

Student Guide

Contents

Email	2
First time logging in --- Setting up Microsoft Authenticator	4
Logging into the My WCCC portal	5
Schedule	6
Grades and/or Unofficial Transcript	6
Finding my Student ID number	7
Manage your Password	7
Verify your RAVE Account Information	9
Finding your courses in Brightspace	10
Navigating Brightspace	12
Why you can't get into my course?	13
Accessing my course(s)	11
Accessing the Bookstore by the College Website	17

It is advised that you start by logging into your school email first.

Email

To open your WCCC email go to WCCC Webmail link found near the bottom left of the Portal page. <https://portal.wccc.me.edu/ICS/>

Type in your user name and temporary password (detailed below) and press Login.

User name is your first name, middle initial, last name. Example: adamsmith

Temporary Password is Wc followed by your DOB going by MMDDYYYY.

For example if your birthday was May 2nd, 2000. Your temporary password would be:

Wc05022000 If you experience difficulty logging into the portal contact

IThelpdesk@wccc.me.edu

The screenshot shows the WCCC Portal homepage. At the top, there's a navigation bar with 'Home', 'Admissions', and 'Manage Password'. Below this, a sidebar on the left contains 'Quick Links' such as 'My Courses on D2L BrightSpace', 'RAVE Account', 'WCCC Home Page', 'WCCC Webmail' (highlighted with a red box and an arrow), 'Staff and Faculty Password Reset', 'WCCC Student Wireless Printing', and 'WCCC Bookstore'. The main content area features a large banner for 'Washington County Community College' with the tagline 'Discover Choices • Create Success' and 'Resources for Student Success'. Below the banner are several tiles for 'OFFICE OF ADMISSIONS', 'CAMPUS SAFETY & SECURITY INFORMATION', 'COUNSELING & MENTAL HEALTH RESOURCES', and 'VETERAN AFFAIRS BENEFITS & INFORMATION'. On the right side, there are sections for 'Course Schedules', 'Campus Announcements', and 'Student Handbook'. A red-bordered callout box with white text is overlaid on the page, stating 'Click this link to log into your college email account.' with an arrow pointing to the 'WCCC Webmail' link in the sidebar.



Sign in

to continue to Outlook

baggins@wccc.me.edu

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

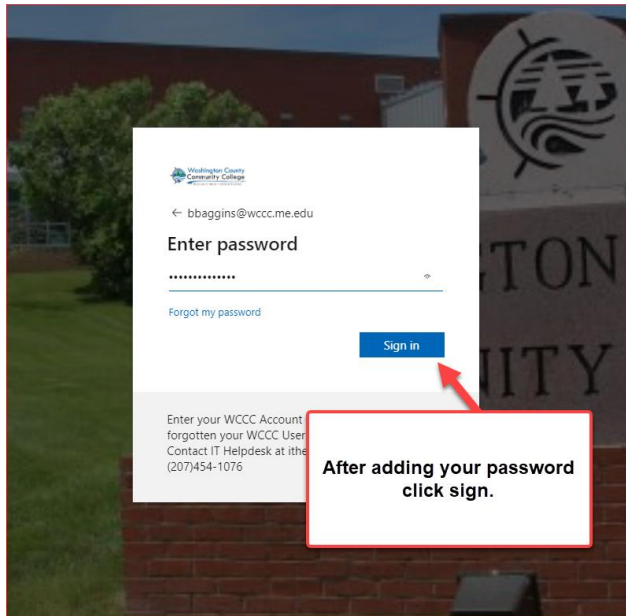
Input your user name press next and input your temporary password.

Use your first name, middle initial, last name along with the rest of your email address.

Example: JohnSAdams@wccc.me.edu

Temporary password is Wc followed by DOB going by MMDDYYYY.

For example if your birthday was May 2nd, 2002 your password would be: Wc05022002



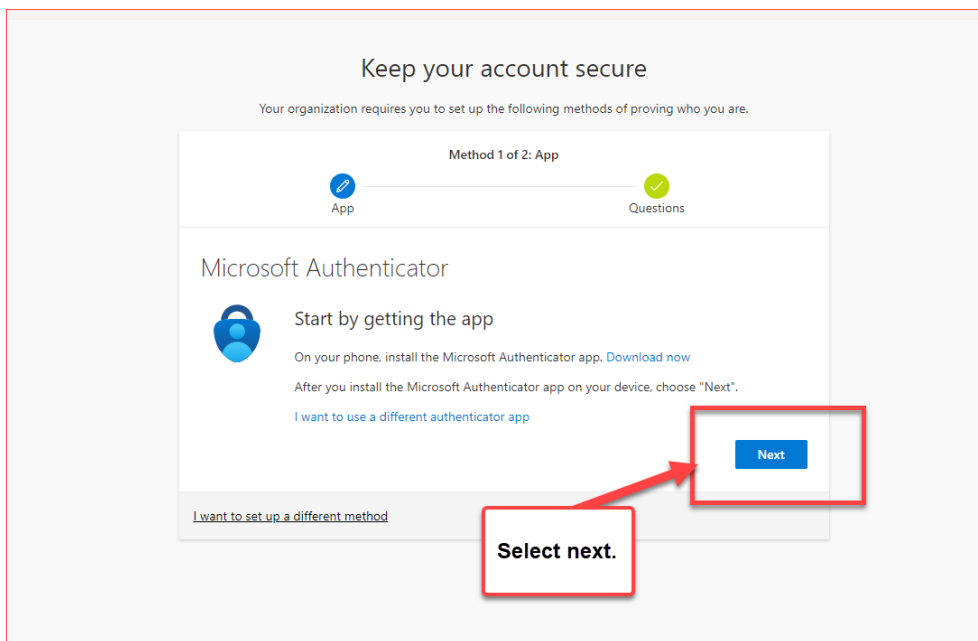
After adding your temporary password click Sign In.

The first time you do this you will prompted to change your password.

***** Remember your new password*****

From here on in you will use your newly created password to sign into Office 365, My WCCC portal, and Brightspace.

