

TIPS FOR ONLINE SUCCESS

1. Login FREQUENTLY—Login on the first day of class. .
DMACC can see the dates you logged in and time spent in class all semester.
Online classes get away from you quickly if you do not keep up! High School eligibility is affected.
2. Schedule - Set aside a particular time frame each week that you will work on your DMACC online course. Example: every M-W-F during open period, T-R-Sunday at home at 8pm or EVERY DAY. Do not wait until last day to try to submit assignment or test.
3. Internet Connection – Not having internet connection is NOT an excuse for late work. Use the high schools internet, public library, friend/relative house, etc.
Chromebook incompatibility is not an excuse
4. Communication Delay – If you are not able to submit an assignment/test for a valid reason, email your instructor BEFORE the assignment/test deadline. DO NOT wait until the day after. If you do not understand a concept, ASK QUESTIONS to your instructor early before you get behind. Call Tech Support and record a tech ticket.
5. Syllabus – READ the syllabus on the first day of class. All rules, expectations, contact information will be found here and held to for the semester.
6. Communication – Email your DMACC instructor FIRST and then your high school counselor if you have a problem. Use your DMACC email, not personal or HS email address to communicate.
7. Individual work – Cheating or collaborating is not allowed! Must do individual work.
8. Textbooks and access codes – pick up your textbook and/or code from your HS counselor BEFORE class begins. Be careful not to throw away access cards (they look like coupons).

QUESTIONS – Tech Support – (515)965-7300 (open 7:30am – 10pm)

Additional Login Assistance

myDMACC

(my.dmacc.edu) gives you one-click access to DMACC email, Blackboard, Microsoft Office 365, Web Info System, and DegreeWorks.

Getting Started

Go to www.dmacc.edu and select myDMACC from the top of the page.

Your Username is your one login for your online course and additional DMACC resources.

User Name – myDMACC/Blackboard Username = DMACC email address. Email address can be found on page 1 of this letter.

Password - myDMACC/Blackboard password = If this is your first DMACC online course and/or you've NEVER logged into myDMACC before, your default password would've been mailed and emailed to you when you were initially put in DMACC's system.

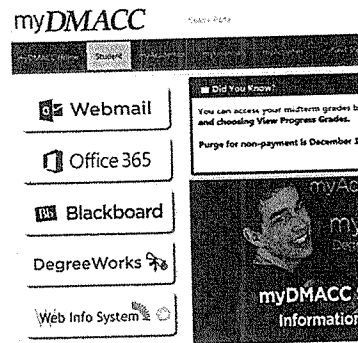
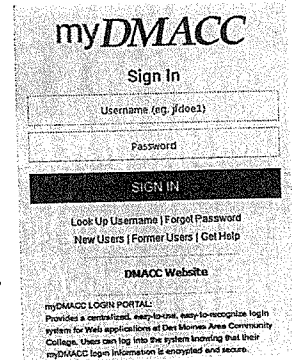
If you have taken a DMACC online course in a previous semester or logged into myDMACC for another reason, your password did not change from what you are currently using. Call Tech Support at 965-7300 if your login is not working for you.

For security reasons, we require that the password be changed after initial login into myDMACC. Your new password must be a minimum of 8 characters and it must contain

- An upper case letter (A-Z)
- A lower case letter (a-z)
- A number (0-9)
- A special character (! @ # \$ % ^ & * () _ + < > ? | { } - ~ = / \)

myDMACC Resources

- **Webmail** is access to your DMACC email.
- **Office 365** gives you access to Microsoft Office.
- **Blackboard is your tool for online courses and content.**
- **DegreeWorks** shows you courses you have completed towards a DMACC degree and courses you still need to complete.
- **Web Info System** gives you access to:
 - View/update your contact information
 - View final grades
 - View/print unofficial academic transcript
 - Request an official transcript
 - Take ALEKS math assessment
 - And more!



Need help?

If your question is regarding specific course content, contact your instructor right way.

If your question is regarding logging into DMACC's system, contact DMACC tech support at 965-7300.