

ONLINE STUDENT BOOKLET
MASSASOIT COMMUNITY COLLEGE

One Massasoit Blvd., Brockton, MA 02302
900 Randolph St., Canton, MA 02021
49 Union St., Middleborough, MA 02346



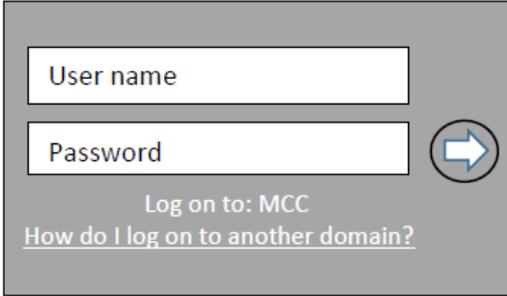
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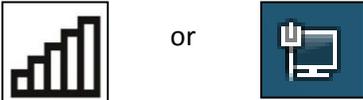
Having difficulty accessing these resources?

Contact the Help Desk: x 1139 | helpdesk@massasoit.mass.edu | T554
Visit the Help Desk online at <http://tinyurl.com/mqrskjx>

Logging into Computers on Campus

<p>In order to access a workstation on campus, you will need to log in with a username and password.</p>	
	<p>Turn on the computer by pressing the button on the computer processing unit. A message will appear. Press the Control, Alt, and Delete keys at the same time.</p>
	<p>Enter your Username and Password.</p> <p>Important Tips:</p> <ul style="list-style-type: none"> Your username is usually your first initial plus last name (e.g., jdoe). <p>Note: Some usernames have a number or are abbreviated. You can confirm your username on your class schedule.</p> <ul style="list-style-type: none"> Your default password is your 8-digit date of birth mmddyyyy (e.g., January 23, 1990 = 01231990) <p>Click on the arrow.</p> <p>The Windows environment will open.</p>

Connecting to the Wireless Network

<p>If you are using your own laptop or device, you may connect to the college's wireless network as a student. You will need your student network account information.</p>	
	<p>You should see a wireless icon on the bottom right of your screen.</p>
	<p>Click on the icon and you will see a window that identifies the wireless networks available. Click on Massasoit Secure and click on the connect button.</p> <p>Log in with your <i>MyMassasoit</i> user name and password.</p>
	<p>Minimal internet access is available using Massasoit-Guest-WiFi. This resource is available to those on campus who are not members of Massasoit Community College. Select Massasoit-Guest-WiFi and follow the on-screen instructions.</p>
<p>Additional information and instructions may be found on the IT page in the <i>MyMassasoit</i> portal. Click on the People button  and select IT.</p>	

Accessing the *MyMassasoit* Portal

All registered students have access to course information, email, student tools, account status, academic transcripts, and more -- anytime, anywhere. Log in once to the portal, and you can access your student tools without logging in again!



Go to the Massasoit Community College website at: <http://www.massasoit.mass.edu> and click on the ***MyMassasoit*** Login link located in the upper left side of the screen.

Enter your Username and Password.

Important Tips:

- Your username is usually your first initial plus last name (e.g., jdoe).

Note: Some usernames have a number at the end or are abbreviated. You can confirm your username on your class schedule.

- Your default password is your **8-digit date of birth - mmddyyyy** (e.g., January 23, 1990 = 01231990)

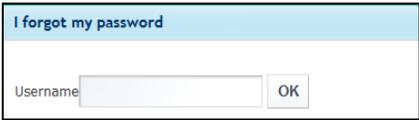
Click on the ***Login*** button.

If you are a new user logging into the ***MyMassasoit*** portal, you will be prompted to set up security questions and change your password.

You must enter information in the **Questions and Answers Setup** screen in order to proceed (Step 1). After supplying answers to the questions, click on the ***Save*** button at the bottom of the screen.

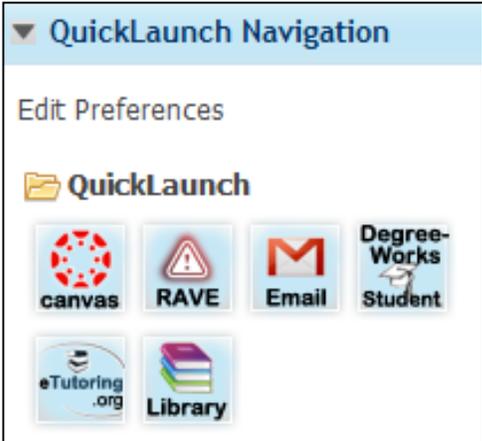
Step 2:
Take me to MyMassasoit (click here)

You will then be prompted to enter the ***MyMassasoit*** portal (Step 2). Click on **Step 2**. You will be redirected to the portal.