First time logging in --- Setting up Microsoft Authenticator



Next you will be asked to keep your account secure by setting up Microsoft Authenticator.

Please refer to Microsoft's [Download and Install Microsoft Authenticator App](#) for the most up-to-date and Operating System specific guidance.

Once your password has been changed this will be the password you use for logging into your school email, the portal, and Brightspace.

Logging into the My WCCC portal

To Log into your MyWCCC portal go to <https://portal.wccc.me.edu/ICS/> Type in your user name and password and press Login.

User name is your first name, middle initial, last name. Example: adamjsmith

Your password is the one you created when you first logged into your email (your temporary password will no longer work).

If you experience difficulty logging into the portal contact IThelpdesk@wccc.me.edu

The screenshot shows the MyWCCC portal login interface. At the top, there is a navigation bar with links: Home, Admissions, and Manage Password. Below this, a sidebar on the left contains links such as Portal, Home, COVID-19 Information, Portal Login Instructions, Verify your RAVE account, Get to Know Brightspace, Student Online and Resources, Transcript Request, and New Student Survey. The main content area features the Washington County Community College logo and a login form. The login form has two input fields: Username and Password, and a Login button. Red arrows point from callout boxes to these fields. The first callout box points to the Username field and states: "Type only your user name (you do not need to include the @wccc.me.edu)". The second callout box points to the Password field and states: "Type in your chosen password. (Your temporary password will no longer work)". A third callout box points to the Manage Password link in the navigation bar and states: "If you forgot your password but set up the password retrieval information you can use the Manage Password tab to reset/retrieve your password." A fourth callout box is located at the bottom center and states: "If you still can't log in please contact IT at ithelpdesk@wccc.me.edu".

Schedule

To find your course schedule go to the Academics Tab, click the Academic Information drop down menu and select Student Schedule.

Ensure the correct Term is selected and press Search.

MyWCCC

Home Academics **CoursEval** Faculty Admissions Financial Aid Bookstore Campus Life Student Accounts Library Employee Com

You are here: Academics > Academic Information > Student Schedule > Student Schedule

Academics

Academic Information
Student Schedule
Academic Information
Grade Report
Unofficial Transcript/Washington Cnty Comm College
Course Creator
Course Search
Faculty Information
Advisor Information
Online Course Registration
Student Forms
Faculty Forms
Degree Information

Student Schedule - Schedule Details

Setup

Course Schedule for Tatiana L Osmond

Term Data is only available for current or pre-registered courses.

Term: 2019-2020 - Fall

Search

2019-2020 - Fall - All Divisions

Textbooks Course Title Credits Status Grading Type Faculty Meets Dates Room

No Courses to display.

NOTE: Your individual course schedule will appear after you press search.

Grades and/or Unofficial Transcript

To find your course schedule go to the Academics Tab, click the Academic Information drop down menu and select Grade Report or select Unofficial Transcript.

Ensure the correct Term is selected and press Search.

MyWCCC

Home Academics **CoursEval** Faculty Admissions Student Accounts Library Employee

You are here: Academics > Academic Information > Grade Report

Academics

Academic Information
Student Schedule
Academic Information
Grade Report
Unofficial Transcript/Washington Cnty Comm College
Course Creator
Course Search
Faculty Information
Advisor Information
Online Course Registration
Student Forms
Faculty Forms
Degree Information

Grade Report

Setup

Select a term from the dropdown to see the grades for that term.

Term: 2019-2020 - Fall

[View Final Grade Report](#)
[View Midterm Grade Report](#)

NOTE: To get your Unofficial Transcripts you can click here.

Finding my Student ID number

You can find your student ID number under your profile settings on the portal.
Click on your profile icon and select My profile & settings link.

To quickly find your Student Id number you can click on your Profile Icon and select My profile & settings. Under the title My profile and settings you will find your name and ID#.

The screenshot shows the MyWCCC portal with the following elements:

- Top navigation bar: Home, Academics, CoursEval, Admissions, Financial Aid, Student Life, Student Accounts, Library, Committees, **Manage Password**, My Pages.
- Left sidebar: My profile, About me, Contact information, Academic information, Employment information, Settings (selected), Password & privacy, My info card.
- Main content area: My profile and settings - [Name], ID # [ID Number].

Manage your Password

Log into the portal at <https://portal.wccc.me.edu/ICS/>

Select the Manage Password tab and choose the change password option.

Go to the Manage Password Tab.

Select one of these options.

The screenshot shows the Manage Password page with the following elements:

- Top navigation bar: Home, Academics, Admissions, Financial Aid, Campus Life, Student Accounts, Library, Committees, **Manage Password**, My Pages.
- Left sidebar: Manage Password, Password Management, Quick Links (My Courses, My Pages, IT Help Desk Portal, RAVE Account, WCCC Home Page, WCCC Webmail).
- Main content area: Manage Password, Change Password, Change Challenge Questions and Answers.

Manage Password

Be sure your new password conforms to the password rules. Your new password must be at least 7 characters and contain at least one digit, one lowercase letter, one uppercase letter, and one special character (@#\$%^&*+=). Be sure not to use part of your name or username when choosing a password.

Old Password:

Enter new password:

Enter new password again:

If you selected change password you can now add your old password and input a new one. Remember to select Continue.

Enter your old password and input a new password that complies with the password rules. Remember to select Continue when you are done.

Manage Password

Your password has been updated

[Change Password](#)

[Change Challenge Questions and Answers](#)

You will receive a verification that your password was updated.

You will receive a verification that your password was updated.

If you select Change Challenge Question and Answers you can set up security questions

to help you unlock your password in case you forget it.

Manage Password

Select a unique question from each drop down and give a unique answer for each question.

Who is your favorite actor, musician, or artist?

What is the first and last name of your first boyfriend or girlfriend?

What is your favorite color?

What is your mother's maiden name?

What was your favorite place to visit as a child?

Who is your favorite actor, musician, or artist?

