Course Sites Student Guide

*Note: You must be <u>registered</u>, 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 <u>Mt. SAC portal</u>.
- 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 <u>house icon</u> to access the home page for that course.

Hom	Student	ludent	Success Financial Aid		J Resources
ly Portal	Student				
🔋 Mount	ie Mail				Mail
Go to you	r <u>Mountie Mail!</u> 🎇	ail+			
					M Inbox (1
lews & A	Announcements				🛛 🖂 John
Annour	rcements			All 🔻	<jcamero Web L</jcamero
Subject				Hide	Code
M Tips	to Find a Parking	Space		Hide	⊠ "jhur <donotre MATH</donotre
					of Wo
Show H	lidden				of Wor
Show ⊢ Ny Cours					Goog
					of Wor Goog reply@a New s
	3es				Goog reply@a New s
Ay Cours	3es	•		Last Updated: Jan 14, 2018	Goog reply@a New s
Ay Cours Courses	ses rse List	/			Studen Registrati 1. Apply for 2. Review F
Ay Cours	ses rse List erm : Spring 2016	▼ Course Id	Instructor(s)		Studen Registrati 1. Apply for 2. Review F 3. Select Tr 4. Registrati
Ay Cours Courses Home	ses rse List erm : Spring 2016	Course	Instructor(s) - Corinne Marie Hartmann		Studen Registrati 1. Apply for 2. Review F 3. Select T 4. Registrat 5. Change : 6. Week at 7. Registrat
Ay Cours Courses Home	ses se List erm : Spring 2016 Profise Title Macintosh	Course Id CISB-		Jan 14, 2016	Studen Registrati 1. Apply for 2. Review f 3. Select Ti 4. Register 5. Change 6. Week at

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.

Mt. San Antonio C						
	3-	Moun	<u>tie Mail</u>	👚 Go to 🔻 📋 🥂	<u>Sign Out</u>	
		-		Change Password		
			-	30201.201530		
				41411.201540		
Home Student Student Success	Financial Aid	eLearning Resources	Library	41588.201540		
My Portal Home				42154.201540		
				42185.201540		
				My Portal		

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

Mt. San Antonio Colleg	je	t <u>lotus Notes</u>	<u>Mountie Mail</u> – 🍲 Go to 👳	<u>R</u>	2 <u>n Out</u>
MT. SAC. Mt. San Antonio	College		□ 3 [•]	1251.201530	
Home Documents Discussion Blog 31251.201530 Home	My Profile				
Announcements	Ą	Course Calendar			
Announcements All		Luminis Calendar has not been config Administrator.	ured for current user. Please cor	tact Luminis	
Subject	Hide				

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.

Bookmarks		Bookmarks	
Home 🕒 Recent 🛓 Mine	Search	👚 Home 🕒 Recent 🛓 Mine	Search
Bookmarks Name URL Visit:		Bloomberg	« Back
Bloomberg http://www.bloomberg.com/markets Q		http://www.bloomberg.com/markets	
CNN http://www.cnn.com/ 0 Showing 2 results.	Home	Ø Created by Evelyn Ojeda 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3/1/16
	Add Bookmark	Your Rating Average (0 Votes) ☆☆☆☆☆ ☆☆☆☆☆	Bloomberg

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.

Documents and Media									
FILE			Documents and Media			/	-		
♦ Up Assignments				Assigment1.docx «Back					
	Access these files offline using L	Liferay Sync.		😡 Download	>				
🛁 Syllabus			Assigment1.docx		Vers	ion 1.0			
		Uploaded by Evelyn Ojeda, 2/26/16 4			2 Statt Updated by Evelyn Ojeda				
Use path to			PM ☆☆☆☆☆ Average (0 Votes)			Status: Approved Download (11.1k) Get URL or			
navigate	H	H				AV URL.	<u></u>		
between	Assigment1.docx	Assigm			Version History				
folders/files.	H 4 1 🕨	▶ 1 of 1	Comments	-	Ve		Size		
			No comments yet. <u>Be the fir</u>	r <u>st.</u> 🖓 <u>Subscribe to Comments</u>	1.0	2/26 /16 4:22 PM	11.1 k	•	

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.

