



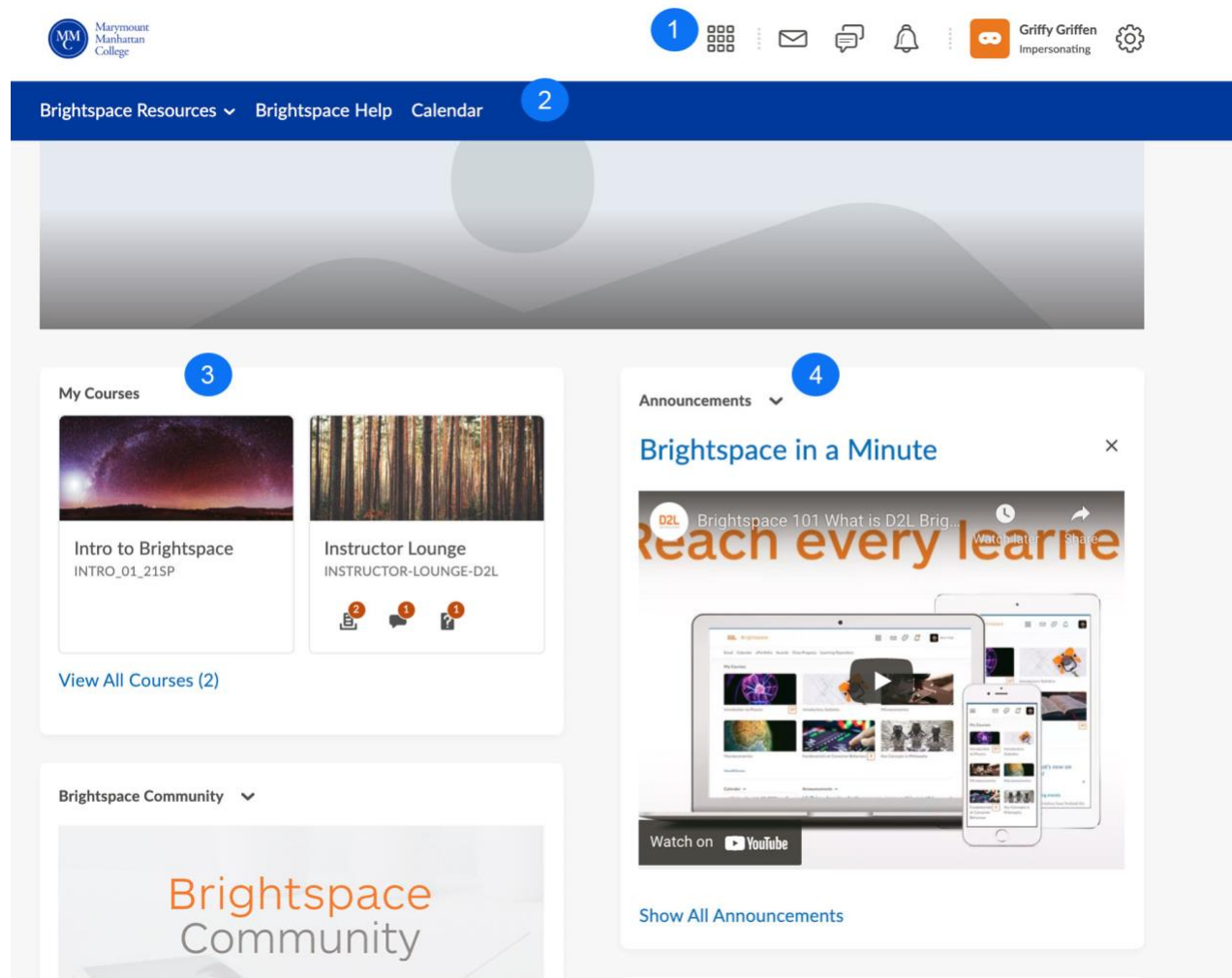
Introduction to Brightspace

Quick-Start Guide: MMC Brightspace

This guide will walk you through the steps of navigating your Brightspace homepage, provide an overview of setting up your profile, notifications and account settings.

Learning the Interface:

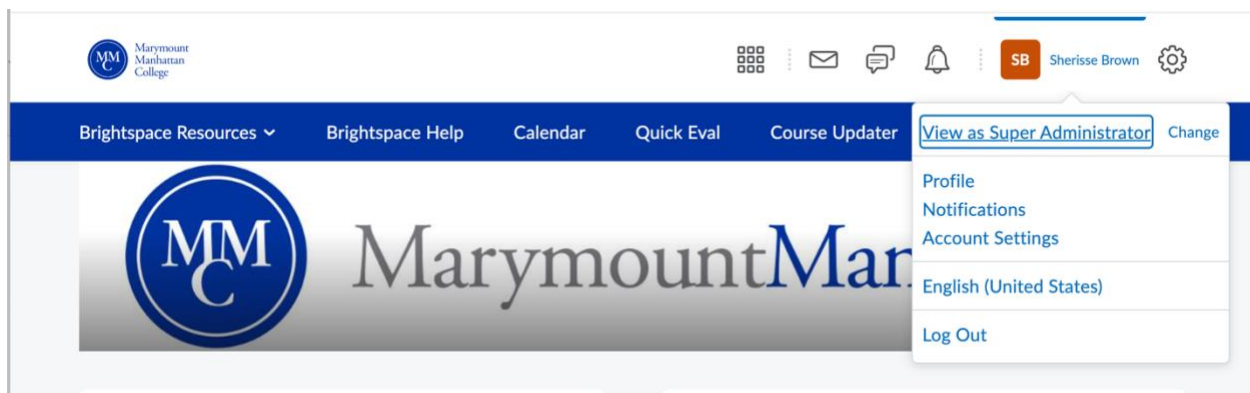
After you logon to [MMC's Brightspace](#) you will be brought to your Brightspace homepage:



1. **Minibar:** Provides the direct listings of your courses (click on the “Waffle” Icon); the Brightspace email tool; the notifications alert; and quick access to your profile.
2. **Navbar:** Enables access to your homepage tools (Brightspace Resources and Help and a direct link to your Brightspace Calendar).
3. **My Courses:** List of courses in Brightspace that you are enrolled in.
4. **Global Announcements Widget:** Here you will find any system-wide MMC and Brightspace announcements.

In addition, your Brightspace homepage will have widgets for **Getting Started with Brightspace** (an introduction to the platform) and **Ask the Brightspace Community Widget** (a forum/community where you can get help from Brightspace experts as well as other users of the LMS).

Setting up your Profile, Notifications, and Account Settings.



If you click on your name in the upper-right hand corner of your minibar (see image) this will allow to you View as Student (for instructors), edit your profile, control notifications and account settings, and log out from Brightspace.

- **View As Student:** Replicates the view your students will have of your course.
- **Profile:** Allows you to upload your profile picture, post your webpage, tagline, and interest/hobbies.
- **Notifications:** Email settings; control how often you would like to be emailed the Summary of Activity of your courses (never, daily, weekly); and control the options for Instant Notifications.
- **Account Settings:** Customize your account setting to reflect your personal preferences.

