

Welcome to SPC Blackboard Online

The following tutorial shows the basic features of Blackboard in particular, **viewing courses, assignments, grades and the Digital Dropbox** feature.

After logging on, your homepage should have a list of courses that you are currently enrolled in.

Note: Not all professors uses BlackBoard for their courses so not all of them will be listed in Blackboard.

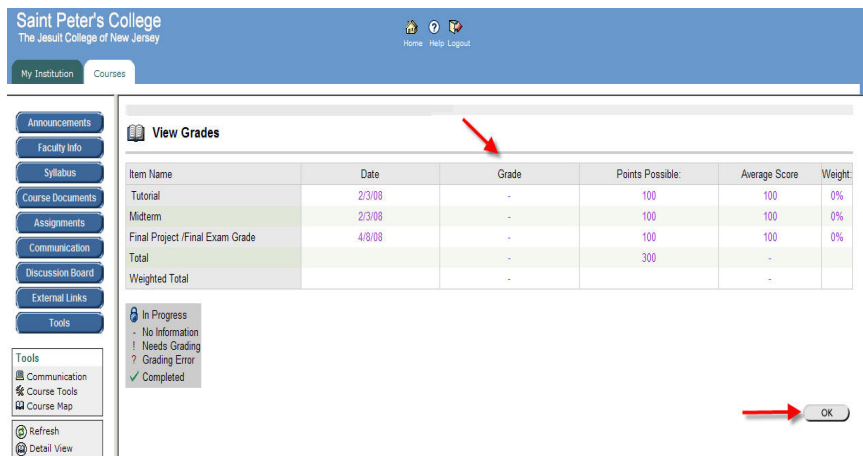
When you click on a course, you will get to the Course Main page shown below. The Course Tools menu is pointed out below, click on this link to access basic functions for each Blackboard course.



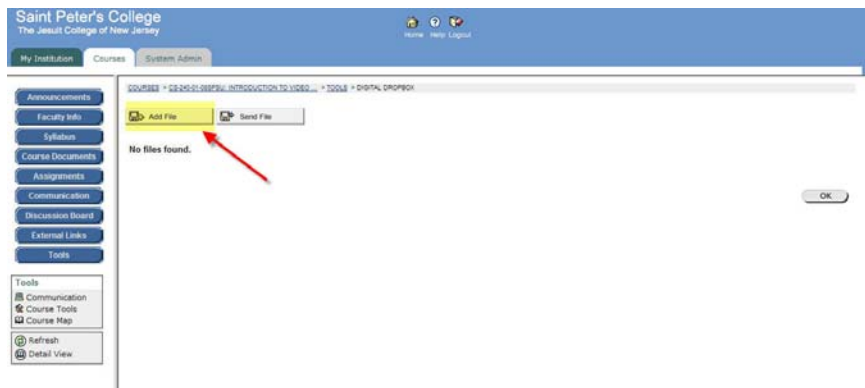
Next is the actual Course Tools Menu as shown below. From here you can select to **view your grades** and **Digital Dropbox**, which is a way of sending your work files to your instructor. Your homework assignments can also be seen from Blackboard by clicking the **Assignments** button on the side menu.



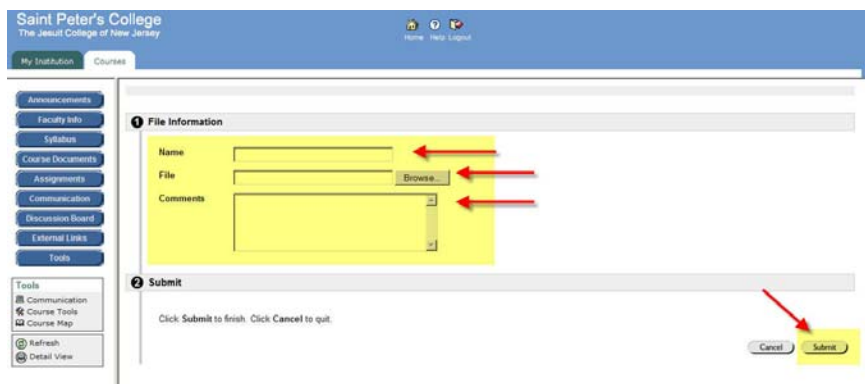
Clicking on the **Grades** link will lead to the page shown below. This displays grades for all current assignments, quizzes, and tests that are given in the course. Clicking OK brings you back to the Course Tools menu.