If you selected Change Challenge Questions and Answers you can update your challenge questions for the next time you FORGET your password. Remember to select Continue when you are done.

Verify your RAVE Account Information

Go to your RAVE account by selecting the RAVE account link on the main page of the portal. Bottom left.

The screenshot shows the WCCC Rave User Portlet interface. At the top is a navigation bar with links: Home, Academics, CoursEval, Faculty, Safety & Security, Employee, Admissions, Financial Aid, and Bookstore. Below this is a breadcrumb trail: "You are here: [Student Life](#) > [Rave User Portlet](#)".

On the left side, there is a "Student Life" menu with the following items: Home, Activities Calendar, Rave User Portlet, Campus Groups Directory, Get Involved with Campus Activities, Add a Page, Context Manager, Usage Statistics, Copy Courses, and Early Alert Messages. Below this is a "Quick Links" section with: My Pages, My Groups, My Courses on D2L BrightSpace, **RAVE Account** (highlighted with a red box), WCCC Home Page, WCCC Webmail, Staff and Faculty Password Reset, WCCC Student Wireless Printing, and WCCC Bookstore.

The main content area is titled "Rave User Portlet" and contains the following sections:

- Admin Portlet**
- Email**: Primary Email tosmoond@wccc.me.edu, Email (1) tlo9ca@gmail.com
- Mobile Phones**: Mobile (1) 902-233-1232 Rogers Wireless
- Voice Only Line Contacts**: None
- Update Info Help** (highlighted with a red box)

Two red arrows point from a text box on the right to the "RAVE Account" link in the Quick Links section and the "Update Info Help" link in the main content area.

Select "Rave Account" from the left side menu.

Review Rave info and select Update Info to make changes.

Select Update Info to change your RAVE account information.

You can add secondary email accounts, mobile phones (including voice messages), or landlines.

Remember to press SAVE at the bottom of the page.

Rave User Portlet

[Access](#) [Options](#) [Settings](#)

Please use the below form to update your Rave Alert emergency notification contact information.

Email [?]

Primary Email **Your primary email is automatically your school email.**

Email (1) **Put your secondary email here, like gmail.** This email account will only be used for emergency notifications.

Email (2) This email account will only be used for emergency notifications.

Mobile Phones [?]

Mobile (1) ☒ Enable Voice Message Delivery **Click enable to receive voice messages.**

Mobile (2) ☐ Enable Voice Message Delivery

Mobile (3) ☐ Enable Voice Message Delivery **Landline phones can be added here.**

Voice Only Line Contacts [?]

Voice (1) Extension [?]

Voice (2) Extension [?]

Voice (3) Extension [?]

[Save](#) [Cancel](#) [Help](#) **Remember to SAVE!!!**

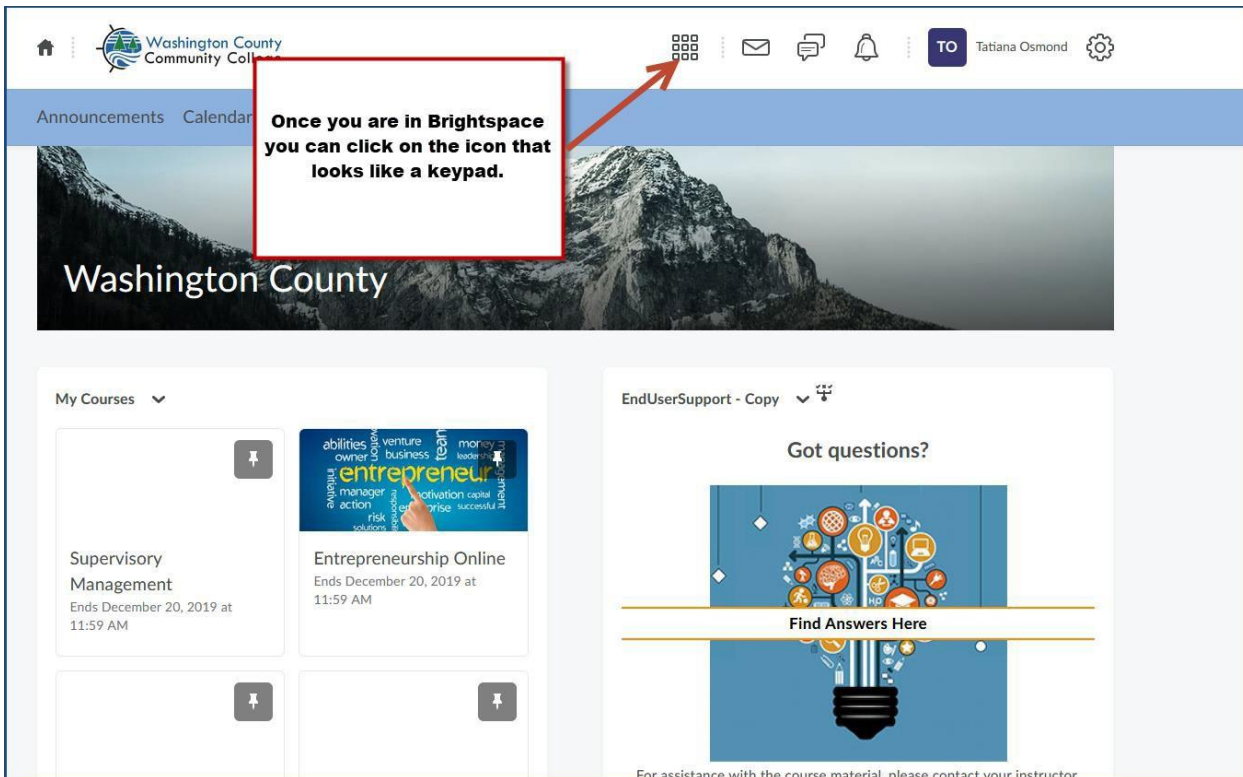
For any questions regarding this form, please contact the campus security office.

