


East Central Community College



Tutorial for Online Students

Blackboard Environment

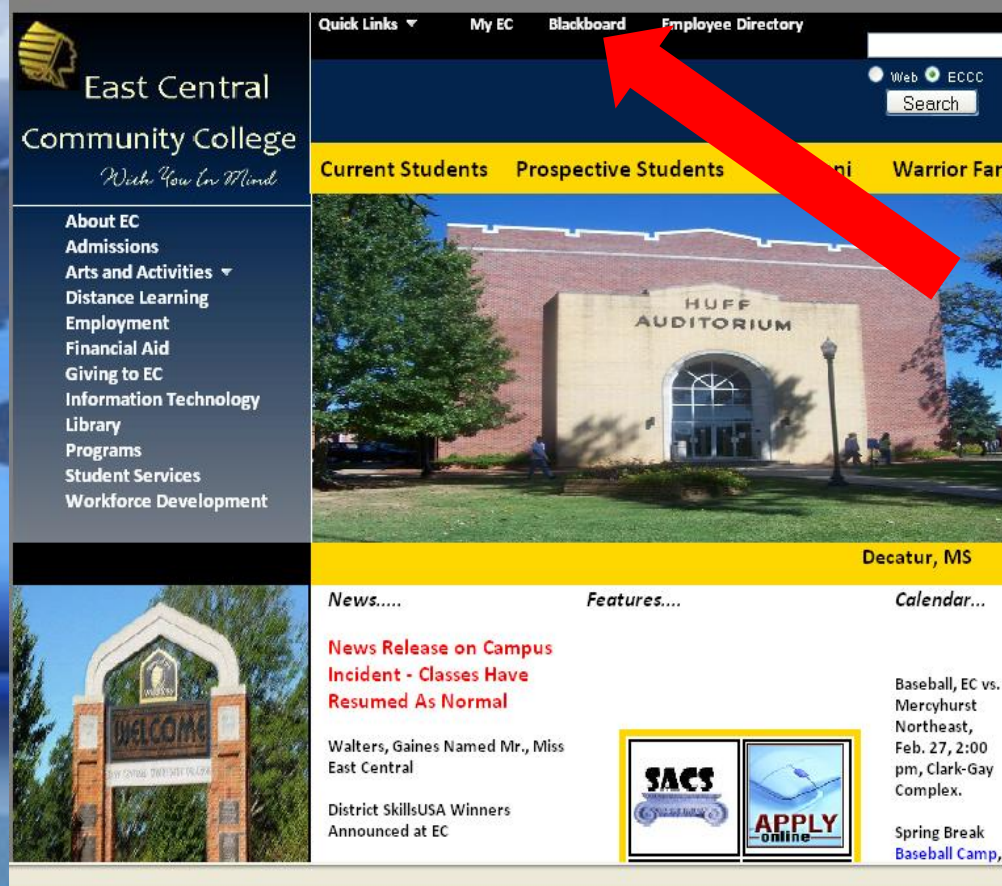
This tutorial will guide you on how to navigate through the Blackboard Learning Environment. The following items will be reviewed:

- 
- 📖 Locating your course
 - 📖 Logging into your course
 - 📖 Textbooks
 - 📖 Navigating the course
 - 📖 Communication tools
 - 📖 Assignments
 - 📖 Proctored Exams

Section 1 ~ Locating Your Course

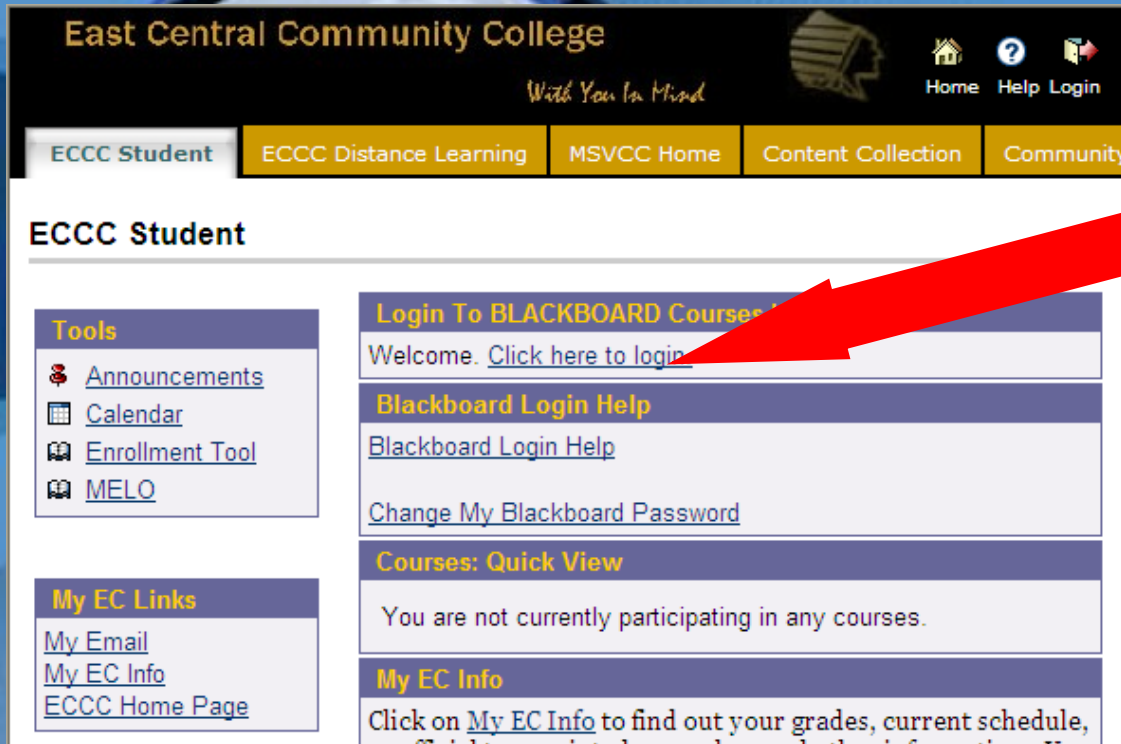
To access your courses, go to the East Central Website (www.eccc.edu) and click on the Blackboard link at the top of the page.

You may also go directly to Blackboard by using the following address:
<http://eccc.blackboard.com>



The screenshot shows the East Central Community College website. The navigation menu at the top includes "Quick Links", "My EC", "Blackboard", and "Employee Directory". A red arrow points to the "Blackboard" link. The website header features the college logo and the slogan "With You In Mind". The main content area includes a large image of the Huff Auditorium and a news section with headlines such as "News Release on Campus Incident - Classes Have Resumed As Normal" and "Baseball, EC vs. Mercyhurst Northeast, Feb. 27, 2:00 pm, Clark-Gay Complex".

Section 2 ~ Logging Into Your Course



The screenshot shows the East Central Community College website. At the top, the college name and logo are visible, along with navigation links for Home, Help, and Login. Below this is a horizontal menu with options: ECC Student, ECC Distance Learning, MSVCC Home, Content Collection, and Community. The 'ECC Student' section is active. On the left, there are two sidebars: 'Tools' with links for Announcements, Calendar, Enrollment Tool, and MELO; and 'My EC Links' with links for My Email, My EC Info, and ECC Home Page. The main content area has a purple header 'Login To BLACKBOARD Courses' and a white box with the text 'Welcome. [Click here to login](#)'. A red arrow points from this link to a callout box on the right. Below the login link are sections for 'Blackboard Login Help', 'Change My Blackboard Password', 'Courses: Quick View' (stating 'You are not currently participating in any courses.'), and 'My EC Info' (with a link to 'My EC Info').