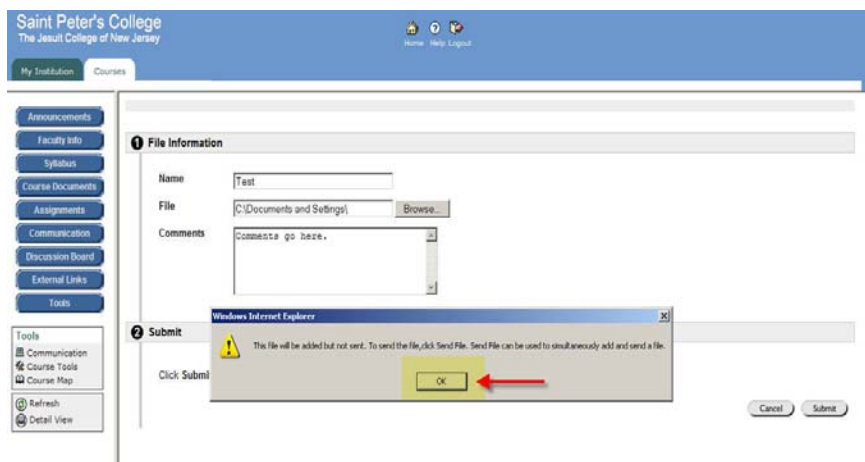
The **Digital Dropbox** lets you send homework or other files to your instructor. Once you click on the Digital Dropbox link from the Course tools menu, the screen below is displayed. To add a file to send click the Add File button as shown below.



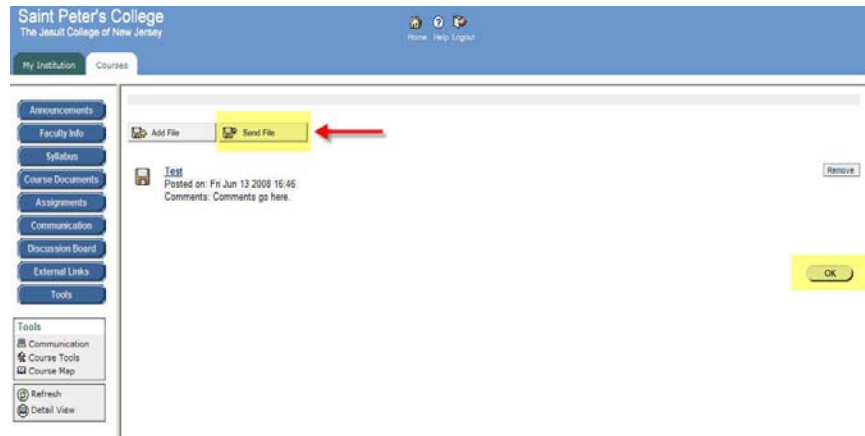
After clicking the Add File button, you will be asked to name your file and look for the file you want to attach by clicking the Browse button. You can also leave a comment for your instructor to read. Then click the Submit button to finalize the attachment.



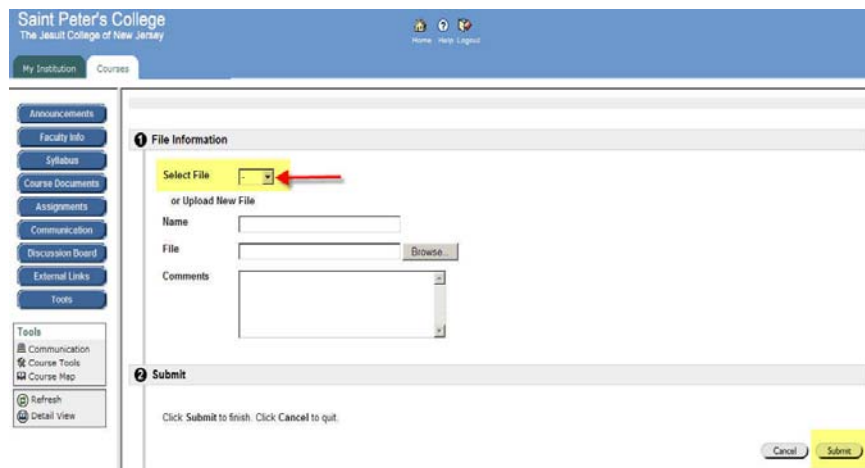
There will be a warning telling you that the file is not yet sent, click OK to proceed.



To actually send the file, click the Send File button in the Digital Dropbox page.



From here you can either select a file you have already prepared OR you can upload a new file to send right away. Once you have selected the file or filled out the appropriate fields, click Submit to send the file to your instructor.



Clicking on the Assignments button on the side menu will bring up the page with current and past assignments and documents.

