



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

eLEARNING

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Fall semester begins August 28, and it is important to access your class materials (whether its online or face to face) as soon as possible. If you are a new student, a 4-hour **Essential Start** training session is required. This training is offered in a classroom setting as well as in an online format and covers an overview of Brightspace, Student Email, Student Success, and Financial Aid. Brightspace, sometimes referred to as D2L, is the online learning management system for your courses. If you are a new student and haven't registered for Essential Start, call Admissions at 406-268-3700.

To log into D2L Brightspace, you will need a Username and Password. Your Username is your Net ID, which you can find in Banner Web/My Info under Personal Information and by clicking on View IDs. To set up your password to log into D2L, go to <http://password.gfcmsu.edu> and follow the instructions. You will need to know your Banner ID and Banner PIN to set up your D2L password. Your Net ID and D2L password will also be your Username and Password for logging onto campus computers and accessing your student email and library services.

It is important that you know your way around Brightspace as soon as possible. Log into Brightspace at the elearning website, <http://elearning.gfcmsu.edu>. Once you log in, click on the grid icon in the upper right corner of the screen and select **Essential Start**. Once you are in the course, read the directions on the Course Home page to get started. There are short videos, hands-on practice, and quizzes for each module as well as a final survey evaluating the course. Essential Start is pass/fail and you must complete each module, take the quizzes, and fill out the survey to get credit. eLearning staff is available to answer questions and provide assistance as you are learning your way around D2L Brightspace. We will monitor your progress as you work through the **Essential Start** training course and will give you feedback and respond to your questions in Brightspace. We appreciate you taking the time to fill out the survey and will use your feedback to improve this training course.

As a student you can now install **Microsoft Office 365 Pro Plus for free!** Instructions for how to install Office 365 is in Essential Start. If you have problems downloading this software, please let us know.

If you have any questions or concerns about your online classes, please contact us so we can assist you. Call us at 406-771-4440, email us at elearning@gfcmsu.edu or chat with us at elearning.gfcmsu.edu. If you prefer to come in to see us, we are open from 8:00 – 5:00 p.m. Monday through Friday and after classes begin will be available via chat Monday through Thursday until 9 p.m. Our office is located in A120, next to the Weaver Library and across from Student Central in the atrium. We offer hands-on assistance with D2L Brightspace so please stop by if you have any questions or concerns.

We're looking forward to working with you this fall and hope you have a great semester!

Karen Vosen and Wayne Breau
Student Support for eLearning

changing lives – achieving dreams

A student-centered two-year college providing high-quality educational opportunities responsive to community needs.