

My Seneca Blackboard

1. Chapter 1: Introduction of Seneca Blackboard

Seneca Blackboard is learning management system which is created by Blackboard Inc. Seneca Blackboard is private learning management system for student, professors and other Seneca employees who works under the Seneca Institute. Seneca Blackboard provides secure and easy learning environment to their learners and employees. It also provides secure student information management system which can be accessed by only those employees who are authorized to manage the system.

1.1. Log-In to MySeneca student account

This task will explain how to Log-In to your MySeneca student account.

PREREQUISITE:

To Log-In to you MySeneca Student account, MySeneca login id is required which is provided by the admission department of Seneca College to students.

CONTEXT:

This steps should be performed to Log-In to MySeneca Student account.

- In any Browser go to the link <https://my.senecacollege.ca> and Press Search

STEP RESULT: It will open MySeneca Log-In Page.



- Log-In through MySeneca Log-In Page using MySeneca Id and Password and Press Submit.

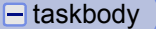

STEP RESULT: It will Log-In you to your MySeneca Student Account.




RESULT:

User is Logged in to MySeneca Student Account.

1.2. Send Email Using MySeneca Email



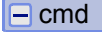






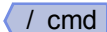
 This task will explain Sending Email using MySeneca Email System. 






  PREREQUISITE:


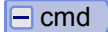



 To be able to use MySeneca Email System User requires Student account in MySeneca Portal.  

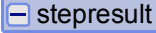




 CONTEXT:


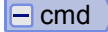



 this steps are performed to Send Email using My Seneca Email.  




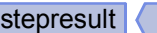

1.    Log-In through MySeneca Log-In Page using MySeneca Id and Password and Press Submit.  **Username**   **Pass-word**   **Submit**  



STEP RESULT:   It will Log-In you to your MySeneca Student Account.   




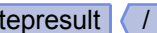


2.   Press Link button called E-mail on the Left side of the page to Open My Seneca Email.  **E-mail**  

STEP RESULT:   It will open MySeneca Outlook E-mail System.   

3.   Now Press new Email button on top Left side of the Page to Create New Email.  **New Email**  

STEP RESULT:   It will open small tab on the right side to write an Email.   

4.   Fill out the recipient's name, Email title and Email into text box area and Press Send button to Send an email.  **Send**  

STEP RESULT:   It will send email to recipient's email address successfully.    

 RESULT:

 Email is successfully sent to recipient's email address.    

1.3. task title Create New Contact Using My Address Book title

shortdesc Add Contact information using My Address Book. shortdesc

taskbody prereq PREREQUISITE:

p To perform this task User requires to be Logged-In to MySeneca Student account. p prereq

context CONTEXT:

p This steps should be performed to Create New contact using My Address Book. p context

- steps step cmd Click on the Link button called My Address Book on the Left side of the Page. uicontrol **My Address Book** uicontrol cmd

STEP RESULT: stepresult p It will open new page of My Address Book link. p stepresult step

- step cmd Press Create Contact Button on the top left side of the Page. uicontrol **Create Contact** uicontrol cmd

STEP RESULT: stepresult p It will open new tab for New Contact information. p stepresult step

- step cmd Fill out all the Information text boxes and Press submit to Create new Contact. uicontrol **Submit** uicontrol cmd

STEP RESULT: stepresult p It will create new contact card in My Address Book. p stepresult step steps taskbody task

1.4. task title Create an New Event in My Seneca Calender title

shortdesc This task will explain creating new Event in My Seneca Calender. shortdesc

taskbody prereq PREREQUISITE:

p To create new Event in My Seneca calender User requires My Seneca Student account. p prereq

context CONTEXT:

p This steps should be performed to create an event in My Seneca Calender. p context

- steps step cmd Click on the Link button on the left side of the Page. uicontrol **My Seneca Calender** uicontrol cmd

STEP RESULT: stepresult p It will open new page called My Seneca Calender. p stepresult step

