

How to Access Course Documents from the Student Portal

1. Login to the Student Portal; <https://student.clarendoncollege.edu>.
2. After logging into the portal, click **Course Mgmt** from the portal menu and then **My Courses** from the drop down menu; see Image 1 below.

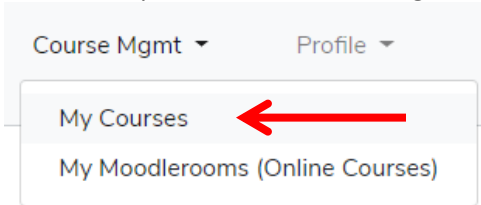


Image 1.

3. After you click **My Courses**, a listing of your courses will appear; as shown in Image 2. Click the **Select** link from the My Course listing to access the course.

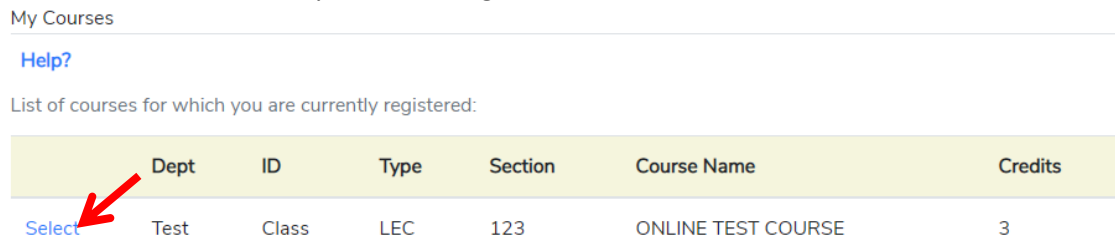


Image 2.

4. Next, when the selected course opens, click **Course Documents** from the Course Information section; as shown in Image 3.

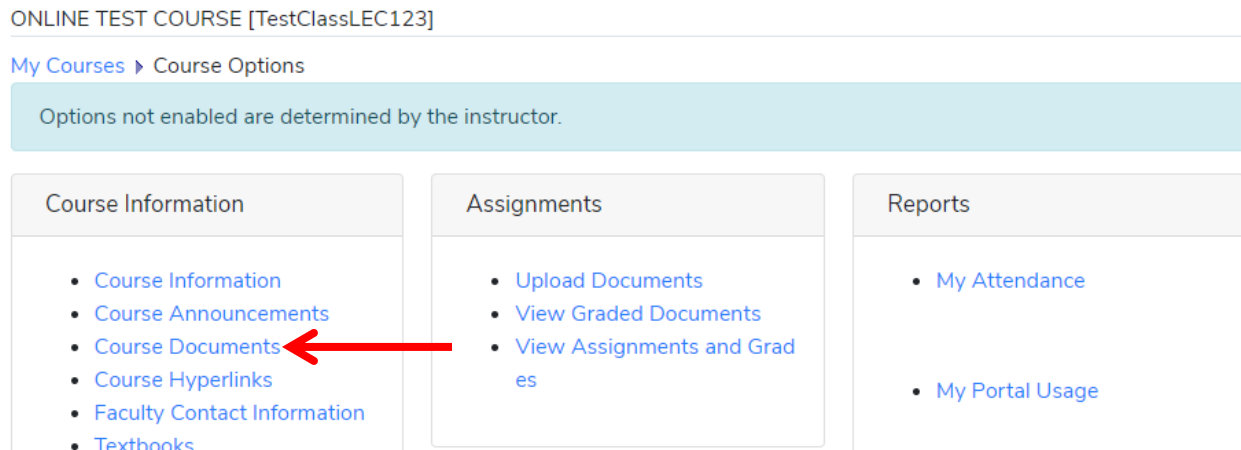


Image 3.

