

Navigating Brightspace Student Guide

D2L Brightspace is WCCC's new Learning Management System. It's where all the courses at WCCC have their digital presence.

To log into Brightspace go to <https://portal.wccc.me.edu/ICS/> and log into the portal.

Once you are in click on the D2L Brightspace link on the bottom left of the screen.

The screenshot shows the WCCC MyWCCC portal. At the top, there is a navigation bar with links for Home, Admissions, Student Life, Committees, and Manage Password. A search bar contains the text 'tosmond' and a 'Login' button. A red box highlights the search bar and the 'Login' button with the text: "Go into the portal with the user name and password you were provided." Below the navigation bar, there is a sidebar with 'Quick Links' including 'My Courses on D2L BrightSpace', 'RAVE Account', 'WCCC Home Page', and 'WCCC Webmail'. A red arrow points from this link to a callout box that says: "Go to D2L Brightspace to go to your courses. You maybe asked to login in again. Use your school email and the same password you used to log into the portal. Example: JaneASmith@wccc.me.edu". The main content area features a 'Portal' section with 'Updates' and 'Course Schedule'. The 'Updates' section includes a 'CARES Act Funding: Fall of 2020' announcement. Below this, there is a 'Fall 2020 Course Information' section with a small image of students. A table titled 'Student Resource Material' is visible on the right side of the page.

Title	Description	File type
WCCC Catalog 2019-2020		.docx
Student Handbook 2019 - 2020		.pdf
Academic Calendar 2020-2021		.pdf
WCCC Fact Book 2018-2019		.pdf

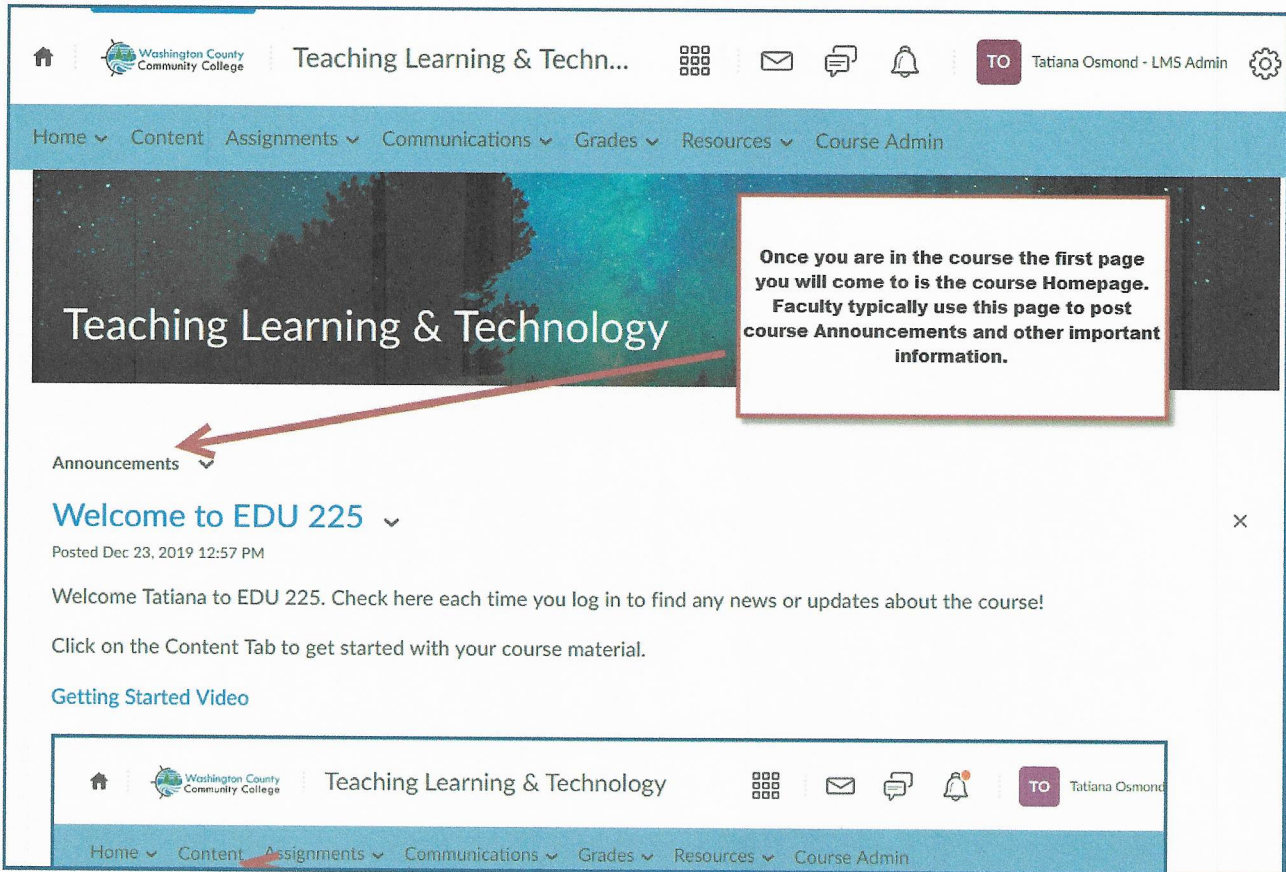
If you are logging into Brightspace before the start of semester you will see your courses listed but you won't be able to access them. The date and time that the courses are available will be listed.