2. **step** **cmd** On the top right side of the Page “+” click on this button. **uicontrol** + **/ uicontrol** **/ cmd**

STEP RESULT: **stepresult** **p** it will open small tab to create events **/ p** **/ stepresult** **/ step**

3. **step** **cmd** Fill out the details of Event with name, date and description and then click save. **uicontrol** **Save** **/ uicontrol** **/ cmd**

STEP RESULT: **stepresult** **p** It will create new Event in the calender. **/ p** **/ stepresult** **/ step** **/ steps**

result RESULT:

p User will successfully create an event using My Seneca Calender. **/ p** **/ result** **/ taskbody** **/ task** **/ concept**

1. **concept** **title** Chapter 2: Student Center **/ title**

conbody **p** Student Center is student information management system. It organizes the student data like Student information, course information, financial information, etc. **/ p** **/ conbody**

1.1. **task** **title** How to Pay for your Tuition Fees on Student Center **/ title**

shortdesc This tasks will explain how to pay for your tuition fees on Seneca Student Center **/ shortdesc**

taskbody **prereq** PREREQUISITE: To pay for fees you must need to log in to your myseneca account using user name and password. **/ prereq**

context CONTEXT: This task should be performed if you want pay for your tuition fees on Student Center **/ context**

- steps** **step** **cmd** Log in to my Seneca page using credentials **uicontrol** **User name:** **/ uicontrol** **uicontrol** **Password:** **/ uicontrol** **uicontrol** **Submit** **/ uicontrol** to Log in on mySeneca website. **/ cmd** **/ step**
- step** **cmd** Click on button Student Center to open the link **uicontrol** **Student Center** **/ uicontrol** **/ cmd**

STEP RESULT: **stepresult** **p** it will open new page. **/ p** **/ stepresult** **/ step**

3. **step** **cmd** Click on button Make a payment to open a link. **uicontrol** **Make a Payment** / uicontrol / cmd

STEP RESULT: **stepresult** **p** it will open new page. / p / stepresult / step

4. **step** **cmd** Enter Payment amount in textbook and Press Next **uicontrol** **Payment amount** / uicontrol **uicontrol** **Next** / uicontrol / cmd

STEP RESULT: **stepresult** **p** it will move to next page. / p / stepresult / step

5. **step** **cmd** Press Continue to Make payment to open the link **uicontrol** **Continue to Make Payment** / uicontrol / cmd

STEP RESULT: **stepresult** **p** it will open new tab. / p / stepresult / step

6. **step** **cmd** Select Payment method Visa or Interac **uicontrol** **Visa** / uicontrol **uicontrol** **Interac** / uicontrol / cmd / step

7. **step** **cmd** Enter Credit card details into the fields **uicontrol** **Card holder's name** / uicontrol **uicontrol** **Card Number** / uicontrol **uicontrol** **CVV number** / uicontrol **uicontrol** **Expiry Date** / uicontrol **uicontrol** - **submit** / uicontrol / cmd


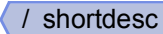
STEP RESULT: **stepresult** **p** it will submit credit card details and move to authentication page. / p / stepresult / step / steps

result RESULT:



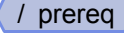
p The payment will be accepted by the Seneca college and fees will be updated. / p

note NOTE: **p** if payment is successful, you will receive the email with fee invoice from Seneca college. / p / note / result / taskbody / task




1.2. Update Mailing address in Student Center



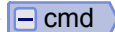



 This task will explain steps to change current mailing address in Student Center 

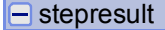


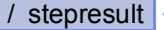

  PREREQUISITE:


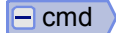



 User requires My Seneca Student Id to Log-In to Student Center.  

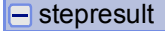



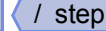
 CONTEXT:



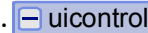
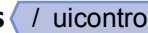

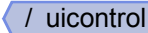

 this steps should be performed to update mailing address in student center.  

