

## Course Sites Student Guide

*\*Note: You must be registered, not waitlisted, for a course in order to access the course site. Your instructor must make the portlets (channels) visible to site members in order for you to see them. If you get a permissions error please contact your instructor.*

### Navigating to Your Course Sites

1. Login to your [Mt. SAC portal](#).
2. Use any of the two following methods below to access your course site:
  - A. Go to your **Student** tab or **eLearning Resources** tab and locate the “My Courses” portlet. Make sure to select the desired term then click the house icon to access the home page for that course.

The screenshot shows the Mt. SAC Student portal. The 'Student' tab is circled in red. Below the navigation bar, there are several portlets: 'Mountie Mail', 'News & Announcements', and 'My Courses'. The 'My Courses' portlet contains a 'Course List' with a dropdown menu set to 'Spring 2016'. Below the list, there is a table titled 'Courses I'm attending' with columns for 'Home Page', 'Course Title', 'Course Id', and 'Instructor(s)'. A red arrow points to the house icon in the 'Home Page' column for the first course, 'Macintosh Applications'.

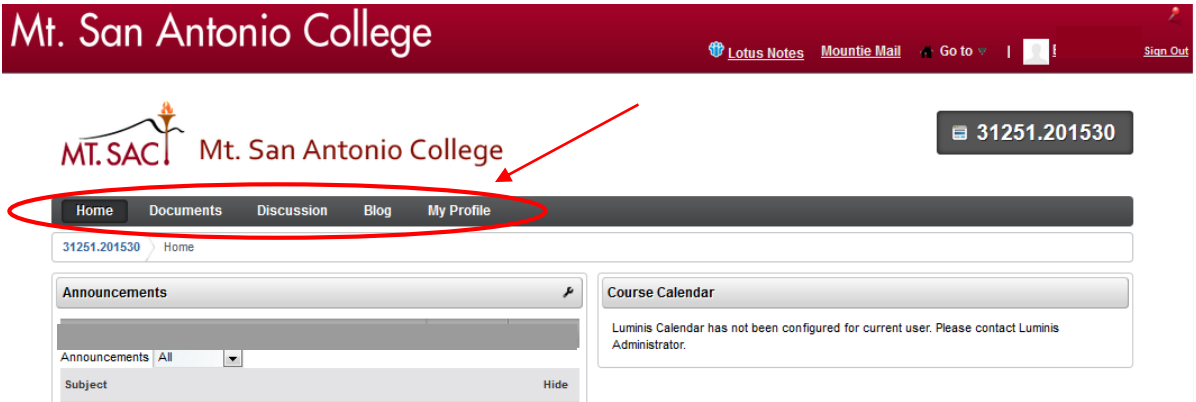
Home Page	Course Title	Course Id	Instructor(s)
	Macintosh Applications	CISB-16-01	- Corinne Marie Hartmann
	Microcomputer Application	CISB-15-19	- John E Cameron
	Strategies/Math Success	MATH-96-01	- Gary William Long

- B. Click on the “Go To” menu located on the upper-right hand corner of the portal and click on the class you want to navigate to. Courses are listed by CRN (course reference number) and term code. **Use this menu to navigate to a course or back to the portal.**

The screenshot shows the Mt. San Antonio College portal. The 'Go to' menu is open, displaying a list of course CRNs and term codes. A red arrow points to the 'Go to' menu.