This screenshot shows the Brightspace dashboard for Washington County Community College. The user is logged in as 'wcccltestuser'. The dashboard displays a list of courses under 'My Courses'. Two callout boxes provide instructions: one points to the course list with the text 'If you log into Brightspace before the courses start you will see a list of your courses but you will not be able to access them until the date and time they start.' Another callout points to the start dates and times listed under each course title, stating 'The start date and times are listed under the title of each course.'

Once the courses are open you can log into them by clicking anywhere on the course name or image.

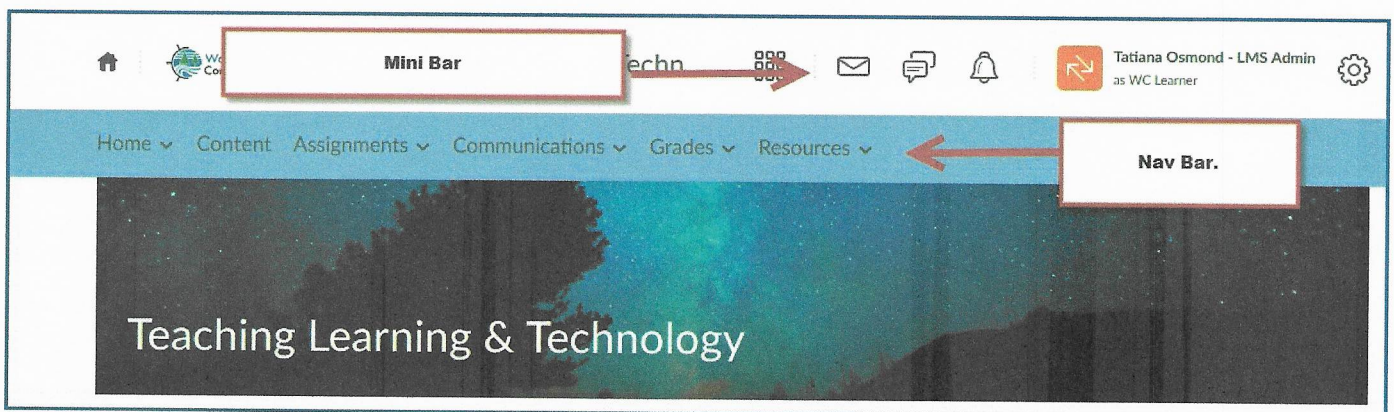
This screenshot shows the Brightspace dashboard with more course listings. A callout box points to a grid icon in the top navigation bar, stating 'You can also find your courses listed under this icon.' Another callout points to a course card, stating 'After the course has started you can click anywhere on the course name or picture to be taken into the course.' A third callout points to a course card, stating 'If you have a lot of courses you can use the "pins" to pin the courses you want to see listed at the top of your course list.'

Once you are in one of the courses the first page you will see is the course Homepage. This is where you will typically find course announcements and other important information.



At the top of your screen you will find the Mini Bar and the Nav Bar. The Mini Nav has a mail, a text, and a bell icon. If you see a little red dot on these icons it means you have an email, a message or an announcement waiting for you to view.

The Nav Bar (the blue bar) contains tabs and pages you will use in the course.



