

How to Navigate the PCI Student Portal

A Tutorial for students in

MA 175

Medical Assisting Externship

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Start at: www.portal.pcittraining.edu

Pinnacle Career Institute

[My Home Page](#)

[Online Library](#)

Launch the CampusVue Portal

[Student Portal Homepage](#)
Current Student Login Here

[Faculty Portal Homepage](#)
Faculty Login Here

Log in with your user name and password



Pinnacle Career Institute



Login

Required Field*

Please Login

Username*

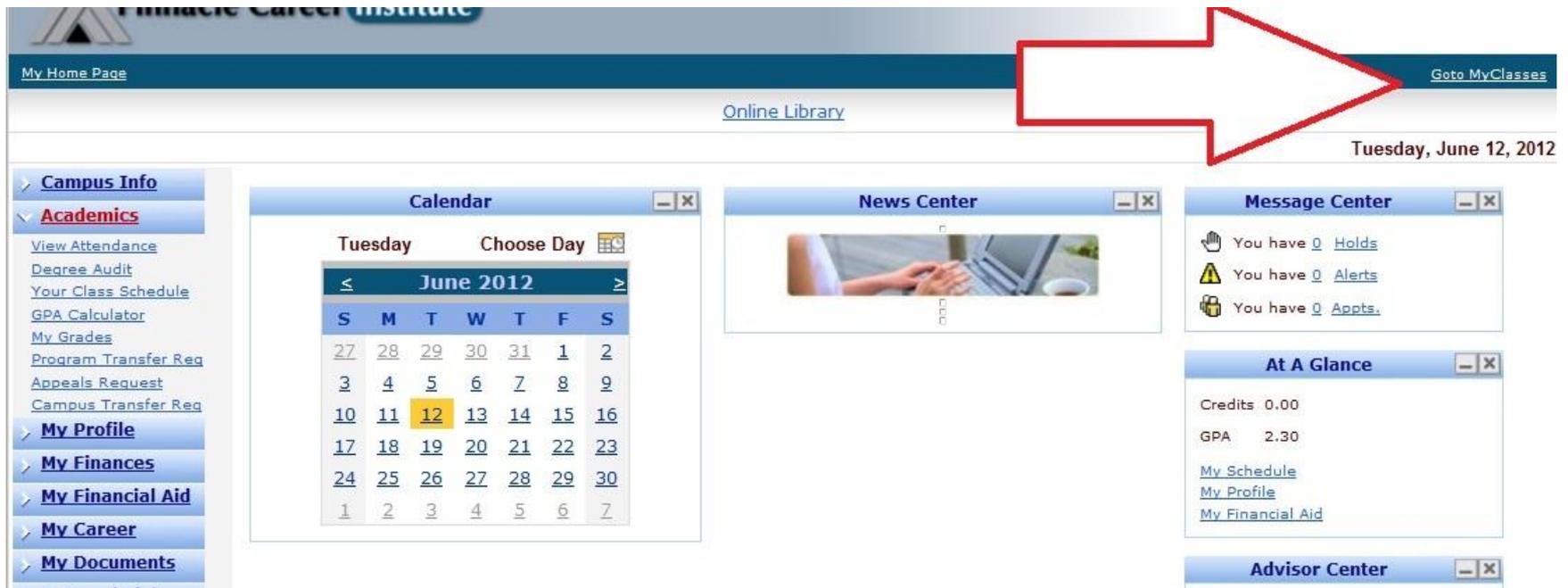
Password*

Password is case sensitive

[Create a New Account](#)

[Forgot your password?](#)