Finding your courses in Brightspace

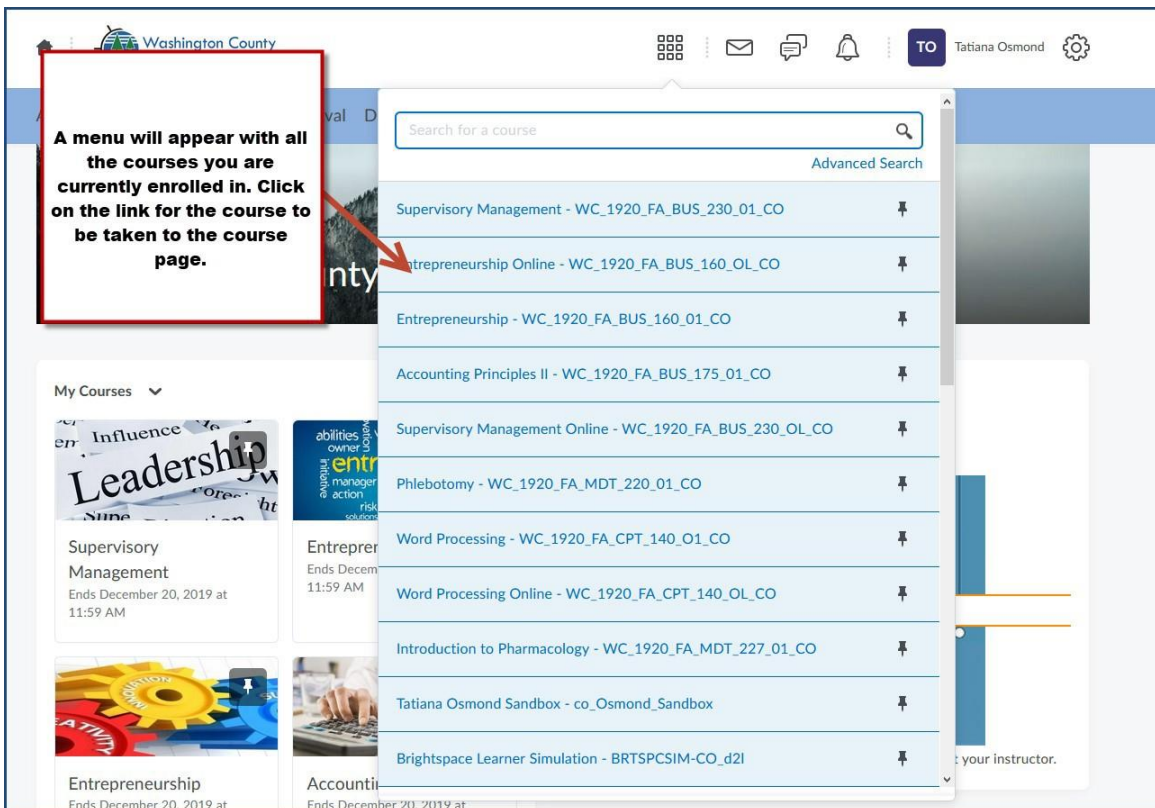
You will find the courses you are currently enrolled in under the D2L Brightspace link. This link is on the left-hand side of the screen near the bottom.

The screenshot shows the MyWCCC portal interface. At the top, there are navigation links: Home, Admissions, and Manage Password. Below this, a 'You are here' breadcrumb shows 'Home > Home'. The main content area is divided into a left sidebar and a right main section. The left sidebar contains a 'Portal' menu with links like Home, COVID-19 Information, Portal Login Instructions, etc., and a 'Quick Links' section. In the 'Quick Links' section, the link 'My Courses on D2L BrightSpace' is highlighted with a red box and an arrow pointing to it. The right main section features the Washington Community College logo and a 'Portal' heading. Below the logo, there are images of students and text about resources for students. A red box with an arrow points to the 'My Courses on D2L BrightSpace' link in the sidebar, with the text 'Click on My Courses on D2L Brightspace.'

Once you are in Brightspace you can click on the icon that looks like a keypad.



A menu will appear with all the courses you are currently enrolled in. Click on the link for the course you want to go to.



Navigating Brightspace

D2L Brightspace is WCCC's Learning Management System. It's where all the courses at WCCC have their digital presence.

To log into Brightspace you can go to <https://portal.wccc.me.edu/ICS/> and click on the D2L Brightspace link on the bottom left of the screen.

The screenshot shows the WCCC portal homepage. In the left-hand navigation menu, under the 'Quick Links' section, the link 'My Courses on D2L BrightSpace' is highlighted with a red rectangular box. A red arrow points from this box to a white callout box that contains the text: 'Click on the "My Courses on D2L Brightspace" link to go to your courses.' The main content area of the portal includes the WCCC logo, a 'Resources for Students' section with various service tiles (Office of Admissions, Office of Financial Aid, Trio Student Support Services, Campus Safety & Security Information, Counseling & Mental Health Resources, Veteran Affairs Benefits & Information), and a 'Course Schedules' section with a search bar.

OR

You can go directly to the Brightspace link [Login - Maine Community College System \(brightspace.com\)](https://brightspace.com) and sign in.

The screenshot shows the Maine's Community Colleges LMS login page. At the top, it says 'Welcome to the Maine Community College System LMS!'. Below this, it says 'Welcome to the MCCS Brightspace login. Please select your college listed below to login and view your courses, explore tools and features, and customize your eLearning experience.' There is a grid of college buttons: CMCC, EMCC, NMCC, SMCC, KVCC, WCCC, YCCC, and MCCS. The 'WCCC' button is highlighted with a red rectangular box. A red arrow points from this box to a white callout box that contains the text: 'Click WCCC to login.' Below the grid is a 'Community Login' button and a photo of a student.

Why you can't get into my course?

If you are logging into Brightspace before the start of semester you will see your courses listed but you won't be able to access them. The date and time that the courses are available will be listed.

Washington County Community College

Announcements Calendar Help

Washington County

If you log into Brightspace before the courses start you will see a list of your courses but you will not be able to access them until the date and time they start.