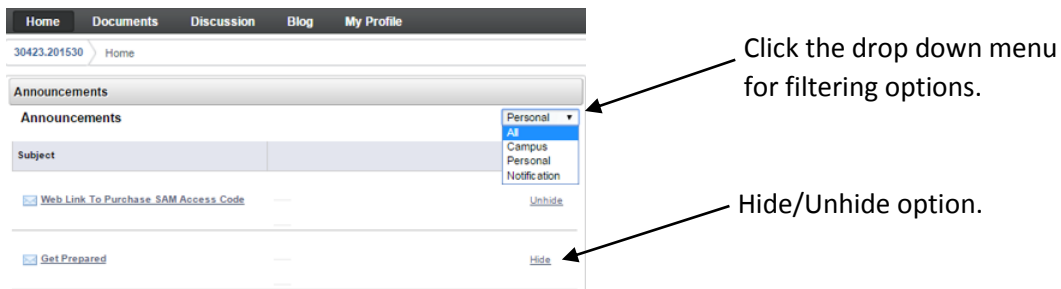
CRN	Term Code
30201.201530	
41411.201540	
41588.201540	
42154.201540	
42185.201540	
My Portal	

- You should now see the home page for the course you selected. To navigate to a different tab simply click on the tab name.



### Viewing Announcements

You can view announcements by navigating to the **Home** tab of the course site page and clicking on the title of the announcement in the “Announcements” portlet.



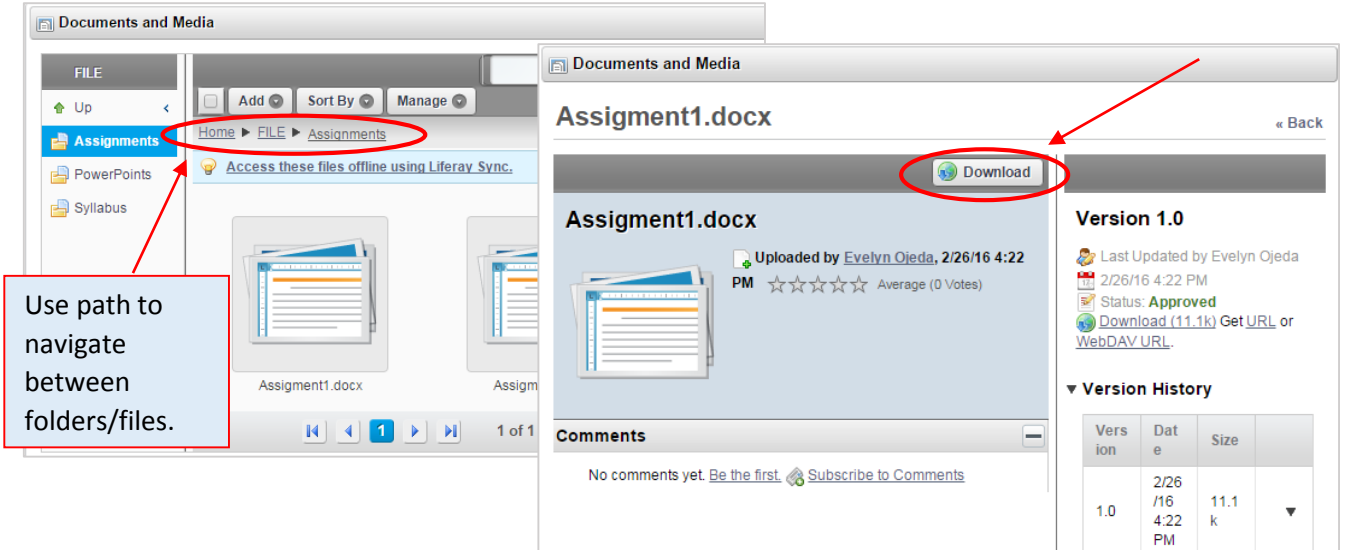
### Viewing Bookmarks

You can view the bookmarks by navigating to the **Home** tab of the course site page and locating the “Bookmarks” portlet. To open a bookmark simply click on the bookmark name then click the URL. You can rate the bookmark(s) if your instructor has made that feature available.



## Accessing Documents

You can download documents in your course site by clicking on the **Documents** tab and locating the “Documents and Media” portlet, where you will see the folders/files that your instructor has made available to the class. Click on the file to see the download option.



## Accessing the Message Board (Threads)

Threads are viewed/replied to in the “Message Boards” portlet located in the **Discussion** tab in your course site. Click on the thread title to view options.

