

# MyCourses Quick Guide for Students



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# MyCourses Quick Guide for Students

MyCourses is the learning management system used at St. Petersburg College to help facilitate all online and hybrid/blended courses as well as the college's web-enhanced courses offered in a face-to-face environment. MyCourses is a convenient online system that provides students with many opportunities to interact with course materials as well as communicate with instructors and classmates from any device that has an Internet connection, including iPads and Android tablets.

To access MyCourses, go to <http://www.spcollege.edu/> and use your student email address and password to login. Then click the MyCourses tile to enter the learning system. You can then search for your courses and pin them to your homepage. A calendar with important college dates as well as college news will appear to the right along with one-click access to reach and chat with St. Petersburg College's Technical Support Desk.

Once you have logged into MyCourses, click on any course to be taken to the homepage for that course. Courses may vary depending on the instructor as well as the material being presented, but most courses share common components.

To return to the MyCourses homepage, click on the **MyCourses Logo** located at the top left corner of the screen along the left hand side.

The course navigation bar, appearing along the top right of the course homepage, consists of **Course Home**, **Calendar**, **Course Content**, **Communicate** (email), **Reports** (user progress), **Submission Review** (quizzes, discussions, dropboxes) **Grades**, **Online Help**.

The screenshot displays the MyCourses interface for a 'Sample Course'. At the top left, the 'myCourses' logo is highlighted with a yellow box. To its right, the text 'Sample Course' is visible. The top right corner contains several icons: a grid, an envelope, a speech bubble, a bell, a person icon labeled 'Jo Titan', and a gear. Below these, a navigation bar is highlighted with a yellow box, containing links for 'Course Home', 'Calendar', 'Course Content', 'Communicate' (with a dropdown arrow), 'Reports' (with a dropdown arrow), 'Submission Review' (with a dropdown arrow), and 'Grades'. The main content area features a large banner image of two scientists in lab coats working in a laboratory, with the text 'Sample Course' overlaid. Below the banner, there is a 'Student Tools' section with buttons for 'Display Grade', 'About your Faculty & Advisor', 'Create Profile', and 'Email Faculty'. Underneath this is a field labeled 'Authorized User:'. To the left, a 'News' section shows a 'Notification Test' posted on April 10, 2018. To the right, a 'Calendar' section shows the date 'Wednesday, May 30, 2018' and a section for 'Upcoming events'.

# Staying Informed

Staying up to date in your courses is very important. This section will discuss some of the commonly used tools for staying current on events happening in each of your courses. Remember to always communicate regularly with your instructors should you have a question or concern about a specific course.

## Email

Course email is an important tool for communicating with both your instructor as well as your classmates in MyCourses. Remember that the course email is internal to MyCourses and will not connect your SPC email account or any other external email account (i.e. Gmail, Hotmail, Outlook, etc.).

### To Send an Email to the Instructor or a Classmate

1. Click on **Communicate** from the Navigation Menu.
2. Click the **Email** link.
3. Click **Compose**.
4. Click **Address Book**.
5. Select the course from the **Filter By** dropdown box.
6. Check the box next to the person's name.
7. Click **To**.
8. Click **Add Recipients**.
9. Type a subject line.
10. Type your email message.
11. Click **Send**.

### To Email the Entire Class

1. Click on **Communicate** from the Navigation Menu.
2. Click the **Classlist** link.
3. Click **Email Classlist**.
4. Click **Send Email**.
5. Type a subject line.
6. Type your email message.
7. Click **Send**.

### To Send an Email to the Instructor via Email Instructor

1. Click on the **Course Home** tab on the Navigation menu.
2. Locate the **Student Tools** Widget.
3. Click on the **Email Faculty** page.
4. Click on the **email button** of the faculty member you would like to email.
5. The **Compose New Message** window will appear with the instructor's email addresses in the TO area.
6. Type in your subject. **NOTE** – Please do not delete the text in-between the brackets ([ ]). This information helps determine where the message originated.
7. Type in your message in the Body of the email.
8. Click the **Send** button.

## Calendar

### To Access the Calendar

The Calendar tool in MyCourses is a great way to stay current on approaching assignment due dates and activities within the course.

1. Click on **Calendar** from the Navigation Menu.
2. The calendar for the course will appear on the page below the navigation bar.

## Completing Your Assignments

While your instructor may use a variety of tools to assess your understanding of course materials that have been presented, you will notice trends across the courses in which you enroll. This section will demonstrate the steps for using some of the more common assessment tools in MyCourses.

### Course Content

The Course Content area of the course will contain materials as well as assignments for the course. It is very important that you access the Course Content area of the course often and read the information presented carefully.