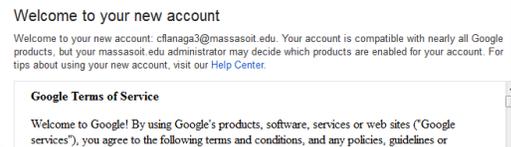
	<p>If you forget your password, you may click on the Forgot Password link in the login screen.</p>
	<p>Enter your Username and click on the OK button.</p>
	<p>You will be prompted to answer your security questions. When finished, click on the OK button at the bottom of the screen.</p>
	<p>You will be directed to a new screen to generate and verify a new password. When finished, click on the OK button at the bottom of the screen.</p> <p>You will now be able to log into the portal with your new password.</p>
	<p>If you would like to change your password after logging into the portal:</p> <ul style="list-style-type: none"> ▪ Hover your mouse over Menu on upper right side of screen. ▪ Click on My Account. ▪ Click on Reset Password on upper left side of screen. ▪ Follow instructions on screen.

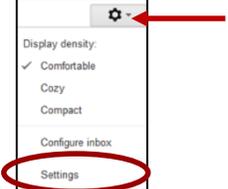
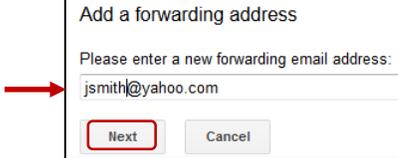
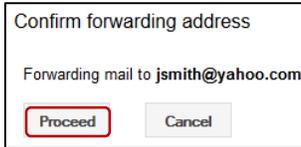
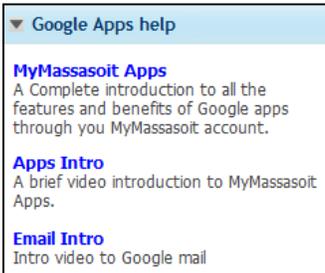
	<p>You will find several tabs within the portal which include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ▪ The MyMassasoit Home and Student tabs contain several helpful features and links, including class cancellations, campus calendar, campus police information, announcements, etc. ▪ The Feedback tab allows students to offer their input about the portal. ▪ Click on the Help tab to submit problems to the Help Desk or to search topics for additional information about the portal. <p>We encourage you to review the contents of each tab.</p>
	<p>You can return to your MyMassasoit Home page from any tab quickly by clicking on the MASSASOIT COMMUNITY COLLEGE logo located on the upper left side of the screen.</p>
	<p>Students have access to several “communities”, or department and interest-based pages within the portal. Hover your mouse over the Communities icon to view these pages.</p>

QuickLaunch Navigation

	<p>QuickLaunch Navigation is a great feature for students to access frequently used tools quickly. This feature is located in both the MyMassasoit Home and Student tabs.</p> <p>When clicking on these buttons, students will be redirected to each tool without logging in again.</p> <ul style="list-style-type: none"> ▪ Canvas: Massasoit’s Learning Management System ▪ RAVE: Emergency Alert System registration for mobile devices and email (e.g., Campus closings, etc.) ▪ Email: students’ Google Apps/email account ▪ Degree-Works: auditing tool for exploring program options, preparing for registration, and planning for graduation ▪ eTutoring.org: free online tutoring in Math, Writing, Accounting, Statistics, and Life Sciences ▪ Library: Massasoit’s library
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Accessing Your Massasoit Email Account

