Online Platforms Navigation

The USC Summer Programs office is available to assist and support you during the program. Below are helpful links and resources to support you in your online course.

**USC Summer Programs Support**

For all questions other than issues related to login information (username and password), please [complete this form](#) to contact support.

**Login Shortcuts**

You may find shortcuts for accessing online platform resources in the chart below. In-depth information on how to access each platform may be found in each section.

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<tr>
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**How to Access USC Resources From Your Personal Computer**

Accessing many USC resources including Blackboard and Zoom while in various regions, including the Asia Pacific region, requires a Virtual Private Network (VPN) connection. For instructions on how to set up your USC VPN, please visit [https://itservices.usc.edu/vpn/](https://itservices.usc.edu/vpn/) or see the following installation instructions:

- [Installation Instructions for Mac](#)
- [Installation Instructions for Windows](#)

**How to Access your myUSC Portal (4 Week Credit Students Only)**

Your myUSC Portal is a hub that includes links to important sites you will be using. Your myUSC portal will also have links to Blackboard, Gmail, schedule, etc.

**Note:** 2 Week Non-Credit Students do not have access to myUSC Portal and Gmail.

Follow the steps below to access your myUSC Portal:

1. Visit [my.usc.edu](#)
2. Click the login bar
3. Enter your USC NetID and your password
4. Click the Login button
How to Access your Email (2 Week Non-Credit Students Only)

Follow the steps below to access your USC email

1. Visit www.usc.edu/office365
2. Enter your USC NetID and password
3. You will be redirected to your USC email

Note: 4 Week Credit Students you may access your email through the myUSC Portal.

Blackboard

How to Log In

• Visit blackboard.usc.edu
• Sign in through Shibboleth (USC's single sign-on system; it’s your USC email address without @usc.edu)

Getting Started

• Blackboard Basics
  Learn To: Locate Content within a Course, Hide and Unhide the Course Menu, Download Files, Print Items, Submit Assignments, Check Your Grades, and Access Old Courses.
• Coursework
  Learn To: Prepare Files for Submission Using Supported File Names and Extensions, Submit Assignments, Take a Test Online, and Check Your Grades.
• Collaboration
  Learn To: Send Email, Work in Groups, participate in Discussion Boards, contribute to a Blog, Journal, or course Wiki.
• Administering Your Blackboard Setting
  Learn To: Update Your Personal Information, Edit Blackboard 's Nightly Notification Settings, and Set Your Privacy Options.

Blackboard Tutorials

• Submitting Assignments
• Check your Grades
• Accessing Content in your Course

Zoom

What is Zoom?
Zoom provides high quality, mobile-optimized, video, and audio conferencing services.
Zoom System Requirements
- An internet connection: broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone: built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam: built-in or USB plug-in
- Or, an HD camera or HD camcorder with a video capture card
- A complete list may be found at System requirements for Windows, macOS, and Linux

How to Install Zoom
- Go to usc.zoom.us, scroll down to the bottom of the page, and click the link to download the Zoom app to your desktop, laptop, or mobile phone.
- Start the app and log in using Shibboleth (USC’s single sign-on system; it’s your USC email address without @usc.edu)

For instructions on how to do this, see:
- Getting Started on Windows and Mac
- Getting Started with iOS
- Getting Started with Android

Test Your Audiovisual (A/V) Equipment with Zoom
To make sure that your computer/device, speakers, microphones, and other A/V equipment work properly with Zoom, visit https://zoom.us/test. This site will allow you to easily test your speakers, microphone, and camera at any time without having to join a formal meeting or call anyone. Additionally, your instructors may send you a test Zoom link to ensure you can properly connect to the Zoom session.

Zoom Tutorials
- Join a Meeting
- Schedule a Meeting
- Configure Video and Audio

Familiarize Yourself with Zoom
The quick reference guide below will provide you with a quick overview of the following Zoom topics.
- Zoom Training
- Communicating with Zoom
- Start and Stop Video on Zoom

Google Drive
What is Google Drive?
Google Drive is a cloud storage service that allows users to upload, create, edit, and work collaboratively with others on a variety of documents online.

Access Google Drive
Log into Google Drive using your USC e-mail. You will be signed in to Google Drive through Single Sign-on. For additional instructions on how to use Google Drive, go to the Google Drive Support.
Library Resources
How to Access the USC Library Database

Although you will be learning remotely, the USC libraries website is always an incredible way to access millions of books, journals, and other digital resources that USC has access to.

Follow the steps below to access the libraries database:

1. Visit libraries.usc.edu
2. Click the “Sign In” link, login with your USC NetID and password using Shibboleth (USC’s single sign-on system; it’s your USC email address without @usc.edu)
3. You will be redirected to the USC libraries homepage, and now you will have access to articles, resources and databases in your searches
4. Search for keywords using the search bar in the middle of the page