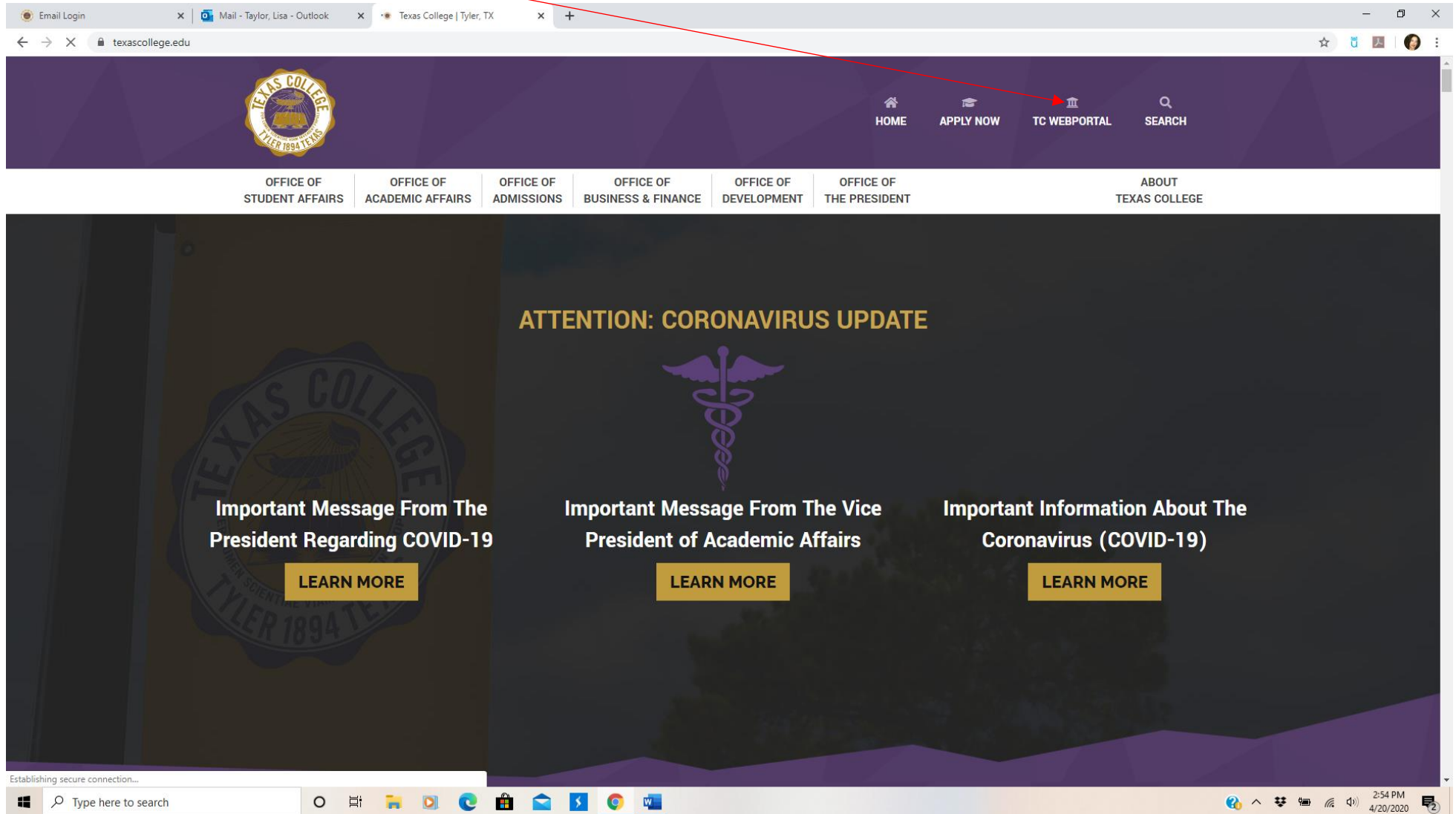


JICS Online Course Tutorial

Step 1: Go to **TC Webportal** on the Texas College website (www.texascollege.edu).



Step 2: Log in with User ID and Password issued by IT department.

The screenshot shows the Texas College JICS web portal. The browser address bar displays jicsweb.texascollege.edu/jics/. The page header includes the Texas College logo and a navigation menu with links for HOME, ADMISSIONS, STUDENT AFFAIRS, TECHNOLOGY HELP, FINANCIAL AID, and ACADEMICS. A login form is visible with a user ID field containing 'ltaylor' and a password field with masked characters. A red arrow points from the 'Step 2' text to the user ID field.