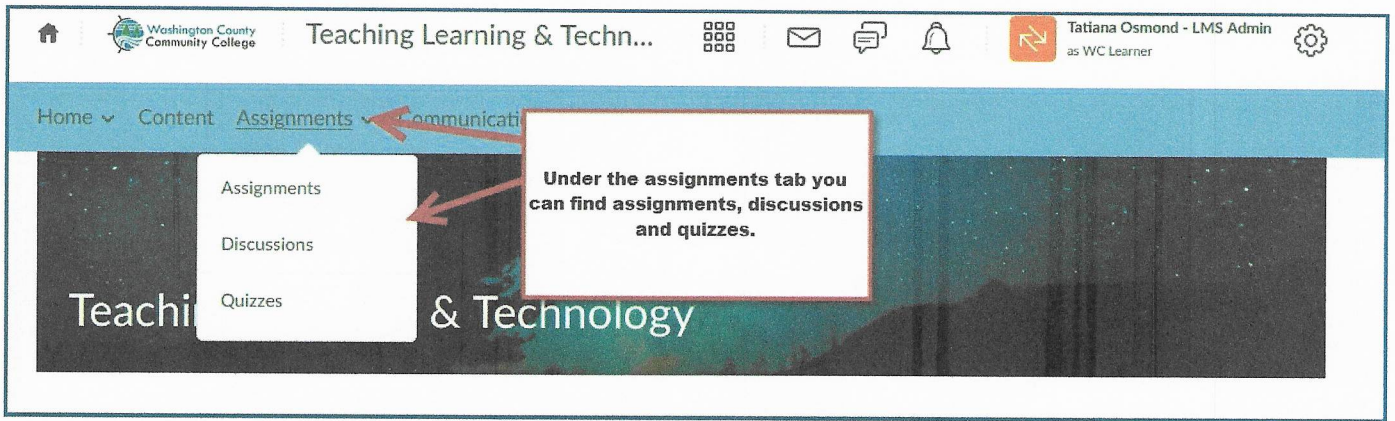
The Home tab takes you back to the Homepage if you are on any other page of the course. Announcements will take you directly to the announcements page.

The screenshot shows the top navigation bar of the LMS. The 'Home' tab is highlighted with a red circle. A callout box with a red border and arrows pointing to the 'Home' tab and its dropdown menu contains the text: "Under the Home tab you can go back the homepage for the course. Or you can go directly to Announcements page." The dropdown menu shows 'Course Home' and 'Announcements'. The page title is 'Teaching Learning & Techn...' and the user is identified as 'Tatiana Osmond - LMS Admin as WC Learner'.

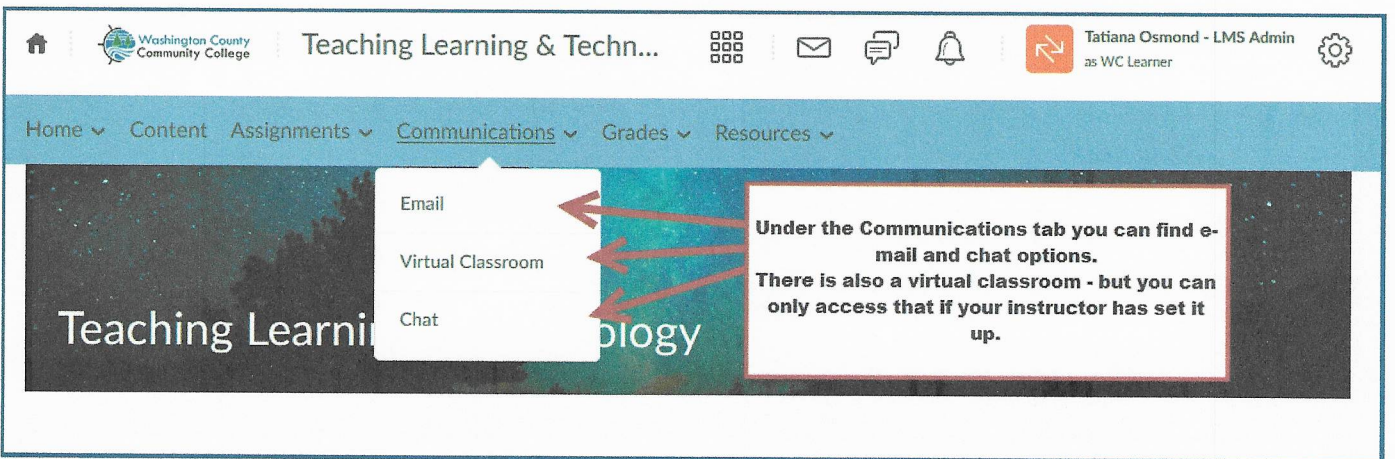
The Content Tab is where you will find your course material. For online courses this is where you will spend most of your time.

