BT 101-9.1
Part I
Getting Started

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What is eCampus and What is eConnect?

**eCampus**

eCampus can be thought of as a virtual campus - a web-based learning system and community center for students and faculty.

eCampus offers courses, communication tools, testing features and access to many teaching and learning resources.

**eConnect**

eConnect is the web interface with the District's database, Colleague. It is the area where employees get wage, payroll and banking disbursement information; update their employee directory information, and more.

Faculty use eConnect to get their teaching schedules and class rosters; post their attendance certifications and final grades; email their classes, and more.

Students use eConnect to get personalized information and conduct business online. Students can apply for admission, plan their schedules, find credit classes, register, pay, and check grades and more.
NOTE: eConnect and eCampus have different log in procedures.

How To Get To eCampus

1. From the DCCCD Home Page, select **eCampus**

   ![eCampus screenshot](https://dccc.blackboard.com)

...OR

Select the **Address** box and enter: **https://dccc.blackboard.com**
2. Select the **Access Courses** link to access your classes.

**HINT:** For future reference, bookmark: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu) (No other pages within eCampus should be bookmarked)
3. You are now at the **My DCCCD** eCampus page.

**Note:** the **https** in the eCampus address:

https://dcccd.blackboard.com/webapps/portal/frameset.jsp

HTTPS stands for Hypertext Transfer Protocol Secure, "the protocol for a accessing a secure Web server".

*(From [www.pcmag.com/encyclopedia](http://www.pcmag.com/encyclopedia]*)
**How to Log in to eCampus**

**Log In**

1. Select the username text box and enter your username. 
   (your username is your ID issued by your department)
2. Enter your password.
3. Select **Login**.

**NOTE:** The first time you log in, **your password will be the same as your username.** Once you log in, you will be prompted to change your password.
This screen appears when a password change is required.

1. Your password has to be changed the first time you log into eCampus and every 90 days.
2. Follow the password requirements when selecting a new password.
3. Enter your **new password**.
4. Enter the **new password** again.
5. Select **Submit**.
Forgotten Password

- If you have forgotten your password, select the **Forgot your password?** link. *(For this to work you must have your correct email address entered into eCampus.)*

Success

Once you are logged in, you will be able to access your **Courses & Organizations**
To edit your name and email address:

1. You have the option of selecting the link (with your name) next to the Logout button. This link is also known as the My Blackboard link. OR...

2. selecting (on the My DCCCD page / eCampus tab) the Personal Information link

**Note:** As you navigate through eCampus, the My Blackboard link will remain visible (at the top of your screen) and will be accessible at any time.
Updating Personal Information

1. Select the **Personal Information** link from Tools on your **My DCCCD** page.

2. Select **Edit Personal Information**.
3. To update your name or email, select the desired text box and type the correct information.

4. Select **Submit**.

**NOTE:** The **Username** cannot be modified.
**Change your Password**

To change your password:

1. Log in to **eCampus** *(if not already logged in).*
2. Select **Personal Information** from **Tools**.

3. Select **Change Password**.

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**Personal Information**

**Edit Personal Information**

*Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.*

**Change Password**

*Choose a new password.*

**Personalize My Settings**

*Upload a personal avatar and set which links appear on your My Settings navigation menu.*

**Change Personal Settings**

*Change Personal Settings. From this page you can control Help, text, and language options.*

**Set Privacy Options**

*Select which fields of your personal information can be seen by others.*
1. Select the New Password text box and enter a new password (*Be sure to follow the Password Requirements*)
2. Enter the new password again to confirm
3. Select Submit
How to Access eCampus Training Material

1. From your campus web site or the DCCCD site, select the eCampus link.
2. Select the **Access Courses** link to view your courses.
3. Enter your **Username** and **Password**.
4. Log in to **eCampus**.
5. Select the **Training** link.
6. Select the **Access Tutorials** link.

**NOTE:** From the **Instructor Tutorials** page, you will be able to view the tutorials and download the training manuals.

7. You are now at the eCampus **Instructor Tutorials** site.

   You can locate tutorials by selecting the desired **Tutorial** using the drop down menus or by using the **Site Map**.

**NOTE:** If you are new to eCampus, we recommend viewing tutorials in the order in which they are presented.
1. Once you have logged in to eCampus, select Help & FAQs.

