

Roxbury Community College Technical Onboarding

PURPOSE

This document is a short guide to instruct you on the technical aspects of your new position.

You can always reach out to the Help Desk team with any questions or concerns by emailing <u>helpdesk@rcc.mass.edu</u> or calling 857-701-1555.

ACTIVE DIRECTORY PASSWORD RESET (COMPUTER, MYRCC, EMAIL, ETC.)

You have been assigned a username and password to access systems on campus. Your Active Directory credentials are the same combination you will use to login to your computer, email account, Microsoft Office products (please review RCC – Office365_Guidelines_.pdf provided with your login credentials), and MyRCC. You will be required and prompted to reset your password every 90 days.

If you need your password reset, you can contact the RCC Help Desk team by emailing <u>helpdesk@rcc.mass.edu</u> or calling 857-701-1555.

MYRCC

MyRCC is the campus portal used for various announcements, forms, and a central location for staff, faculty, and students to find information about the institution. You will use your Active Directory credentials to login to the URL: https://myrcc.rcc.mass.edu/ICS/.

- Staff employees will have a landing page called Staff Training which contains links for Cybersecurity Awareness Training that all employees must complete. This page also contains many other useful Microsoft function links.
- Faculty employees will have a landing page called Faculty. You will utilize MyRCC to view your courses, enter grades, and to perform Advising.







FACULTY TOOLS

McRCC houses multiple tools for Faculty use. The Faculty tab (Figure 4) will display your list of courses in the current term as well as a section to view your advisees (all *full-time* Faculty will have advisees assigned). Figure 6 shows the list of report types you may use to retrieve your advisees. You will also use the 'Go Directly To' drop down area to navigate to Course Details, see your Class List and enter midterm and final grades.

Home	Faculty	LMS	LMS Information	FirstDayAttendan	ce Add/Drop	Staff Traini	
/ou are her	e: Faculty > De	fault Page					
Faculty		*	Faculty				
Default Pa	ge	~					
Advisors			My Course(s)			0	
Copy C	ourses	-	Course List for	•			
Quick Lin	iks		View Details		View My Fac	ulty Schedule	
My Pages		*					
My Course	es.	^	Course Titl		Go Directly To		
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RAVE EI Notifica	mergency ition		Advisee Roster			0	
8 RCC Ma	in Site		Roxbury Communit	y College/RLTAC is now licer	ised for J1 Web Acade	mic Advising.	
🖉 Acaden	nic Calendar		Ask your administra	ator how it will make you mo	re productive.		
RCC Microsoft Office 365 to access E-mail and Microsoft Office 365 Apps and Tools		Search for Advisee(s)					
		You must select a year and term if you select one of the following Advisee Status options: "Currently Registered," Need Advisor Approval, "Need Registration Clearance," "New Students"					
8 Passwo	rd Reset Too	i	specify a year and te	ed. Selecting one of the other Ad m.	ivisee Status options will r	not allow you to	
🖉 Course	Registration		Advisoo Status: All		7		
8 RCC EN	IAIL		ID:	`			
🖉 Studen	t Handbook		Last name:				
🖉 RCC Lib	rary		Division: Al	~			
8 Bookst	ore		Se	arch Advanced Search			
8 Career	Developmen	t&					



Figure 5 - Course List drop down

Figure 4 – MyRCC Faculty tab



Figure 6 – Advisee search options



Scroll down to find a list of eLearning Documentation videos and the Faculty Guide for Jenzabar eLearning.

 Image: Image: Ima
Jenzabar eLearning Documentation Getting Started with eLearning Create a Syllabus Designing Your Forum Build a Course Forum Assignment Building a Test Creating a Test Grading a Test Grading a Test Grading a File Upload Assignment Grading a File Upload Assignment Grading a File Upload Assignment String Assignments to the File Cabinet Marking Attendance This set of handouts contains Jenzabar-provided documentation (in Adobe Acrobat PDF format) on the eLearning learning management system.
This is the set of videos for eLearning on Demand training for faculty. 1. <u>Getting Started with eLearning</u> 2. <u>Create a Syllabus</u> 3. <u>Designing Your Forum</u> 4. <u>Build a Course Forum Assignment</u> 5. <u>Building a Test</u> 6. <u>Create a File Upload Assignment</u> 7. <u>Grading a Test</u> 8. <u>Grading a Test</u> 8. <u>Grading a Gourse Forum Assignment</u> 10. <u>Add a Page</u> 11. <u>Saving Assignments to the File Cabinet</u> 12. <u>Marking Attendance</u> This set of handouts contains Jenzabar-provided documentation (in Adobe Acrobat PDF format) on the eLearning learning management system. Faculty Guide for Jenzabar eLearning 1.0 Provided for Jenzabar eLearning 2.0
 <u>Getting Started with eLearning</u> <u>Create a Syllabus</u> <u>Designing Your Forum</u> <u>Build a Course Forum Assignment</u> <u>Building a Test</u> <u>Create a File Upload Assignment</u> <u>Grading a Test</u> <u>Grading a Test</u> <u>Grading a Course Forum Assignment</u> <u>Grading a Course Forum Assignment</u> <u>Grading a File Upload Assignment</u> <u>Grading a File Upload Assignment</u> <u>Add a Page</u> <u>Saving Assignments to the File Cabinet</u> <u>Marking Attendance</u> This set of handouts contains Jenzabar-provided documentation (in Adobe Acrobat PDF format) on the eLearning learning management system.
Faculty Guide for Jenzabar eLearning 2.0
(.pdf, 24536K)
Download

Figure 7 – eLearning Documentation

The LMS (Learning Management System) tab will take you to your list of current courses where you can click on each individual course to manage content (Figure 8). (Alternatively, you can use the My Courses drop down in the Quick Links section on the left to navigate directly to each course.)

Home	Faculty	LMS	LMS Information	FirstDayAttendance	Add/Drop	Staff Training	Ad			
You are her	e: LMS > Defau	ilt Page > <u>A</u>	<u>II My Courses</u>							
LMS		*	LMS							
Default Pa	ge									
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Quick Links			2020-2021 Spring My 2020-2021 Spring Course List							
My Pages		*		0						
My Course	S	^	Code		Course	name				
BUS 101 AA - PRINCIPLES OF ACCOUNTING I		LES	<u>BUS 101 (AA)</u>		PRINCIPLES OF ACCOUNTING I					

Figure 8 – LMS tab



The LMS Information tab is a reference page for Faculty members to find answers to questions they may have during the duration of their time at RCC. You will find things like quick links to forms and guides as well as information on how to use Microsoft Teams as a resourceful tool for your courses.



Figure 9 – Documents to Download

TIGER PAW

Tiger Paw is an Early Alert system and communication tool that is designed to support all RCC students, and atrisk students in particular. Tiger Paw access is granted by the Human Resources office. Please contact Carl Marcelin or Dominic Potito for access.

Your credentials will be the same as the Active Directory credentials listed above.

Please use Tiger Paw to submit an Early Alert to Academic Advising, Project Access, Disability Services, Discipline, the Behavioral Intervention Team, and/or Tutoring as needed. Early Alerts function as a referral system. The Department to which you submit the Early Alert will use the information you provide to conduct outreach to your student(s). Tiger Paw is also used for note-taking, communication with students, and more. Tiger Paw training sessions are held periodically.

If you believe someone is going to harm themselves or others, please call Campus Safety (857-701-1310; 857-701-1311) and 911.