Portal

Home

Texas College Mission Statement

SACS Documents

Federal Requirements

Standard Requirements

Focused Reports

Veteran Services

Quick Links

- Student Learning Center
- TC Library

Introduction to Texas College Intranet

TC JICS Nav

- Integrity - insuring the pursuit of character, honesty, and sincerity of purpose as the moral fabric upon which the behaviors of our graduates and College family are.
- Perseverance - implanting diligence, enterprise, and pride in the application of skills, knowledge, and abilities developed during the course of study at Texas College.
- Social Responsibility - promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.
- Tolerance - emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.
- Community Service - encouraging self-extension in service to others as the heart and soul of our educational enterprise.

Academic Affairs

- Fall 2012 Final Exam Schedule
- Academic Calendar 2012-2013
- Course Catalog
- Summer 2012 Courses
- Summer School Tuition Fees
- Fall 2012 Courses
- Open State Requirement for Immunization Against Bacterial Meningitis

Campus Announcements

- Texas College Confers Two Honorary Degrees
- Final Exams
- Texas College Wins Tier Two Home Depot's Grant Program

Here is a brief video on navigating JICS

Our History

Texas College is an historic post-secondary institution located in the heart of the East Texas city of Tyler, which provides a unique college experience for the students it serves. The College was founded in 1894 by a group of ministers of the Christian Methodist Episcopal (CME) Church who were interested in offering a quality education to African American youth. In the spring of 1894, Texas College received its original charter from the State of Texas and the teaching and learning process became a reality. The first class began in a four-room frame house with six students. From these meager beginnings, Texas College has evolved for 120 years into an institution with a rich heritage that is committed to its mission. The mission of

Campus News

UPDATE TO SPRING BREAK PERIOD

In light of the coronavirus (COVID-19) epidemic, please note that no student will be allowed to return early from the spring break period. We will continue to monitor the progress of this virus and will keep you updated as new information is available. Thank you for your cooperation. Be safe and well.

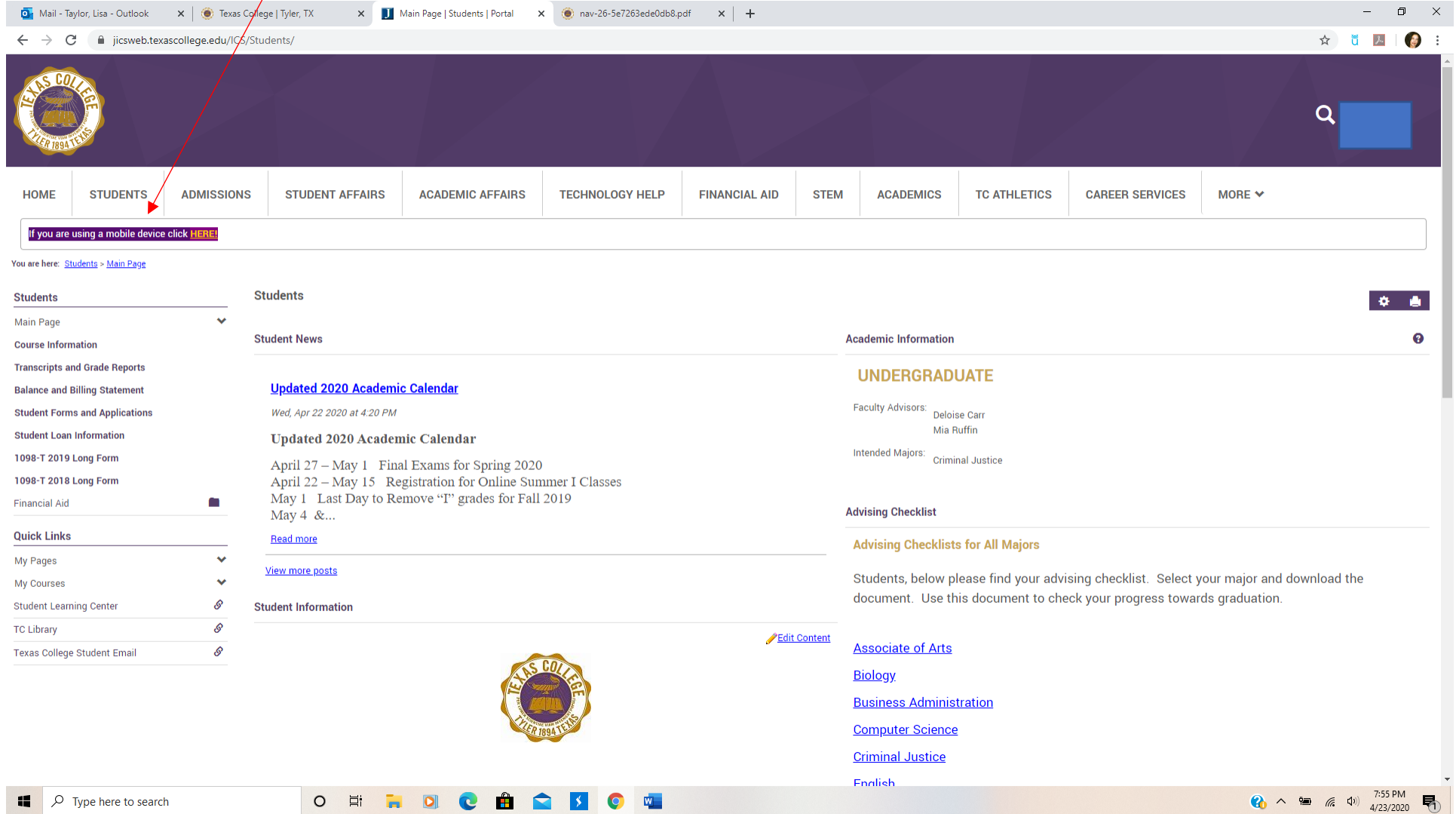
IMPORTANT INFORMATION REGARDING THE CORONAVIRUS (COVID-19)

