



# *MY CC* Basic TRAINING OUTLINE

Created April 8, 2004

## I. Introduction-What is a Portal?

- A portal is a gateway to multiple types of public and user specific information
- Other types of Portals are Yahoo! And MSN
- The Cambridge College portal will be branded as “MY CC,” and will feature information that is public, as well as information that is specific to each individual’s role within the portal. For example, information seen by faculty regarding a conference will not necessarily be seen by students.

## II. Current and Future Roles in MY CC

- **Student-** The student role will feature information exclusive to students. This information may include but will not be limited to information regarding an academic program, graduation information, etc.
- **Faculty-** The faculty role will feature information exclusive to instructors, and will not be visible by students or any future role. Information from the faculty role may include information about faculty conferences, information for submitting instructional technology requests, etc.
- **Public-** The public role will feature information that is available to everyone who enters the MY CC portal. This information will also be available without logging in. This information may include a public course search, inclement weather notifications, etc.
- **Future Roles-** After the initial implementation of the MY CC portal, future roles will be created, including staff and other administrative roles.

## III. What is a PORTLET?

- Before logging into MY CC, you should be familiar with the definition of a “portlet.” Each category of information is contained in a window called a portlet, and the MY CC portal is comprised of many portlets. Portlets are much like windows seen on a Microsoft Windows based personal computer. Like windows on a PC, portlet windows can be minimized and maximized. Below is an example of a MY CC portlet.

Cambridge College Calendar - Public		
◀ April 4, 2004 ▶		
Day	Week	Month
<a href="#">Sun 4</a>		
<a href="#">Mon 5</a>		
<a href="#">Tue 6</a>		
<a href="#">Wed 7</a>		
<a href="#">Thu 8</a>		
<a href="#">Fri 9</a>		
<a href="#">Sat 10</a>		

#### IV. Logging into MY CC and Your Homepage

- **Logging in-** Users will login to the MY CC portal using their Cambridge College ID number as the user ID, and an initial four digit PIN. Users are strongly encouraged to change their password when they first login to the portal. It is also recommended that you change your password once every few months for security purposes.
- **“My Homepage”-** When users login to the MY CC portal, their first view each time will be of their “homepage.” The information contained in this area is customizable, so that users can have their most frequently accessed information a click away. Users can customize the view of their homepage by clicking the **personalize** link on their homepage, which looks similar to the graphic shown below.

**Seamus' Homepage (Personalize)**

You then have the option customize your homepage in different ways, including the number of columns you want your information in, and also the types of information, or portlets you want to appear.

Personalize

Personalize Info

[Page Properties](#)

Page caption: Seamus' Homepage

Page layout: 2 Column

[Page Portlets](#)

Column 1

Cambridge College Resources - Public  
All My Courses  
Course Manager  
My Bookmarks - Faculty  
Task Manager

Column 2

Cambridge College Calendar - Public  
Administrative Information Access  
Announcements - Public  
Announcements - Faculty  
Course Search - Faculty

• [Return to your homepage](#)

**Personalize**

Page: Seamus' Homepage

Below are the available and active portlets for this page. To alter the status and positioning of a portlet, use the

Available Portlets	Column 1	Column 2
Cambridge College Calendar - Faculty Cambridge College Resources - Faculty Course Search - Public Email Faculty Resources My Bookmarks - Public	Cambridge College Resources - Public All My Courses Course Manager My Bookmarks - Faculty Task Manager	Cambridge College Calendar - Public Administrative Information Access Announcements - Public Announcements - Faculty Course Search - Faculty

Save Changes    Reset    Cancel

In the above graphic, you can see how to personalize the information that appears on your homepage. Users can simply use the arrow move items between columns. Moving an item from a column into the available portlets window will take them off your viewable homepage. Remember when you have finished personalizing your homepage, to click the save changes button.

**Training Exercise: Organize homepage into two or three column view, and then arrange any four portlets in each column.**

## V. The MY CC Portlets

- **COURSE MANAGER (student)**- The student course manager allows student access to their online courses, and obtain information including their syllabus, assignments, handouts, etc. They can also initiate chat with fellow course mates and their instructor. A more in-depth overview of the course management system will be covered later on.
- **COURSE MANAGER (faculty)**- The faculty course manager allows faculty to build their online courses to fit their needs. They can create a syllabus, assignments, and announcements, enter grades, and create and store test

questions into a question bank, and much more. A more in-depth overview will be covered later on.

- **STUDENT TOOLS-** The student tools Portlet gives students quick access information such as their grade information, accounts status, and a faculty directory.
- **STUDENT REGISTRATION-** This Portlet gives students access to their current course schedule, as well as access to the course search feature.
- **STUDENT ADVISING-** This Portlet gives students access to look up requirements for a particular academic program, look up their course history, and receive a graduation report.
- **CALENDAR-** The calendar is used to communicate public communications from the college. It can also be utilized by faculty to communicate events regarding their courses. Students can add both personal events and events relating to an individual course
- **ANNOUNCEMENTS-**Announcements are used in a variety of ways: the college can post **PUBLIC** announcements to communicate with the entire Cambridge College community; faculty can send announcements specifically to their course members; and campus groups can communicate with their group members.
- **BOOKMARKS-** The bookmarks Portlet allow users to create link to frequently visited web sites, and have them within easy reach on their homepage.
- **BULLETIN BOARDS-** Bulletin Boards give user the ability to read and post replies to messages posted by other users. Bulletin Board topics are created by administrators.
- **CAMPUS RESOURCES-** The Campus Resources Portlet resembles bookmarks, and will give quick access to college resources such as the Cambridge College home page and the Student Information System.
- **TASK MANAGER-** The Task Manager Portlet can be used to create and keep track of tasks and their due dates. Faculty can assign tasks to students in their courses, and students and faculty can create their own personal tasks

**Training Exercises: Create new calendar event, task, and bookmark**

## VI. Help

- **Help Link-**By clicking the help link on the bottom left of any MY CC page, a help separate help window will pop up listing help topics that can be searched alphabetically. Many topics will eventually include a link to a video tutorial on that particular topic.
- **Email-** Users with technical questions or issues about the MY CC portal can send an email to [mycc@cambridgecollege.edu](mailto:mycc@cambridgecollege.edu).