portal.

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



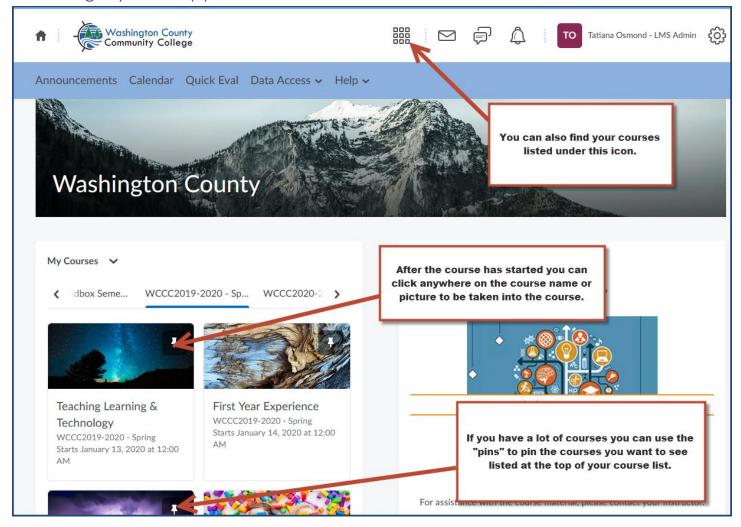
Why you can't I get into my course?

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.



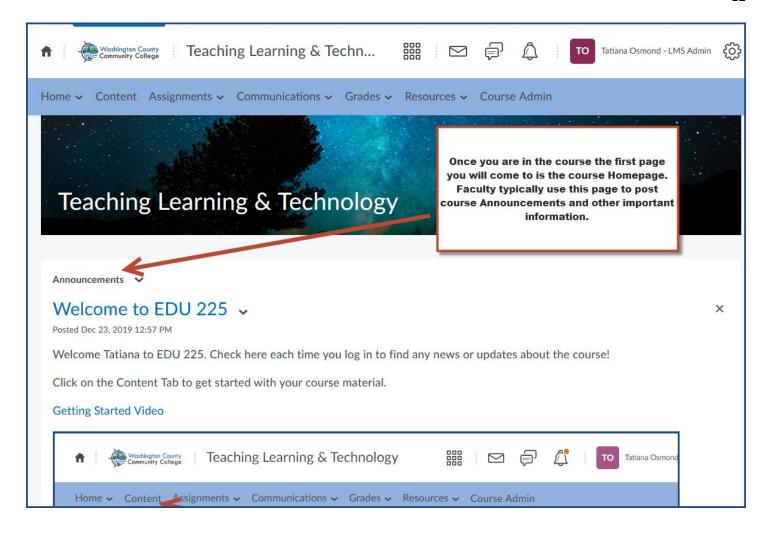
Once the courses are open you can log into them by clicking anywhere on the course name or image.

Accessing my course(s)



Homepage

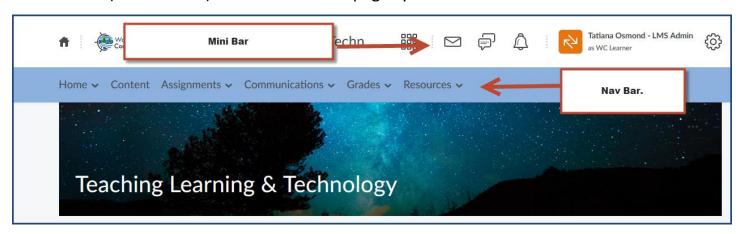
Once you are in one of the courses the first page you will see is the course Homepage. This is where you will typically find course announcements and other important information.



Nav Bar

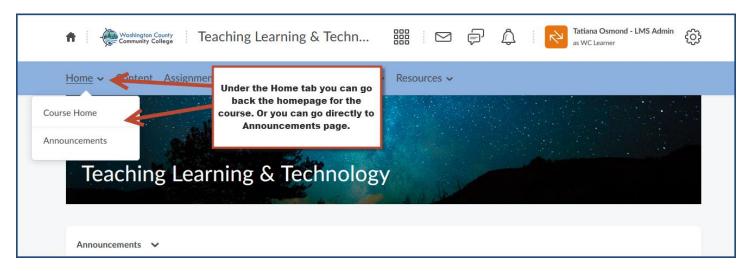
At the top of your screen you will find the Mini Bar and the Nav Bar. The Mini Nav has a mail, a text, and a bell icon. If you see a little red dot on these icons it means you have an email, a message or an announcement waiting for you to view.

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



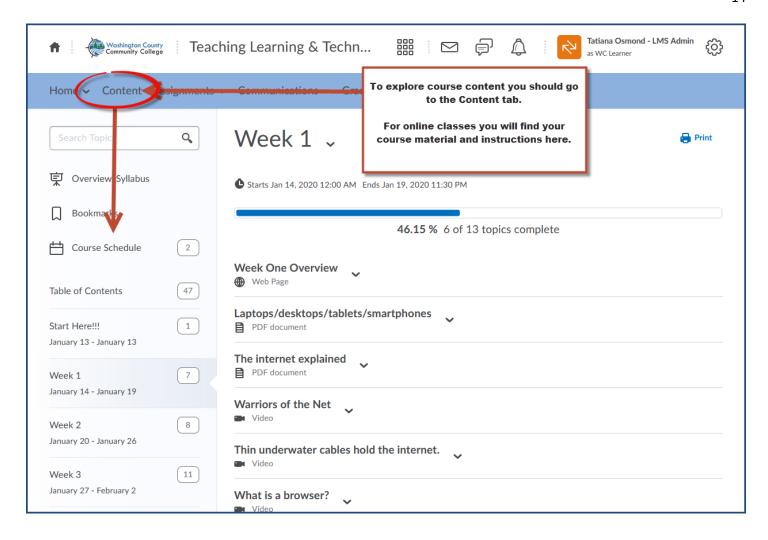
Home tab

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.



