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H **Consortium of Eastern Ohio Master of Public Health**

Welcome to Brightspace
…courtesy of The University of Akron!

BrightSpace—Getting Started

Obtaining your password

Either the MPH office or someone from Brightspace will email your UANet ID to you. You will need to obtain your password. IF YOU ARE A STUDENT OF THE UNIVERSITY OF AKRON: You should already have your UANet ID, which was listed under your name in your UA letter of admissions; it would also be on your Zip card, if you got one. If you do not have your UANet ID, contact the Akron Zip Support Center at 330-972-6888, and tell them your student ID.

- Call The University of Akron Zip Support Center at 330-972-6888 (take the SECOND option to speak to a technician—this will be a University of Akron tech who will be able to help you) to get your password by giving them the UANet ID that the CEOMPH office will provide to you. They will ask for your birthday or address or some identifying information that was submitted by the MPH program office on your behalf. The University of Akron's Zip Support Center is open Monday through Thursday from 7:30 a.m. to 7:00 p.m.; Friday 7:30 a.m. to 5:00 pm; and Saturday/Sunday from 12 noon to 4:00 p.m. at 330-972-6888. These are summer hours and will likely expand once the fall semester is underway.
- If you log on is successful, you should see your core course on your home page—however, they will not open until the first day of class!

Checking for computer compatibility

To verify that your computer and web browser meet the necessary requirements for Springboard, you can perform a system check here: https://brightspace.uakron.edu/d2l/systemCheck. Please note that depending on the type of content that is present in your courses, you may need additional software to access it (Adobe Flash, Real Player, Quicktime, etc.).
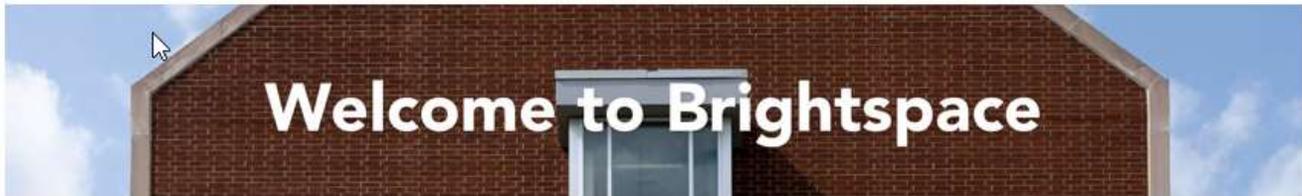
Forwarding email from Brightspace

Some of you may be using another email address or updated it since you started the program. If you would like to forward course email from Brightspace, here are the instructions.

D2L Mail Forwarding

- Click on Settings.
- Scroll down on the page, and in the section labeled **Forwarding** Settings, check the "**Forward** incoming messages to an alternate **email** account" checkbox.
- Enter your **email** address in the **Email** Address field.
- Select the "**Forward** and mark unread in the Inbox folder" option.

Access your courses

- Log in at Brightspace (http://brightspace.uakron.edu/d2l/home).
- Enter your User name (your ID) and password.
- You should see the MPH program core courses in which you are registered starting *on the first day of classes*. If you do not see your courses, please contact Amy Lee, 330-325-6164 or email pubhlth@neomed.edu.
- This is what my "course list" looks like (I have access or assist in developing of all of our core courses, so my list will be longer than yours). You will have courses appearing once the course begins!
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- By the way, the "My Home" page has FAQ's and general announcements that help students. The log-in page also has update announcements. Check this page frequently during the semester!

Navigating within a course

Here is a screen shot of one course's home page.

Navigation bar (under the course title and Springboard logo)

- *Course home*—the page that contains the course announcements, updates and calendar.
- *Course materials*—you will find MOST of the course materials in the content section. Lectures, resources and other materials will be posted here.
- *Assessments*—the assignment folder, grades, quizzes and exams are the most commonly used items here.
- *Communication*—you will find the class list (where you can check out your classmates' profiles) and discussion forums here. Although you can contact people in the class from this section, it is best to email faculty at the email address posted in the syllabus—do not try to email faculty through Brightspace (some are provided UA IDs that would connect with a UA email address—we cannot access these emails since most of us are not UA faculty!).

Tips

- If you have questions on how to "do" things in Brightspace, you can contact us in the MPH office at 330-325-6179 or pubhlth@neomed.edu! If we cannot help you right away, then we will find your answer! Don't forget to click on the "help" section in Brightspace first!
- If your password does not work, contact The University of Akron Zip Support Center at 330-972-6888 to get your password by giving them your UANet ID. Sometime passwords expire!
- Download items from the "content" section that seem to be running slowly (e.g., narrated PowerPoints) onto your hard-drive. Once you download them (it may take a while!), you should be able to access them quicker if they are on your hard-drive.
- **Make sure you have Adobe Reader, Adobe Flash, Real Player, and Window Media Player** (all free downloads) on your computer.
- If you find a "tip" that you would like to share with your classmates, send them to us at pubhlth@neomed.edu and we can share it with your classmates!