

► Requirements
<ol style="list-style-type: none"> 1. Your @smccd.edu email address 2. Internet Browser (IE, Chrome, Firefox) 3. Acrobat Reader. Download 4. Word processor or you can use google docs for free.
► Log Into <i>SMCCD WebAccess</i>
<ol style="list-style-type: none"> 1. Open an Internet browser window. Go to : http://smccd.mrooms.net/ 2. Log in using your G number (g00123456) and password. <i>Typically your 6-digit birthday unless you changed it mmddy</i> 3. Select "My Courses" from the top menu or right "Navigation" box.
► Edit Profile
<p>Under "settings" select "My profile settings" and "Edit profile"</p> <ul style="list-style-type: none"> • Email: this is defaulted to your smccd.edu and cannot be changed • City/Town: enter your town • Description: fill out information that you would like to appear next to your profile. • Optionally You can adjust other menu items: • Email Digest: select options to receive email in batches (complete) or individually (no digest) • Forum Auto-subscribe: select options to receive email copies of posts select "Yes: when I post "No ..." (just read posts in the forum.)
► Change Password
<p>Under "settings" select "My profile settings" and "Edit profile"</p> <p>Type in a "New password" and click "Update profile"</p>

► Make a Course Live/Visible
<ol style="list-style-type: none"> 1. Go to the course shell for the appropriate course. 2. Click on 'Edit Settings' in the Administration module on the right side. 3. The 4th line down is the control to make the course visible. Switch the setting from 'Hide' to 'Visible'
► Upload Documents
<ol style="list-style-type: none"> 1. Turn editing on, via the button on the top-right of the page, or the link in the Administration module on the right side. 2. Drag-and-drop the file from its source to the section you wish to store it OR Click the 'Add an activity or resource' link in the section where you would like the document to reside. On the pop-up menu, scroll down to 'File'. 3. Fill out the information on the next page. You must give your file a title and a description. Click either 'Save and return to course' or 'Save and display.'
► Prepare Documents – File Naming
<ul style="list-style-type: none"> • Never use spaces in the file name. Use a dash – or an underscore _. • Don't use special characters in the filename. (e.g. * ^ . , \$ % # /] } " ') • Do not use > 15 characters in name a file. • Include a dot and a three letter extension to designate the file type. (e.g. .doc .rtf .pdf .ppt .xls .html) Correct: report_jones.doc Incorrect: report.jones.doc (no periods!) Incorrect: report-jones (missing extension)

► Setting up course—basic
<ol style="list-style-type: none"> 1. Click 'Edit settings' in the Administration module on the right side for your course shell. 2. Click 'Expand all' to see all of the options to change. 3. The course full name and short name are determined by SMCCD/Moodle staff, and you shouldn't change them 4. Set the course start date. If desired, fill out the course summary. 5. Course format: <ol style="list-style-type: none"> a. Choose whether you want to organize your course shell by week (weekly format) or topics (topic format). b. Select the number of sections (or weeks) you desire. 6. Appearance: <ol style="list-style-type: none"> a. Decide whether students can see the gradebook for the course shell. 7. Files and uploads: <ol style="list-style-type: none"> a. Select the maximum upload size for any file—by you or by students. The maximum is 500MB. 8. Guest access: decide whether you wish to grant guest access, and select the option accordingly. **If you are teaching a fully-online, hybrid, or web-assisted course, you must allow guest access. 9. Click 'Save changes' to exit and save your changes.
►  Help
<p>Within SMCCD WebAccess click any ? icon for detailed information or WebAccess Tutorials, Support Tickets, Live Chat and Phone Support are available: http://onlinecoursesupport.com/smccd</p>