

MEETING WITH YOUR ACES COACH THROUGH THE BLACKBOARD COMMUNITY

DO YOU KNOW HOW TO ACCESS BLACKBOARD AT MC?

IF YES, SKIP TO THE NEXT PART. IF NO, FOLLOW THESE STEPS.

- Log onto MyMC
- Click the **Blackboard** link in the upper right corner

HAVE YOU JOINED THE ACES BLACKBOARD COMMUNITY?

IF YES, SKIP TO THE NEXT PART. IF NO, FOLLOW THESE STEPS.

- Click the **Community** link in the upper right corner
- Check the **My Organizations** box for **Achieving Collegiate Excellence & Success (ACES)**. If you see it, click on the link. If not, keep reading.
- In the **Organization Search** box, type **ACES**. The first result when you scroll down is the ACES Blackboard Community.
- Hover the cursor over it and a downward arrow will appear. Click the arrow and select **Enroll**.
- In the Access Code field, type **ACES**
- Achieving Collegiate Excellence & Success (ACES) should now appear in your My Organizations box

HAVE YOU MADE AN APPOINTMENT WITH YOUR ACES COACH?

IF YES, SKIP TO THE NEXT PART. IF NO, FOLLOW THESE STEPS.

- Make an appointment with your ACES Coach through **Starfish** (as you would with a counselor) or via phone or email as usual. If you need your Coach's contact information, you'll find it on the main page of the ACES Blackboard Community.
- Most appointments are done through Blackboard Collaborate. If you're using a Chromebook, Blackboard Collaborate won't work. When you make an appointment, let your Coach know this, so we can plan for it.

YOU'VE MADE AN APPOINTMENT. NOW WHAT?

NOTE: YOU MAY NEED TO DOWNLOAD FILES THE FIRST TIME YOU USE BLACKBOARD COLLABORATE. PLEASE ALLOW YOURSELF A FEW MINUTES TO DO THIS.

- Log into MyMC, go to Blackboard, and go to the ACES Blackboard Community as usual
- Click on the Blackboard Collaborate link at the top of the Main Menu
- On the Blackboard Collaborate screen, scroll down to Scheduled Sessions. You'll see a link to your session there. You can enter your session up to 15 minutes early, if you want to get used to the controls.
- When you enter the Room, you'll see a blank screen in the upper left corner. Below that, you'll see icons for a microphone and camera. Click each of those to be able to video chat with your ACES Coach.

YOU CAN ALSO REACH YOUR ACES COACH VIA PHONE OR EMAIL. YOUR COACH'S CONTACT INFO CAN BE FOUND ON THE BLACKBOARD COMMUNITY MAIN MENU.