TIPS FOR SUCCESS IN AN ONLINE CLASS:

• Know Blackboard course shell!
• Speak Up! Ask questions!
• Log into your course every day.
• Read all the text, both online and in the textbook.
• Take notes!
• Complete assignments on time.
• Have reliable access to a computer with internet service.
• Be prepared for audio and visual components!
• Be self-motivated and self-disciplined.
• Be willing and able to commit to 5 to 20 hours per week per course.

FEEL FREE TO CONTACT MCC if you need assistance.

CENTRAL CAMPUS 215-641-6300
• Admissions 215-641-6551
• Student Success 215-641-6577
• Financial Aid 215-641-6566
• Library Resources 215-641-6596

WEST CAMPUS 610-718-1800
• Student Success 610-718-1800
• Library Resources 610-718-1864

QUESTIONS?

Email: virtualcampus@mc3.edu
Website: mc3.edu/virtual
ACCESS YOUR MYMC3 PAGE:
Carefully follow the steps below to access your online courses.
1. Go to www.mc3.edu
2. Click “Students” at the top of the webpage.
3. Click Login now
4. Enter your username and password
   - Sign in with your MCCC username or email address and password

Username
First initial of your first name, then the first fifteen characters of your last name followed by the last four digits of your Student ID number

Initial Password
Your password is defaulted to your 7-digit student ID Number.

After logging in for the first time we recommend you change your password. To change your password, click on your username and then click “Change Password.” You will then be redirected to the “Update Password” page to make any password changes.

ACCESS YOUR MYMC3 EMAIL:
Carefully follow the steps below to access your online courses.
1. Go to www.mc3.edu
2. Click “Students” at the top of the webpage.
3. Click Login now
4. Enter your username and password
   - Sign in with your MCCC username or email address and password

Username
First initial of your first name, then the first fifteen characters of your last name followed by the last four digits of your Student ID number

Initial Password
Your password is defaulted to your 7-digit student ID Number.

This will take you to the inbox for your MC3 email. Remember, your email address is set up as your username@students.mc3.edu.
Example: jsmith4321@students.mc3.edu

ACCESS YOUR COURSES ON BLACKBOARD:
Log into your MyMC3 webpage, and follow the steps below to access your courses in Blackboard.
1. Select the “Blackboard” icon on the Quicklinks toolbar at the top of your MyMC3 page:

   - Blackboard
   - Email
   - Office 365
   - Success Network
   - Self-Service
   - Campus Life
   - Important Dates
   - Help
   - Success Network
   - Management
   - Announcements
   - Syllabus & Schedule
   - Course Materials
   - Discussion Board
   - My Grades
   - Analytics for Students
   - Email
   - Course Evaluation
   - Tutoring

2. Choose the course you wish to view in Blackboard:
   - elearning101ONLN16: e-learning 101 ONLN 16
     Instructor: Andrew Loftus; (Admin) Julie Lopez
   - 2011CTLED6020NLN_Teach_Comunity_College: 2011CTLED6020NLN_Teach Community College
     Instructor: Joan Brookshire: Claire Kratz:

3. When using the navigation pane on the left side of the Blackboard, be sure to view any announcements, document(s), Course Materials and other things provided by your instructor.