

Springboard! Guide for Students

Springboard! is a web-based course management system used by The University of Akron (UA). For your purposes as a high school student you will use Springboard! to take UA exams.

This guide provides all the information you will need in order to take your test online.

Steps for logging into Springboard!

1. Open up an internet browser (i.e., Internet Explorer, Firefox, Safari).
2. Go to <http://springboard.uakron.edu>
3. Log in using the ID and password that you teacher has provided to you.
4. Click on the Login button on the left side of the screen.

How do I locate the correct course?

Once you have successfully accessed the Springboard! "My Home" page by following the steps above look for the blue box labeled **My Courses** in the middle of the screen. Below the **My Courses** tab will be the course that are registered for.

How do I access the test?

Use the navigational tool bar along the top of your course homepage. The links located on this tool bar allow you to access materials within your course.

Click on: **Quizzes** to take your test.

From the main quiz list:

1. Click on the quiz that you would like to take. (Tests will be numbered)
2. If prompted please enter the test password that was provided to your instructor.
3. Read the instructions and details for the quiz, and click the start quiz link.
4. Tests will be locked until the identified test-week.
5. Once you begin your timed test you must complete it. You cannot stop and start
6. Pay attention to the time! Instructors will time exams.

How do I check my grades?

1. Log-in with your username and password and click on the course that you are enrolled in.
2. Once you are logged in click the **GRADES** tab at the top of the page. You will be able to see your grades for the entire semester.

Some helpful Tips for using Springboard!

- The browser 'Back' button does not work well in the Springboard! environment. Get in the habit of using the links located on the navigational tool bar to move around inside your course.
- When exiting your Springboard! course, be sure to click on the Logout link AND close the browser window. This is especially important if you are using a computer in a public lab.
- **Mac users:** Make sure you are using the most current version of either Safari or Firefox.

Academic Integrity

- Do not let other students in your class diminish the value of your achievement by copying your work.
- In examinations, do not allow your neighbors to see what you have typed; you are the only one who should receive credit for what you know.
- If another webpage is up on the computer or you are caught cheating you will not be permitted to finish the test, take the remaining tests, or access credit through The University of Akron.