The screenshot shows the 'Content' tab selected in the LMS. A red circle highlights the 'Content' tab in the navigation bar. A callout box with a red border and arrows pointing to the 'Content' tab and the main content area contains the text: "To explore course content you should go to the Content tab. For online classes you will find your course material and instructions here." The main content area displays 'Week 1' with a progress bar showing '46.15 % 6 of 13 topics complete'. The list of topics includes 'Week One Overview' (Web Page), 'Laptops/desktops/tablets/smartphones' (PDF document), 'The internet explained' (PDF document), 'Warriors of the Net' (Video), 'Thin underwater cables hold the internet.' (Video), and 'What is a browser?' (Video). The left sidebar shows a 'Table of Contents' with 'Week 1' selected.

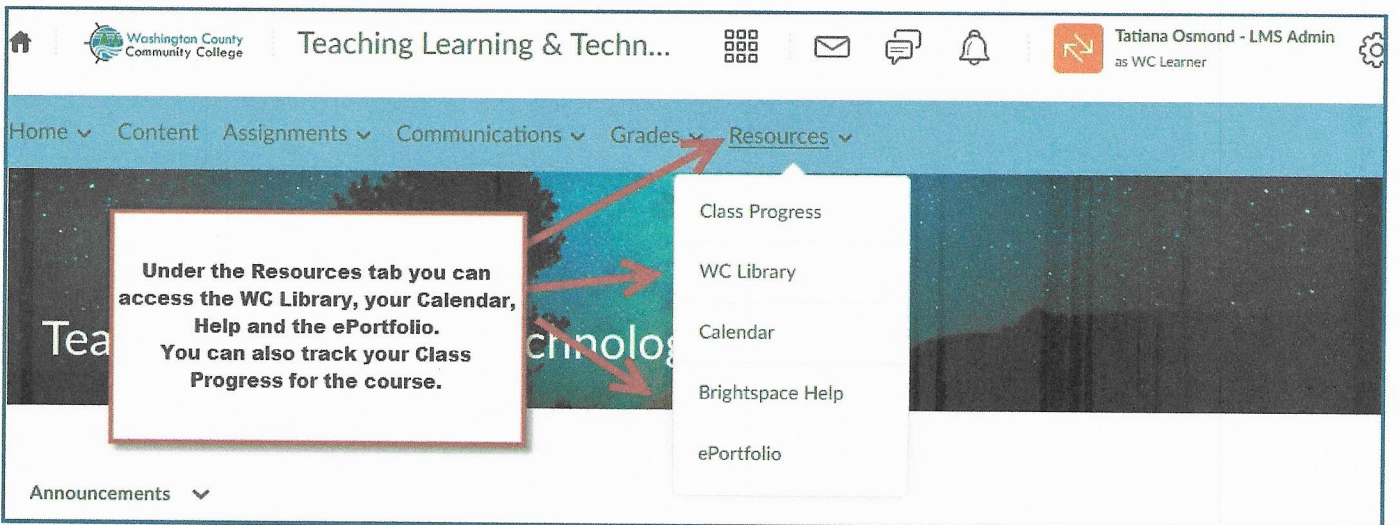
Under the Assignments tab you will find Assignments, Discussions and Quizzes.



Under the Communications tab you will find access to Brightspace email and a chat option.



Under the Resources tab you will find links to the WC Library, Help, a Calendar, an ePortfolio and your Class Progress.



Under the Grades tab you will find your Grades.

Home ▾ Content Assignments ▾ Communications ▾ **Grades ▾** Resources ▾

Grades

Grades Print

To find your grades go the Grades tab.

Final Calculated Grade

Weight Achieved
- / -

Grade
-%

Your Grade percentage will be listed and you can find the individual breakdown of each assignment.

Grade Item	Points	Weight Achieved	Grade	Assessment
Reality Checks		- / 25	-%	
Week One Reality Check	- / 100	- / -	-%	
Week Two Reality Check	- / 100	- / -	-%	
Reality Check Week Three	- / 100	- / -	-%	
Reality Check Week Four	- / 100	- / -	-%	
Reality Check Review	- / 100	- / -	-%	
Threshold Tests		- / 5	-%	