**Click here to log in
to the Blackboard.**

Section 2 ~ Logging Into Your Course

Welcome to **Blackboard Academic Suite**. Enter your username and password to access the system.

Blackboard

Have an Account? Login Here.

Enter login information here and click the Login button below.


Username:


Password:

Login

[Blackboard Academic Suite™](#)
© 1997-2003 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.
Accessibility information can be found at <http://access.blackboard.com>.

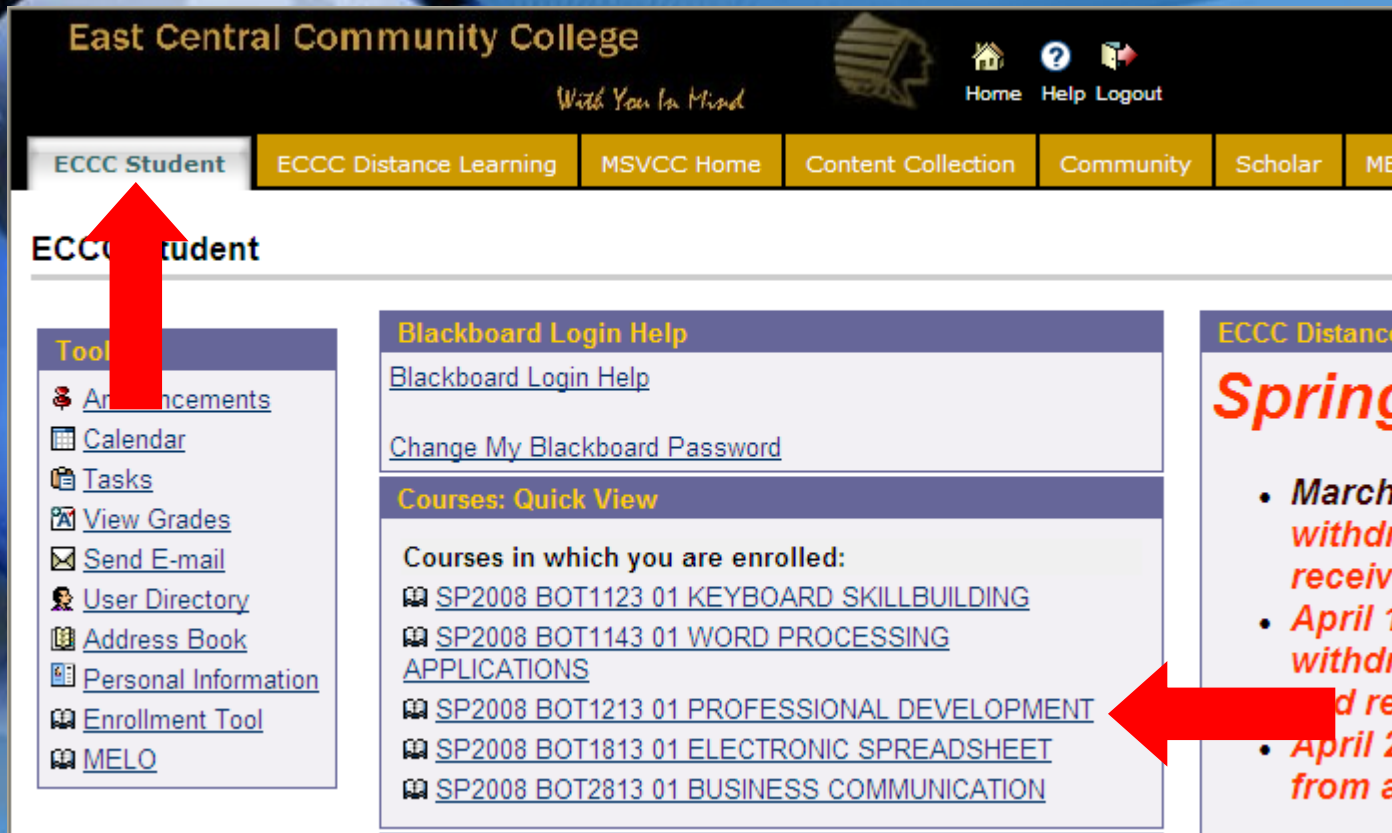
 **Enter your student ID number.**

 **Username:
123456**

 **Password:
010685 (your six-digit birthday)**

Locating Your Courses Within ECCC Blackboard

Located within the ECCC STUDENT tab is a list of all YOUR courses. To access a class, click on the course name you wish to view.



The screenshot displays the Blackboard interface for East Central Community College. At the top, the college name and logo are visible, along with navigation links for Home, Help, and Logout. Below this is a horizontal menu with several tabs: 'ECCC Student', 'ECCC Distance Learning', 'MSVCC Home', 'Content Collection', 'Community', 'Scholar', and 'ME'. A red arrow points to the 'ECCC Student' tab. The main content area is titled 'ECCC Student' and features a 'Tools' sidebar on the left with links like 'Announcements', 'Calendar', 'Tasks', 'View Grades', 'Send E-mail', 'User Directory', 'Address Book', 'Personal Information', 'Enrollment Tool', and 'MELO'. The central part of the page shows 'Blackboard Login Help' and 'Change My Blackboard Password' links. Below these is a section titled 'Courses: Quick View' which lists 'Courses in which you are enrolled:'. A red arrow points to this list, which includes:

- [SP2008 BOT1123 01 KEYBOARD SKILLBUILDING](#)
- [SP2008 BOT1143 01 WORD PROCESSING APPLICATIONS](#)
- [SP2008 BOT1213 01 PROFESSIONAL DEVELOPMENT](#)
- [SP2008 BOT1813 01 ELECTRONIC SPREADSHEET](#)
- [SP2008 BOT2813 01 BUSINESS COMMUNICATION](#)

