

Brightspace Student Quick Guide

This quick reference guide will get you started using Brightspace. The guide includes:

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| Logging In | Content |
| Getting Around | Submitting Assignments |
| Accessing a Course | Grades and Progress |
| Course Homepage | Setting up Notifications |
| Announcements & Calendar | |

Logging In

Accessing Brightspace

There are two ways to access Brightspace:

1. Go to brightspace.ccc.edu
2. Log in with your CCC username and password.

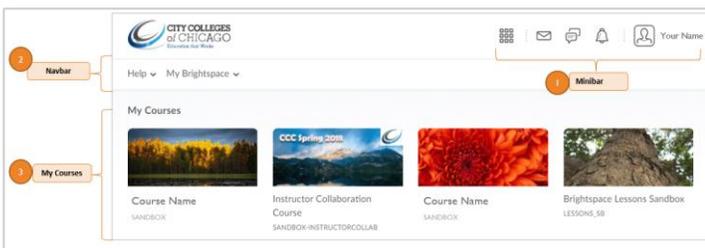
Alternatively, login via my.ccc.edu

1. Go to my.ccc.edu
2. Log in with your CCC username and password.
3. Click the Quick Access tile
4. Click on the Brightspace icon.

Getting Around

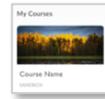
Once you log into Brightspace, you will see a list of your courses on the homepage, along with some icons at the top, and navigation links below.

1. The **minibar** icons are quick links to your courses, notifications, alerts and personal settings.
2. The **Navbar** will change depending on where you are in Brightspace. Once inside a course, you'll use the navbar to get around your course.
3. The **My Courses** section is where your courses will appear. Make sure you are viewing the current term. You can pin or unpin courses and access them from the course selector icon on the minibar instead.



Accessing a Course

To access a course, click on the course image from the homepage, or choose the course from the course selector dropdown.



From the homepage, click on the course image to access the course.

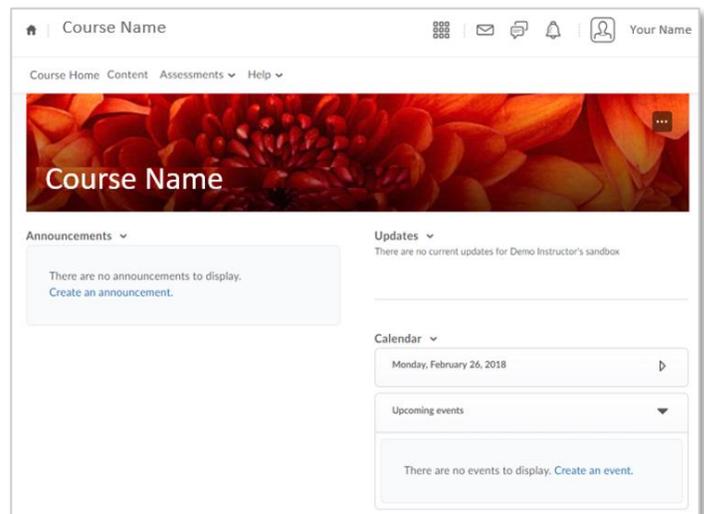


Alternatively, click on the "course selector" icon to select from a list of courses.

The Course Homepage

The course homepage is the landing page of a course. It includes announcements, updates, and other information for that course.

This is the first page you will see when you access a course, however, the majority of your time will be spent in **Content** which you will access from the Navbar link.



Announcements, Updates, and Calendar

Announcements

Announcements from the instructor appear on the **Course Home** page below the course image.

Updates

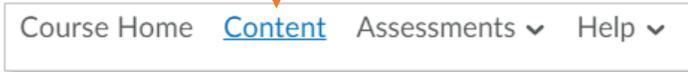
The Updates section allows you to view and jump to new items, such as new discussion board posts or upcoming assignments and quizzes.

Calendar

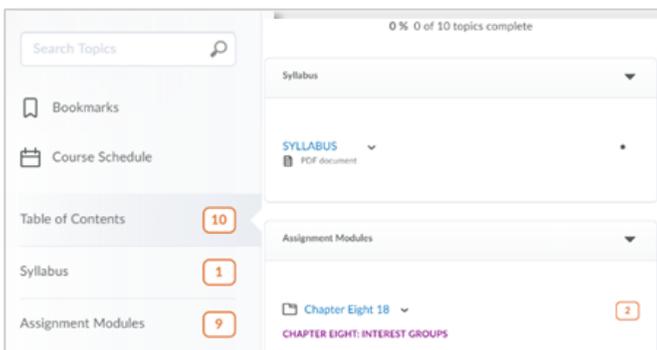
The calendar shows upcoming assignments and due dates. Click on the Calendar link to view the entire course calendar, or click on the event to jump to those items.

Content

All of your course content and materials are located in **Content**. Click on the Content link on the navbar to access course content.



The **Table of Contents** section organizes all course content. Navigate through the course by clicking on the modules (links) underneath the **Table of Contents** on the left. The number signifies how many items are in that section.



Classlist

If you need to contact your instructor through Brightspace, click on **Classlist** and then click on your instructor's name. An email screen will appear for you to email your instructor.

Assignments, Quizzes, and Discussions

Submit an Assignment

Most assignments require you to upload a file. (Sometimes you will be asked to type your submission instead)

1. Click on the **assignment title** to access the submission page.
2. Below the instructions, click on **Upload** and browse your computer for the file you wish to attach.
3. Click **Submit**

Take a Quiz

1. Click on the **quiz title** to access the test or quiz.
2. Below the description, quiz details, and instructions, click on the **Start Quiz** button.

Start Quiz!

3. Once you **save all your responses**, click "**Submit Quiz**" and then confirm and click "**Submit Quiz**" again.

Submit Quiz

Respond to a Discussion Topic

1. Click on the **discussion topic title** to access the submission page.
 2. Below the instructions, click on **Start a New Thread** to add your submission.
- Start a New Thread
3. Add a subject and your message, and click Post
 4. To reply to a peer, click on the **title of their post**. Then you will see a **Reply** button. Click **Reply** to post a response to a peer.

View Grades

Stay informed by viewing your Grades or Progress

1. Click on **Grades** on the navbar (under Assessments)
2. You can also view your class progress by clicking on your name in the upper right-hand corner and selecting **Progress**

Setup Notifications

Notifications

You can customize Notifications you receive via email.

1. Click on your name in the upper right corner
2. Select **Notifications**