Click on 'Goto My Classes' link in upper right corner of the home page



The screenshot shows a student portal interface. At the top, there is a dark blue navigation bar with the text "My Home Page" on the left and "Goto MyClasses" on the right. A large red arrow points from the center of the page towards the "Goto MyClasses" link. Below the navigation bar, there is a white area with "Online Library" in the center and "Tuesday, June 12, 2012" on the right. On the left side, there is a vertical menu with categories: "Campus Info", "Academics", "My Profile", "My Finances", "My Financial Aid", "My Career", and "My Documents". The "Academics" category is expanded, showing links like "View Attendance", "Degree Audit", "Your Class Schedule", "GPA Calculator", "My Grades", "Program Transfer Req", "Appeals Request", and "Campus Transfer Req". The main content area features several widgets: a "Calendar" widget showing a calendar for June 2012 with the 12th highlighted; a "News Center" widget with a photo of hands on a laptop; a "Message Center" widget showing "You have 0 Holds", "You have 0 Alerts", and "You have 0 Appts."; an "At A Glance" widget displaying "Credits 0.00" and "GPA 2.30" with links to "My Schedule", "My Profile", and "My Financial Aid"; and an "Advisor Center" widget at the bottom.

My Home Page Goto MyClasses

[Online Library](#)

Tuesday, June 12, 2012

- › **Campus Info**
- ▼ **Academics**
 - [View Attendance](#)
 - [Degree Audit](#)
 - [Your Class Schedule](#)
 - [GPA Calculator](#)
 - [My Grades](#)
 - [Program Transfer Req](#)
 - [Appeals Request](#)
 - [Campus Transfer Req](#)
- › **My Profile**
- › **My Finances**
- › **My Financial Aid**
- › **My Career**
- › **My Documents**

Calendar

Tuesday Choose Day

June 2012						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

News Center



Message Center

- You have 0 [Holds](#)
- You have 0 [Alerts](#)
- You have 0 [Appts.](#)

At A Glance

Credits 0.00

GPA 2.30

- [My Schedule](#)
- [My Profile](#)
- [My Financial Aid](#)

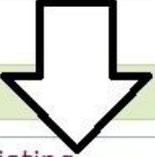
Advisor Center

Next, Click on your Class Name

 English (en) Tuesday June 12, 2012 

Main Menu 
 Site news

CampusLink Admin 
Configuration
Campus Management Corp.

My courses 

MA175A - Medical Assisting
Externship - S1 (6/11/12 Boyle)
Teacher: Erica Boyle

Search courses:

Welcome to the Online Classroom!
Need Help? [Online Help Desk.](#)

* Call for tech support
24/7 at 866-630-1826

[Take a tour of the Online Classroom](#)

[Visit the Bookstore](#)



Click to view your Forum Question

PCI ► MA175A.6.11.12.S1

Upcoming Events

There are no upcoming events

[Go to calendar...](#)
[New Event...](#)

Course Menu

- [Outline](#)
- [Calendar](#)
- [Gradebook](#)
- [Resources](#)
- [Forums](#)
- [Assignments](#)
- [Participants](#)

Weekly outline

MA175 Medical Assisting Externship

Description Syllabus Academic Policies & Procedures Learning Resources

In the medical assistant externship, students develop the knowledge and skills required to successfully perform as an entry-level medical-assisting professional in a variety of medical settings. Emphasis is placed on skill-competency review under professional supervision over an eight-week period. Students are required to participate in one credit-hour worth of clinical-skills review, demonstrate the competencies outlined in the program and submit weekly narratives in association with this course. Students learn to be proactive and think critically while demonstrating a holistic approach to compassionate patient care.



A red arrow points to the 'Forums' link in the Course Menu.

The Forum

PCI ► MA175A.6.11.12.S1 ► Forums



Search forums

[Subscribe to all forum](#)
[Unsubscribe from all forum](#)

General forums

Forum	Description	Discussions	Subscribed
Announcements	General News and Announcements	0	Yes

Learning forums

Week	Forum	Description	Discussions	Subscribed
1	Introductions Forum	Introductions Forum Each week this course will feature various topics for discussion. The question presented each week in the forum will be generated from the week's material, but your response should be based mostly on personal material.	1	<input type="checkbox"/> No

Find the week of the Mod you are in and click to see the Forum questions

PCI ► MA175A.6.11.12.S1 ► Forums



Search forums

[Subscribe to all forum](#)
[Unsubscribe from all forum](#)

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Read Question & Hit Reply

PCI ▶ MA175A.6.11.12.S1 ▶ Forums ▶ Introductions Forum ▶ Introduction



Display replies in nested form



Introduction

by Erica Boyle - Sunday, 10 June 2012, 04:48 PM

Hi Class,
Here is a short video about me http://goanimate.com/videos/0B-UN4Gq6mec?utm_source=linkshare.
Please introduce yourself and provide something interesting!