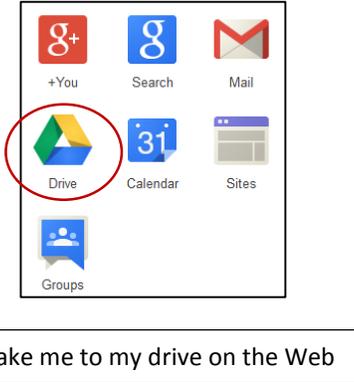
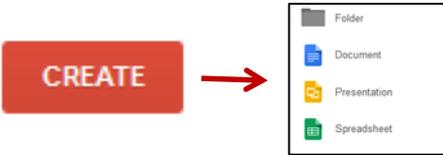
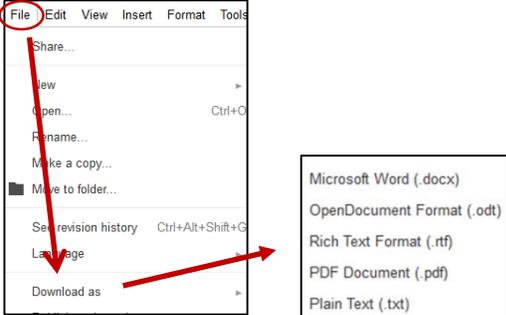
<p>Email is an important and expected form of communication at Massasoit Community College. It is essential that you set up your email account as soon as possible. In our continued efforts to maintain a “greener” campus, you will be receiving notices, grades, disclosures, bills, registration information and other important college notices via your Massasoit Community College email account.</p>	
	<p>Log into the MyMassasoit portal, and click on the E-mail button in the QuickLaunch Navigation area.</p>
	<p>The first time you log into your email, you will need to verify your information and accept the Google Terms of Service.</p>

Forwarding Email to Another Email Account	
	<p>If you prefer, you may forward your Massasoit emails to your personal email account. Click on the gear icon in the upper right corner of the screen, and select Settings.</p>
	<p>Select the Forwarding and POP/IMAP tab.</p>
	<p>In the Forwarding section, click on the Add a forwarding address button.</p>
	<p>Enter a new forwarding email address, and then click on the Next button.</p>
	<p>Review the forwarding address and then click on the Proceed button.</p>
	<p>A confirmation email will be sent to the forwarding address. You will need to log in to your personal email account and retrieve the verification code that was emailed to you.</p>
	<p>There are tutorials available for using all of the Google Apps (Drive, Docs, Calendar, etc.) located on the left side of the screen in the Student tab of the portal.</p>

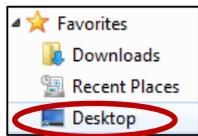
Saving Documents (Google Drive, Dropbox, or USB Storage Device)

There is no storage available on the Massasoit computer network for students to save their files. If students attempt to save files to the Massasoit network, the information will be lost when the student logs off the computer. There are several alternatives for storing files for later retrieval from any computer that is Internet capable:

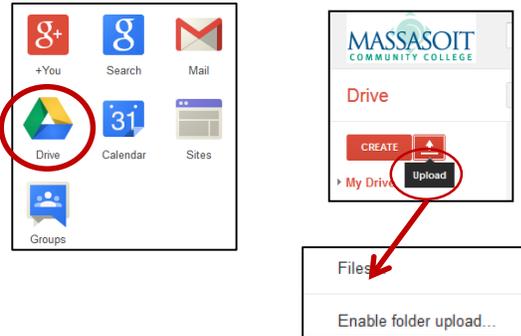
Option 1: Create and save file/document in Google Drive

	<p>Log into the MyMassasoit portal, and click on the E-mail button located in the QuickLaunch Navigation area of MyMassasoit Home and Student tabs.</p>
	<p>Click on the Apps icon located on the top right of the Google Apps screen.</p>
	<p>Click on the Drive icon.</p> <p>If you are a first time user of the Drive tool, you will be asked to download the Drive or use the web.</p> <p>Click on the Take me to my drive on the Web button.</p>
	<p>Click on Create. You will have options to create:</p> <ul style="list-style-type: none"> • a document (similar to Word) • a presentation (similar to Powerpoint) • a spreadsheet (similar to Excel)
	<p>The system will automatically save the document in Google. If you prefer to save the material in a different format, you need to click on File, Download as located in the upper left side of the screen, and select a format. You may then later retrieve the document from the list of titles in the Drive tab.</p> <p>For additional instructions, view the Google Apps tutorials available in the Student tab of the portal on the left side of the screen.</p>

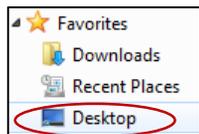
Option 2: Save an existing file/document to desktop, and then save it to Google



Save an existing document/file you created in Microsoft Office to the desktop by clicking on **FILE, SAVE AS** and select **DESKTOP** from the drop-down menu.