My Courses

Fall Cl... WCCC Sandbox Seme... WCCC2019-2020 - S...

Curriculum ECE Ages (3-8)
WCCC2019-2020 - Spring
Starts January 15, 2020 at 12:00 AM

Teaching Learning & Technology
WCCC2019-2020 - Spring
Starts January 13, 2020 at 12:00 AM

There are no announcements to display.

Calendar

The start date and times are listed under the title of each course.

View All Courses (2)

Once the courses are open you can log into them by clicking anywhere on the course name or image.

Accessing my course(s)

The screenshot shows the LMS interface for Washington County Community College. At the top, there is a navigation bar with a home icon, the college logo, and a user profile for Tatiana Osmond - LMS Admin. Below this is a secondary navigation bar with links to Announcements, Calendar, Quick Eval, Data Access, and Help. The main header features a large image of a mountain range with the text "Washington County".

Below the header, the "My Courses" section is visible. It shows a list of courses with a "pin" icon in the top right corner of each course card. Two callout boxes provide instructions:

- Callout 1:** "You can also find your courses listed under this icon." (Points to the grid icon in the top navigation bar.)
- Callout 2:** "After the course has started you can click anywhere on the course name or picture to be taken into the course." (Points to the course card for "Teaching Learning & Technology".)
- Callout 3:** "If you have a lot of courses you can use the 'pins' to pin the courses you want to see listed at the top of your course list." (Points to the pin icon on the "Teaching Learning & Technology" course card.)

At the bottom of the page, there is a footer that reads: "For assistance with the course material, please contact your instructor."

Homepage

Once you are in one of the courses the first page you will see is the course Homepage. This is where you will typically find course announcements and other important information.

Washington County Community College

Teaching Learning & Techn...

Home ▾ Content ▾ Assignments ▾ Communications ▾ Grades ▾ Resources ▾ Course Admin

Teaching Learning & Technology

Once you are in the course the first page you will come to is the course Homepage. Faculty typically use this page to post course Announcements and other important information.

Announcements ▾

Welcome to EDU 225 ▾

Posted Dec 23, 2019 12:57 PM

Welcome Tatiana to EDU 225. Check here each time you log in to find any news or updates about the course!

Click on the Content Tab to get started with your course material.

Getting Started Video

Washington County Community College

Teaching Learning & Technology

Home ▾ Content ▾ Assignments ▾ Communications ▾ Grades ▾ Resources ▾ Course Admin

Nav Bar

At the top of your screen you will find the Mini Bar and the Nav Bar. The Mini Nav has a mail, a text, and a bell icon. If you see a little red dot on these icons it means you have an email, a message or an announcement waiting for you to view.

The Nav Bar (the blue bar) contains tabs and pages you will use in the course.

Washington County Community College

Techn

Mini Bar

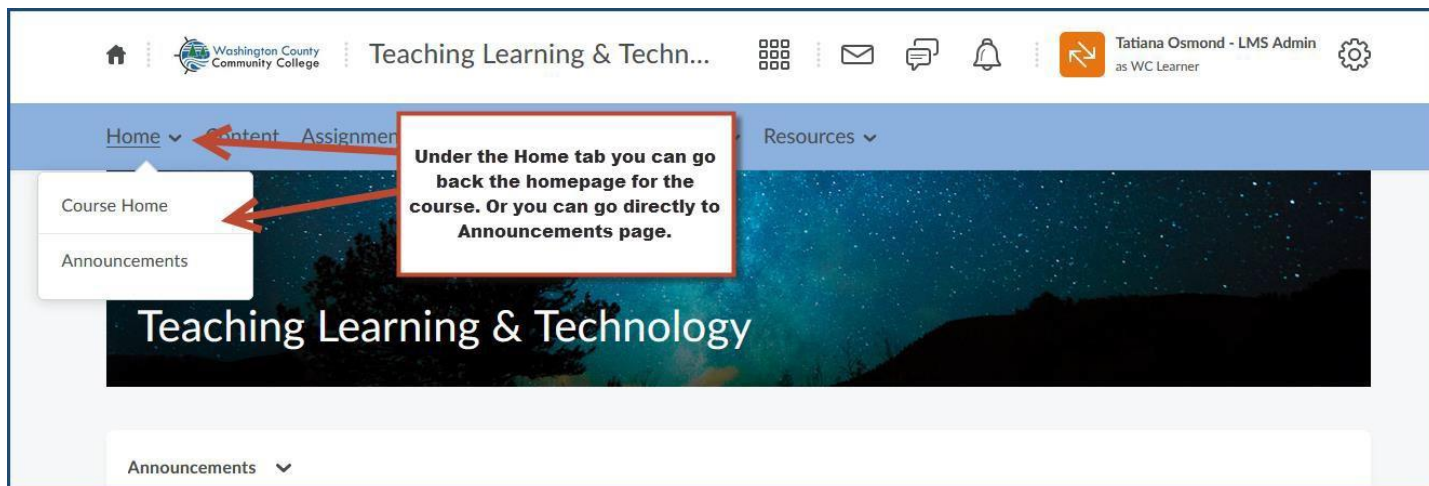
Home ▾ Content ▾ Assignments ▾ Communications ▾ Grades ▾ Resources ▾

Nav Bar.