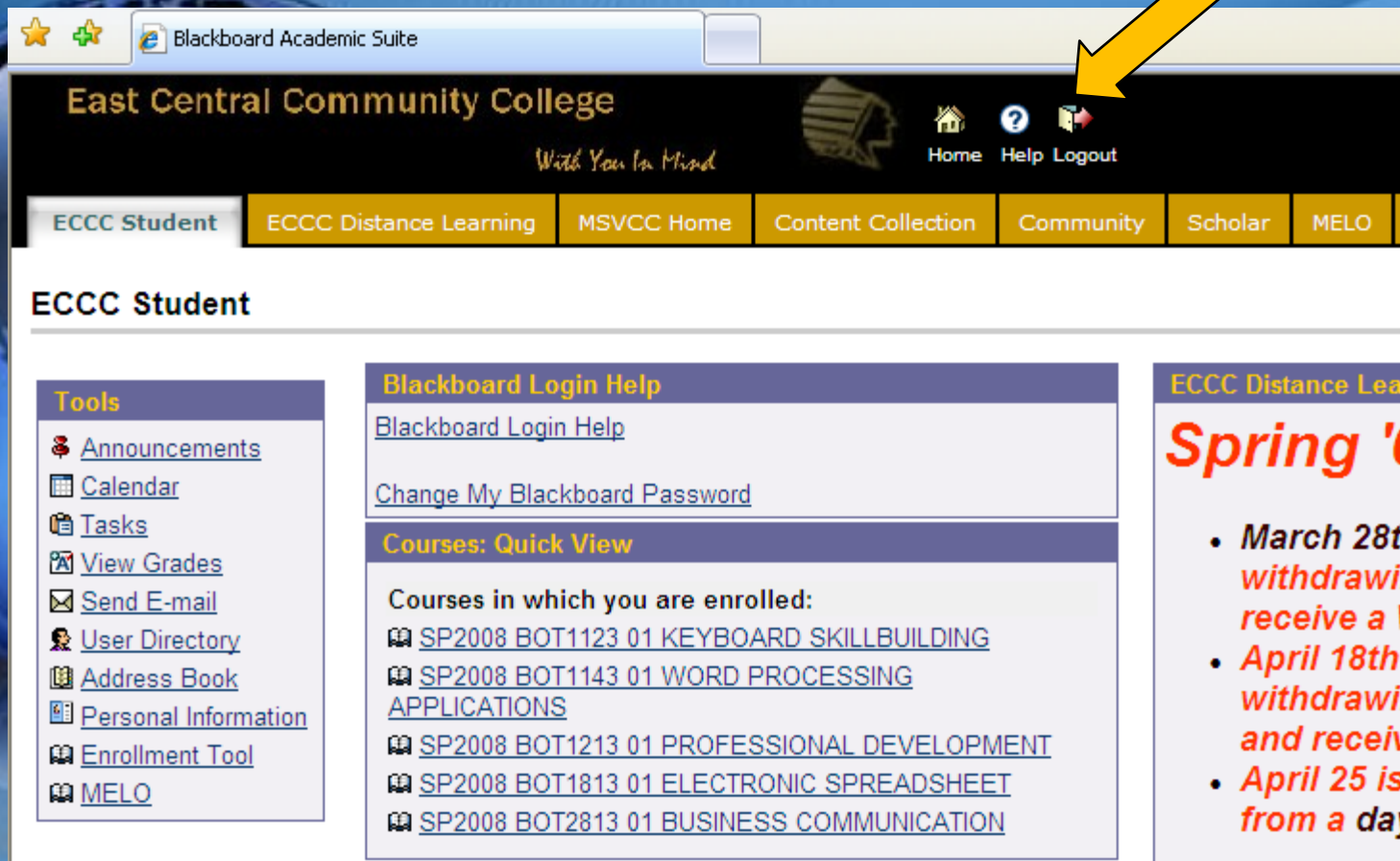
On the right side of the page, there is a 'Spring' announcement section with a list of dates and events:

- March withdr receive
- April 1 withdr and re
- April 2 from a

Logging Out of Your Courses

For security purposes, always logout of your course once you have finish working on assignments.

Click Here to Log Out



The screenshot shows the Blackboard Academic Suite interface for East Central Community College. The browser address bar displays "Blackboard Academic Suite". The page header includes the college name "East Central Community College" and the slogan "With You In Mind". Navigation icons for Home, Help, and Logout are visible. A yellow arrow points from a callout box to the Logout icon. Below the header is a navigation menu with tabs for "ECCC Student", "ECCC Distance Learning", "MSVCC Home", "Content Collection", "Community", "Scholar", and "MELO". The "ECCC Student" tab is active. The main content area is divided into three columns. The left column, titled "Tools", lists various utility links such as Announcements, Calendar, Tasks, View Grades, Send E-mail, User Directory, Address Book, Personal Information, Enrollment Tool, and MELO. The middle column, titled "Blackboard Login Help", contains links for "Blackboard Login Help" and "Change My Blackboard Password". Below this is a "Courses: Quick View" section listing several enrolled courses: "SP2008 BOT1123 01 KEYBOARD SKILLBUILDING", "SP2008 BOT1143 01 WORD PROCESSING APPLICATIONS", "SP2008 BOT1213 01 PROFESSIONAL DEVELOPMENT", "SP2008 BOT1813 01 ELECTRONIC SPREADSHEET", and "SP2008 BOT2813 01 BUSINESS COMMUNICATION". The right column, titled "ECCC Distance Learning", features a "Spring '08" announcement with dates: "March 28th withdrawl receive a V", "April 18th withdrawl and receiv", and "April 25 is from a day".

Section 3 ~ Purchasing Textbooks

Textbooks for distance learning students are available for ECCC-originated courses in the East Central Bookstore located in the Smith Student Union.

Students who use financial aid to purchase their textbooks must contact Ms. Samantha Gray to order their books. 601-635-6249 or sgray@eccc.edu



Purchasing Textbooks

Students may order textbooks through the bookstore at the college where their instructor resides.

(IF YOU ARE NOT USING FINANCIAL AID TO PAY FOR THEM)

See the list below for contact information for other college bookstores.

Mississippi College Bookstores

BOOKSTORE	TELEPHONE #	FAX #
Coahoma Community College Bookstore	(662) 621-4172	(662) 627-9451
Copiah-Lincoln Community College Bookstore	(601) 643-8353	
East Central Community College Bookstore	(601) 635-2111	(601) 635-2150
East Mississippi Community College Bookstore	(601) 476-5117	(601) 476-5118
Hinds Community College Campus Bookstore	(601) 857-3339	(601) 857-5344
Holmes Community College Follett's Campus Store	(662) 472-2959	(662) 472-2359
Itawamba Community College Bookstore	(662) 862-8207	(662) 862-8036
Jones County Junior College Bookstore	(601) 477-4106	(601) 477-4017
Meridian Community College Eagles Nest Bookstore	(601) 484-8650	(601) 484-8603
Mississippi Delta Community College Trojan Shield	(662) 246-6447	(662) 246-8627
Mississippi Gulf Coast Community College Bookstore	(228) 896-2502	(228) 896-2520
Northeast Mississippi Community College Bookstore	(662) 720-7243	
Northwest Mississippi Community College Ranger Bookstore	(662) 562-3240	(662) 562-3908
Pearl River Community College Bookstore	(601) 795-1302	(601) 795-1135
Southwest Mississippi Community College Bookstore	(601) 276-2006	(601) 276-3748

Section 4 ~

Navigating your course

In the navigation window, you can view and retrieve all of your course's key information by clicking on the navigation buttons. Navigation buttons will differ from one course to the next. You will need to navigate through your particular course to become familiar with where your instructor's buttons.

Navigation Buttons



East Central Community College
With You In Mind

Home Help Logout

ECCC Student ECCC Distance Learning MSVCC Home Content Collection Community Scholar MELO Mindleaders GED Online 24/7 Sup

SP2008 BOT2813 01 BUSINESS COMMUNICATION (203.SP2008.BOT281301) > ANNOUNCEMENTS

THOMSON SOUTH-WESTERN
WebTUTOR[®] Advantage
to accompany:
Essentials of Business Communication, 7e
Mary Ellen Guffey

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

March 21, 2008 - March 28, 2008 Course Content Frame

Student Choices of Reports Posted by: Ruth G

Go to the Assignments page and click on the list to view the list of report topics. The topics that have been chosen are indicated with the names of the students who have made their selections.