- Click on the **Drive** icon.
- Click on the **Upload** button.
- Click on the **Files** button.



Select **Desktop** from the drop-down list.

Select the file you want to upload.

Click on **Open**. The file will be saved to your Google drive. You may then later retrieve the document from the list of titles in the **Drive** tab.

After retrieving the file/document in Google, you will need to click on **File, Download** to open it in the original application (e.g., Word, Excel, etc.)

For a detailed tutorial, click on the **Google Apps** link in the Student tab of the portal:



Option 3: Save your files/documents to Dropbox

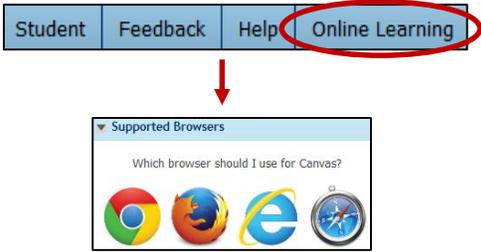
Dropbox is a free web-based application which offers 2 GB of free storage in the cloud. Create an account at **Dropbox** at <https://www.dropbox.com>. Follow the instructions on the website for installation and usage.

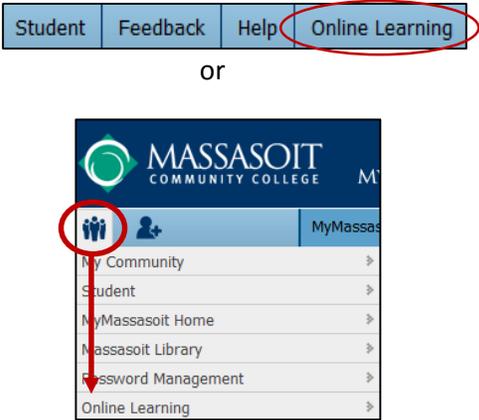
Option 4: Save your files on a USB storage device



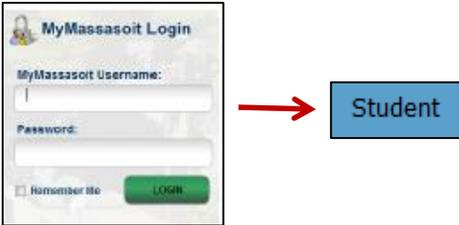
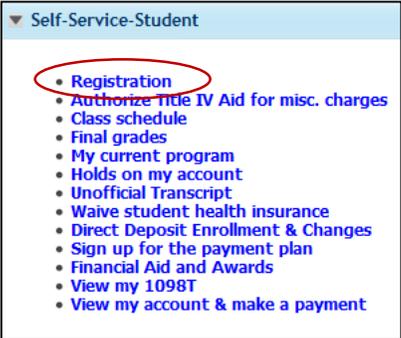
USB storage may be the simplest and easiest method of saving and retrieving documents. Also known as memory sticks, flash or thumb drives, these removable devices are available for purchase at the Massasoit Book Store and other retail stores. Insert the device in a USB port on any computer. When saving a file/document, you will save it to the device. **Note:** If you lose the device, you lose your files!

Accessing Your Online Courses in Canvas (Learning Management System)

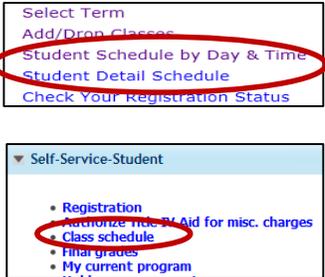
	<p>Log into the MyMassasoit portal, and click on the CANVAS button located in the QuickLaunch Navigation area.</p>
	<p>You will be directed to <i>Canvas</i>, the college's online learning management system.</p> <p>Courses may be accessed by <i>hovering</i> your mouse over the Courses drop-down menu at the top left of the screen and clicking on the desired course.</p>
	<p>Note: To maximize the performance of the Canvas Learning Management System, it is recommended that you use the most recent versions of Firefox, Chrome, or Safari.</p> <p>For more information, click on the Supported Browsers section of the Online Learning tab.</p>
	<p>You may also access Canvas at https://massasoit.instructure.com</p> <p>At the login screen:</p> <p>Enter your username in the MyMassasoit Username field on the left. Example: jdoe (You can confirm your username on your class schedule.)</p> <p>Enter the same password you use for the MyMassasoit portal.</p> <p>Click on the Login button.</p> <p>If you need your password reset, contact the Help Desk at 508-588-9100, x 1139.</p>

