Hello Student. Welcome to Fall term. Forgive me, this is long, but it contains a lot of good information, especially for students just starting out in Brightspace and Online Learning at Clatsop.

Classes start Monday, September 28th and most will be conducted online or remotely. You will have access to your course shells early that morning, not before, but you should be able to login to Brightspace, our Learning Management System, before that to familiarize yourself with it. **Please read these instructions carefully.**

Web Browser:

Brightspace works best with **Mozilla Firefox** or **Google Chrome**. Students have had problems trying to use Safari or Microsoft Edge.

Login:

To login, use the link for **Brightspace** on the College's web page (you'll find it either at the top or bottom of the page or under the **Student Resources** tab). Once on the Brightspace page, find the **Brightspace Login** link (green Bar with white letters) and follow it to the login screen. You can also navigate directly to https://clatsopcc.brightspace.com .

New Information

- If you applied to Clatsop **before** 6/15/20, your **username** will be **first initial last name and last 4 numbers** of your Clatsop student ID#. If you applied **after** 6/15/20, your **username** will be **first name.last name** .

- **Example:** *For John Smith whose ID# is 909-1234, his username would be **jsmith1234** if he applied **before 6/15/20, Or** his username would be **john.smith** if he applied to Clatsop **after 6/15/20**.)*

- Your **password** will be in one of the following formats **unless you have already changed it.**

  Students who started classes Fall 2019 or After, will use - capital **A@** + your date of birth in the **YYYYMMDD** format, ie. **A@YYYYMMDD** .

- **Students who started classes Summer 2019 or Before,** will use - your date of birth in **YYYYMMDD** format.

- **Example:** *For John Smith with date of birth January 31, 1991, his password will be: **A@19910131** if he started Fall 2019 or after, **Or** it will be **19910131** if he started classes Summer 2019 or before. If he has already changed his password in Brightspace he would use that password .*

Enter your username and password at the login screen. If you don't understand the login format or if you used the correct format and it doesn't work, contact Kirsten Horning immediately at khorning@clatsopcc.edu

CCC's Brightspace Home Page:

After you login, you should be on CCC's Brightspace home page.

- First, make sure you see your name at the top right of the screen. If you click on it, you will see a pull-down menu with options including **Account Settings** (which is where you can change your password).

- Then read the **Announcements** on the home page for important system wide information, including details about your student email account and how to activate it. Remember, your instructors may be

communicating with you using your college generated email, not your personal one. If you have not activated your student email account, follow the instructions in the announcement or go to the College [web page](#) and place your cursor on the **Student Resources** tab and follow the **Office 365** link on the menu.

- Next, to view videos that demonstrate how to navigate and perform tasks in Brightspace, select the **Resources** link from the Navbar (second white band across the top of the home page) then choose **Content**. This link will take you to a page of tutorial videos. They will explain much of what you need to know about navigating the system.

- The **Announcements** also tell you when Brightspace is unavailable due to maintenance and how to register for class **Notifications**.

- Part of in being a **successful online student** is **keeping up to date with** the **course material**. To receive information about any changes or additions to your course, click on your name and choose **Notifications** to have Brightspace inform you of new posted announcements, changes and updates to your class/es, approaching due dates for quizzes and dropboxes, etc. You can **chose where these notifications** are sent (personal email), and you can **choose a mobile device** as well.

Accessing Your Classes:

To access your classes, find the **My Courses** area on the right side of the page itself. If it is not open, click on the arrow next to **My Courses** and expand the widget. Your courses will appear there and you can just choose the course that you want to enter. You can also look for the **icon** at the top of the screen that is a square made up of 9 smaller squares (tic tac toe grid), click on it and enter your course number.

If you do **not** see a course that you are registered for, email me. khorning@clatsopcc.edu

- On your course page, always examine the **Announcements** for the class (this is the easiest way for instructors to post important information to students.)

- Then click on **Content Browser** to open course documents, assignments, discussion boards, etc.

- Be sure to find your **Syllabus** in the **Content Browser** for important information and policies about the class - instructor contact information, course requirements, late work policy, course grading, extra credit, etc. Printing the syllabus out is a really good idea. If your instructor posts a **Class schedule**, print that out as well.

- The content of the course will consist of modules, and it's up to your instructor whether they'll be organized according to the weeks of the term or according to the different activities in the class like **Lectures, Discussions,** or **Assignments**.

- Read all posted information in your class carefully and thoroughly, and keep in close touch with your instructor - he or she is not a mind reader and neither are you. Let your instructor know if you have questions about material, assignments, due dates, etc. - sometimes dates from the previous term may show up let you instructor know when this happens.

- Find out from your instructor, if it isn't posted in the syllabus, what their turnaround time is for answering emails, grading assignments and quizzes, correcting papers, etc.

You will need to login to your class **as soon as you can** and start working. Instructors complete administrative drops in the first week based on your "attendance" in the class. If you don't participate in your class by Friday, the registrar can and will drop you from the class (believe me this can cause all kinds of problems, especially when it comes to **Financial Aid**.) If there is a reason why you cannot participate before Thursday, contact your instructor by email.

Again, if there is any way I can help, please let me know. I will be available for technical or moral support Mon-Fri from 8:30am – 5:00pm. (The first week of the term, I am usually here until at least 5:30 pm.)

I know this is a lot to read and I apologize, but taking classes online is like that. Email me with any questions or call me at (503) 338-2341.

Kirsten
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