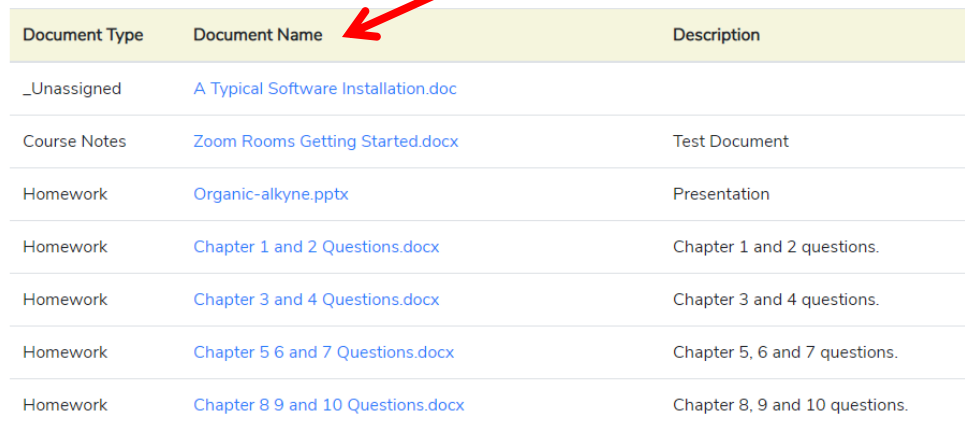
How to Access Course Documents from the Student Portal

5. Next, a listing of the documents for this course will appear; as shown in Image 4. Please make your selection of the required document by clicking the link under the Document Name column.

ONLINE TEST COURSE [TestClassLEC123]

My Courses > Course Options > Course Documents

Course Documents



Document Type	Document Name	Description
_Unassigned	A Typical Software Installation.doc	
Course Notes	Zoom Rooms Getting Started.docx	Test Document
Homework	Organic-alkyne.pptx	Presentation
Homework	Chapter 1 and 2 Questions.docx	Chapter 1 and 2 questions.
Homework	Chapter 3 and 4 Questions.docx	Chapter 3 and 4 questions.
Homework	Chapter 5 6 and 7 Questions.docx	Chapter 5, 6 and 7 questions.
Homework	Chapter 8 9 and 10 Questions.docx	Chapter 8, 9 and 10 questions.

Image 4.

6. After you click on the document name link, a message box will appear prompting you to choose the location in which you will **Save** the document; as shown in Image 5. Navigate to the folder in which you will save the document.

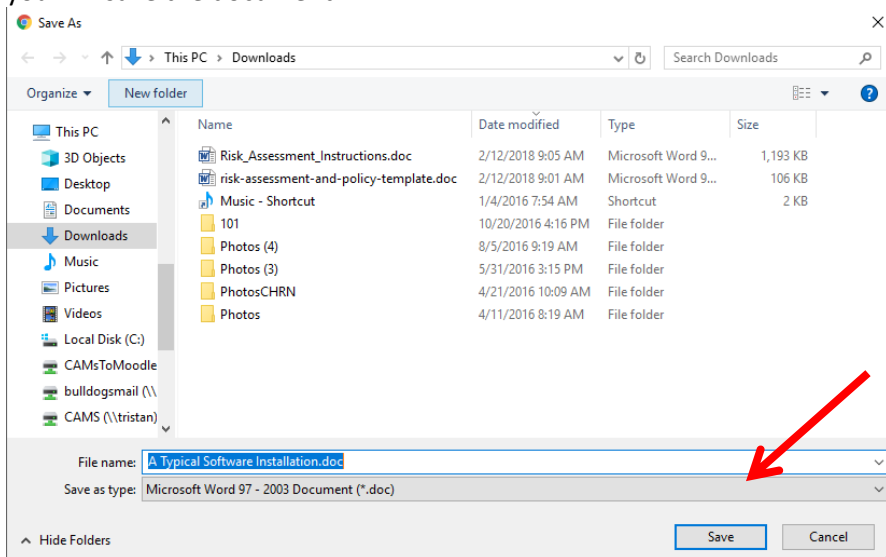


Image 5.

7. To view any of the **.pdf** documents from the Student Portal you will need Adobe Reader. Adobe Reader can be downloaded from <http://www.adobe.com>.