



Accessing eCourses:

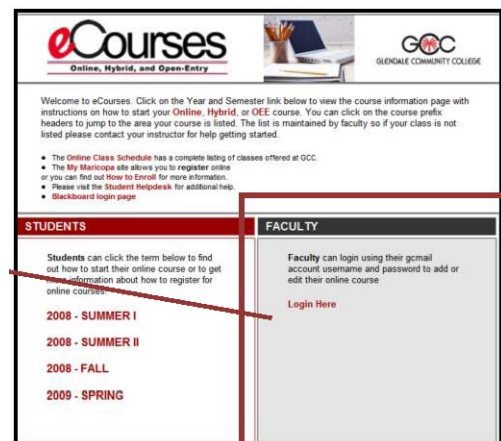
- eCourses can be accessed from Glendale Community College's homepage. Click the **eCourses** link located in the Quick Link menu.
- eCourses can also be accessed via the web at <http://www.gc.maricopa.edu/online>.

Although each semester courses are added to eCourses automatically, please take a moment and review course information and register your class. Steps for completing this every semester "housekeeping" are provided below. If your course does not appear or if you need further assistance, please feel free to contact us. Staff available to assist you include:

- Debi Shatwell -- debra.shatwell@gmail.com
- Michelle Shivnani -- michelle.shivnani@gmail.com
- Debbie Gilsdorf -- debbie.gilsdorf@gmail.com

To Login and view assigned classes:

1. Please Click the **Login Here** link located on the right-hand (Faculty) side of the eCourses page.



2. Enter your **gmail username** and **password** (i.e., first name.last name) and click the **Login** button.



3. All assigned courses are displayed. In this example, the instructor has one course assigned.

Course Example-- Not an existing course



Current Courses Listed for 2009 Spring				
EDU - Education				
	Course	Section	Instructor	Last Updated
Edit	EDU295	1336	Debbie Gilsdorf	

To review/edit/register an assigned course:

Course Example-- Not an existing course

1. Click the **Edit** link next to the course number.



2. The Edit Course Listing page opens. If desired, select and edit course information.

IMPORTANT: Be sure to **select an option** from the “**Students start the Course**” drop-down list. This will **REGISTER** the course on the eCourses site and allow students to view the course.

3. Click the **Submit** button.

4. The changes will be saved and the Last Updated date will be changed.

The screenshot shows the 'Edit Course Listing' form. The form has a title 'Using eCourses' and a list of fields: 'Term' (2009 Spring), 'Course Prefix' (EDU), 'Course Number' (295), 'Section Number' (1336), 'Students start the course' (Backboard), 'URL' (http://https://ecourses.maricopa.edu/webapps/login), 'Instructions/Comments' (This is not a real class.), 'Information for students interested in taking the course', and 'Last Updated'. The 'Submit' button is highlighted with a red box.