

Mississippi Gulf Coast Community College ~ Online Student Checklist



LOGIN INFORMATION:

To access your college email, web services, and Canvas accounts, you will need two pieces of information:

1. Your **Student Email** ex: mbulldo1@mgccc.edu
 2. Your **Password**
 3. **Authentication method chosen at first login**
- Your email address, and first-time password is provided to the personal email address on file.
 - If you need help with your password, click “Forgot password” to reset your password.
 - Two-factor authentication must be set-up at first login. MGCCC recommends using the Microsoft Authenticator app. For help, please call the helpdesk at 1-855-343-9165

✓	What to do	Details/Notes	When
	Explore eLearning Website	For a list of frequently asked questions, online course calendars, links to student resources, and other tools visit the eLearning Website .	<ul style="list-style-type: none"> ➤ Prior to registration ➤ Prior to start of term ➤ As needed
	Enroll in Student Resources Course	<ol style="list-style-type: none"> 1. Enroll in the Student Resources Course 2. Click View eLearning Student Resources Course in Canvas 	Anytime
	Check your MGCCC Student email account	<ol style="list-style-type: none"> 1. Log into MyGulfCoast (and authenticate) 2. Click Student Email Widget, 3. Click See All Email <p><i>Your college provided email address is the primary means of communication between the college, your instructors, and you. Your email address is a combination of your first initial, last name and a number. Contact MGCCC Helpdesk if you don't know your email address or password, see below.</i></p>	<ul style="list-style-type: none"> ➤ Prior to start of term ➤ Regularly throughout the term
	Check your MSVCC Student Profile (For AWAY Classes Only) This step is only necessary if you are enrolled in an MSVCC “away” class that is offered by another college in the MSVCC Consortium. See the “Schedule Notes” section below if you are enrolled in an “away” class.	<ol style="list-style-type: none"> 1. Go to the eLearning Website 2. Click Check your MSVCC Student Profile (left hand side) 3. Enter: First name, Last Name, Last four digits of the STUDENT ID (GCID, NOT SSN) 4. Select MGCCC from the drop-down menu 5. Select the current semester 6. Click Login <p><i>NOTE: To get your student ID (GCID or “M#”), Log into Web Services or contact admissions.</i></p>	<ul style="list-style-type: none"> ➤ After registration ➤ Prior to start of term ➤ As needed to locate instructor contact information

Obtain your Textbooks	<ol style="list-style-type: none"> 1. Locate MGCCC book information in Web Services. <ul style="list-style-type: none"> • Login to MyGulfCoast (and authenticate) • On left navigation, select Web Services • Select the Student Tab • Select the Admissions Tab • Select the Display Student Book Information, select term <p>Note: A printout is available at the campus business office.</p>	<ul style="list-style-type: none"> ➤ After Registration ➤ Prior to start of term
	<ol style="list-style-type: none"> 2. Contact or visit the bookstore at the campus where you registered to retrieve MGCCC course materials. <p>Note: Locate “AWAY” course textbook info and required purchase items on your MSVCC “Student Profile” • Textbook/materials for courses not taught by a MGCCC instructor (away college courses) may be purchased online (ex: Amazon.com) or from the providing college’s bookstore.</p>	<ul style="list-style-type: none"> ➤ Away course materials should be obtained at least two weeks prior to the start of the term or ASAP
View an Orientation to Online Learning	<p>View dates and times on the eLearning student resources course. (You must self-enroll to see materials.)</p> <p>Link to training: MGCCC Orientation to Online Learning</p>	<ul style="list-style-type: none"> ➤ Before the course begins
Login to Courses	<ol style="list-style-type: none"> 1. Log into MyGulfCoast (authenticate) 2. On left navigation, select eLearning 3. Select Canvas 4. Click the Course Card to enter each class. <p>If you don’t see a course that you are enrolled in, click Courses on the global navigation menu on the left, scroll to the bottom, and choose All Courses. If you don’t see the course there, contact eLearning.</p> <p><i>NOTE: If your password does not work – click “forgot password” to reset your password.</i></p> <p><i>Students may login to Canvas within 24 hours of registration but will NOT be able to access courses until the first day of each class.</i></p>	<ul style="list-style-type: none"> ➤ Within the first three days of the course ➤ Regularly throughout term
Configure Communication Preferences in Canvas	<p>After logging into Canvas, click Your Name on the top of the left navigation menu. Choose Notifications. Tell Canvas how you want to be notified about activity in your courses.</p>	<ul style="list-style-type: none"> ➤ Prior to the start of the term ➤ At the beginning of term.

