**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 members of the Office of Learning & Instructional Technology (OLIT) are here to help you design, develop, and deliver a quality course both in the classroom and online. The three 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. MyCCC login site: **http://coastline.edu**

Faculty can use MyCCC to:

* Access up-to-date rosters
* Retrieve *Add* authorization codes
* **Drop students**
* **Submit final grades**
* **Report positive attendance**
* Obtain students’ email addresses, phone numbers, and mailing addresses

MyCCC Password Support is available:
Monday – Thursday 8 a.m. – 5 p.m. and Friday 8 a.m. – 2 p.m.
(714) 241-6176 *(Have your employee ID ready)*

**Seaport** is Coastline’s Course Management System. All Coastline courses automatically have a course website. 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
* Announcements

You can access Seaport from MyCCC or you can login directly to Seaport at: **http://seaport.coastline.edu**

**Coastline E-mail OWA** (**O**utlook **W**eb **A**ccess). 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**](http://owa.coastline.edu)

**Training & Resources & Help Requests**

The OLIT Faculty and Staff Resources **website** where you will find current help documents for using Seaport and MyCCC, video tutorials, and many more valuable resources.

1. Go to the Coastline College home page at <http://coastline.edu>
2. Click **Faculty & Staff** (at the top)
3. Click **OLIT Faculty/Staff Support** (on the left)

OLIT also provides other services such as:

* Brown bag seminars
* Summer Institute: a two-day workshop highlighting technology in learning
* Web conferencing with CCC Confer
* Video and audio recordings
* Software assistance with products such as Camtasia and SnagIt, and basic graphics.

**The Office of Learning & Information Technology:**

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