



GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

eLEARNING

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Spring semester begins January 10, and it is important to access your class materials (whether your class is 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 find out how to get registered.

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 <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 pass and get credit. Great Falls College 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 on how to download this software is in the digital eLearning Guide, which is available on our website.

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, and our chat hours will be posted on our website. The eLearning department and IT Services have joined forces and are now the **Technology Assistance Center**, located in G100 across from the Administrative Suite by the East entrance. We offer hands-on assistance with D2L Brightspace, student email, and network issues so please stop by if you have any questions or concerns.

Karen Vosen and Wayne Breau – Technology Support

Where It All Begins!

*The mission of Great Falls College MSU is to **educate and inspire you.***