Class Registration

Go to MJC website—click on Class Search- select the Subjects—select the section number—login to pirates net Account— Current/ former students or perspective students—register for classes/ build schedule— submit- Express registration—Check Verified Correct if your information is correct— submit—enter the section number under synonym— select Spring 2016 under term—Submit—Select RG—Register—submit—done*

Note: Sometimes students can not add classes because they owe fees or they do not meet some types of requirements. If that is the case, you can refer the student to admissions or to the business office to take care of that.

Drop Classes: log in into your PiratesNet Account—Current/ former students—Drop Classes—Select the class you want to drop—click Submit.

Adding Tutor 850: MJC.edu—Pirates Net—Current/Former students—Add Class with Access Code—Type the section number under section/Synonym—Select Spring under term—type the access code under Add Code— click Submit until done.

1- Modesto Junior College Website: Type anything you want to know about on the search bar and pick a result. My best advice is to ask if you are not sure.

2- MJC email.
   A. Save document online using OneDrive/Google Drive: For OneDrive—Log in onto your MJC email—Click on Office 365—click one OneDrive among the icons—Click New to create a folder or a new Document—they will be saved automatically—you can also upload new folders/documents.
   B. Google Drive: The process is very similar to the one above.
   C. Resetting Passwords: MJC email: click on can’t access your account— follow instructions on the next screen to set up a password recovery method—
      Or
   D. Please call 575-7900 if you cannot figure it out

   : Pirates Net email: Follow the Self-Service Password Rest
A. Open a Word page: Start---all programs---MS Office----MS Word
B. Inserting headers and footers: Open a Word Page---Insert---Header or Footer or double click on the top of the page
C. Adding page numbers: Open a Word Page---Insert---Page Number- top of page- select Plain number 3 (Mostly used)
D. Adding word count: double Click on the number of words on the bottom of page to bring up the statistic box or insert—quick parts—Select NumWords---Ok
E. Double-spacing documents: Highlight the document—go to home—Line and Paragraph Spacing—select 2—OK
F. Uniforming double space on a document: Highlight the document—home—Select No spacing
G. Remove Space After Paragraph: Highlight the Document—Home—line and paragraph—line spacing options--- Pick what you want to do
H. Hanging indent: Page Layout- Indent— Modify Left/ Right Inches if necessary
I. Adding text and checkbox: Insert--- Text Box—Pick one
J. Adding Margins: Page Layout—Margins--- pick what you need
K. Using columns: Page Layout—Columns—pick the one you need
L. Adding tables: Insert--- Tables—add the number of Columns and lines you need-- Ok
M. Inserting page breaks: Insert—page Break
N. Inserting charts, pictures, media, date & time, equations, comments etc.: Insert—Look for what you need—Select it—Follow instruction---OK
O. Add page Borders: Design—Page Borders—Select you favorite one
P. Checking spelling and Grammar: Move the mouse to the work—Right click—Select the best suggested word if needed and possible. Or Review—and click on ABC (Spelling & Grammar)
Q. Adding footnote, endnote, citations, Index etc.: Go to reference and select what you need to do.
R. Deleting extra pages: Highlight the pages that you want to delete and press delete button from the keyboard or place the mouse at the end of the page, and press backspace until they gone.
S. Turn the Ruler and Gridlines on/ Off: Go to view—and check the box next to Ruler and Gridlines to activate--- uncheck the box deactivate.
T. Notes: the ruler allows you to align/indent your document he way you want it to be. You click in front of the line/ paragraph you want to indent—and click and hold your mouse on a small square and triangle on the top or your document—and move it the side you want.
U. Crop a Picture: To crop a picture mean to clean it up, and make it clearer. double click on the picture to activate the format option---- click on Crop located on the top right hand corner of your document—you can click on crop to shape to select specific shape—or you click on Crop and do it yourself—you can also change the aspect ratio by going to the same place.
V. Review options: You can review your document by adding comments, side notes, review panes etc... you go to review—select track changes— and track changes again to add comments—when done,-----select accept changes/ reject changes.
MLA FORMAT PAPER

The Rules:

- **Margins:** 1" all around (except for the page number)
- **Font:** Easily readable typeface set to a standard size (Times-New Roman 12pt is always safe)
- **Line-spacing:** Double-space throughout the paper, including heading, title, block quotes, and Works Cited.
- **Page Numbers:** All pages are numbered in right hand corner, 1/2" from top. Last name appears before the page numbers.
- **Heading:** Top left corner. Your name, your instructor's name, course number, date. Date must be written dd Month yyyy.
- **Title:** Centered. Plain (no italics, underlining, or font variation). Standard double-spacing between heading/title, and title/first line of paper.