Teaching Learning & Technology

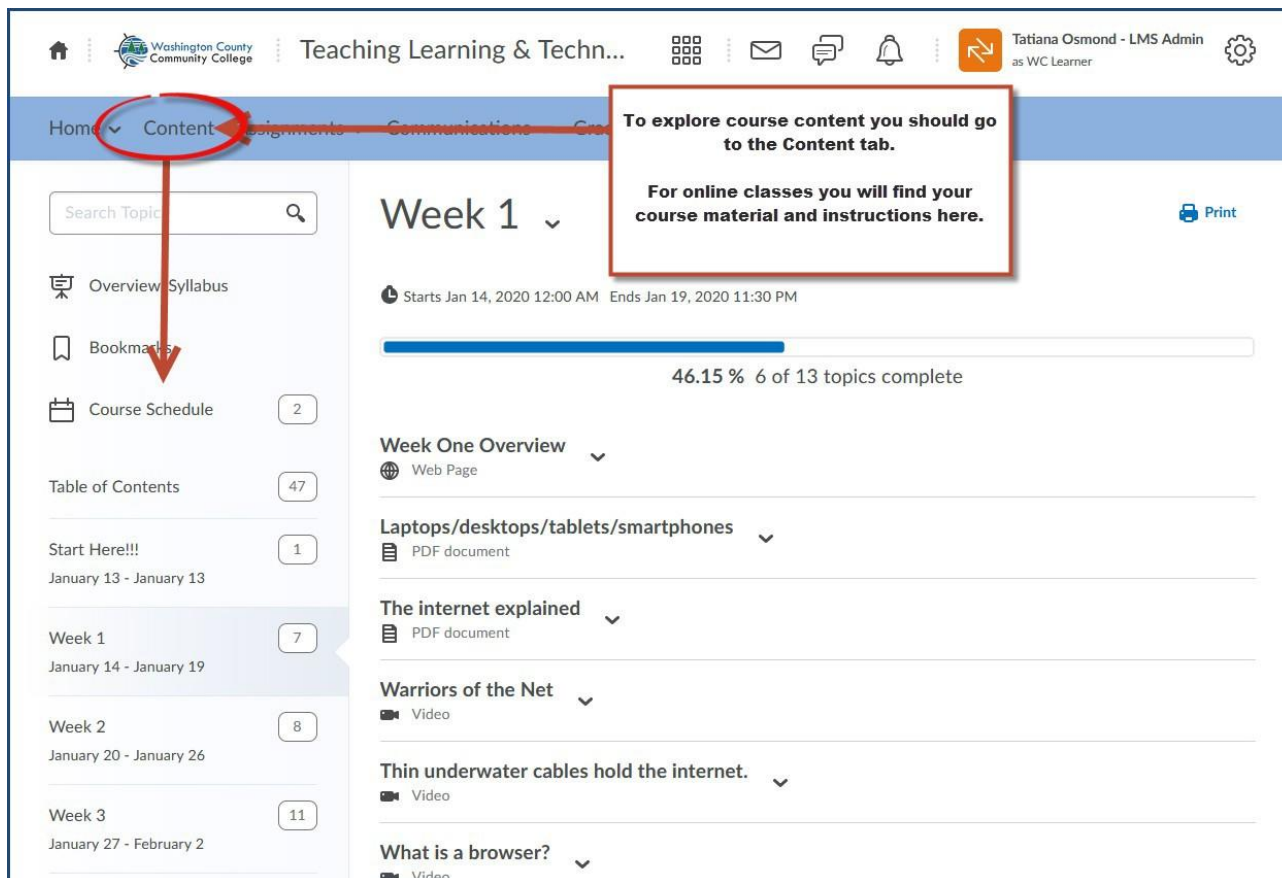
Home Tab

The Home tab takes you back to the Homepage if you are on any other page of the course. Announcements will take you directly to the announcements page.



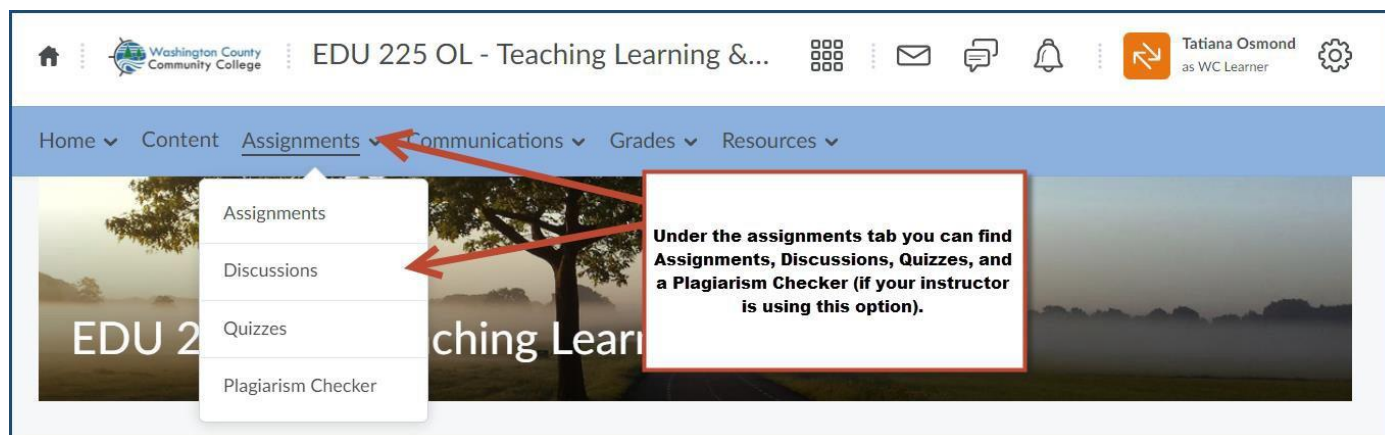
Content Tab

The Content Tab is where you will find your course material. For online courses this is where you will spend most of your time.



