

 Syllabus Bookmarks Course Schedule

Table of Contents	33
01 - How do I get to MyCourses?	4
02 - What's on the main MyCourses site homepage?	2
03 - What's on a typical course homepage?	2
04 - How do I set up notifications?	4
05 - What's on a course content module page?	2
06 - How do I email my instructor?	2
07 - How do I post to a discussion?	5
08 - How do I submit a paper to a dropbox?	3
09 - How do I review my submissions?	4

10 - How do I check my grades?	2
11 - How do I support my own success?	
Special Topic: Zoom Webinar	3

Syllabus



Introduction to MyCourses

Course Syllabus
Revised 06/26/2018

How to Succeed

The information on the How to Be A Successful Student page applies to all courses at St. Petersburg College. Be sure to familiarize yourself with its contents.

Course Description

This course is designed to assist new students with adjusting to the learning management system, MyCourses. The course provides a general overview of features available, including how to get to MyCourses; navigating the MyCourses homepage; identifying features of the MyCourses homepage; how to customize MyCourses; the Course Content page of MyCourses; how to use the MyCourses Email feature; how to post to a Discussion area; how to submit to a Dropbox; how to review submissions; how to check your grades; and how to be successful. Students are required to complete this course as part of SSC 1101: Smart Start Class and Orientation.

Course Goals

Upon completion of the Introduction to MyCourses, students should be able to:

1. Access MyCourses
2. Navigate a MyCourses homepage
3. Explore a typical course homepage
4. Customize their MyCourses experience
5. Navigate a Course Content page
6. Use the MyCourses Email system
7. Post to a MyCourses Discussion area
8. Submit an assignment to a Dropbox
9. Review course submissions
10. Check their current grade
11. Find resources that support their success

Course Objectives

Module 1: How do I get to MyCourses

- Access MyCourses from the SPC Homepage
- Submit a quiz

Module 2: What's on the main MyCourses site homepage?

- Identify tools/features available on the MyCourses homepage
- Submit a quiz

Module 3: What's on a typical course homepage?

- Identify tools/features available from a course homepage
- Submit a quiz

Module 4: How do I customize my MyCourses experience?

- Identify how to use the MyCourses notification settings
- Submit a quiz

Module 5: What's on a course content module page?

- Identify tools/features available from a course content module page

- Submit a quiz

Module 6: How do I email my instructor?

- Identify the features and functions of the MyCourses email system
- Submit a quiz

Module 7: How do I post to a discussion?

- Post to a discussion, read others' posts, and reply
- Submit a quiz

Module 8: How do I submit a paper to a dropbox?

- Identify the process of using a dropbox
- Submit a quiz

Module 9: How do I review my submissions?

- Locate where to review a quiz and a dropbox submission
- Submit a quiz

Module 10: How do I check my grades?

- Identify your grade and progress in MyCourses
- Submit a quiz

Module 11: How do I support my own success?

- Identify appropriate resources available to help students support their success.

How to successfully complete this course

To successfully complete this course and receive your certificate of completion, you must complete each module quiz with a score of 80% or higher.

Learner Support

- Accessibility: go.spcollege.edu/dr

- Academic Support Services: go.spcollege.edu/support
- On-Campus Support: go.spcollege.edu/tutoring/#tab=2
- Online Support: go.spcollege.edu/tutoring/#tab=3
- Student Services and Resources: go.spcollege.edu/services
- Technical Support: webapps.spcollege.edu/helpdesk/

Assignments

The course layout is based on completion of 11 modules within the given time-frame.

Module	Assignment
Module 1: How do I get to MyCourses?	How do I get to MyCourses? Quiz
Module 2: What's on the main MyCourses site homepage?	What's on the MyCourses homepage? Quiz
Module 3: What's on a typical course homepage?	What's on a course homepage? Quiz
Module 4: How do I customize my MyCourses experience?	How do I customize my MyCourses experience? Quiz
Module 5: What's on a course content module page?	What's on a course content module page? Quiz
Module 6: How do I email my instructor?	How do I email my instructor? Quiz
Module 7: How do I post to a discussion?	How do I post to a discussion? Quiz

Module 8: How do I submit a paper to a dropbox?	How do I submit a paper to a dropbox? Quiz
Module 9: How do I review my submissions?	How do I review my submissions? Quiz
Module 10: How do I check my grades?	How do I check my grades? Quiz
Module 11: How do I support my own success?	None

Academic Honesty:

<http://go.spcollege.edu/academichonesty/>

Accessibility of Technologies:

MyCourses (Brightspace by D2L) Accessibility

Statement: www.brightspace.com/about/accessibility

Privacy:

MyCourses (Brightspace by D2L) Privacy Statement: www.brightspace.com/legal/privacy