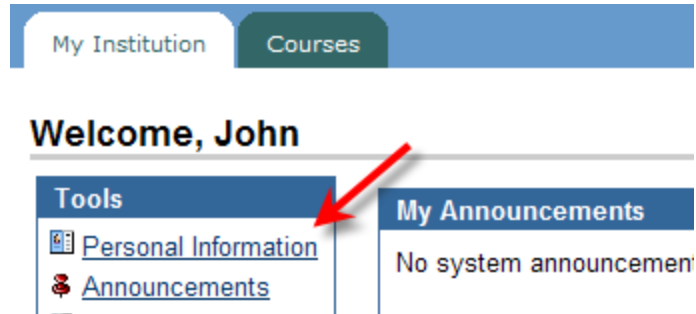
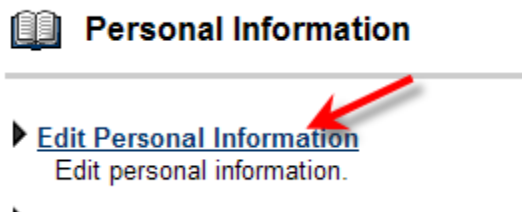


How to Use SPC BlackBoard Online

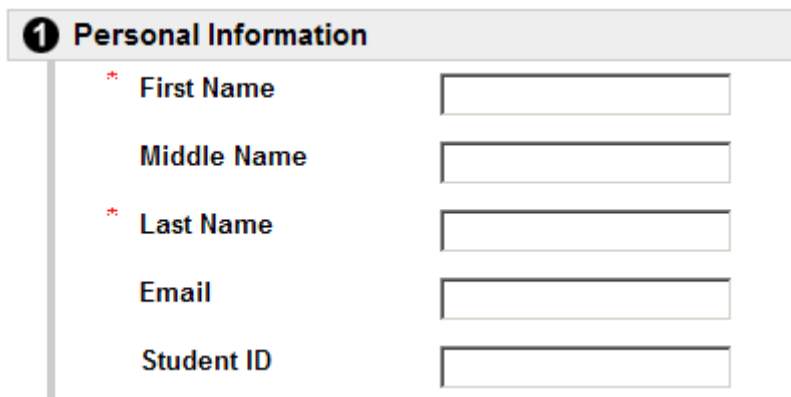
1.) Click on Personal Information.



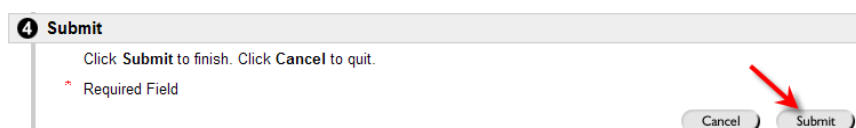
2.) Click on **Edit Personal Information**.



3.) Enter your first name, last name and email.

A screenshot of the 'Personal Information' form. The form has a header with a circled '1' and the text 'Personal Information'. Below the header, there are five input fields. The first field is labeled 'First Name' with a red asterisk. The second field is labeled 'Middle Name'. The third field is labeled 'Last Name' with a red asterisk. The fourth field is labeled 'Email'. The fifth field is labeled 'Student ID'.

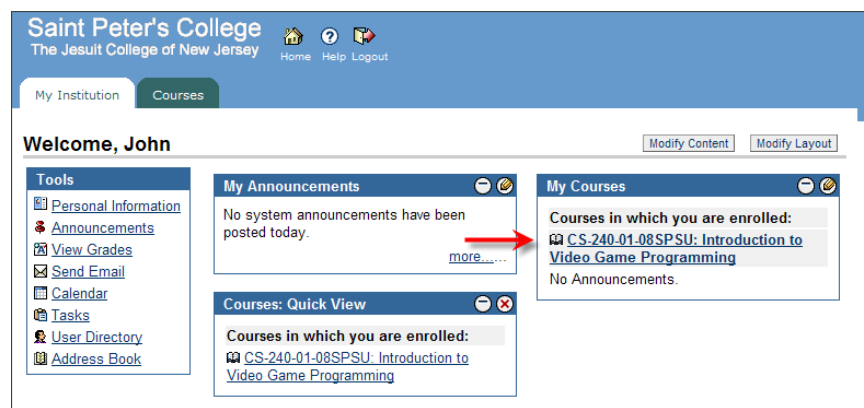
4.) Click **Submit** at the bottom right of the page when you are done.



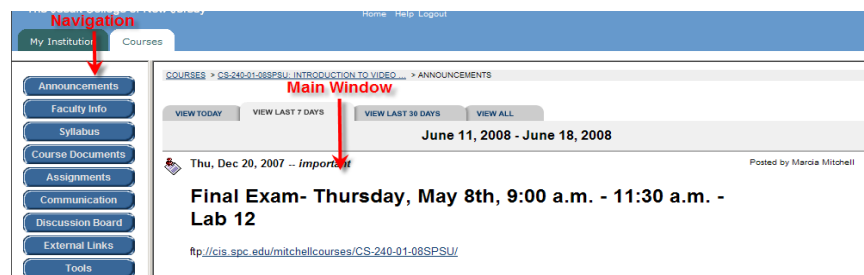
5.) Click the **My Institution** tab at the top left of the page.



6.) On the right of the screen, there is a box titled **My Courses**. All your current courses will be listed here. Click on the course you want to access.



7.) The left side of the screen is the **Navigation**. Each item in the navigation will open the material in the **Main Window** on the right side of the screen.



8.) Navigation



- A. **Announcements** – Most professors use this section to inform students of unexpected occurrences, such as test postponement or the professor’s absence.
- B. **Faculty Info** – This section usually has simple information about the professor such as a contact number, office hours, and their email address.
- C. **Syllabus** – Contains the course syllabus.
- D. **Course Documents** – This section usually has required reading for the course or instructions for a class event.
- E. **Assignments** – This section contains your assignments.
- F. **Communication** – This section can be used to send a quick email to the professor and/or other classmates. (It is not recommended to use this because the professor might not have entered their information on their personal page.)
- G. **Discussion Board** – This section is a forums page. Only the professor can create a topic and the students can post any related content.
- H. **External Links** – This section usually has links to other websites that have course related content.
- I. **Tools** – The two most useful tools in this section is the **Digital Dropbox** and **My Grades**. The **Digital Dropbox** is used to send files to the professor without using your SPC email. (Most professors do not use the Digital Dropbox. Only use it if the professor tells you to.) **My Grades** will give you a detailed look at all of your grades.