**NOTE:** If you do not yet have an eCampus account, please contact your division office or the current Faculty Only Support Line. Once you call the Faculty Only Support Line and give them the necessary information, they will create your eCampus account.
2. Getting Help:

A. If you wish to contact the **Faculty Help Desk** by **phone**, please call the number shown (972-669-6460).

Please do not share this number with your students. This is a faculty only Help Desk number. The students Help Desk telephone number is 972-669-6402.
**Systems Limitations**

**Course Limitations**
- The system limits each course to 2 gigabytes of storage space
- If your course exceeds the limit, you will receive a system limitation alert by e-mail

**Browser Limitations**

To see the Supported Browsers and Java go to:

[http://ecampus.dcccd.edu/](http://ecampus.dcccd.edu/)

For additional and up-to-date information on these issues, please check (on the eCampus Training and Support page): **eCampus Known Issues**

**Course Maintenance**

Once the semester is over, you will need to:

- **Clean up Assignments** (from Grade Center, Messages, etc.)
- **Clean up the Discussion Board** (i.e., remove students postings)

Once the semester is over, you may want to:

- Export the Course (*Export saves a copy of the course so that the content can be reused*)
- Archive the Course (*Archive saves a course with all of the students’ data creating a permanent record of the course*)
- Keep a backup copy of all materials (*graphics, documents, tests, etc.*)
- Export your tests and pools
  - If you export tests that were created using the random block option, please note that random block tests cannot be successfully exported/imported (*for more information, please see the assessments tutorials*)
  - If you export your course, you will be automatically exporting your tests and pools

**NOTE:** You may want to save the backup files (*of your courses, materials, tests, pools, etc.*) on your computer and on a backup drive or CD.
The **Control Panel** is where you will do your course setup and maintenance.

To get to the **Control Panel** for a course:

1. Log in to **eCampus** if not already logged in
2. Select your course
The **Control Panel** is located on the left side of the eCampus interface.

From the **Control Panel** sub-menus, you can

- Upload File and Folders to the Course Content area
- Communicate with your class
- Create Pools, Tests, and Surveys
- Manage course grades
- Manage Users and Groups
- Make your course available or unavailable
- Modify the course navigational menu design
- Access Blackboard online documentation
- Access many other tools

Select the **Expand** button (      ) to expand a particular **Control Panel** category.

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**Course Files Area**

**Course Files** is a location for all (of an instructor’s) uploaded files. An instructor can link files, *from the course he or she is in only* to the **Course Files** area of that course. An instructor cannot link to other courses’ **Course Files** area items.

Using Course Files, you can now upload:

- a single file
- multiple files,
- folders, and
- zipped folders.

(The zipped folders --when uploaded using **Upload Package**-- will automatically be extracted.)

**HINT:** Using Course Files, you can upload content by:

- **Browsing** for files and folders or
- **Dragging and Dropping** files and folders
**Course Files Area**

Example of **Course Files** (with **All Courses Content** selected) showing:

- **Course Files** submenus, and
- **All Courses’ Content** (belonging to one instructor)

From within a **Course Files** folder, one can, by scrolling over **Upload**,  
- **Upload Files** and  
- **Upload Package** (zipped file).

*(Note: If **Upload Package** is selected, the zipped file will automatically be extracted. If, for a zipped file, **Upload Files** is selected, the file will not be extracted.)*
Course Files Area

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>📁</td>
<td></td>
<td></td>
</tr>
<tr>
<td>📁</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To begin uploading, drag and drop files and folders here. Or, you may click Browse.

Once **Upload Files** is selected, one

- **can Browse** for a file or folder, or
- "drag and drop files and folders"

**One can now upload multiple files and folders at the same time!**
**Course Tools** contains a variety of tools, the primary ones being communication tools and course system tools.

The tools most frequently used are:

- **Announcements**
- **Contacts** (Instructor Profile)
- **Send Email**
- **Discussion Board**
- **Messages**
- **SafeAssign**
- **Tests, Surveys, and Pools**

**Evaluation** contains Course Reports, the **Performance Dashboard**, and the **Retention Center**.
Grade Center

Grade Center is a separate item in the Control Panel. One can directly access the desired Grade Center views by using the (Control Panel) Grade Center’s:

- default submenus and
- Favorites submenus

NOTE: The (Control Panel) Grade Center default submenus are:

- Needs Grading
- Full Grade Center,
- Assignments, and
- Tests

Users and Groups

Users and Groups allow you to manage your course's users and groups.
Customization

The **Customization** options most frequently used are:

- **Guest and Observer Access** (granting Guest and Observer access to the course)
- **Properties** (renaming the course, making the course available/unavailable, setting course availability dates, etc.)
- **Teaching Style** (adding course banner, changing the course Navigational Menu from a text format to a button format, etc.)
- **Tool Availability** (control what tools can be used, as well as which users have access to those tools.)

