

# How to Enroll in SPARC Online Training

1. Click the “SPARC Online Training” link in your CUNYFirst To Do List and then click “Start SPARC Online Training”

The screenshot shows the 'Test's Student Center' on the left and a 'To Do List' on the right. In the 'Academics' section, there is a message: 'You are not enrolled in classes.' In the 'Holds' section, 'SPARC Online Training' is listed with a red box around it and a 'details' link. In the 'To Do List' section, 'SPARC Online Training' is also listed with a red box around it and a 'more' link. The 'To Do List' on the right shows 'SPARC Online Training' as the selected item, with a 'Start SPARC Online Training' link highlighted in a red box. Below this, there is a detailed description of the training and a 'Return' button.

2. Sign into your Blackboard account if requested to do so.

The screenshot shows the 'CUNY Login' page. It features the CUNY logo at the top left. Below the logo, it says 'CUNY Login' and lists links for 'New CUNYfirst', 'CUNYsmart', 'Virtual Bookstore', 'Blackboard', 'DegreeWorks', and 'FACTS'. There is a login form with fields for 'Username' (containing '@ghc.cuny.edu') and 'Password'. A 'Log In' button is below the fields. At the bottom, there are links for 'Forgot Password', 'Change Password', and 'New User'. A note at the very bottom says 'Note: Please do not bookmark this page. See FAQ.'.

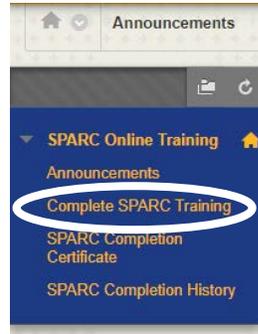
3. Once you are on the CUNY SPARC Online Training Homepage, click the green “Enroll” link on the left side of the screen.



4. Follow the prompts, clicking submit and ok, to enroll in the training.

# How to View and Complete SPARC Online Training

1. Once you have enrolled, click the “Complete SPARC Training” link on the left side of the screen.

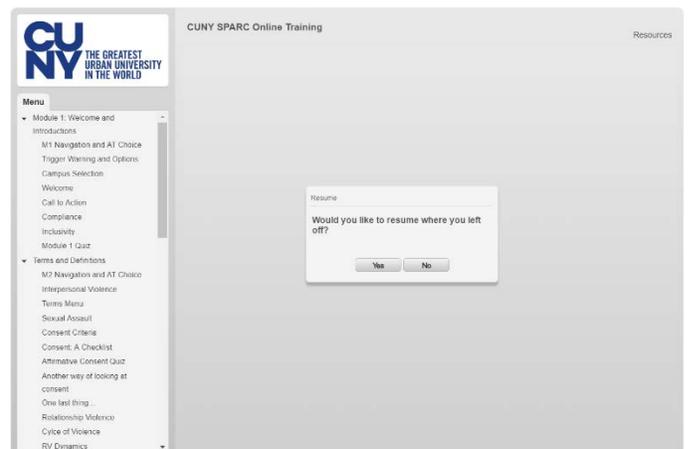


2. Click on the “SPARC Online Training” link to start the module.



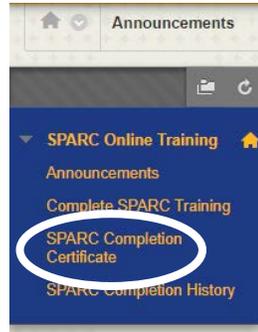
3. Once you have completed the training and viewed all of the slides, the program will automatically exit and record your completion.

4. If you need to resume the training at another time, simply follow steps 1 and 2 of this section and the module will give you the option of resuming where you left off.

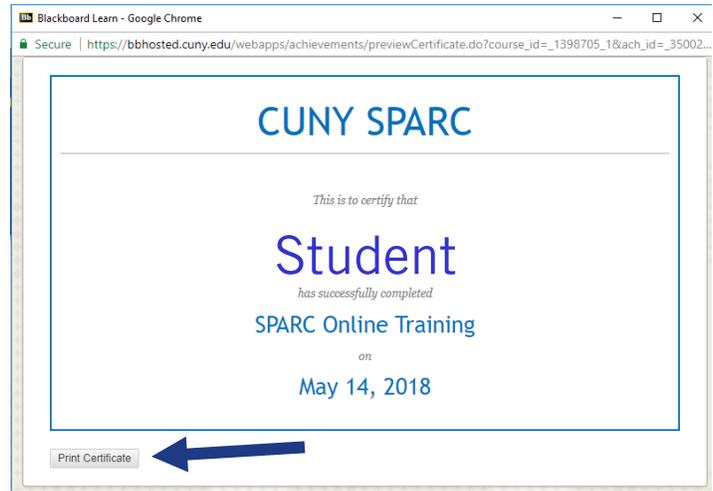


# How to Print a Certificate When You Have Completed SPARC

1. Once you have completed SPARC Online Training, click SPARC Completion Certificate.



2. Click on the printer icon on the achievement and follow the instructions to print your certificate.



# How to View the Most Recent Date You Completed SPARC

1. If you have completed SPARC multiple times, your certificate will only display the first date completed. If you need to show proof of the most recent date, click SPARC Completion History.



2. The “Last Activity” column will show the most recent date you completed SPARC Training. Please print out this page if you need to show proof of completion within a certain date.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
CUNY SPARC Online Training <a href="#">View Description</a>	May 14, 2018 2:44 PM GRADED	✓		