Course Link: [Assignments / Student Choices of Report Topics](#)

Tue, Mar 25, 2008 -- Group Project: Persuasive Letters Posted by: Ruth G

Navigation Buttons Link To Course Materials

The navigations buttons are links to instructor's documents such as:

- 🖱 **Announcements**
- 🖱 **Course Syllabus**
- 🖱 **Assignment Sheets/Lecture Notes/Handouts**
- 🖱 **Outside links: Library and other websites**
- 🖱 **Contact information for instructor**
- 🖱 **Communications tools (Discussion board, collaboration, email)**
- 🖱 **Course info: Textbooks, attendance, & etc.**
- 🖱 **Tests**

Announcements

Each day, you should read information posted and pay close attention to announcements posted by your instructor.

The screenshot shows the East Central Community College website. The header includes the college name, logo, and navigation links like Home, Help, and Logout. A secondary navigation bar contains links for various services such as ECC Student, ECCC Distance Learning, MSVCC Home, Content Collection, Community, Scholar, MELO, Mindleaders, GED Online, and 24/7 Support. A left sidebar lists navigation options including Announcements, Course Information, Instructor Info, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Tests, My EC, and Staff Information. The main content area displays a breadcrumb trail: SP2008_BOT2813_01 BUSINESS COMMUNICATION (203.SP2008_BOT281301) > ANNOUNCEMENTS. Below this is a promotional banner for Thomson South-Western's WebTUTOR Advantage, featuring the book cover for 'Essentials of Business Communication, 7e' by Mary Ellen Guffey. A yellow arrow points from a box labeled 'Announcements' to the main announcement section. The announcement is dated 'March 21, 2008 - March 28, 2008' and is titled 'Student Choices of Reports', posted by Ruth Gregory. The text of the announcement instructs students to go to the Assignments page to view report topics, with chosen topics marked by student names. A 'Course Link' is provided: [Assignments / Student Choices of Report Topics](#). Below the announcement is another entry dated 'Tue, Mar 25, 2008' titled 'Group Project: Persuasive Letters', also posted by Ruth Gregory.

East Central Community College
With You In Mind

Home Help Logout

ECC Student ECCC Distance Learning MSVCC Home Content Collection Community Scholar MELO Mindleaders GED Online 24/7 Support

SP2008_BOT2813_01 BUSINESS COMMUNICATION (203.SP2008_BOT281301) > ANNOUNCEMENTS

THOMSON SOUTH-WESTERN
WebTUTOR[®] Advantage
to accompany:
Essentials of Business Communication, 7e
Mary Ellen Guffey

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

March 21, 2008 - March 28, 2008

Student Choices of Reports Posted by: Ruth Gregory

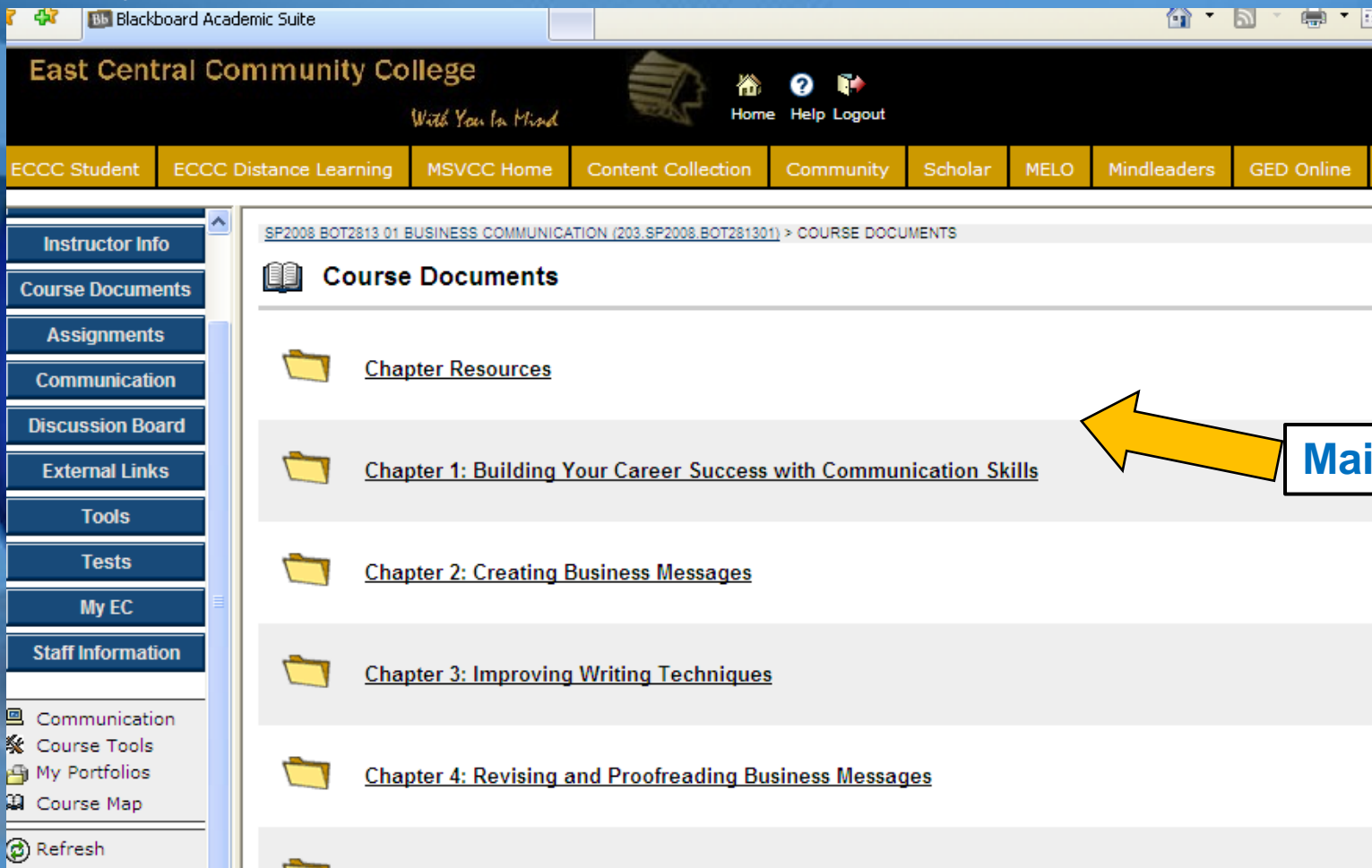
Go to the Assignments page and click on the list to view the list of report topics. The topics that have been chosen are indicated with the names of the students who have made their selections.

Course Link: [Assignments / Student Choices of Report Topics](#)

Tue, Mar 25, 2008 -- Group Project: Persuasive Letters Posted by: Ruth Gregory

Main Course Window

By selecting one of the navigation buttons, you will be able to navigate through course documents. Information contained within each navigation button will be displayed in the main course window.



The screenshot displays the Blackboard Academic Suite interface. At the top, the browser address bar shows "Blackboard Academic Suite". The header includes "East Central Community College" with the tagline "With You In Mind" and navigation links for "Home", "Help", and "Logout". Below the header is a navigation bar with buttons for "ECCC Student", "ECCC Distance Learning", "MSVCC Home", "Content Collection", "Community", "Scholar", "MELO", "Mindleaders", and "GED Online".

