Your fully-online courses will be available on the first day of classes at 8:00 AM.

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BOOKMARK THIS LINK FOR ESSENTIAL ONLINE LEARNING INFO THROUGHOUT THE SEMESTER:
http://www.berkshirecc.edu/onlinelearning

Moodle (Modular Object-Oriented Dynamic Learning Environment) is BCC's Learning Management System (LMS). You will have access to your syllabus, course calendar, assignments and other course materials and functions via Moodle. Moodle is a web-based program; therefore, you will need a computer with Internet access and an Internet browser to use Moodle for your course.

Technical Requirements – Computer System and Browser

Before logging into Moodle, confirm that your computer hardware, software and settings are correct and compatible with Moodle requirements to be able to run the LMS.

Computer Requirements

For PC computers:
- Windows XP Operating System (or better)

For Macintosh computers:
- OS X

For all computers:
- 2 GB of RAM
- 1 GB of free disk space
- Broadband Internet connection (DSL or cable recommended)
- Web browser (Mozilla Firefox is highly recommended)
- Sound card with speakers or headphones
- Printer
- JavaScript must be enabled (http://support.mozilla.org/en-US/kb/javascript-settings-for-interactive-web-pages#w_enabling-and-disabling-javascript)
- Cookies must be enabled (http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences)
- Pop-up blocker is turned off (http://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings)

Browser Requirements
- Moodle works best with Mozilla Firefox. Other browsers such as Internet Explorer, Chrome or Safari may be used, but may not support all functionalities in Moodle, such as online quizzes and the HTML editor.
- All browsers should have JavaScript, Cookies, and Pop-ups enabled (do not block Pop-ups).

Software Recommendations (Click the links below to download these applications)
- Mozilla Firefox (http://www.mozilla.org/en-US/firefox/new/)
- Adobe Acrobat Reader (http://get.adobe.com/reader/)
- Adobe Flash (http://get.adobe.com/flashplayer/)
- Adobe Shockwave (http://get.adobe.com/shockwave/)

MyBCC

The MyBCC Login and instructions can be found on the BCC home page, http://www.berkshirecc.edu/. Click the MyBCC logo.

Moodle Student Login

1. Open the Mozilla Firefox browser.
2. Go to http://www.berkshirecc.edu/
3. On the BCC website, click the *MyBCC logo.*

4. Enter your Username.

   Username: **s0000000** (replace zeros with your Student ID number)

   Your Student ID number can be found on your course schedule next to "Student ID:"

   For example, if your Student ID is listed on your schedule as 0012345, your Username would be s0012345.

5. Enter your Password: **********

   For new students, your initial password is the last six digits of your Social Security number. You will be prompted to change your password to one of your own choosing. New passwords must be a minimum of 8 characters in length and contain letters and numbers.

   Note: your password expires every 6 months. *MyBCC* will prompt you to change it.

   If you are a returning student, reset your *MyBCC* password at the beginning of each semester. Go to http://www.berkshirecc.edu/MyBCC. Follow the instructions for number '*6. How can I reset my MyBCC password?'*.

6. Click **Log On**.

   Note that both the username and password are case sensitive.

7. Under the "My Courses in Moodle" click on the course name to access the course (Courses will be available on the first day of classes).

   If your "My Courses in Moodle" don't display, click on the Refresh button to the right.

8. The first time you access Moodle from *MyBCC*, you may get the following message:

The login to Moodle failed.
SSO credentials for user "0#.w|berkshirecc\s0000000" could not be found in application "MoodleSSO"
Enter your credentials.

Click **Enter your credentials**. Enter your *MyBCC* username and password.

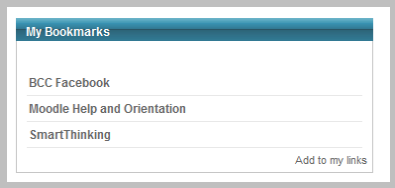
You will not need to 'Enter your credentials' again until you change your password.

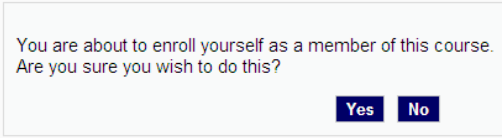
9. Once you have entered your username and password you will be taken to your Moodle course.

Moodle Student Orientation

If this is your first time using Moodle, self-enroll in the online Student Moodle Orientation.

1. In *MyBCC*, under My Bookmarks, click **Moodle Help and Orientation**.
2. In the right column, click the link under **Online Student Moodle Orientation**.
3. Log in with your *MyBCC* Username and Password. Click **Login**.
4. At "Enroll yourself as a member of this course…", click **Yes**.





Moodle Profile

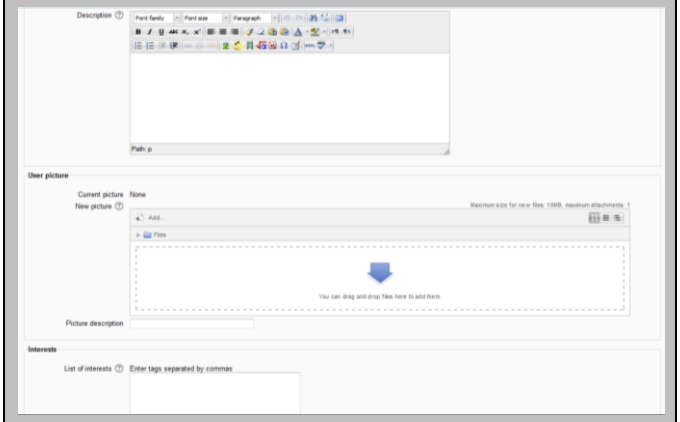
Click on your name in the top right corner of any Moodle course page.

Click **Edit profile** to update and add information to your profile.

On your profile, we recommend you:

- Maintain the default settings
- Add a Description of yourself
- Add a Picture of yourself
- Add Interests

Click **Update profile**.



Moodle Logout

When you are finished working in Moodle, be sure to log out by clicking **Logout** in upper right corner. Close the Moodle tab. **Sign Out** of *MyBCC* by clicking on the down arrow next to your username in the upper right corner and click **Sign Out**. Close the *MyBCC* window.

Moodle Help

BCC Website – http://www.berkshirecc.edu/
Click on *Online Learning* on the top navigation bar and refer to the available options.

In Moodle – You can access the **Moodle Help** block.

Online Learning Help:

- Email onlinehelp@berkshirecc.edu with your full name, student ID number, phone number, the course you are in, and the problem you are having. It is important that you **type Online Help in the Subject line**. Please CC your instructor so they are aware that you are having technical problems.
- Call 413-499-4660, ext. 6501 for the Computer Lab Help Desk. If it goes to voice message, please leave your name, phone number and a brief description of your problem. We will get back to you as soon as we can.
- Stop by the Academic Computer Lab in F-102/F-107 during lab hours.

If you experience access or connection difficulties from home, the BCC Computer Labs provide Internet access for Moodle course materials and there is available wireless access from your laptop on campus.

Academic Computer Lab Hours

Fall/Spring Semester when classes are in session:
F-102/F-107

Monday – Thursday	7:30 am – 8:00 pm
Friday	7:30 am – 4:00 pm
Saturday	9:00 am – 2:00 pm

* Note: There are no Computer Lab evening or weekend hours when there are no scheduled evening or weekend credit classes.

South County Center:
SC-4

Please call the South County Center at 413-528-4521 for hours.

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