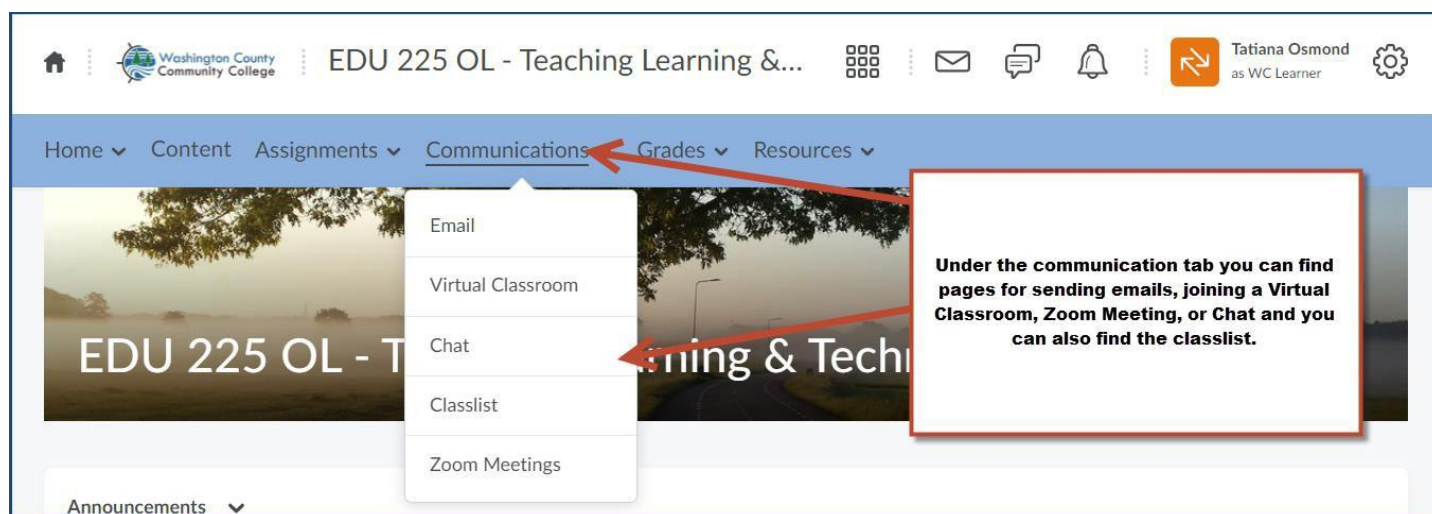
Assignments Tab

Under the Assignments tab you will find Assignments, Discussions and Quizzes. There is also a Plagiarism Checker that is available when instructors use this option in their course.



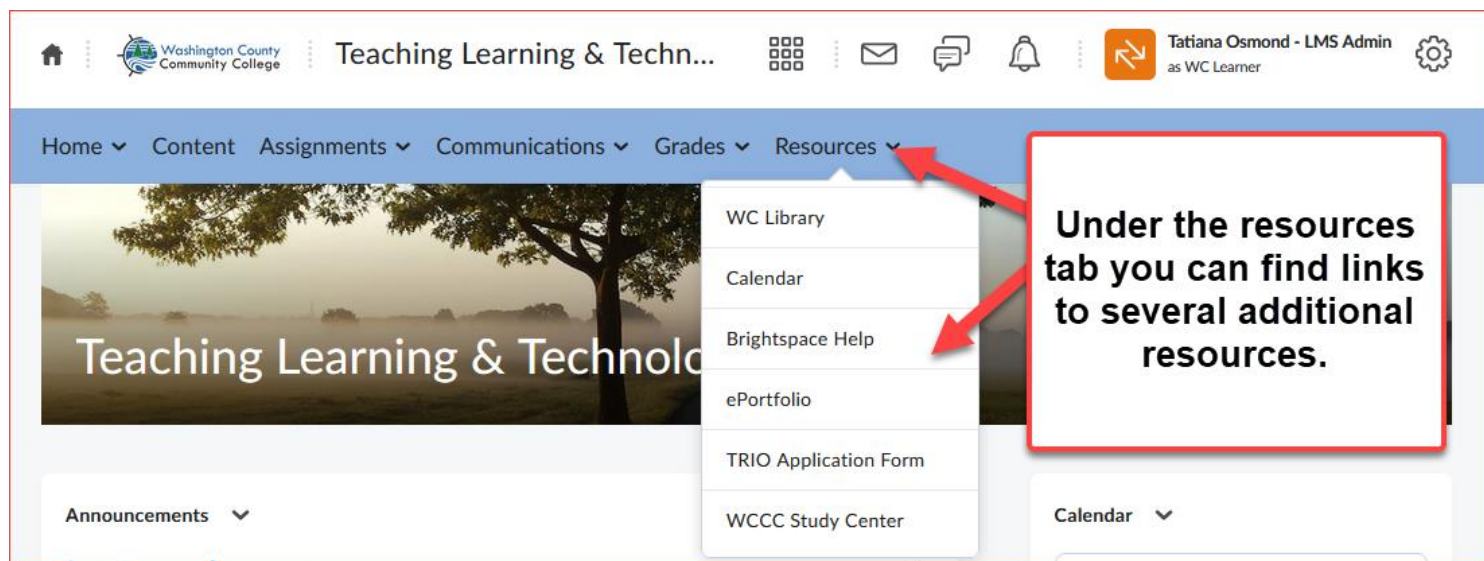
Communications Tab

Under the Communications tab you will find access to Brightspace email, or you can join in a Virtual Classroom, a Zoom Meeting or a Class Chat if the instructor has set up one of these meetings spots. You will also find the Classlist.