The main content area is titled "SP2008 BOT2813.01 BUSINESS COMMUNICATION (203.SP2008.BOT281301) > COURSE DOCUMENTS". It features a sidebar on the left with navigation options: "Instructor Info", "Course Documents", "Assignments", "Communication", "Discussion Board", "External Links", "Tools", "Tests", "My EC", and "Staff Information". Below these are "Communication", "Course Tools", "My Portfolios", "Course Map", and a "Refresh" button.

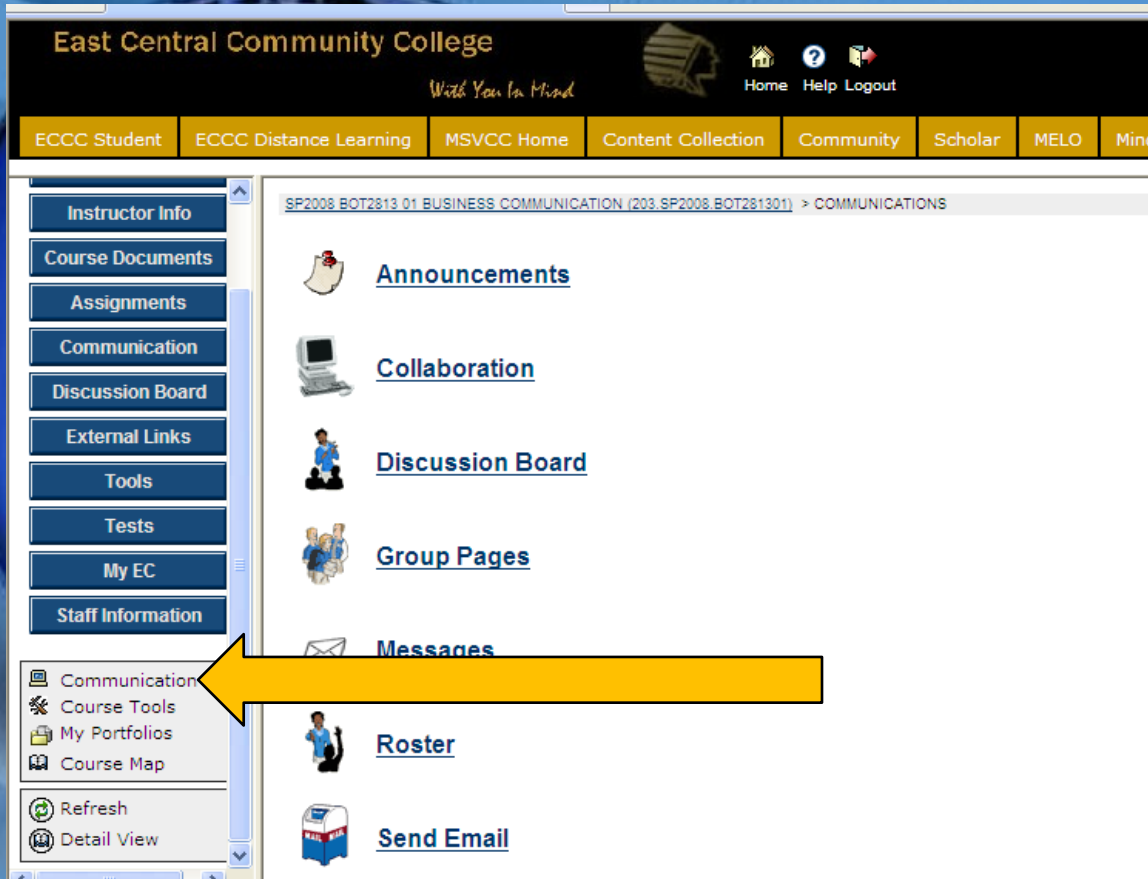
The main content area lists course documents under the heading "Course Documents":

- [Chapter Resources](#)
- [Chapter 1: Building Your Career Success with Communication Skills](#)
- [Chapter 2: Creating Business Messages](#)
- [Chapter 3: Improving Writing Techniques](#)
- [Chapter 4: Revising and Proofreading Business Messages](#)

A yellow arrow points from a box labeled "Main Window" to the "Chapter 1: Building Your Career Success with Communication Skills" link.





Section 5 ~ Communication Tools

It is very important to communicate with your instructor and classmates. Click on Communication found within the Tools navigation button to stay in contact with your fellow classmates and instructor through chats, email, and discussion boards.



The screenshot displays the Blackboard LMS interface for East Central Community College. The top navigation bar includes links for Home, Help, and Logout. Below this is a secondary navigation bar with links for ECC Student, ECC Distance Learning, MSVCC Home, Content Collection, Community, Scholar, MELO, and Mind. The main content area shows the course path: SP2008 BOT2813.01 BUSINESS COMMUNICATION (203.SP2008.BOT281301) > COMMUNICATIONS. A left-hand navigation menu lists various tools, with 'Communication' highlighted in blue. A yellow arrow points from the 'Communication' menu item to the 'Communication' tool icon in the main content area. The main content area lists several communication tools: Announcements, Collaboration, Discussion Board, Group Pages, Messages, Roster, and Send Email.

Blackboard Communication Tools Include:

-  Email
-  Collaboration ~ Live Chats
-  Discussion board
-  Work groups

Email

To send an Email to your classmates or instructor:

1. Click the Communication Button

2. Click the Send Email link








The screenshot displays the East Central Community College LMS interface. At the top, the college name and logo are visible, along with navigation links for Home, Help, and Logout. Below this is a horizontal menu with various course and support options. The main content area shows a list of communication tools, with 'Send Email' at the bottom highlighted by a large yellow arrow. The left sidebar contains a navigation menu with 'Communication' selected.

East Central Community College
With You In Mind

Home Help Logout

ECCC Student ECCC Distance Learning MSVCC Home Content Collection Community Scholar MELO Mindleaders GED Online 24/7 Support

SP2008 BOT2813.01 BUSINESS COMMUNICATION (203.SP2008.BOT281301) > COMMUNICATIONS

-  [Announcements](#)
-  [Collaboration](#)
-  [Discussion Board](#)
-  [Group Pages](#)
-  [Messages](#)
-  [Roster](#)
-  [Send Email](#)

Communication
Course Tools
My Portfolios
Course Map

Refresh
Detail View

Email Continues

Select the intended mail recipient or recipients

The screenshot displays the East Central Community College LMS interface. At the top, the college name 'East Central Community College' is shown with the tagline 'With You In Mind'. Navigation icons for Home, Help, and Logout are present. A horizontal menu contains links for ECCC Student, ECCC Distance Learning, MSVCC Home, Content Collection, Community, Scholar, MELO, and Mindleaders. A vertical sidebar on the left lists various course management tools such as Announcements, Course Information, Instructor Info, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Tests, and My EC. The main content area shows the breadcrumb path: 'SP2008 BOT11113 01 DOCUMENT FORMAT. & PRODUCTION (203.SP2008.BOT111301) > COMMUNICATIONS > SEND EMAIL'. Below this is the 'Send Email' section, which includes a list of recipient options: All Users, All Groups, All Teaching Assistant Users, All Student Users, All Instructor Users, Select Users, and Select Groups. A 'Course Content Frame' button is located at the bottom right of the page.