	<p>Additional student resources for Online Learning may be found by clicking on the Online Learning tab in the portal and selecting any of the following links:</p> <ul style="list-style-type: none"> ▪ Canvas Student Orientation ▪ Getting Ready for Your Online Course ▪ Online Student Booklet ▪ Canvas Student Guide ▪ Student Computer Lab Schedule ▪ Canvas Mobile Guides ▪ Keys to being a successful online student
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Registration Tools

<p>Important student registration information and tools may be accessed in the Student tab of the MyMassasoit portal.</p>	
	<p>Log into the MyMassasoit portal and click on the Student tab.</p>
	<p>You will find a section titled, Self-Service-Student. Click on the Registration link.</p>

View Your Schedule:

	<p>Click on the Student Schedule by Day & Time or Student Detail Schedule links.</p> <p>You may also view your class schedule by clicking on Class schedule in the Self-Service-Student section of the Student tab..</p>
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Add and Drop Courses:

Existing students are encouraged to register, add or drop classes online. This may also be accomplished in person, via fax, or by making a request from your Massasoit email account to the Registrar's Office at registrar@massasoit.mass.edu (requests from personal accounts cannot be accepted).



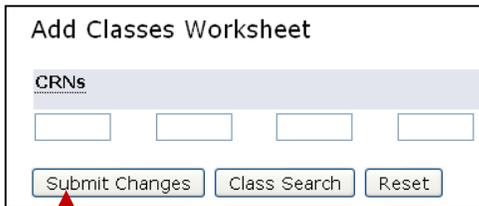
Click on the **Add/Drop Classes** link.

Select the appropriate term (semester) and click the **Submit** button.

If you receive a message that states, "You are not permitted to register at this time," you can find the reason by clicking on the **Return to Menu** link at the top right of the screen and then click on the **Check Your Registration Status** link.

For a complete list of add/drop dates, please refer to the deadline schedule which can be accessed in the **Self-Service Student** area of the student tab.

To Add a Course:



Scroll down to the **Add Classes Worksheet** section of the page.

Enter the 5-digit CRNs (Course Registration Numbers) for the courses you wish to add.

Click on the **Submit Changes** button to view your current schedule.



If you want to view the course selections, or if you do not know the CRN, click on the **Class Search** link located at the bottom of the Add/Drop Classes screen.

CRN	Course#	Campus
20376	BUSN106 01	Brockton

Copy the CRN from the **Class Search** and add it to the **Add Classes Worksheet**.

You may repeat a course without special permission if your grade was a C- or lower; however, it may show as a Registration Error. In this instance, the message is only a warning asking you to confirm your selection. It will still allow you to register for the repeat course.



Note the **Status** on the left. If you receive a **Registration Add Error**, the registration for that particular course did not go through and the reason will be listed under **Status**.

To Drop a Course:

Status	Action	CRN
Web Registered on Apr 13, 2010	None	10027
Web Registered on Apr 13, 2010	None	10033
Web Registered on Apr 13, 2010	Drop Web	10040

Under the **Current Schedule** heading, locate the course you wish to drop.

Under the **Action** column, use the drop-down menu to select **Drop Web** next to the course you want to drop.

Scroll down and click on **Submit Changes**.

If no options are listed in the **Action** field, then the class cannot be dropped. If this is a problem, contact the Registrar's Office.

Note: Remember to click on **Submit Changes** when done.

Student Record Tools

DegreeWorks

DegreeWorks allows students to explore program options, prepare for registration, and plan for graduation. This web-based tool reflects programs from 2010 to present.

Program requirement sheets prior to 2010 are located in the **Student Quick Links** section of the **Student** tab in the portal.



Click on the **Degree-Works Student** button located in the **QuickLaunch Navigation** menu.

A screenshot of the DegreeWorks user interface. At the top, it shows user information: 'V000000 Doe, Jane', 'Dorm: AA', 'Major: Business', and 'Last Audit'. Below this is a navigation bar with three buttons: 'Worksheets', 'Planner', and 'GPA Calc'. The 'Worksheets' button is circled in red. The main content area contains two sections: 'For advisors, DegreeWorks:' with three bullet points, and 'For students, DegreeWorks:' with six bullet points.