TO: FACULTY, STAFF AND STUDENTS:

The coronavirus that is spreading globally throughout the world is actually a family of viruses. The name comes from the shape of the virus, which has little spikes coming out of its edges, like a sun's corona. But this new strain, commonly referred to as the novel coronavirus, is one that hasn't been recognized before. Health officials believe that the virus likely started in animals before it was spread to humans. Its symptoms are similar to the flu. A minor case would leave someone with sneezing, coughing, fever and aches. More extreme cases are similar to pneumonia and could be fatal.

While the number of national coronavirus (COVID-19) cases continues to rise, the safety of the Texas College family is our primary concern. Proactive steps should be taken by all of us to prevent the spread of contagious diseases by practicing personal health and hygiene each day. We urge faculty, staff, and students who have plans to travel either

Step 3: Click on "Students" tab.



The screenshot shows a web browser window with the URL jicsweb.texascollege.edu/ICS/Students/. The navigation menu at the top includes: HOME, STUDENTS (highlighted with a red arrow), ADMISSIONS, STUDENT AFFAIRS, ACADEMIC AFFAIRS, TECHNOLOGY HELP, FINANCIAL AID, STEM, ACADEMICS, TC ATHLETICS, CAREER SERVICES, and MORE. Below the navigation menu is a message: "If you are using a mobile device click [HERE!](#)".

The main content area is titled "Students" and includes a sidebar on the left with the following links: Main Page, Course Information, Transcripts and Grade Reports, Balance and Billing Statement, Student Forms and Applications, Student Loan Information, 1098-T 2019 Long Form, 1098-T 2018 Long Form, Financial Aid, Quick Links, My Pages, My Courses, Student Learning Center, TC Library, and Texas College Student Email.

The main content area is divided into three columns:

- Student News:** Features a post titled "Updated 2020 Academic Calendar" dated "Wed, Apr 22 2020 at 4:20 PM". The post content includes: "April 27 – May 1 Final Exams for Spring 2020", "April 22 – May 15 Registration for Online Summer I Classes", and "May 1 Last Day to Remove 'I' grades for Fall 2019 May 4 &...". There are links for "Read more" and "View more posts".
- Student Information:** Includes an "Edit Content" link and the Texas College logo.
- Academic Information:** Features a section for "UNDERGRADUATE" with the following details:
 - Faculty Advisors: Deloise Carr, Mia Ruffin
 - Intended Majors: Criminal Justice

The right sidebar contains an "Advising Checklist" section with the heading "Advising Checklists for All Majors". It includes the text: "Students, below please find your advising checklist. Select your major and download the document. Use this document to check your progress towards graduation." Below this text are links for: Associate of Arts, Biology, Business Administration, Computer Science, Criminal Justice, and English.

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the date and time: 7:55 PM, 4/23/2020.

Step 4: On the left side of the page, scroll to **My Courses** to locate your list of classes and choose a course to visit.

