

# Instructional Systems Development (ISD)

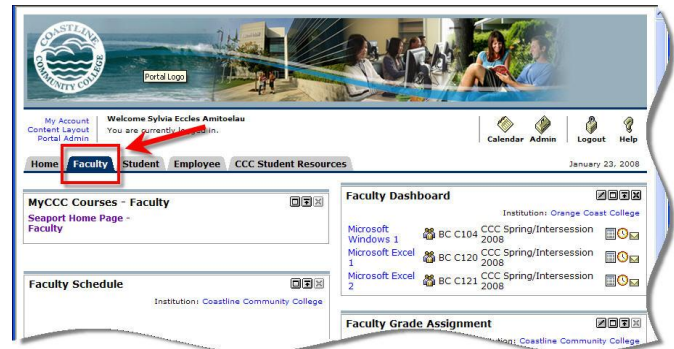
## Welcome to Coastline!

To help you get started with your teaching assignment(s), we would like to let you know about the support that is available to you. The staff members in the Instruction Systems Development Department (ISD) are here to help you design, develop, and deliver a quality course both in the classroom and online. The most essential tools you will use at Coastline are: MyCCC, Seaport, and OWA.



**MyCCC** is Coastline's Internet portal system for Coastline students, faculty, and staff. Faculty can use MyCCC to:

- Access up-to-date rosters
- Retrieve add authorization codes
- Drop students
- Submit final grades
- Obtain students' email addresses, phone numbers, and mailing addresses



Once your assignment is officially entered in our "Banner" database, you will be able to log in to MyCCC from our college's home page at <http://coastline.edu/>.

MyCCC login site: <http://coastline.edu>

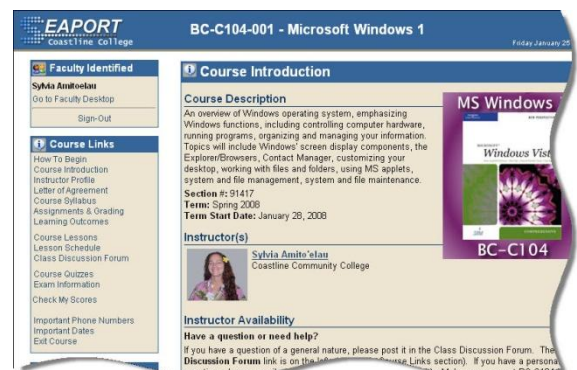
Call (866) 784-4222 for the Technical Support Help Desk. Have your employee ID ready.



**Seaport** is Coastline's Course Management System. All Coastline courses automatically have a course website. Course websites are automatically available to students one week before the course start date. In addition to accessing rosters and e-mailing students, you can use Seaport to provide students with:

- Instructor contact information
- Syllabus (webpage or file to download)
- Handouts (Word, PowerPoint, etc.)
- Links to videos, audio, websites, etc.
- Online testing
- Grade book
- Discussion Forum

You can access Seaport from MyCCC or you can login directly to Seaport at: <http://seaportdev.coastline.edu>



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**Coastline E-mail OWA** (Outlook Web Access). It is college policy that faculty use their @coastline.edu e-mail for all official college business. Contact your Area Facilitator for your OWA user name and password information.

OWA login site: <http://owa.coastline.edu>

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## Training & Resources

Please visit the MyCCC & Seaport Training & Resources website at: <http://coastline.edu/training> There you will find training manuals, video tutorials, links to archived training sessions, and many more valuable resources to help you with MyCCC and Seaport.

Coming up, we will be offering hands-on classroom training for MyCCC, Seaport, and OWA.

- MyCCC & Seaport Introduction Part B (January 28 and 30)
- MyCCC, Seaport, and OWA Open Lab (January 30, February 2 and 3 and before and after the All-College Spring Meeting February 6)
- Seaport Intermediate (February 19 and 20)

To find exact times and locations of the training and to register, please go to our training website and click on "Training Schedule & Registration." We ask that you register online for these training sessions.

For all requests related to instructional design and faculty support, you can link to the online ISD service request form from the MyCCC & Seaport Training & Resources website (Help Desk link) or link directly by going to: <http://ccctech.coastline.edu>

ISD also provides other services such as:

- Brown bag seminars
  - Summer Institute (July 16 & 17, 2009)
  - Web conferencing with Elluminate Live!
  - Video and audio recordings
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Links to MyCCC, Seaport, and OWA  
can also be found here...

Coastline website:  
<http://coastline.edu>  
then link to  
**Faculty & Staff**