- The **Worksheet** is a student's guide for reviewing grades and progress/requirements towards completion of a degree or certificate program.
- The **Planner** helps students map out a multi-semester plan for meeting academic goals
- The **GPA Calculator** provides students with grade point average information.
- **Note:** DegreeWorks is not your academic transcript, and it is not official notification of completion of your requirements.

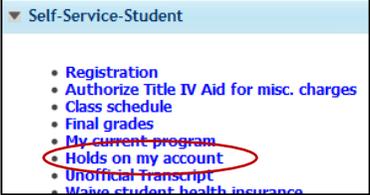
<p>FAQ Help</p>	<p>For additional instructions on how to use DegreeWorks:</p> <ul style="list-style-type: none"> ▪ click on the FAQ or Help tabs in DegreeWorks ▪ contact your Academic Advisor
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View Final Grades:

	<p>Click on the Final grades link in the Self-Service-Student section of the Student tab.</p>
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	<p>Select a term from the drop-down list and then click on the Submit button.</p> <p>Students may also view final grades on their unofficial transcript as well as on their DegreeWorks audit. Both are accessible in the Student Tab in the portal.</p>
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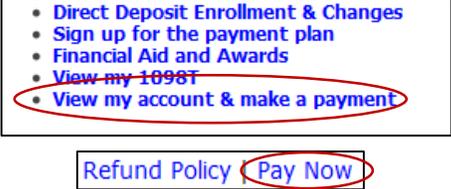
View Unofficial Transcripts:

	<p>Click on the Unofficial Transcript link in the Self-Service-Student section of the Student tab in the portal..</p>
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	<p>If displayed, select the desired Transcript Level and Transcript Type.</p> <p>Click on the Submit button.</p>
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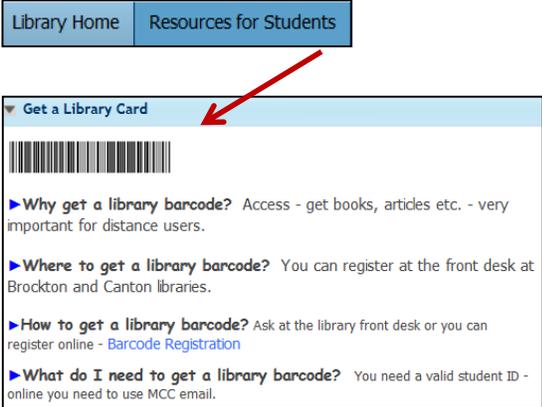
Financial Tools

View Financial Activity/Make a Credit Card Payment:

	<p>In the Self-Service-Student section of the Student tab, click on the View my account & make a payment link to view your account summary/balance.</p> <p>You may pay by credit card by clicking on the PAY NOW link located at the bottom of the screen.</p>
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View Financial Aid Information:	
<ul style="list-style-type: none"> • Direct Deposit Enrollment & Changes • Sign up for the payment plan • Financial Aid and Awards • View my 1098T • View my account & make a payment 	Click on the Financial Aid and Awards link in the Self-Service-Student section of the Student tab and follow the instructions.
Waive the Student Health Insurance Fee:	
<ul style="list-style-type: none"> • Unofficial Transcript • Waive student health insurance • Direct Deposit Enrollment & Changes • Sign up for the payment plan • Financial Aid and Awards 	Click on the Waive student health insurance link in the Self-Service-Student section of the Student tab.
<input type="button" value="Submit Waiver"/>	Complete the form and click on the Submit Waiver button.
Direct Deposit:	
<ul style="list-style-type: none"> • Unofficial Transcript • Waive student health insurance • Direct Deposit Enrollment & Changes • Sign up for the payment plan • Financial Aid and Awards • View my 1098T • View my account & make a payment 	<p>This offers students the option of direct deposit of their excess financial aid and over-payments to their checking or savings account, without having to wait for a check to be mailed.</p> <p>Click on the Direct Deposit Enrollment & Changes link in the Self-Service-Student section of the Student tab.</p>
Join the Payment Plan:	
<ul style="list-style-type: none"> • Unofficial Transcript • Waive student health insurance • Direct Deposit Enrollment & Changes • Sign up for the payment plan • Financial Aid and Awards • View my 1098T • View my account & make a payment 	Click on the Sign up for the payment plan link in the Self-Service-Student section of the Student tab.
<p>Select a Term: <input type="text" value="Summer I 2012"/></p> <input type="button" value="Submit"/>	Use the Select a Term drop-down menu to select the semester and click on the Submit button.
<input type="button" value="Proceed"/>	Follow the prompts to complete the form, clicking on the Proceed button to navigate through screens.

