All Coastline courses are entered through the Seaport Learning Management System. If students cannot access Gmail in MyCCC, please contact military@coastline.edu for password assistance.

This PowerPoint provides guidance for navigating Seaport websites.

Some courses (Math, Economics, etc.) require students to use additional websites (Moodle, MyMathLab, etc.). Instructions for these additional sites can be found in Course Information/How to Begin.

Students must complete the Letter of Agreement found in Course Information for every course.
Some students have both a Military and Civilian “Role.” Check correct role and then choose a “Courses” link to open your Seaport Desktop.

Remember to “logout” of your account after completing coursework – especially if you are on a shared or work computer.
Courses are archived at midnight the last day of session. Students can still enter and view archived course websites, but cannot complete assignments without instructor permission.

Please stay on schedule and complete coursework in a timely manner.
Instructors will post and email Announcements periodically throughout the session.

Course Information section contains the syllabus, Letter of Agreement link, and other valuable info. The Instructor Profile will introduce students to the instructor and provide contact info.

The Course Lessons section provides week-by-week lectures, assignment links, and schedules.
Most Coastline courses are administered through Seaport – however some courses will use Seaport as a launch pad for other programs. Entry info for Pearson products like MyMathLab and software like Moodle is provided in How To Begin.

A Letter of Agreement is submitted online for each course at Coastline. Some instructors will award a few bonus points for this item. Don’t forget check in by submitting during the first week of class.
ATTENTION: Students registered in courses that use MyMathLab, Moodle, or other LMS must first use Seaport LMS to complete the Letter of Agreement. All coursework will be completed in those outside systems.

How to Begin

Important Note - All email communication from Coastline College (including communication from your instructor), will go to your student email account (the one ending in @student.cccd.edu). You can access your student email account by going to the [Home] tab in MyCCC and clicking on the G-mail Account link. For instructions how to forward emails from your student G-mail account to a personal email account, refer to the following Military - MyCCC Assistance page.

Forwarding G-mail to an external email account

1. Submit the Letter of Agreement online.
2. Filled out the signed Proctor Agreement Form.
   http://www.coastline.edu/files/Military/Student%20Proctor%20Agreement%20Form.pdf
   for Midterm and Final Exams, and Fax to 714-241-6324. If you have any questions, Military is available toll free at 1-866-4CCCML or 1-866-422-2645.
4. Go to http://www.coursecompass.com and click on Student Register > New. The purchase of a new textbook from the MBS Bookstore or purchase one online (CA Zip Code 92708).
5. If you bought a used book, if your book has no access code, or if you prefer (CourseCompass), you may purchase a Student Access Code online. Go to http://www.coursecompass.com and click on Student Register > New. Enter same Course ID: lee05434 > Enrollment Options > Buy Now.
6. Once you register, enter our class using your Login Name and Password. Billing information needed for the course is there.

Courses that use additional learning management systems (like MyMathLab and Moodle) will have important (but limited) info in the Seaport system.

Log into your Seaport desktop and access the How to Begin area for specific info.

Forward Gmail to an external email account.

All courses require a Letter of Agreement.

Math courses and some CST courses require a Proctor Form.
Students enrolled in courses taught through MyMathLab, Moodle, etc. will find all schedules, assignments, and any course lessons in those websites.
Each Course Lesson includes an overview, pre-organizer, presentation, practice, and summary. Links for submitting assignments are located here as well.
Students should look through all of these links. Although daily attendance is not generally required, instructors and students can track Seaport entry and assignment submissions in the Student Summary.

Student Learning Outcomes (SLOs) are also available at this site.
WARNING: Only Seaport assignments are available in this Calendar. If your assignments are in MyMathLab, Moodle, or another course delivery site, please track assignment due dates through those websites.
Choose Quizzes & Exams and then Quiz Details to view important information. Scroll down to bottom of screen and preview the quizzes if allowed.

Students are NEVER allowed to preview Exams. Do NOT enter exams until prepared.
| Quiz #6 -- Chapter 10... | SQUID | 25.00 | 21.00 | B |
| Quiz #7 -- Business Vocabulary... | SQUID | 25.00 | 25.00 | A |
| Quiz #8 -- Chapters 11 and 12... | SQUID | 25.00 |     |   |
| Quiz #9 -- Chapters 13 and 14... | SQUID | 25.00 |     |   |
| Quiz #10 -- Chapter 15... | SQUID | 25.00 |     |   |
| FINAL EXAM... | SQUID | 75.00 |     |   |
| Extra Credit #1: Diagramming... | DropBox | Extra Credit | 35.00 | 35.00 |
| Extra Credit #2: Using | DropBox | Extra Credit | 25.00 | 25.00 |

After submitting quizzes, exams, discussion forum postings, and dropbox assignments, check the Student Summary for scores and feedback from your instructor.

Individual instructors choose quiz delivery methods. Some instructors will email students corrected quizzes and others prefer to allow retakes.