<p>Schedule Proctored Exam(s)</p> <p><i>If you are out of state, you can use ProctorU (paid service) to test virtually. Or, contact your instructor to seek approval for an “Off Campus Proctor.” Students complete the form and send to their MGCCC instructor(s) for approval. (Away instructors may have a different approval process.)</i></p> <p>NOTE: Students who choose to use ProctorU or non-MSVCC testing centers are responsible for any fees associated with proctored testing.</p>	<ol style="list-style-type: none"> 1. Login to Canvas 2. Enter the course for which you are setting an appointment. 3. On the course menu, click Smarter Proctoring. 4. Follow the steps to set up your SmarterProctoring account and create your appointment. <p>Visit the eLearning Test Information page for more information about using the assessment center.</p> <p>Respondus Lockdown Browser/Monitor may be used by some instructors. Information is available in the Student Resources Course.</p>	<ul style="list-style-type: none"> ➤ After the term begins ➤ (ASAP) but no later than least two weeks prior to the proctored exam availability date posted by the instructor ➤ Off-Campus proctors should be arranged and approved within the first two weeks of the term.
Evaluate Online Courses	<p><u>MGCCC</u>: Check MGCCC student email for Link to evaluate courses.</p> <p><u>MSVCC</u>: Login to MSVCC Student Profile.</p>	<ul style="list-style-type: none"> ➤ Towards the end of Term

Schedule Notes:

- Courses taught by MGCCC instructors are considered “Local” and will be identified by BLDG: ONLINE and ROOM: ON-LINE
NOTE: “Local” course textbooks are available in the MGCCC bookstore. Students should be sure to obtain the textbook prior to the start of the course.
- Courses taught by other colleges in the consortium are referred to as “Away” classes and will be identified by BLDG: ONLINE and ROOM: AWAY
NOTE: “Away” course textbooks are NOT available in the MGCCC bookstore; therefore, students will need to purchase the textbook shown on the MSVCC Student Profile from the “Away” college or through an online book provider. Please be sure to obtain the textbook prior to the start of the course.
- Both “Local” and “Away” classes will be available in Canvas on the first day of the class.

MGCCC Technical Support:

If you need help with logging into Canvas, Web Services, Microsoft Office 365, or email, contact MGCCC Technical Support.

EMAIL	helpdesk@mgccc.edu
PHONE	Call Toll Free: 1-855-343-9165 On Campus: 228-897-4357

Technical Support: Canvas

If you are having trouble with Canvas, contact Canvas Support.

WEB FORM	<ol style="list-style-type: none"> 1. Click the Help link on the bottom of the left navigation menu in Canvas 2. Choose Report a Problem 3. Fill out the form that appears and click Submit Ticket
PHONE	Call Toll Free: 855-308-2755

CHAT	<ol style="list-style-type: none"> 1. Click the Help link on the bottom of the left navigation menu in Canvas 2. Choose Chat with Canvas Support from the menu that appears 3. Click the Find Someone to Chat with button on the page to which you are directed
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MGCCC eLearning Support

If you are having problems with your course or have questions about online learning, contact eLearning.

EMAIL	elearning@mgccc.edu
PHONE	228-897-3863

Attendance/Refund/Withdrawal Notes:

- View the [elearning calendar](#) for dates and deadlines.
- Attendance in online courses is determined by student participation along with student access to online courses.
- Students who “ATTEND” (login to/participate in) an online class for any reason are not eligible for a 100% refund.
- Eligible 90% refunds apply only to tuition. Online fees are non-refundable.
- Instructor Contact information is located in Web Services for local classes and your MSVCC Student Profile for “away” classes – Do not login to your course (Canvas) for this information unless you are actively participating and plan to continue the course.

NOTE: It is a violation for any person, regardless of whether it is a parent, spouse, child, friend, or any other relation to login to a course FOR ANY REASON unless he or she is the person registered for the course. Violating this policy is cause for dismissal from the course and, potentially, the college.