1.    On the My Seneca Home Page click on the Student Center Link button on the left side of the page.  **Student Center**  


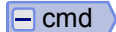



STEP RESULT:   this is take you to next page.   




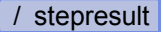
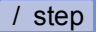

2.   On the Student Center Page click on the Mailing address Hyperlink button.  **Mailing address**  

STEP RESULT:   This will take you to new page.   




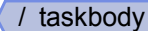

3.   Click on the Add new address or Edit address to Change address.  **Add New Address**   **Edit**  

STEP RESULT:   this will open small new tab.   

4.   Now Update you address and click ok.  **ok**  

STEP RESULT:   this will update the old address with new address.    

 RESULT:

 The user will successfully update mailing address.    

1.3. **task** **title** Check Timetable of Next Week on Student Center **/ title**

shortdesc This task will explain checking timetable of next week of the student center **/ shortdesc**

taskbody **prereq** PREREQUISITE:

p To perform this task User requires My Seneca login account. **/ p** **/ prereq**

context CONTEXT:

p this steps should be performed to check timetable of next week on student center. **/ p** **/ context**

1. **steps** **step** **cmd** Click on the link button of the Student Center. **uicontrol** **Student Center** **/ uicontrol** **/ cmd**

STEP RESULT: **stepresult** **p** this will lead you to Student Center page. **/ p** **/ stepresult** **/ step**

2. **step** **cmd** Now click on My Time Table link button. **uicontrol** **My Time Table** **/ uicontrol** **/ cmd**

STEP RESULT: **stepresult** **p** this will lead you to My Time Table page. **/ p** **/ stepresult** **/ step**

3. **step** **cmd** Now click on the week tab to select next week. **uicontrol** **week** **/ uicontrol** **/ cmd**

STEP RESULT: **stepresult** **p** this will open small week tab. **/ p** **/ stepresult** **/ step**

4. **step** **cmd** Now click on refresh calender to show next week's calender. **uicontrol** **Refresh** **/ uicontrol** **/ cmd**

STEP RESULT: **stepresult** **p** this will update the calender and show next week schedule. **/ p** **/ stepresult** **/ step** **/ steps**

result RESULT:

p User will be able to see next week's schedule. **/ p** **/ result** **/ taskbody** **/ task** **/ concept**

1. **Chapter 3: Direction through all assigned Courses**

Students in Seneca college have different courses throughout their semester and they are managed through MySeneca Learning systems. In My Seneca Home page students have all their courses links assigned which can be used to check their addendum and other course information.

1.1. **Download Course Documents**

This task will explain to Download course documents

PREREQUISITE:

To perform this task User requires MySeneca login account.

CONTEXT:

This steps should be followed to perform this task successfully.

- Click on the Course tile link on the left side of the page. **Course title**

STEP RESULT: this will lead you to the Course page.

- Now click on the Course Documents on the left side of the page. **Course Documents**

STEP RESULT: This will show the page where all the Course document links are saved.

- Now click the link of any document you want to download. **Link**

STEP RESULT: This will download the desired document you want to download.

RESULT:

User will successfully be able to download the Course documents.

1.2. **Check Grades of any Course**

This task will explain to check grades of any course.

PREREQUISITE:

To perform this task User requires MySeneca Login Account.

CONTEXT:

This steps should be followed to perform this task.

- Click on the Course link on the left side of the page.

STEP RESULT: this will take you to the next page.

- Now click on the My Grades link button on the left side of the page.

STEP RESULT: this will open the My Grades page.

RESULT:

User will successfully be able to open the My Grades Page.

1.3. **Submit assignment on MySeneca**

This task will explain to submit an assignment on MySeneca

PREREQUISITE:

To perform this task user requires MySeneca login Account.

CONTEXT:

This steps should be followed to perform this task.

- Click on the Course title on the left side of the page.

STEP RESULT: This will open the Course page.

- Now click on the Assignments link button.

