

## GETTING STARTED

Logging into your Brightspace sandbox:

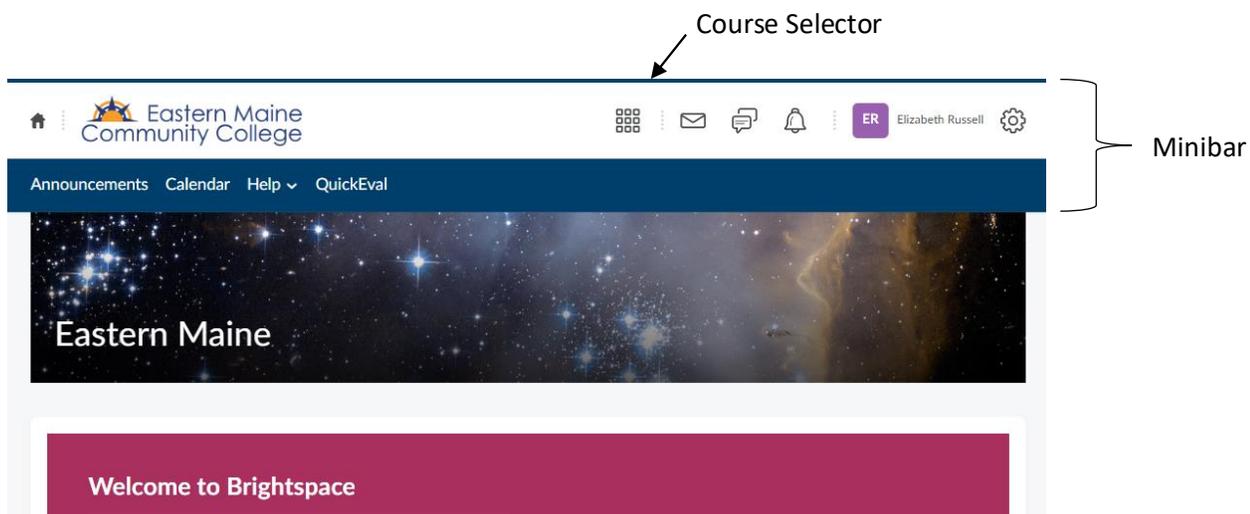
1. Go to: <https://mccs.brightspace.com/d2l/login>
2. Click on Eastern Maine Community College
3. Use your standard College user ID and password. (Occasionally, we've found that the User's current password is not synched properly. If this occurs with you, resynch your password by accessing the **Staff/Faculty Password Portal** from the **Quick Links** menu on *MyEMCC*.

*Quick Links*

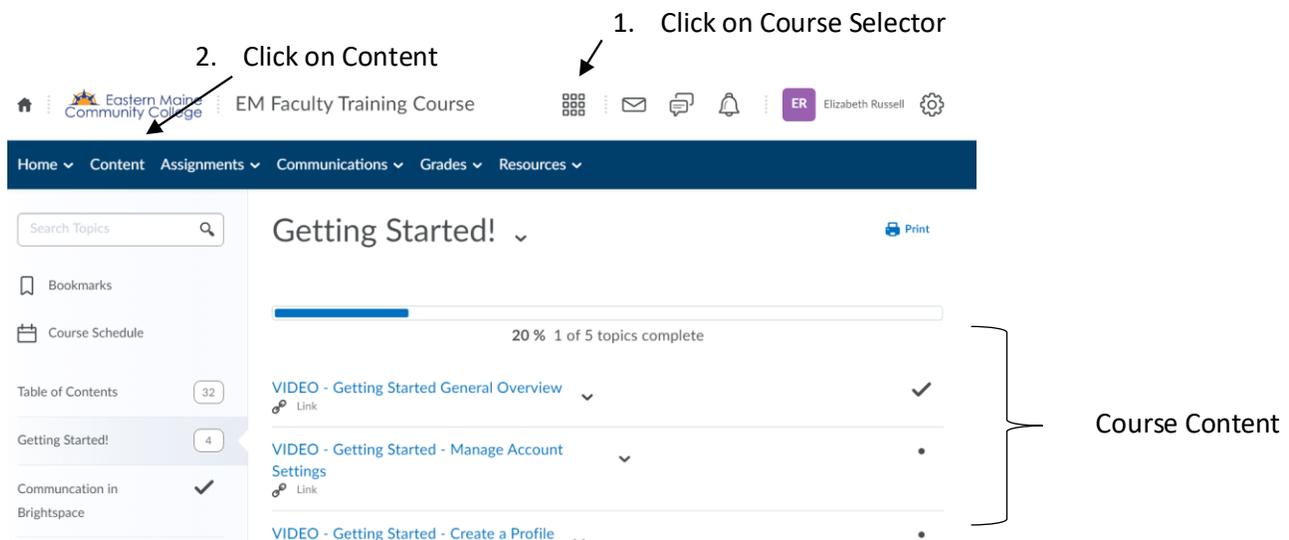
- My Pages ▾
- My Groups ▾
- 🔗 Bookstore Website
- 🔗 CARE Team Referral Form
- 🔗 EMCC Library
- 🔗 EMCC Website
- 🔗 Parking Registration
- 🔗 Student Email
- 🔗 Student Handbook
- 🔗 Technology FAQ
- 🔗 Wireless Printing
- 🔗 Rave Alert
- 🔗 Staff/Faculty Password Portal

Once you have logged into the system, click on the **Course Selector** and you will have access to the following:

1. Your sandbox course – the area where you can explore, play, and get to know the Brightspace features.
2. The EM Faculty Training Course – this area provides videos, handouts, and other resources you will need as you transition to the Brightspace environment. We will use this course content during our Deep Dive/Shallow Swim sessions.



The screenshot shows the Brightspace dashboard. At the top, there is a navigation bar with the Eastern Maine Community College logo and the name 'Eastern Maine Community College'. To the right of the logo is the 'Course Selector' icon (a grid of squares). Further right are icons for messages, chat, notifications, and a user profile for 'Elizabeth Russell'. Below this is a dark blue 'Minibar' containing 'Announcements', 'Calendar', 'Help', and 'QuickEval'. Below the Minibar is a large banner with a starry space background and the text 'Eastern Maine'. At the bottom of the banner area is a pink bar with the text 'Welcome to Brightspace'.



The screenshot shows the course content page for the 'EM Faculty Training Course'. At the top, there is a navigation bar with 'Home', 'Content', 'Assignments', 'Communications', 'Grades', and 'Resources'. Below this is a search bar and a 'Print' button. The main content area is titled 'Getting Started!' and shows a progress bar indicating '20% 1 of 5 topics complete'. Below the progress bar is a list of video topics:

Topic	Status
VIDEO - Getting Started General Overview	✓
VIDEO - Getting Started - Manage Account Settings	•
VIDEO - Getting Started - Create a Profile	•

On the left side, there is a sidebar with 'Search Topics', 'Bookmarks', 'Course Schedule', 'Table of Contents' (32 items), 'Getting Started!' (4 items), and 'Communication in Brightspace' (checked).