Re: Introduction

by Terri Ramon - Monday, 11 June 2012, 05:14 PM

Remember there are 2 parts to the Form each week

- Part 1

- Answer the question

- Part 2

- Reply to another student's post

Now the Journal Part



Click to view your Assignments for the Journal

PCI ► MA175A.6.11.12.S1

Upcoming Events **Weekly outline**

There are no upcoming events

[Go to calendar...](#)
[New Event...](#)

Course Menu

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Click on the week to start

 Jump to...
Tuesday June 12, 2012 

PCI ► MA175A.6.11.12.S1 ► Assignments

Week	Name	Assignment type	Due date	Submitted	Grade
1	Week 1 Journal	Advanced uploading of files	-		-
	Weekly Evaluation Form	Advanced uploading of files	-		-
	Completed Externship Hours	Advanced uploading of files	-		-

Journal help

- Write about your externship
 - Your concerns, your challenges, your praises
- Don't forget to save your document in a place you can easily find like the desktop or on your flash drive

Complete your journal assignment as a word doc

PCI ► MA175A.6.11.12.S1 ► Assignments ► Week 1 Journal

Assignment Instructions

How To Submit Your Assignment



Please answer the following questions on the attached exercise. Your response should demonstrate thoughtful consideration of the ideas and concepts that are presented in the course and provide new thoughts and insights relating directly to this topic. Your response should reflect the [PCI Assignment Submission](#) must be submitted as a Word document.

Name: Week 1 Journal

Description: While you are at your externship site and nearing completion of your medical assistant certification, we want you to capture your experience through journaling. Journaling is a simple and effective tool that allows you to develop a greater understanding of who you are, how you came to be the way that you are and what direction you want to head. It connects you to your experiences -- both the simple and the extraordinary. Life is a learning process, but how can we learn if we are disconnected from ourselves? Journaling can guide, inspire and help you grow as a person, both personally and professionally.

Points Possible: 100 points

Upload Your Journal ~ Click Browse

as a person, both personally and professionally.

Points Possible: 100 points

Student Instructions:

You are responsible for writing a daily journal about your experience as a medical assistant student. For this assignment, you may choose to write a traditional journal or a blog or set up a Wikispace page. Regardless of the type of presentation format that you choose, you must meet the minimum content and guideline requirements.

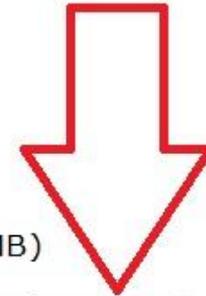
Content Requirements:

Reflect on your experience in the clinical site, and create a daily journal entry. Use the "topics for journaling" for ideas on what you could write about. Write in your journal daily, and save your work without submitting until Sunday.

No files submitted yet

Submission drafts

Upload a file (Max size: 2MB)



Next, click the Upload this file button

Submission drafts

Upload a file (Max size: 2MB)

C:\Users\pcistudent\Desktop\barbara hickman1.doc

Browse...

Upload this file



Due Dates to Remember:

- **Forum Each Week**

- First due Wednesday 11:55pm CST
- Second due Friday 11:55 CST

- **Journal Each Week**

- Due Sunday 11:55 CST

- You must do all 3 each week to pass your externship

Questions??

- Please contact
- tmayo@pcitraining.edu
- eboyle@pcitraining.edu
- Thanks!