East Central Community College
With You In Mind

Home Help Logout

ECCC Student ECCC Distance Learning MSVCC Home Content Collection Community Scholar MELO Mindleaders

SP2008 BOT11113 01 DOCUMENT FORMAT. & PRODUCTION (203.SP2008.BOT111301) > COMMUNICATIONS > SEND EMAIL

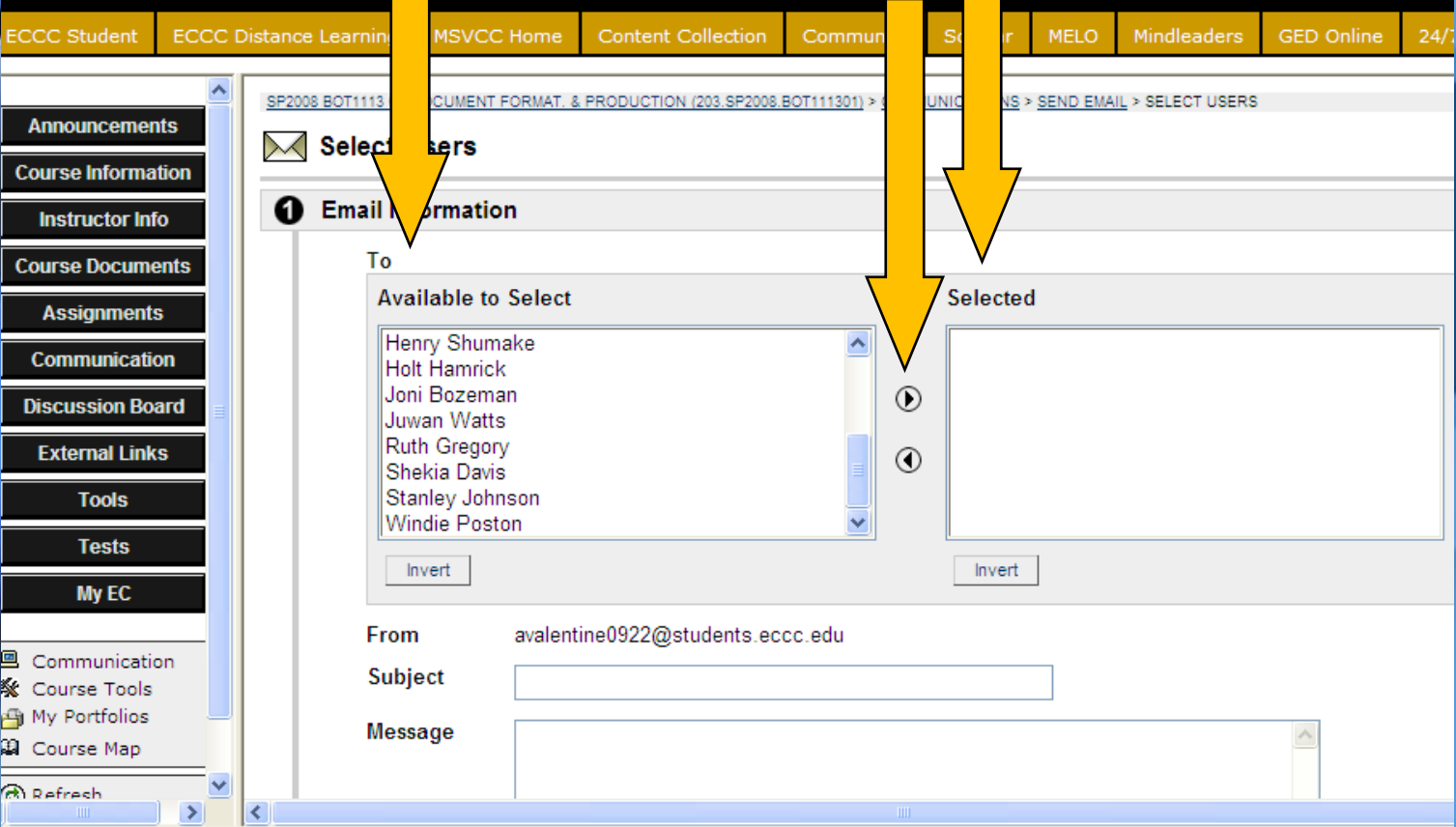
Send Email

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Student Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

Course Content Frame

Your class roster, instructor and DLC email names will appear in the Available To Select box. Select the names you wish to mail and click on the arrow pointing to the right. The recipients should now be listed in the Selected box.

After you have finished typing your Subject and Message, click Submit in the bottom right corner to send your message.



The screenshot shows a web-based email interface. At the top, there is a navigation bar with links: ECCC Student, ECCC Distance Learning, MSVCC Home, Content Collection, Commun, SE, MELO, Mindleaders, GED Online, and 24/7. Below this is a breadcrumb trail: SP2008 BOT1113 > DOCUMENT FORMAT. & PRODUCTION (203.SP2008.BOT111301) > COMMUNICATIONS > SEND EMAIL > SELECT USERS. The main content area is titled 'Select Users' and 'Email Information'. It features two columns: 'Available to Select' and 'Selected'. The 'Available to Select' column contains a list of names: Henry Shumake, Holt Hamrick, Joni Bozeman, Juwan Watts, Ruth Gregory, Shekia Davis, Stanley Johnson, and Windie Poston. Below this list is an 'Invert' button. The 'Selected' column is currently empty and also has an 'Invert' button. Between the two columns are two arrows: a right-pointing arrow and a left-pointing arrow. Three yellow arrows are overlaid on the image: one points to the 'Available to Select' list, one points to the right-pointing arrow, and one points to the 'Selected' box. Below the columns are fields for 'From' (avalentine0922@students.eccc.edu), 'Subject' (empty text box), and 'Message' (empty text area). A left sidebar contains a menu with items: Announcements, Course Information, Instructor Info, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Tests, and My EC. At the bottom of the sidebar are icons for Communication, Course Tools, My Portfolios, Course Map, and a Refresh button.

Discussion Board

The Discussion Board can be found in two separate location.

1. It may be listed as a button within the Navigation Window
2. It is also located in the Tools section within Communication.

The screenshot displays the East Central Community College website interface. At the top, the header includes the college name, the slogan "With You In Mind", and navigation links for Home, Help, and Logout. Below the header is a navigation bar with buttons for ECC Student, ECC Distance Learning, MSVCC Home, Content Collection, Community, Scholar, MELO, and Mindlead. The main content area is divided into a left-hand Navigation Window and a right-hand Tools section. The Navigation Window contains buttons for Announcements, Course Information, Instructor Info, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Tests, and My EC. The Tools section is titled "SP2008 BOT1113 01 DOCUMENT FORMAT. & PRODUCTION (203.SP2008.BOT111301) > COMMUNICATIONS" and lists several options: Announcements, Collaboration, Discussion Board, Group Pages, Messages, Roster, and Send Email. Two yellow arrows point to the "Discussion Board" link: one from the left pointing to the "Discussion Board" button in the Navigation Window, and another from the right pointing to the "Discussion Board" link in the Tools section.