### To Access Course Content

1. Click on **Course Content** from the Navigation Menu.

## Dropboxes

The Dropbox tool is used to electronically submit your assignments to your instructor.

### To Access a Dropbox

1. Click on **Course Content** from the Navigation Menu.
2. Locate and click the Dropbox to which you want to submit.
3. Carefully read the **Instructions** for the Dropbox.
4. Click the **Upload** button below the Dropbox instructions.
5. Locate and select the appropriate assignment document on your computer.
6. The file will appear directly under the upload button.  
**NOTE:** You may attach more than one file at a time by selecting multiple files.
7. Click the **Submit to Dropbox** button.

### To Review a Dropbox Submission

1. Click on **Course Content** from the Navigation Menu.
2. Locate and click the Dropbox you would like to review.
3. The **Dropbox Summary** will appear which includes any submitted files, time and date the submission was made, instructor feedback, and grade if the submission has been scored.

## Discussions

The discussion tool is most commonly used to create discussion topics in the course, allowing you the opportunity to interact with your instructor and other students in the course.

### To Start a New Thread on a Discussion Topic

1. Click on **Course Content** from the Navigation Menu.
2. Locate and click the discussion topic to which you would like to post.
3. Carefully read the **Instructions** for the discussion topic.
4. Click on **Start a New Thread**.
5. Enter a **Subject** and **Message** into the appropriate fields.
6. Click **Post**.

### To Reply to a Classmate's Discussion Topic Thread

1. Click on the title of the thread to which you would like to respond.
2. Click **Reply to Thread**.
3. To include the original post in your reply, click **Add original post text**.
4. Click **Post**.

## Quizzes

Quizzes are used to assess your progress in the course using a variety of available question types and formats.

### To Access a Quiz

1. Click on **Course Content** from the Navigation Menu.
2. Locate and click the quiz to which you would like to submit.
3. Carefully read the instructions for the quiz.
4. Click **Start Quiz**.
5. Carefully read and select the correct answer for each question.
6. Once you have completed the quiz, click **Go to Submit Quiz**.

### To Review a Quiz Attempt

1. Click on **Submission Reviews** from the Navigation Menu.
2. Click the **Quizzes** link.
3. Click on the dropdown arrow to the right of the quiz you would like to review.
4. Click on the **Submissions** option from the dropdown menu.
5. Click on the link for the specific attempt you would like to review.

**NOTE:** The amount of details available to review may vary from course to course depending on the settings that have been chosen by the instructor.

## Checking Your Progress

Checking your progress often in a course is a great way to stay up to date about where you stand academically. It is important to check progress frequently throughout the duration of your course.

## Grades

Under Reports, check your grades for individual assignments as well as your current overall progress within the course.

### To Access Your Grades

1. Click the **Grades** link.

## Finding Help

These resources are available to provide you with assistance while you are enrolled at SPC.

**Academic Calendar:** <https://go.spcollege.edu/calendar/>

The Academic Calendar provides you with important dates at the college, including semester registration dates, course start dates, and college closings.

**Accessibility Services:** <https://go.spcollege.edu/accessibility/>

The Disability Resources Office provides assistance and information to those students that qualify. View their website for more details.

**Learning Centers:** <https://go.spcollege.edu/tutoring/>

Learning Centers are located on each of SPC's seven campuses and provide students with access to free tutoring. Check out their website for hours and additional information.

**Libraries:** <https://go.spcollege.edu/Libraries/>

Libraries are located on each of SPC's seven campuses and provide students with access to knowledgeable staff, computers, thousands of digital and hard copy resources, and a place to study between classes or on the weekend.

**SPC Computer Labs:** <https://go.spcollege.edu/computerlabs/>

The Computer Labs at SPC are located on each of the seven campuses. They offer students free tutoring, access to computers with special software to complete assignments, help with papers, and a place to study. Check out their website for the hours at each campus.



**Student Services:** <https://go.spcollege.edu/services/>

The Student Services website provides students with links to many SPC resources including financial aid, registration, testing, tutoring, and much more.

**Technical Support Desk:** <https://web.spcollege.edu/helpdesk/>

The Technical Support Desk is available by phone, email, or live chat from 7:00 a.m. until Midnight each day.

**NOTE:** The Technical Support Desk is closed on Easter, July 4<sup>th</sup>, Christmas Day, and New Year's Day.

**Veterans Services:** <https://go.spcollege.edu/Veterans/>

The Veterans Services Office is available to assist veterans, eligible dependents, active duty servicepersons, and members of the Selected Reserve. Check out their website for additional information including contact numbers and hours.