STEP RESULT: this will open the Assignments page.

3. **step** **cmd** Click on the link of the first assignment. **uicontrol** **First Assignment** **/ uicontrol** **/ cmd**
 STEP RESULT: **stepresult** **p** this will open the first assignment submission page. **/ p** **/ stepresult** **/ step**
4. **step** **cmd** Now Click on Browse button to open File from computer and Press Upload to Upload file. **uicontrol** **Browse** **/ uicontrol** **uicontrol** **Upload** **/ uicontrol** **/ cmd**
 STEP RESULT: **stepresult** **p** this will open file and upload it on the Assignment tab. **/ p** **/ stepresult** **/ step**
5. **step** **cmd** Now click on the Submit button to submit the file. **uicontrol** **Submit** **/ uicontrol** **/ cmd**
 STEP RESULT: **stepresult** **p** This will submit the Assignment file on MySeneca. **/ p** **/ stepresult** **/ step** **/ steps**

result RESULT:

p User will successfully be able to Submit the Assignment. **/ p** **/ result** **/ taskbody** **/ task** **/ concept**

1. **concept** **title** Chapter 4: Extra Services **/ title**

conbody **p** MySeneca Learning system also provide extra services like LinkedIn learning programs, test center, libraries, etc. This extra services are for student's benefits. **/ p** **/ conbody**

1.1. **task** **title** Log-In to LinkedIn Learning **/ title**

shortdesc This task will explain how to Log-In to LinkedIn learning. **/ shortdesc**

taskbody **prereq** PREREQUISITE:

p To perform this task User requires My Seneca Login Account. **/ p** **/ prereq**

context CONTEXT:

p This steps should be followed to perform this task. **/ p** **/ context**

1. **steps** **step** **cmd** Click on the Seneca Resource link on the left side of the page. **/ cmd**
 STEP RESULT: **stepresult** **p** this will open the new page called Seneca Resources. **/ p** **/ stepresult** **/ step**

2. **step** **cmd** Now Click on LinkedIn Learning link to open Login Website. **uicontrol** **LinkedIn Learning** / **uicontrol** / **cmd**

STEP RESULT: **stepresult** **p** This will open LinkedIn Login page. / **p** / **stepresult** / **step**

3. **step** **cmd** Now enter your Seneca Username and Password and Press Submit. **uicontrol** **Username** / **uicontrol** **uicontrol** **Password** / **uicontrol** **uicontrol** - **Submit** / **uicontrol** / **cmd**

STEP RESULT: **stepresult** **p** this will Login the User to LinkedIn Learning account. / **p** / **stepresult** / **step** / **steps**

result RESULT:

p User will successfully be able to Login to LinkedIn Learning / **p** / **result** / **taskbody** / **task**

1.2. **task** **title** Search Book using Seneca Library / **title**

shortdesc This task will explain Searching Books using Seneca Library / **shortdesc**

taskbody **prereq** PREREQUISITE:

p To perform this task User requires My Seneca Login Account. / **p** / **prereq**

context CONTEXT:

p This steps should be followed to perform this task. / **p** / **context**

1. **steps** **step** **cmd** Click on the Seneca Resource link on the left side of the page. / **cmd**

STEP RESULT: **stepresult** **p** this will open the new page called Seneca Resources. / **p** / **stepresult** / **step**

2. **step** **cmd** Click on the Library link on the Left side of the page. **uicontrol** **Library** / **uicontrol** / **cmd**

STEP RESULT: **stepresult** **p** this will open the Seneca Libraries page. / **p** / **stepresult** / **step**

3. **step** **cmd** Now In the Search bar enter book name and click search button. **uicontrol** **Search** / **uicontrol** / **cmd**

STEP RESULT: **stepresult** **p** this will search the book name and show th results on the page. / **p** / **stepresult** / **step** / **steps**

result RESULT:

p User will successfully be able to Search the book on Seneca Library. / **p** / **result** / **taskbody** / **task** / **concept** / **dita**