Discussion Board

- 🖨️ The discussion is an asynchronous chat (users do not have to be available at the same time to communicate).
- 🖨️ Communications are grouped together by threads (related replies).
- 🖨️ Click on the thread to respond to a particular question.

ECCC Student | ECCC Faculty | ECCC Distance Learning | MSVCC Home | Content Collection | Enrollment To

SF2008 BOT2813.01 BUSINESS COMMUNICATION (203.SP2008.BOT281301) > DISCUSSION BOARD

Discussion Board

Forum

Search After Apr 02 2008 Before Apr 02 2008

in Current Discussion Board

Display Order	Forum	Total Posts	Unread Posts
1	Chapter 1: Building Your Career Success with Communication Skills	5	4
2	Chapter 2: Creating Business Messages	5	5
3	Chapter 3: Improving Writing Techniques	5	5
4	Chapter 4: Revising and Proofreading Business Messages	5	5
5	Chapter 5: E-Mail and Memorandums	5	5
6	Chapter 6: Direct Letters and Goodwill Messages	5	5
7	Chapter 7: Persuasive Messages	5	5
8	Chapter 8: Negative Messages	5	5
9	Chapter 9: Informal Reports	5	5
10	Chapter 10: Proposals and Formal Reports	5	5
11	Chapter 11: Communicating in Person, in Meetings, by Telephone, and Digitally	5	5

Discussion Board ~ Attendance!



- 📖 Your instructor may require that you use the discussion board as a means of ATTENDANCE.
- 📖 Discussions are graded by most instructors.
- 📖 Be sure to read the course syllabus to find out if this is required.

Collaboration ~ Live Chats

Chatting or collaborating is *synchronous communication*
(Users have to be available at the same time to communicate.)

Your instructor will announce the time to join chat sessions.

The screenshot shows the East Central Community College website interface. At the top, the college name and logo are displayed, along with navigation links for Home, Help, and Logout. Below this is a horizontal menu with various options like ECCC Student, Distance Learning, etc. On the left side, there is a vertical navigation menu with buttons for Announcements, Course Information, Instructor Info, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Tests, and My EC. The main content area is titled 'Collaboration Sessions' and features a search filter and a table of sessions.

East Central Community College
With You In Mind

Home Help Logout

ECCC Student ECCC Distance Learning MSVCC Home Content Collection Community Scholar MELO Mindleaders GED Online

SP2008 BOT11113 01 DOCUMENT FORMAT. & PRODUCTION (203.SP2008.BOT111301) > COMMUNICATIONS > COLLABORATION

Collaboration Sessions

Filter: Search by: Session Name Start Date End Date (MM/DD/YY)

Session Name	Tool	Start Date	End Date	
Lecture Hall	Virtual Classroom			<input type="button" value="Join"/>
Office Hours	Chat			<input type="button" value="Join"/>

Communication

Work Groups

Groups pages are assigned by your instructor to:

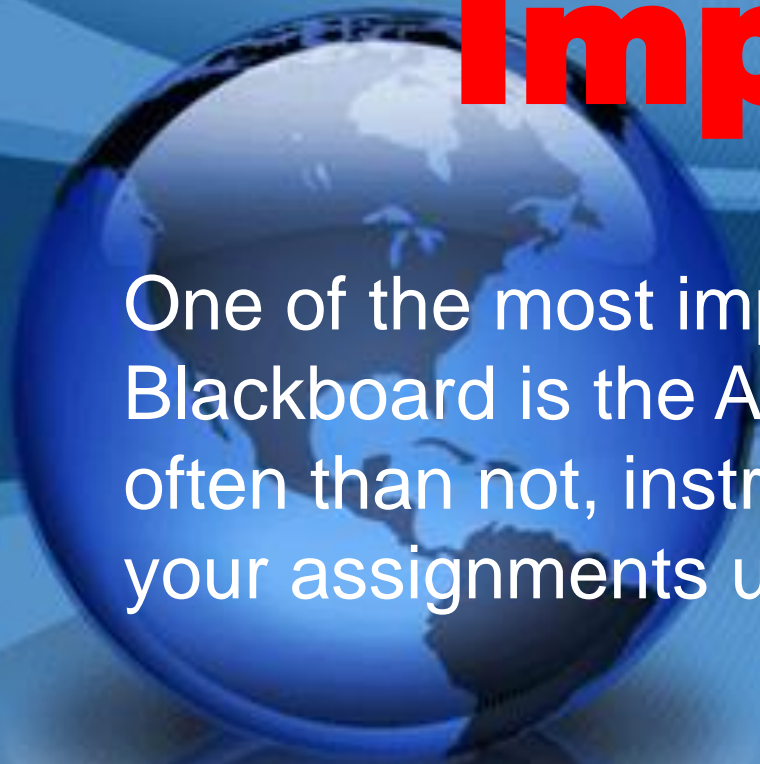
- Discuss different topics from other classmates
- Complete team projects

The screenshot displays the East Central Community College LMS interface. At the top, the college name and logo are visible, along with navigation links for Home, Help, and Logout. Below this is a horizontal menu with options like ECC Student, ECC Distance Learning, MSVCC Home, Content Collection, Community, Scholar, MELO, and M. The main content area shows a course page for 'SP2008 BOT1113 01 DOCUMENT FORMAT. & PRODUCTION (203.SP2008.BOT111301) > COMMUNICATIONS'. A vertical sidebar on the left contains various navigation buttons such as Announcements, Course Information, Instructor Info, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Tests, and My EC. The main content area lists several links with icons: Announcements (megaphone), Collaboration (computer), Discussion Board (people), Group Pages (people with arrows), Messages (envelope), Roster (person), and Send Email (envelope). A large yellow arrow points to the 'Group Pages' link.

