Brightspace Student Quick Guide

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

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. Login with your CCC username and password.

Alternatively, login via my.ccc.edu
1. Go to my.ccc.edu
2. Login with your CCC username and password.
3. If your Summer or Fall course will be taught with Brightspace, you will see a note with a link to Brightspace.

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. You can pin or unpin courses and access them from the course selector icon on the minibar instead.
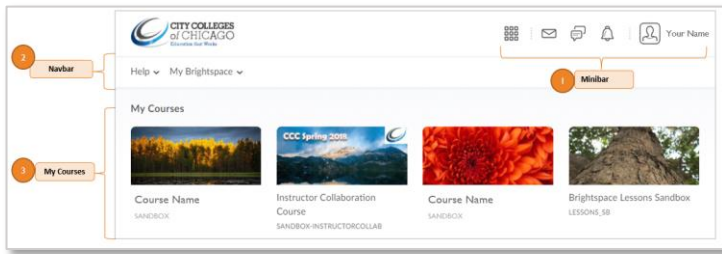
Accessing a Course

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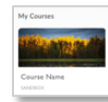
 From the homepage, click on the course image to access the course.

 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.

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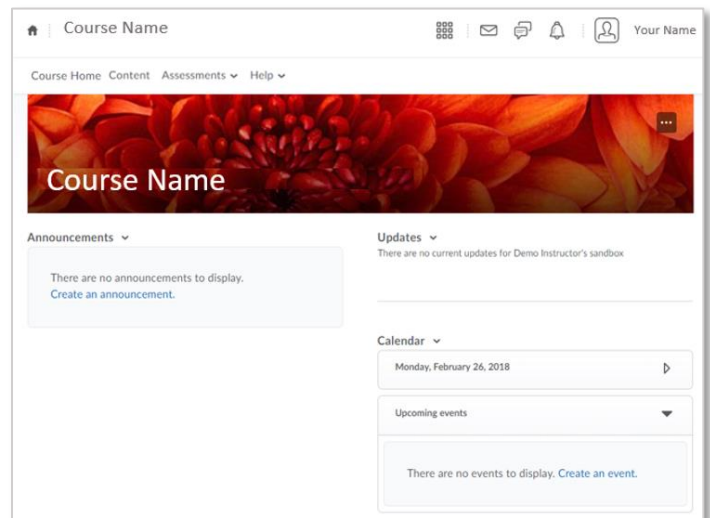
Announcements, Updates, and Calendar

Announcements

Announcements from the instructor appear on the course homepage below the course banner image.

Updates

To the left of Announcements, are your Updates. View and jump to new items from here, such as new discussion board posts.

Calendar

The calendar displays 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.
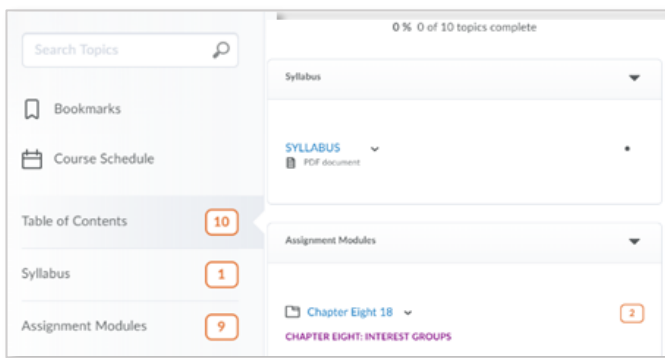
Content

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

Course Home   **Content**   Assessments ⌄   Help ⌄

The **Table of Contents** presents a view of the entire course. Navigate through the course by clicking on the modules underneath the Table of Contents. The orange number signifies how many items are in that section.

The course content within modules is represented by icons and text:

📄 Word Document   📄 Assignment
📊 PowerPoint Presentation ❓ Quiz
🌐 Web Page   💬 Discussion Topic
🔗 Link
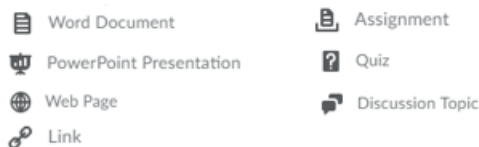
Assignments, Quizzes, and Discussions

Submit an Assignment

1. Click on the assignment link 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 link 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**, be sure to click "**Go to Submit Quiz**".

   Go to Submit Quiz

Respond to a Discussion Topic

1. Click on the assignment link 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**

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

In order to be notified when changes happen in a course, setup your notifications:
1. Click on your name in the upper right corner
2. Select **Notifications**
3. Select your Summary of Activity option
4. Check off your desired instant notifications
5. Click **Save**

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