Accessing Massasoit Library Resources Off Campus

<p>Students may access many Massasoit Library resources off campus. However, most of the Massasoit Library resources require a library barcode.</p>	
	<p>OFF-CAMPUS USERS: To register for a library barcode online:</p> <p>Log into the MyMassasoit portal, and click on the Library button located in the QuickLaunch Navigation area of MyMassasoit Home and Student tabs.</p>
	<p>You may also access the Library Resources page by selecting the Massasoit Library community page in Communities.</p>
	<p>Instructions for registering for a library barcode and to access library resources off campus are located in the Resources for Students tab.</p>
	<p>General information and upcoming events at the Library may be found in the Library Home tab.</p>

Visiting the Massasoit Bookstore Online

	<p>A link to the Massasoit Bookstore may be found in the Student Quick Links section of the Student tab.</p>
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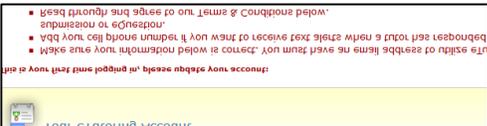
<div style="border: 1px solid black; padding: 5px; text-align: center;"> TEXTBOOKS </div>	<p>Click on the TEXTBOOKS tab located at the top of the Bookstore screen and follow the prompts to select textbooks and course materials.</p>								
<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center;"> Search for the Courses You Want. </div>	<p>You may also select textbooks from the Quick Course Search on the Massasoit Community College website.</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th style="padding: 5px;">Instructor</th> <th style="padding: 5px;">Credits</th> <th style="padding: 5px;">Book</th> <th style="padding: 5px;">Fees</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Jane Doe</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;"> Details </td> <td style="padding: 5px; text-align: center;">\$0</td> </tr> </tbody> </table>	Instructor	Credits	Book	Fees	Jane Doe	3	Details	\$0	<p>After selecting a course in the Quick Course Search, click on the Details link.</p>
Instructor	Credits	Book	Fees						
Jane Doe	3	Details	\$0						

Free Online Tutoring for Massasoit Students!

[eTutoring](#) provides online tutors in Math, Writing, Accounting, Statistics, and Life Sciences, including Anatomy & Physiology, Biology and Chemistry. eTutoring provides feedback on papers, individual help on math problems, and answers to content specific questions. eTutoring is available after Add/Drop ends through the end of the Fall and Spring semesters.

	<p>Log into the MyMassasoit portal, and click on the eTutoring.org button located in the QuickLaunch Navigation area of MyMassasoit Home and Student tabs.</p>
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	<p>If you are a first time user of this service, you will initially need to log on the Etutoring website.</p> <ul style="list-style-type: none"> ▪ Your username is usually your first initial plus last name (e.g., jdoe). <p>Note: Some usernames have a number at the end or are abbreviated. You can confirm your username on your class schedule.</p> <ul style="list-style-type: none"> ▪ Your default password is your 8-digit date of birth - mmddyyyy (e.g., 01231990) <p>Click on SAVE.</p>
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	<p>You will then need to review/update your profile, and then click on the UPDATE PROFILE button located on the bottom of the screen.</p>
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<div style="border: 1px solid black; padding: 5px;"> <p>I agree to all terms and conditions as stated above. <input checked="" type="checkbox"/></p> <p style="text-align: right;"> <input type="button" value="Update Profile"/> <input type="button" value="Cancel"/> </p> </div>	<p>Click on the box next to the terms and conditions agreement, and then click on UPDATE PROFILE.</p>
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You will be redirected to the home page of the eTutoring website (www.eTutoring.org).

If you have any questions about eTutoring, please call 508.588.9100 ext. 1082.

eTutoring.org is a collaborative, online tutoring program sponsored by the Connecticut Distance Learning Consortium, Mass Colleges Online and Massasoit Community College



You can also access a **digital copy** of this booklet from the **Online Learning** tab in the **MyMassasoit** portal.

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