APA FORMAT PAPER

The Rules:

- **Margins:** 1" all around (except for the page number)
- **Font:** Uniform typeface and font size. Preferred font/size is Times New Roman 12pt
- **Line-spacing:** Double-space throughout the paper, including title, headings, text, footnotes, quotations, references, and figure captions. Never use single-spacing or one-and-a-half spacing except in tables or figures.
- **Paragraphs and indentation:** Indent the first line of every paragraph and the first line of every footnote five to seven spaces, or 1/2 in. For consistency, use the tab key. An exception to this rule is that you do NOT indent the abstract.
- **Page numbers and Running heads:** All pages are numbered in top right hand corner, and include a title (or abbreviated title) as a running header beginning in the top left corner. Do not type these pages headers repeatedly, instead use the automatic functions of your word-processing program to generate headers and page numbers.
4- MICROSOFT POWERPOINT

A. Open a PowerPoint Page: Start- All Programs- MS office 2016—PowerPoint 2016
B. Printing multiple slides on one page: File— print—settings—Full Page Slides— select the quantity of slides you need to be on one page.
C. Adding slides: Insert—New Slides on the left hand corner— select the how many content you want to have on your slides. Note: You can add formulas, excel
D. Inserting charts, images, pictures, media, date & time, equations, comments etc.: Insert—Look for what you need—Select it—Follow instruction—OK
E. Inserting videos from online: Open the video on a separate window— Right click on the PowerPoint— Hyperlink—Add the display name—click Ok
F. Setting up slide times: Go to Transition- Duration—Uncheck on mouse Click to set up your own time—apply all if needed and necessary
G. Adding animations: Go to animations—select your favorite animation per slide- or the same one for all of them.
H. Adding Transitions: Transitions- Select your favorite- Note: The transitions is done per slide.
I. Adding Design: Design—select the one you like. Note: any design chosen goes to the whole PowerPoint
J. Formatting presentations: Click on View—Selected Slide Master—Insert—Header and footer—select apply All—press Ok—Go back to Slide Master—Background Style—select the style you want- Close the Slide Master when done
K. PowerPoint Presentation set up : Slideshow- Set up Slideshow. Note: you can also add times, custom Slideshow, present Online etc...
L. Note: you can also format your presentation by going to Format and select a theme. You can add color, WordArt Style, Shape Styles etc. using Format
M. Change Layout: Home—Layout—Select the one you need or like
N. Add Comments: You can add comment to your presentation by going to--- comments located on the bottom of the slide that you want to add the comments to— Click on New comments located on the right hand side of the slide— and type your comments.

5- MICROSOFT EXCEL

A. Open an Excel Sheet: Start- all programs- MS office 2016- Excel 2016
B. Auto fill: type the first number or day or month—and drag down for a constant pattern or type two first numbers or months or days and drag down for continuing pattern. Or enter the formula for the first operation you want to do—drag it down to fill all the others
C. Formatting cells: Highlight the cells- Home on the top of the page- Format—select your needed choice.
D. Using formulas: type all the numbers—press - sign—click on the first number --- the sign you want to use—click on the second number—press enter. Note: this guideline is not applicable for addition with more than two numbers. Or Click on Formula itself on the top of the page- you can add functions, logical, financial, math trig, etc... Note: each of them has many different options
E. Creating a pie chart: Select all the data you want to pie—click insert – and pie—select the one recommended for your assignment.

F. Creating graphs: Select all the data you want to graph—click insert – and pie—select the one recommended for your assignment.

G. Insert smart Art: Insert- SmartArt- select the most convenient for you based on your assignment.

H. Insert other functions such as: Stats, Engineering, cube etc..: Formulas—more functions—and select the relevant to your homework.

I. Plots Scatter/ bubble: you have to have two or more sets of data—highlight them- Insert- under charts, you select the plots and the style you prefer

Note: You can also create Pie chart, Bar Chart, Line Chart, Area chart etc... By following the same procedures.

J. Sort data: Highlight all the data—click on Home--- Sort on the top right corner. Note: you can sort from A to Z or from Z to A, Smallest to biggest or biggest to smallest.

K. Insert Equations: Insert—Equation (the π Symbol)—Select the equation you want from the list.

L. Insert Symbols: Insert—Symbol-(the Ω symbol) – Select what you need if available—you can click on More Symbols to get more.

ADVANCE EXCEL FOR BUSINESS OR FOR DATA COLLECTION

MS. Excel can be used to collect data from surveys:

A- Payment Calculator: You can use this features to calculate loans, monthly payments for any purchases, mortgage, payrolls, mortgage refinances, college loans to name this few.

B- Calculate loan: Start- all programs- Ms. Office 2016- Excel 2016 – you will see the options to type a template you need (Loan Calculator) – select the closest to what you want or the exact template—College Loan Calculator (example)—Replace the data with your personal data and rename the title if necessary- you can add columns or rows to the template.