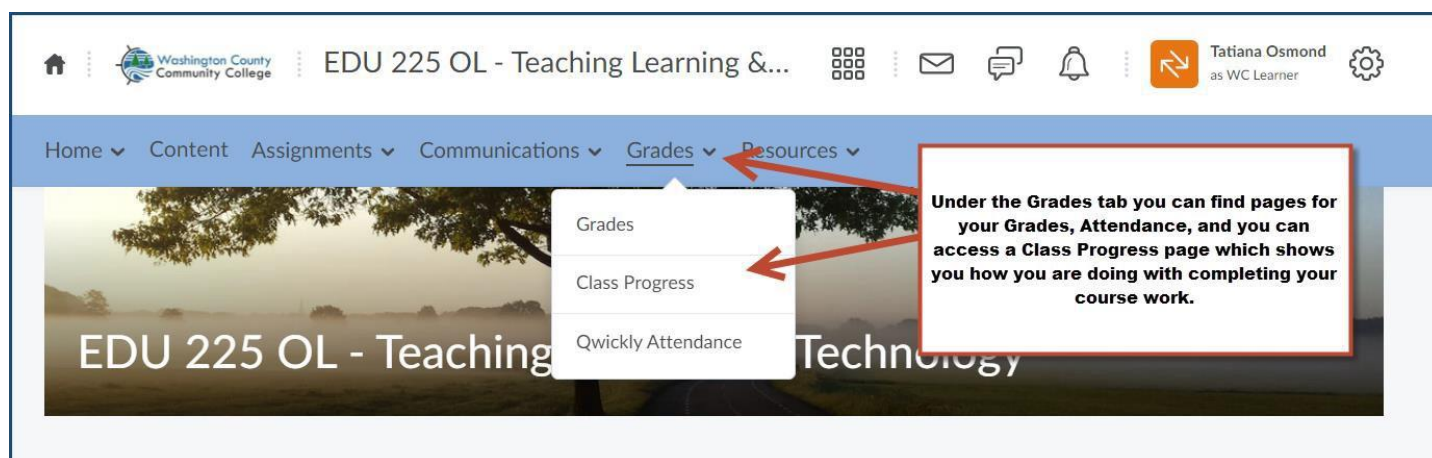
Resources Tab

Under the Resources tab you will find links to the WC Library, Help, a Calendar, an ePortfolio along with TRIO and study resources.



Grades Tab

Under the Grades tab you will find your Grades, Attendance and Class Progress.



Click the Grades, under Grades to see your Grade page.

The screenshot shows the 'Grades' page in a learning management system. At the top, a navigation bar includes links for Home, Content, Assignments, Communications, **Grades**, and Resources. A dropdown menu for 'Grades' is open, showing a 'Grades' link. A red box with an arrow points to this link, containing the text: 'To find your grades go the Grades tab.' Below the navigation bar, the page title 'Grades' is displayed. Underneath, the section 'Final Calculated Grade' is shown, with 'Weight Achieved' as '- / -' and a calculator icon. Below that, 'Grade' is shown as '-%'. A red box with an arrow points to the 'Grades' link in the dropdown menu, containing the text: 'Your Grade percentage will be listed and you can find the individual breakdown of each assignment.' Below this, a table lists various assignments and their corresponding points, weight achieved, and grade.

Grade Item	Points	Weight Achieved	Grade	Assessment
Reality Checks		- / 25	-%	
Week One Reality Check	- / 100	- / -	-%	
Week Two Reality Check	- / 100	- / -	-%	
Reality Check Week Three	- / 100	- / -	-%	
Reality Check Week Four	- / 100	- / -	-%	
Reality Check Review	- / 100	- / -	-%	
Threshold Tests		- / 5	-%	

Accessing the Bookstore by the College Website

You can access the college bookstore website from the college website by click on the Academics Tab and going to Academic Resources.

The screenshot shows the Washington County Community College website. The top navigation bar includes links for CONTACT US, NEWS, MY WCCC, WEB MAIL, COURSE SEARCH, COVID-19 UPDATES/REPORTING, LIBRARY RESOURCES, and BOOKSTORE. A search bar is located on the right. The main navigation menu has tabs for HOME, ABOUT WCCC, ADMISSIONS & AID, **ACADEMICS**, STUDENT LIFE, BEYOND WCCC, and WORKFORCE DEVELOPMENT. The **ACADEMICS** tab is highlighted. Below the navigation bar, the breadcrumb trail reads: Home > Academics > Programs > Academic Resources. The main heading is "Academic Resources". A red box with a red arrow points to the "ACADEMICS" tab in the navigation bar, containing the text: "Click on Academics, Academic Resources and select the Campus Bookstore page." The left sidebar has a "PROGRAMS" section with links to Programs of Study, Academic Resources, Course Registration, and Online Courses. Below that is a "SUPPORT" section with links to Academic Support, Information Technology, Library, and Campus Bookstore. The main content area has a sub-heading "Academic Resources" and a paragraph: "Looking for more information about the courses and services offered at WCCC? The following resources are a good place to start. If you have additional questions, please contact the Academic Dean's office by email or by phone at 207-454-1013." A "Search Available Courses" link is at the bottom. The right sidebar has a "GETTING STARTED" section with links: Earn a Degree, Take a Course for College Credit, Take a Short-Term Training, Schedule a Campus Visit, Transfer to WCCC, Train my Employees, and Apply.

Click the image to go to WCCC's Barnes and Noble website.

The screenshot shows the Washington County Community College Campus Bookstore website. The top navigation bar is the same as the previous screenshot. The breadcrumb trail reads: Home > Academics > Support > Campus Bookstore. The main heading is "Campus Bookstore". A red box with a red arrow points to a "WELCOME TO YOUR BOOKSTORE" banner, containing the text: "Click the image to be taken to the Barnes and Noble site." Below the banner are two sections: "TEXTBOOKS" with a "SHOP NOW" button and "TEXTBOOK FAQS" with a "LEARN MORE" button. The right sidebar has a "GETTING STARTED" section with links: Earn a Degree, Take a Course for College Credit, Take a Short-Term Training, Schedule a Campus Visit, Transfer to WCCC, Train my Employees, and Apply.

Once you are on the College Bookstore page you can select the term, department, course, and section to look up Course Textbook information and purchasing options.

Washington County Community College
Discover Choices • Create Success

CART
0 ITEMS

TEXTBOOKS GIFTS & ACCESSORIES SUPPLIES & ELECTRONICS OFFERS

Enter your search details

Select your term, department, course, and section to look up books.

FIND COURSE

Add your course to find everything you need for class.

TERM	DEPARTMENT	COURSE	SECTION	
SUMMER I 2021	Select Department	Select Course	Select Section	x
SUMMER I 2021	Select Department	Select Course	Select Section	x
SUMMER I 2021	Select Department	Select Course	Select Section	x
SUMMER I 2021	Select Department	Select Course	Select Section	x

[Add More Courses >>>](#)

FIND MATERIALS