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.



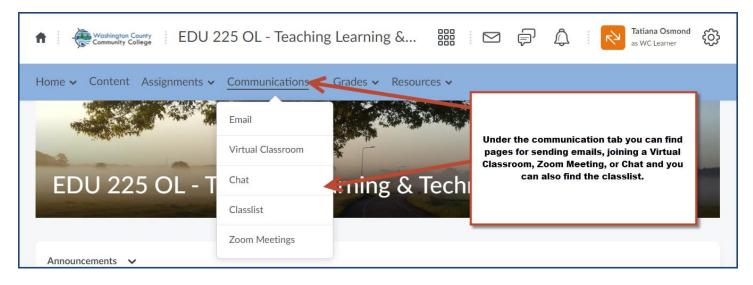
Assignments Tab

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.



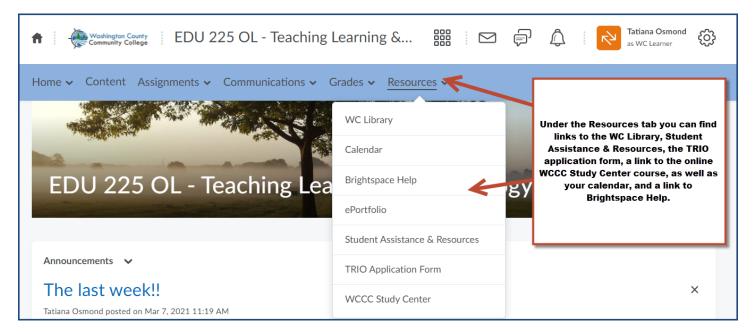
Communications Tab

Under the Communications tab your 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.



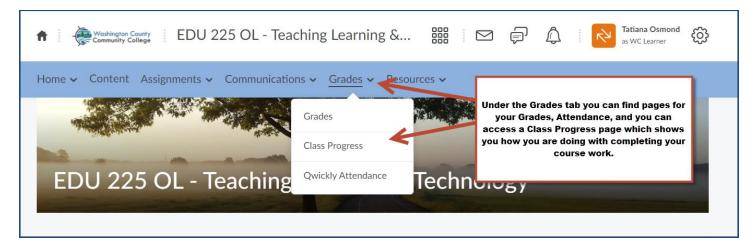
Resources Tab

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

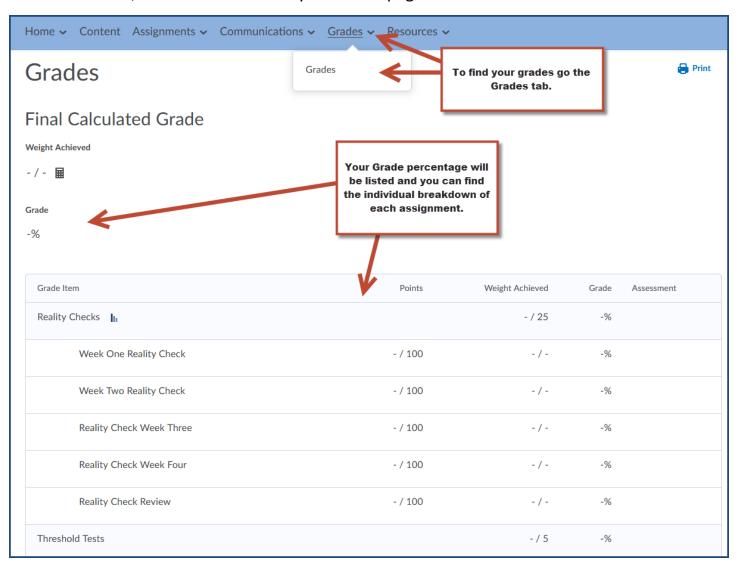


Grades Tab

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

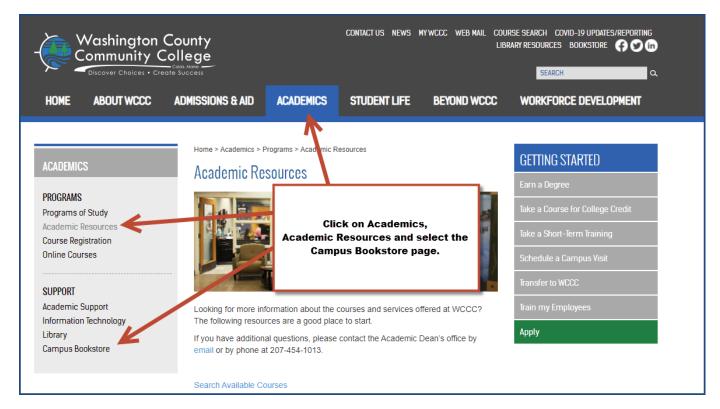


Click the Grades, under Grades to see your Grade page.



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.