The screenshot shows a web browser window with the URL jicsweb.texascollege.edu/ICS/Students/. The page is divided into several sections:

- Left Sidebar (Quick Links):** Includes Transcripts and Grade Reports, Balance and Billing Statement, Student Forms and Applications, Student Loan Information, 1098-T 2019 Long Form, 1098-T 2018 Long Form, Financial Aid, Quick Links, My Pages, My Courses (highlighted with a red arrow), Student Learning Center, TC Library, and Texas College Student Email.
- Main Content Area:**
 - Updated 2020 Academic Calendar:** A post dated Wednesday, April 22, 2020, at 4:20 PM. It lists key dates: April 27 – May 1 (Final Exams for Spring 2020), April 22 – May 15 (Registration for Online Summer I Classes), May 1 (Last Day to Remove "I" grades for Fall 2019), and May 4 &... (Read more).
 - Student Information:** Features the Texas College logo and a welcome message: "Welcome to Texas College Information Portal". It provides instructions on how to use various portlets to retrieve information, such as course information, transcripts and grade reports, financial aid, and student accounts.
- Right Sidebar:**
 - UNDERGRADUATE:** Lists Faculty Advisors (Deloise Carr, Mia Ruffin) and Intended Majors (Criminal Justice).
 - Advising Checklist:** Includes a link to "Advising Checklists for All Majors" and instructions for students to find their checklist.
 - Major List:** A vertical list of major categories with links: Associate of Arts, Biology, Business Administration, Computer Science, Criminal Justice, English, Liberal Studies, Mathematics, Music, Physical Education, Religion, Social Work, Sociology, and 4-8 Science.

The Windows taskbar at the bottom shows the search bar, task view, and several open applications, with the system clock indicating 7:56 PM on 4/23/2020.

Step 5: On your Welcome Page, locate the link for your **Syllabus** to see course policies and steps for getting started.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Mail - Taylor, Lisa - Outlook; Texas College | Tyler, TX; Main Page | SOCI 0235 01 - Onli...
- Address Bar:** jicsweb.texascollege.edu/ICS/Academics/SOCI/SOCI_0235/2019_SU-SOCI_0235-01/Main_Page.jnz
- Header:** Texas College logo (TYLER 1894 TEXAS) and a search icon.
- Navigation Menu:** HOME, STUDENTS, BUSINESS OFFICE, ADMISSIONS, FACULTY, STUDENT AFFAIRS, ACADEMIC AFFAIRS, TECHNOLOGY HELP, FINANCIAL AID, WRITING CENTER, STEM, MORE ▾
- Mobile Notice:** If you are using a mobile device click [HERE!](#)
- Breadcrumbs:** You are here: [Academics](#) > [Sociology - SOCI](#) > [Online Orientation](#) > [SOCI 0235 01 - Online Orientation](#) > [Main Page](#)
- Page Title:** SOCI 0235 01 - Online Orientation
- Left Sidebar:**
 - Attendance
 - Collaboration
 - Course Information
 - Coursework
 - Gradebook
 - Main Page
 - Syllabus** (highlighted with a red arrow)
 - Quick Links
 - My Pages
 - My Courses
 - Student Learning Center
 - TC Library
 - Texas College Student Email
- Main Content Area:**
 - About This Course**
 - Welcome to Texas College
 - Video: Welcome from Vice President for Academic Affairs
 - Handouts:** There are no Handouts for this set.
 - Bookmarks:** There are no Bookmarks for this set.
 - Calendar:**
 - Manage calendar tags
 - View full calendar
 - June 12 – July 12, 2020
 - No events in this time frame.
 - Announcements:** You have no incoming announcements. [Show All Announcements](#)

- Taskbar:** Windows taskbar with search bar, task view, and various application icons. System tray shows 11:23 AM on 6/12/2020.

Step 6: Click on the Coursework link to see assignments and deadlines.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Mail - Taylor, Lisa - Outlook; Texas College | Tyler, TX; Main Page | SOCI 0235 01 - Onlin...
- Address Bar:** jicsweb.texascollege.edu/ICS/Academics/SOCI/SOCI_0235/2019_SU-SOCI_0235-01/Main_Page.jnz
- Header:** Texas College logo (1894 TEXAS) and a search icon.
- Navigation Bar:** HOME, STUDENTS, BUSINESS OFFICE, ADMISSIONS, FACULTY, STUDENT AFFAIRS, ACADEMIC AFFAIRS, TECHNOLOGY HELP, FINANCIAL AID, WRITING CENTER, STEM, MORE.
- Mobile Notice:** If you are using a mobile device click [HERE!](#)
- Breadcrumbs:** You are here: Academics > Sociology - SOCI > Online Orientation > SOCI 0235 01 - Online Orientation > Main Page
- Course Title:** SOCI 0235 01 - Online Orientation
- Left Sidebar:** Attendance, Collaboration, Course Information, **Coursework** (highlighted with a red arrow), Gradebook, Main Page, Syllabus, Quick Links (My Pages, My Courses, Student Learning Center, TC Library, Texas College Student Email).
- Main Content Area:** About This Course, Welcome to Texas College, and a video titled "Welcome from Vice President for Academic Affairs".
- Right Sidebar:** Handouts (None), Bookmarks (None), Calendar (June 12 - July 12, 2020), Announcements (None).
- Taskbar:** Windows taskbar with search, task view, and various application icons. System tray shows 11:23 AM on 6/12/2020.