C- Profit and loss: This is the different you get from subtraction your expenses from your revenue.

D- Profit and loss Projection: This allows a business or an individual to have an idea about what is going to happen financially during a specific period of time.

E- Collecting data/creating a spreadsheet: let us say for example you are assigned to conduct a survey at the college to find out how many students who are multilingual among 100 students.

Let us do an example together 😊

F- Creating a Profit and Lost Statement for a specific period of time: Business students sometimes need help to set that up. They have to first pick a product that they want to invest in. For example Google, (symbol GooG,). Notes: All the company symbols and prices per share can be found at Yahoo Finance website, or on the marketwatch.com
What do you need to do so?
After selecting your product, you look for the amount that each share costs, how much money you want to invest to determine how many share you can purchase; the length of time you want to invest your money.
Note: students can use their own length of time, or they use the one given by their instructors.

6- KURZWEIL 3000

Kurzweil 3000

Kurzweil 3000 is a type of software that the purchases to help everyone with reading out loud, translation, word definition, text bookmark and more. You don’t have to be a DSPS student to utilize it.

How it works.

You have to be assigned an account log in conformation in order to get access to it. I will give all of you access to it. In order to login, you will need to follow this link.

https://www.fireflybykurzweil.com/KLogin.php

Your username will be assigned to you, and your password will be your student ID number.

How do you help students who are using this software?
Most frequent questions will be the followings.

How can I upload a document into Kurzweil 3000?

First, you have to have the document saved somewhere. Please see some questions below. How can I upload a document from flash drive/computer/google drive and Bookshare? Sorry no OneDrive yet.

B. Click on Computer—on the left side of the screen, look for the name of your flash drive—select it to open—double click on the document you want to upload—and click upload on your Kurzweil account. Note: These steps are the same to upload a document from computer except you will have to select the document from your desktop instead.

C. Google Drive/Bookshare: First you have to have an account with them—click on the name that you have the document saved on your Kurzweil account—login into your account—select the document name--- click upload.

D. How can I change the reading speed?
On the top of your screen, you will see an OPTIONS button—move your mouse over it—under reading speed—select Faster or Normal or slower. (Your preferred choice)
E. How can I change the voice?
   On the top of your screen- OPTIONS- Voice—select the one you prefer.
F. How can I make Kurzweil read word or paragraph or sentence?
   On the top of your screen -OPTIONS- Unit- select the one you prefer or want.
G. How can I translate my documents from a language to another?

7- LOCKDOWN BROWSER
A. Location: Start—all programs—Respondus
B. How to access it: Click on Respondus—Lockdown browser
C. Notes: It should take you to MJC Blackboard/Canvas. However, we are transitioning to a new system to replace Blackboard.

21- CANVAS

Canvas is an online learning management system which allows students to gain access with modules, assignments, and announcements related to the course(s) they are registered in. Canvas also allows students and their professors to communicate with one another on online discussions related to the course. Once you obtain your account log in information and password, you can access Canvas and utilize the program.

A. How to get on Canvas:

1. Open an internet browser and enter Mjc.edu on the search engine.
2. On the top right side, click on the Online Classes.
3. It will take you the Canvas and blackboard page

B. How to obtain login information for Canvas for the first time:

1. Under the password box on Canvas, click on the link that says “Forgot Password?”
2. It will bring you to a web page asking for your user name. Enter your student W number (include the W and all digits) as your user name and press the button “Request Password.”
3. Doing this sends a confirmation e-mail to your student email (example@student.yosemite.edu) which allows you to set a new password for your canvas account.
4. Log into your student e-mail and open the e-mail from Instructure Canvas.
5. Click “Click here to set a new password” and create your new password.
6. You may now access blackboard using your W number and your new password.
C. Navigating Canvas:

1. On the left hand side, click on “Dashboard” or “Courses.” You should see the course(s) you are registered for.

2. Click on the link for the course(s) you want to access.

3. On the left hand side you should be able to click on the following links such as “Assignments”, “Discussions”, “Grades”, “People”, “Pages”, “Files”, “Syllabus”, and so on which are related to the course you are registered in.

D. Uploading Documents on Canvas:

1. On the left side of the webpage, click on “Account.”

2. Click on the link “Files.”

3. On the top right side, click on the “Upload” icon and a “File Upload” box should pop up.

4. Find the image that you wish to upload and click “open” on the bottom right corner.

5. You should be able to see your file uploading and it will have this green checkmark once the image is completely uploaded.

6. You can now post this uploaded image when posting on “Discussions”.

7. If you want to post this image when creating a new discussion or replying on someone else’s discussion, click on this icon which will embed the image.

8. A box that says “Insert/Edit Image” will pop up. For Image Source, click on “Canvas”, and then click, “My Files.”

9. Click on the image that you wish to upload and click “Update.”

10. Your image is now on the thread and you can edit what you need to on the discussion. Once you click “Save” on the bottom right corner, your discussion will be posted along with the image you uploaded.