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Packages and Utilities

**Packages and Utilities** provides tools to export, import, or recycle a course.

- Bulk Delete
- Check Course Links
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Manage Chalk Title
Help

Help contains Blackboard support contacts, online Blackboard Manual and Blackboard Tutorials.

NOTE: If you need assistance, please contact the Faculty Support/Help Desk (For additional information, please see the How to Request eCampus Support tutorial).
To see all Course Users:

1. Log in to eCampus (if not already logged in)
2. Select the desired course
3. In Control Panel, expand Users and Groups
4. Select Users

By default, all Users (instructor, students, etc.) now appear when one selects Users from the Control Panel.

NOTE: A search is no longer required to see all Users.
The course is unavailable to James Anthony. The example will show the course made available to this user.

**NOTE:** Before making your course available to a blocked user (i.e., a student whose user access is set to unavailable), please check your eConnect class roll. If a student is not on your eConnect class roll, the student should not have access to your course.
To make the course available to this user:

1. Select the drop-down arrow () next to the username (to the left of the student's name)

2. Select **Change User's Availability in Course**

3. Select **Yes**

4. Select **Submit**
You should now see the changes made. (The student now has access to the course).

**How to Enroll a Student/User**

**Do not enroll a student/user.** If a student/user is missing in an eCampus course, check your eConnect class roster. If the student is not on your eConnect class roster, you will need to contact the Faculty Support/Help Desk at 972-669-6460 or helpdesk@dccc.edu.
**Modify your eCampus My DCCCD Page**

Modules on the eCampus My DCCCD page can be **Minimized** so only the title shows. In this example we will minimize the **My Organizations** module.

**Minimize a Module**

1. Log in to **eCampus**, *(if you are not already logged in)*

   ![eCampus Screenshot](image)

   The **My Organizations** module is now minimized.

2. Select the Minimize icon. *( ] *

   ![Minimized Module Screenshot](image)
Maximize a Module

In this example we will maximize the **My Courses** module.

1. Select the Maximize icon ( ▶️ ) next to the **My Courses** module.

The **My Courses** module is now maximized.
**Modify Module Settings**

The modules that contain the gear icon (⚙️) can be modified by scrolling over the module title and selecting the gear. In this example the settings on the **My Courses** module will be modified to show the **Course ID** and the **Course Name**. The course ID will provide additional information making it easier to identify the course. In the example only the Course Name is showing.

1. Log in to **eCampus** *(if you are not already logged in)*

![eCampus Interface]

2. Select the **Manage Module** icon (⚙️) icon next to **My Courses**.

![Personalize: My Courses]

3. Select the desired check boxes below **Display Course ID**
4. Select **Submit**
**HINT:** To hide a class you no longer wish to view, Uncheck all Display check boxes.

The **Course ID** and **Course Name** are now showing.
**Modify Content**

You can add or remove **Modules** on your (My DCCCD) eCampus page.

1. Select Add Module

**NOTE:** The **Modules** you add to your (My DCCCD) eCampus page are for your use only. They will not appear on the students' eCampus page.

To add one or more **Modules** to the **eCampus** page, select the desired modules by selecting the **Add** button (  ) below them.

To remove a module, select the **Remove** button (  ) the module. Once **Submit** is selected, the module will be removed.
In this example we will add the **Bookmarks** module.

2. Select the **Add** button below the desired module.
3. Scroll down and select **OK**.
The added **Module** appears at the bottom of the *My DCCCD eCampus* page.

**NOTE:** Should you wish to move it to a different location, select the module’s title bar and drag it to the desired location.
Modify the Layout & Color

Modify the Layout

The eCampus My DCCCD Page contains three content columns.

In this example we will move the eCampus Request Forms module to the left column under the Tools module.

To move a module:

1. Place the cursor in the title section of the module
2. Hold down your left mouse button
3. Drag the module to the desired location
4. Let go of the mouse button
1. Click and hold down your cursor on the title of the **eCampus Request Forms** module.
2. Drag and drop it in the new position.
The **Faculty Information** module has been moved to the new location.
Modify the Color

The **Personalize Page** controls the color scheme of your My DCCCD eCampus page. You can change it on the **Personalize Page**.

1. Select **Personalize Page**.

2. Select the desired theme name.

3. Select **Submit**.