Instructional Support Services for Students

✻ Blackboard
✻ Blackboard Collaborate Ultra
✻ ePortfolio
✻ LinkedIn
✻ Microsoft Applications: Access, Excel, PowerPoint, Word
✻ Microsoft OneNote
✻ MyMC Password & 2-Factor Authentication
✻ Virtual Desktop Infrastructure (VDI)
✻ Windows 10
✻ ZOOM

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Book An Appointment HERE!
In-person or Virtual
https://www.montgomerycollege.edu/digital-learning-center

✻ In-person assistance is provided on a walk-in basis, during normal business hours, and does not require an appointment
✻ To book a virtual appointment with Digital Learning Center staff, select the appointment topic, date, available staff, and time
✻ After booking an appointment, a confirmation email from the Digital Learning Center will be automatically sent to your email
✻ The staff will send you an email containing a meeting link prior to your appointment

SCAN the QR code to
BOOK AN APPOINTMENT

✻ Students
➢ Must have an MC ID to use the Digital Learning Centers
Email: DLCENTER@montgomerycollege.edu

Virtual Workshops

✻ Blackboard Navigation
✻ ePortfolio (Basics & Advanced)
✻ File Management
✻ Getting Started with Microsoft Applications: Excel, PowerPoint, Word
✻ Keycutz
✻ LinkedIn Profile
✻ Microsoft OneNote
✻ MyMC
✻ OneDrive Cloud Storage
✻ Open Lab for Microsoft Applications (Access, Excel, PowerPoint, Word)
✻ Windows 10 Navigation

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Workshop Registration HERE!
https://www.montgomerycollege.edu/digital-learning-center

All workshops are conducted virtual via Zoom and other learning management tools and will require a meeting link sent to you after you register.

✻ Once you're at the Workshop Registration website, select a topic under Select Service. Then, select scheduled date, and time
✻ After registering for a workshop, a confirmation email from the Digital Learning Center will be automatically sent to your email

SCAN the QR code to
REGISTER FOR A WORKSHOP

✻ Faculty
➢ Faculty who would like to request a virtual presentation for your class
➢ Please contact **Dr. Shinta Hernandez | Dean of the Virtual Campus**
Email: shinta.hernandez@montgomerycollege.edu

Digital Learning Centers

Welcome! We operate on the Rockville, Takoma Park/Silver Spring, and virtual campuses providing students with Windows and Mac workstations for their academic course-work.

The centers provide one-on-one assistance in-person and virtually to help students develop and expand their digital literacy skills, including Microsoft Office Applications, Blackboard, ePortfolio, virtual presentations in a variety of topics, and other common resources for student use to promote safe computing practices.

The Digital Learning Centers:
➢ provide in person and virtual instructional support assistance and workshops using Zoom and other learning management tools.
➢ offer numerous workstations for student use. Laptops and other equipment are not available for use outside the Centers.

SPRING 2024

On Campus and Virtual
Monday – Friday | 9 a.m. – 5 p.m.

Rockville Campus
Humanities (HU) Building | Room 312
240-567-5156

Takoma Park/Silver Spring Campus
Charlene R. Nunley Student Services Center (ST) Building | Room 304/304A
240-567-1657 | 240-567-1658

Visit Our Website
https://www.montgomerycollege.edu/digital-learning-center

Montgomery College ~ Digital Learning Centers

MS Access
➢ Creating/working with tables, forms, queries, and reports
➢ Setting up data tables, table data fields, and table key fields
➢ Setting up/editing table relationships
➢ Creating/editing reports and establishing report data sources and report layouts
➢ Adding/editing report elements and printing reports
➢ Importing/exporting data
➢ Creating/editing simple macros

MS Excel
➢ Creating/working with worksheets
➢ Adding/deleting/copying/moving worksheets
➢ Formatting/editing worksheet elements and styles
➢ Setting up page and worksheet layouts
➢ Creating/editing charts
➢ Using basic formulas and functions
➢ Working with data tables and sorting/querying/filtering data
➢ Importing/exporting data
➢ Creating/editing simple macros

MS PowerPoint
➢ Creating/copying/sorting/deleting slides
➢ Designing slides from templates
➢ Inserting/editing text, tables, images, illustrations, links, symbols, and media
➢ Applying design themes, transitions, animations, and slide show
➢ Working with slide views and windows
➢ Selecting/applying slide layouts
➢ Using PowerPoint to create infographics/infoposters

MS Teams
➢ Accessing/creating a team and its channels
➢ Viewing/communicating with team members
➢ Scheduling meetings and calls with one/many team members
➢ Sharing desktop, windows, and files content
➢ Accessing/posting files, links, and content for team members in shared cloud storage using Teams

MS Word
➢ Creating/editing page and paragraph styles and themes
➢ Setting up/editing page and paragraph layouts
➢ Inserting/editing pages, tables, illustrations, media, links, header and footer, text, and symbols
➢ Setting up/editing tables of contents, footnotes, citations and bibliography
➢ Setting up/editing document reviews (proofing, language, and tracking changes)
➢ Working with document views and windows

Blackboard | Blackboard Collaborate Ultra
➢ Navigating and accessing Blackboard courses page
➢ Accessing and using the course menu such as syllabus, course content, announcements, discussions, and course mail
➢ Accessing and viewing Blackboard course tools and MC resources
➢ Accessing and joining Blackboard Collaborate Ultra using features such as content sharing, profile setting modifications, and breakout groups

ePortfolio
➢ Accessing and creating a WordPress account
➢ Selecting and applying design themes for your ePortfolio
➢ Accessing and importing the Montgomery College WordPress template
➢ Saving files using various formats
➢ Uploading and posting files, images, and YouTube videos
➢ Managing and modifying profile settings such as dashboard, security, privacy, and notifications

LinkedIn
➢ Accessing and creating a LinkedIn profile
➢ Adding/editing your profile such as introduction, experience, profile photo, and summary
➢ Adding/editing your education, licenses, certifications, and skills

Virtual Desktop Infrastructure (VDI)
➢ Downloading and setting up VDI web client used for connecting personal computer to College VDI network
➢ Saving files to personal cloud storage and USB devices
➢ Printing files to personal printers

Windows 10
➢ Accessing Windows applications and features, devices, system, and personalization
➢ Accessing and viewing folders and contents layout such icons, details, or list
➢ Accessing and modifying devices such as blue tooth and other devices, printers, mouse, or keyboard
➢ Changing mouse cursor and accessibility settings
➢ Changing Windows display settings such as background, color, themes, fonts, or language

ZOOM
➢ Accessing and joining Zoom meetings using laptop or mobile devices
➢ Viewing and communicating with other Zoom participants
➢ Modifying Zoom controls such as lock meeting, waiting room, sharing your screen, breakout rooms, polls
➢ Sending and receiving files and links using Zoom
➢ Modifying basic Zoom settings such as backgrounds, names, camera, and sound controls