D. Blackboard: mjc.edu—Blackboard— Normally the log in for any Blackboard account is the student’s ID number and the 6 digits of his/her date of birth.

E. Navigating Blackboard: After login into Blackboard—Click on the Class located on the top right hand corner of the page—go to start here to get started—or go Modules/weeks 1, 2, 3 …. To look for assignments.
F. Upload Documents on Blackboard: Upload assignment- choose file from drop box/Computer/ etc... --- select the file you want to upload—double Click on it—Submit until done or follow the instructions on the screen.

Note: Just keep in mind that each teacher sets up Blackboard differently.

8- INTERNET BROWSERS

A. Internet Explorer: to use internet explorer browser—double click on the internet Explorer Icon located on the desktop.

B. Firefox: double click one the Firefox Icon located on the desktop- Or type it on the start menu

C. Google Chrome: MJC does best with google Chrome-I recommend that you encourage all students to use Google Chrome for homework etc... Follow the same process above to get to this browser.

D. Removing cookies from browsers: Open the browser—Go to tools located on the top right corner—Delete or Clear browser history—Select the Cookies and Internet Data box--- Click delete or Clear Browsing data.

9- CONVERTING DOCUMENTS

A. Converting a word document to PDF or to other format: To convert any document from MS Office to PDF- you go to file—Save as—File format—pdf format. Note: you can choose any other format you want from the drop down menu.

B. Converting and excel document to PDF, to text (Macintosh Text): You can follow the same process above to convert any document to text using a Mac computer.

C. Converting PDF to MS Office document: This service is not free. We can use online software that can allow us to do that. However, it takes sometimes depending on the site you are using. We may not guarantee our students a perfect conversion using online site that we can’t control.

D. Filling out a PDF Form: Download the PDF. Open the PDF file with Adobe Acrobat Reader DC. On the right hand side of the screen, search for the words “Fill & Sign” next to the icon of the pencil. Select “Fill & Sign” to fill in the PDF file.

10- Go print machines

In order to print you need to have a GoPrint Card.

A. Buying a new card: Go any GoPrint Card machine- insert a dollar bill- you will get a card back with $0.50

B. Checking balance: you can use any Go Print card readers located next to close to both printing stations to check your balance, or you can use the GoPrint Card machine to do so also.

C. Adding money: You insert your Card first in any of our GoPrint Card machine—Insert dollar bills ONLY to avoid losing money- press the Black button to eject the card when done.
D. Cleaning cards: Please see me before cleaning any Go Print machine to get cleaning cards. Just follow the instructions on the back of the cleaning Cards.

E. Bill to bill exchanger: This machine is located in front of the Checkout desk. It allows you get dollar bills and five dollar bills- Please following the instructions located in the front.

Electronic Devices

Laptops, headphones flash drives, HDMI cable and laptop chargers are available at the checkout desk for students to check out. The Checkout desk handles the policies associated with these items. We are responsible for the technical issues, and small maintenance.

11- Laptops

A. Windows laptops: all of our laptops should be able to connect to the internet and have MS Office 2013 installed. Please let me know if you see otherwise.

B. Students’ Laptops: Most of them should be able to connect to our Wifi while they are in the building. Double click on YCCD- enter username: student, password: 4wifi to be connected. You can also try iPhone 6 internet Wifi to be connected. In case they can’t connect, use an internet cable to update the student’s laptop per the student’s approval. If the laptop still can’t be connected, you can try the internet properties to switch the internet setting around.

12- Flash drives

A. Saving to a flash drive: file—Save as—Computer—then select the flash drive—Name your document—click save.

13- Phones and Tablets:

A. IOS/ Android (iPhones and iPads): Most portable devices need to be connected to the internet. Therefore, you can follow the same procedure for the laptops.

14- A. TVs in study rooms: East Campus!

A. Connecting using HDMI cable: There is a control panel located next to each screen TV in order to be properly used. Each of them serves as a remote control for the TV. There is one or two HDMI ports located on that control panel. Just plug the HDMI cable in one of them—and attach the other end to the Laptop. The laptops should be automatically projected to the screen.

Note: Sometimes, you will need to go to the Laptop screen resolution to control what you want to project or not to project because you can have two separated screens on your laptop whereas you project only one.
14-B. TVs in study rooms: West Campus!

15- Services in the Library
   a) Computer Lab: That is us
   b) Tutoring Center/ Math Droppin: Refer students to the tutoring desk
   c) Research help: Refer students to a librarian.
   d) Items on Reserve: Please refer students to checkout desk

16- Lost and Found Items: That includes anything that students forget in the building. Please return them to the checkout desk.

Questions? Comments? Suggestions?

Thank you!