Step 7: Use the **Collaboration** link to access the discussion forum.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Mail - Taylor, Lisa - Outlook; Texas College | Tyler, TX; Collaboration | SOCI 0235 01 - O
- Address Bar:** jicsweb.texascollege.edu/ICS/Academics/SOCI/SOCI_0235/2019_SU-SOCI_0235-01/Collaboration.jnz
- Header:** Texas College logo, search icon, and user profile picture.
- Navigation Bar:** HOME, STUDENTS, BUSINESS OFFICE, ADMISSIONS, FACULTY, STUDENT AFFAIRS, ACADEMIC AFFAIRS, TECHNOLOGY HELP, FINANCIAL AID, WRITING CENTER, STEM, MORE
- Mobile Notice:** If you are using a mobile device click [HERE!](#)
- Breadcrumbs:** You are here: [Academics](#) > [Sociology - SOCI](#) > [Online Orientation](#) > [SOCI 0235 01 - Online Orientation](#) > [Collaboration](#)
- Page Title:** SOCI 0235 01 - Online Orientation
- Left Sidebar:**
 - Attendance
 - Collaboration (highlighted with a red arrow)
 - Course Information
 - Coursework
 - Gradebook
 - Main Page
 - Syllabus
 - Quick Links
 - My Pages
 - My Courses
 - Student Learning Center
 - TC Library
 - Texas College Student Email
- Main Content Area:**
 - Collaboration:** Forums section with a "Recent posts" box containing the text "There are no recent posts in this forum." and links for [Forum home](#) and [User list](#).
 - Coursemates:** "There are 1 members of this Course (1 Faculty)." with a [Go to Main Screen](#) link.
 - Chat:** A chat window showing "Chat was created" and "Lisa Taylor joined session" at 6/12/20 11:24:18 AM. A "USERS" list on the right shows "Lisa Taylor".

Step 8: Use the **Course Information** link to locate additional information for contacting your professor.

The screenshot shows a web browser window with the URL jicsweb.texascollege.edu/ICS/Academics/SOCI/SOCI_0235/2019_SU-SOCI_0235-01/Course_Information.jnz. The page features a dark purple header with the Texas College logo and a navigation menu with links: HOME, STUDENTS, BUSINESS OFFICE, ADMISSIONS, FACULTY, STUDENT AFFAIRS, ACADEMIC AFFAIRS, TECHNOLOGY HELP, FINANCIAL AID, WRITING CENTER, STEM, and MORE. A search bar and user profile picture are also visible in the header.

Below the navigation menu, there is a message: "If you are using a mobile device click [HERE!](#)". The breadcrumb trail reads: "You are here: [Academics](#) > [Sociology - SOCI](#) > [Online Orientation](#) > [SOCI 0235 01 - Online Orientation](#) > [Course Information](#)".

The main content area is titled "Course Information" and includes a "Current view: Faculty" dropdown menu. The left sidebar contains a list of links: Attendance, Collaboration, **Course Information** (highlighted with a red arrow), Coursework, Gradebook, Main Page, Syllabus, Add a Page, Course Manager, Usage Statistics, and Copy Courses. Below these are "Quick Links" for My Pages, My Courses, Student Learning Center, TC Library, and Texas College Student Email.

The main content area displays "Online Orientation (SOCI 0235)" for the "Term: 2019-2020 Summer". Under the "Faculty" section, a profile for Lisa Taylor is shown with her email taylor@texascollege.edu. The "Description" section is partially visible, starting with "Online Orientation".

The Windows taskbar at the bottom shows several open applications: Word (Syllabus Contract...docx), Word (EDUC 4359 Sylla...docx), and PDF Reader (Reading Rate Chart.pdf). The system tray shows the time as 12:41 PM on 6/12/2020.