Section 6 ~ Submitting Assignments

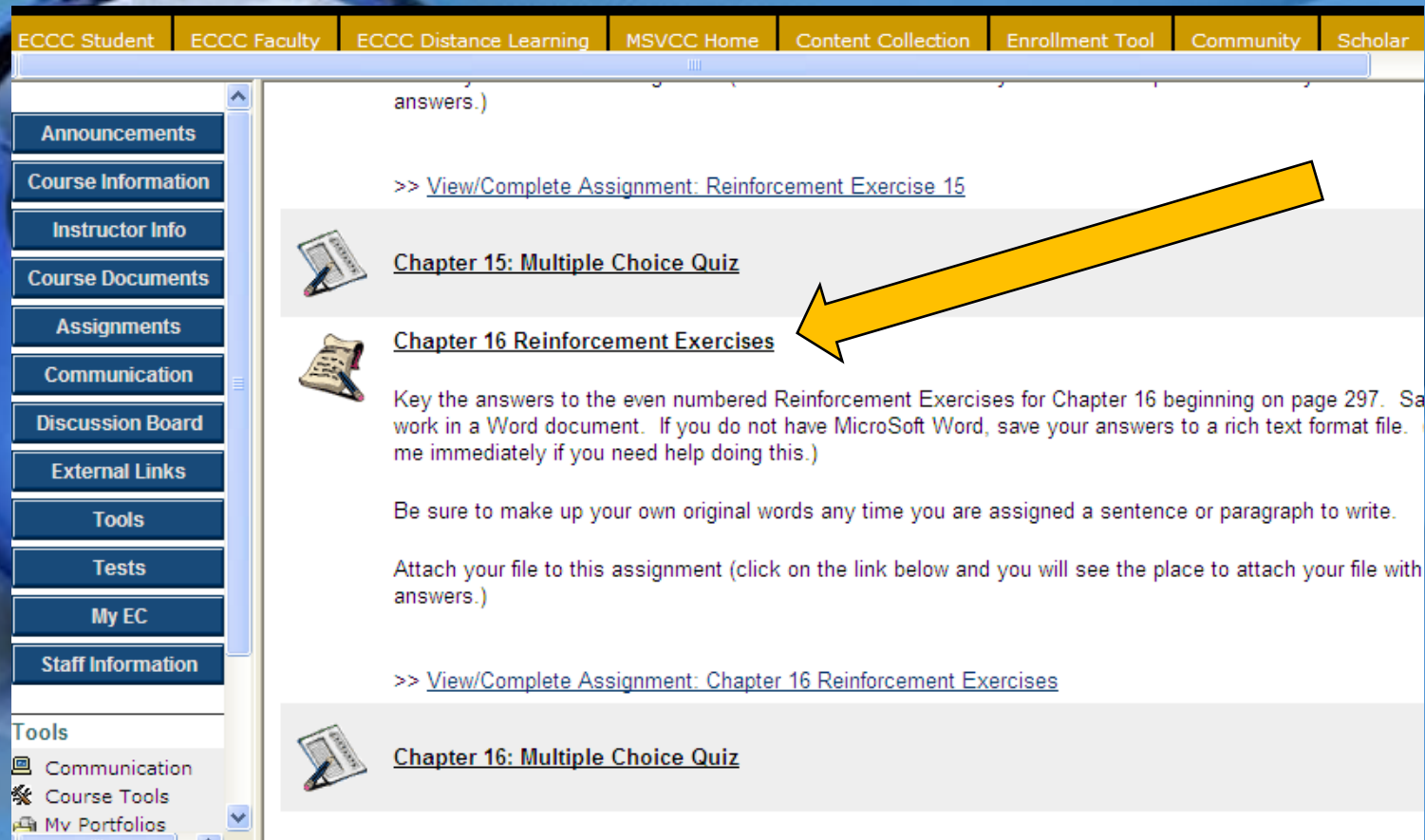
Important

One of the most important features within Blackboard is the Assignment Upload. More often than not, instructors will ask you to submit your assignments using this feature.



How to Submit Assignments


1. Locate and click on the Assignment you need to complete.




The screenshot displays a web-based learning management system (LMS) interface. At the top, there is a navigation bar with tabs for 'ECCC Student', 'ECCC Faculty', 'ECCC Distance Learning', 'MSVCC Home', 'Content Collection', 'Enrollment Tool', 'Community', and 'Scholar'. On the left side, a vertical menu lists various course-related items: 'Announcements', 'Course Information', 'Instructor Info', 'Course Documents', 'Assignments', 'Communication', 'Discussion Board', 'External Links', 'Tools', 'Tests', 'My EC', and 'Staff Information'. Below this menu, there is a 'Tools' section with icons for 'Communication', 'Course Tools', and 'My Portfolios'. The main content area on the right shows a list of assignments. The first assignment is 'Chapter 15: Multiple Choice Quiz', which is highlighted in a light gray background. A large yellow arrow points from the right side of the screen towards this highlighted assignment. Below it is 'Chapter 16 Reinforcement Exercises', followed by a paragraph of text: 'Key the answers to the even numbered Reinforcement Exercises for Chapter 16 beginning on page 297. Save your work in a Word document. If you do not have MicroSoft Word, save your answers to a rich text format file. Contact me immediately if you need help doing this.)'. Below this text is another paragraph: 'Be sure to make up your own original words any time you are assigned a sentence or paragraph to write.' This is followed by another paragraph: 'Attach your file to this assignment (click on the link below and you will see the place to attach your file with answers.)'. At the bottom of the main content area, there is a link: '>> View/Complete Assignment: Chapter 16 Reinforcement Exercises'. Below this link is another assignment: 'Chapter 16: Multiple Choice Quiz'.

answers.)

>> [View/Complete Assignment: Reinforcement Exercise 15](#)

 **Chapter 15: Multiple Choice Quiz**


 **Chapter 16 Reinforcement Exercises**

Key the answers to the even numbered Reinforcement Exercises for Chapter 16 beginning on page 297. Save your work in a Word document. If you do not have MicroSoft Word, save your answers to a rich text format file. Contact me immediately if you need help doing this.)


Be sure to make up your own original words any time you are assigned a sentence or paragraph to write.

Attach your file to this assignment (click on the link below and you will see the place to attach your file with answers.)

>> [View/Complete Assignment: Chapter 16 Reinforcement Exercises](#)

 **Chapter 16: Multiple Choice Quiz**


Completing An Assignments

 **Upload Assignment: HEALTHY BODY CALCULATIONS**

1 Assignment Information

Name [HEALTHY BODY CALCULATIONS](#)

Instructions *DUE OCTOBER 30, 2007.*

Assignment Files  HEALTHY BODY CALCULATIONS.doc ([HEALTHY BODY CALCULATIONS.doc](#))

2 Assignment Materials

Comments

Attach local file

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

2. Click the link beside "Assignment Files"

3. A "File Download" popup will appear. Choose to Save the assignment. *Note: Be sure save the assignment to your hard drive. Note where you are saving the file so that you will be able to find it later.*

Submitting Assignments To Your Instructor

Once you have completed the assignment, you are now ready to submit it to your instructor.


FALL07 FCS 1233 01 PRINCIPLES OF NUTRITION (212.200703.10733) > ASSIGNMENTS > UPLOAD ASSIGNMENT: HEALTHY BODY CALCULATIONS

Upload Assignment: HEALTHY BODY CALCULATIONS

1 Assignment Information

Name [HEALTHY BODY CALCULATIONS](#)

Instructions *DUE OCTOBER 30, 2007.*

Assignment Files  [HEALTHY BODY CALCULATIONS.doc \(HEALTHY BODY CALCULATION](#)

2 Assignment Materials

Comments

Attach local file

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

4. Type any comments you would like to send to your instructors.

5. Attach your assignment by clicking on the Browse button.

6. Browse for the document on your computer hard drive or electronic storage device (floppy, CD, or jump drive) for the file the you are sending to your instructor.

7. Click "SUBMIT"

8. You will receive a confirmation stating the date and time the file was submitted successfully.



Section 7 ~

Proctored Exams

To maintain the honesty and integrity of online classes, MSVCC requires at least one, but no more than three, proctored tests.

These tests must be taken at an [approved proctor site](#). Find a site that is convenient to you and make an appointment for your test during the time frame set by your instructor following that site's procedures. You will be required to present a photo ID.

To schedule a proctored exam in the East Central Distance Learning Testing Center, you MUST schedule an appointment by calling 601-635-6249 or 601-635-6428 or by emailing sgray@eccc.edu or ksparkman@eccc.edu

End of Tutorial



You are welcome to print this tutorial for references.

For more information, questions or concerns, please visit the Distance Learning webpage for advisement.

<http://www.eccc.edu/distanceedu/default.htm>

Good Luck in your courses!!