LIBRARY SKILLS ASSIGNMENT
STEP 1: Go to Lehigh Carbon Community College’s website located at www.lccc.edu and click on the myLCCC link located in the upper right hand corner of the page.
STEP 2: Enter in your portal username and password and click on the blue login button.
STEP 3: Click on the Connect to Online Courses link located on the left hand side of the page.
STEP 4: Click on the Library Skills Assignment link located under the Your Courses tab. Also be aware of the HELP email and phone number should you encounter any technical issues.
STEP 5: Take note of the LSA deadline highlighted in red on the welcome page. To access the content of the LSA, click on the Timeline tab located on the left hand side of the page.
STEP 6: To open each folder, click on the + sign located to the left of each section heading.
STEP 7: Each folder will contain content for you to read. If there is associated course work pertaining to that folder, it will be located under the folder’s Session Coursework tab.
STEP 8A: Each module contains a video for you to watch and may also contain some reading. Depending on the module, you may also find hyperlinks embedded into the module. These are designed to help you practice the skills being discussed.
STEP 8B: If you prefer to read the content of the module instead of watching the video, a PDF of the content of the video is located under the Session Coursework tab in each module.
STEP 9A: A Module Quiz follows every two modules. To access it, open the folder and click on the quiz link located under Session Coursework.
STEP 9B: Then click on the I Agree to Take this Quiz Now tab.
STEP 10: Each module quiz is multiple choice and is timed. There is a clock that counts down the time located in the right hand corner.
STEP 11: After selecting your answers, click on the green submit tab. You will see your grade for the module quizzes immediately.
STEP 12: The Final Quiz is to be taken after you complete all of the modules. To access it, open the Final Quiz folder and click on the link under Session Coursework.
STEP 13: And then click on the I Agree to Take the Exam Now button.
STEP 14: In this exam, you will be asked to answer some questions. To enter in your answer, click on the Edit Answer button. DO NOT UPLOAD ANY DOCUMENTS AS THEY WILL NOT BE RECEIVED BY THE GRADING LIBRARIAN.
STEP 15: A new box opens and you will be able to enter in your answer for that question. Be sure the corresponding circle gets filled in to ensure that WebStudy has recorded your answer.
STEP 16: Once you enter in all your answers, click on the green Finish button. Your answer will be sent to a librarian for grading. Be sure to look at the librarian’s feedback as it will explain any lost points.
If you need additional assistance, please do not hesitate to contact the library for assistance!

**Main Campus - Rothrock Library**

Rothrock Library
4750 Orchard Road
Schnecksville, PA 18078
610-799-1150
[rothrock@lccc.edu](mailto:rothrock@lccc.edu)

**LCCC Allentown**

610-799-1202

**LCCC Jim Thorpe**

610-799-1150

**LCCC Tamaqua**

570-225-7026