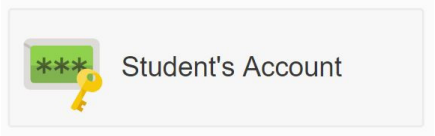
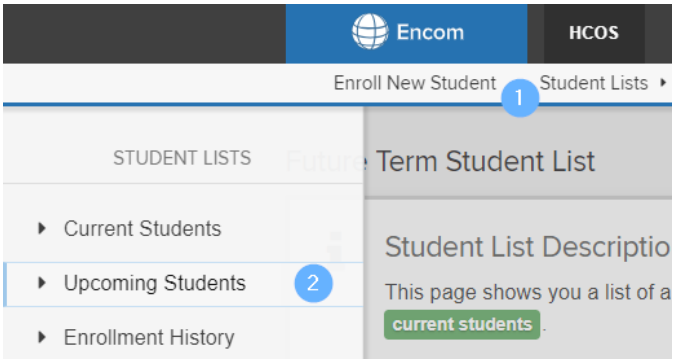
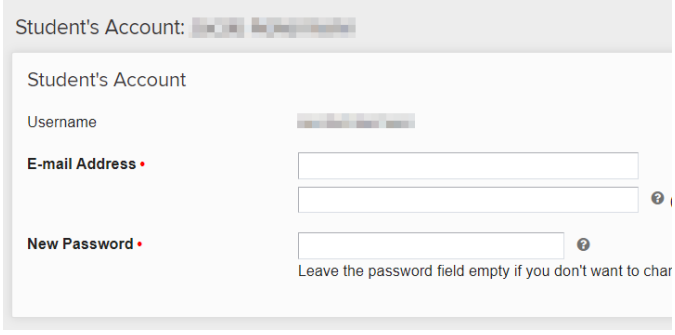
Student Brightspace Access

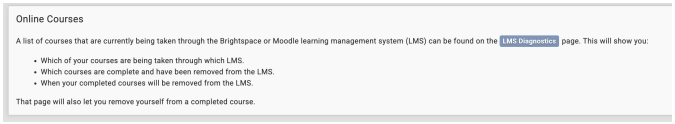
> If you log into Brightspace and cannot see your courses, please ensure you are loggedin with the student Encom credentials, **NOT** the guardian Encom credentials. The username should be the student's FirstnameLastname.

Brightspace is a required part of any online or hybrid course. In addition, some individualized teachers use Brightspace as a way to track submissions and documents. The instructions below will walk you through setting up your student's Brightspace account for the first time and how to login to Brightspace. You can also watch this short tutorial video:

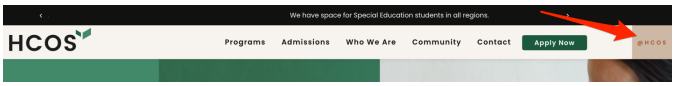
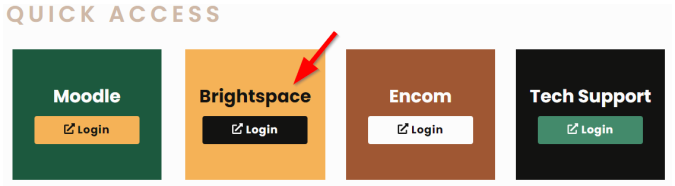
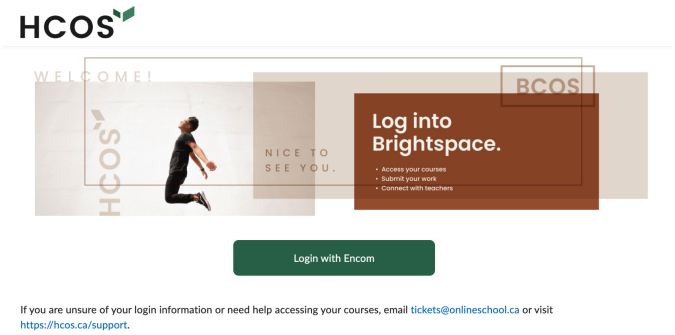
Setting Up A Student Account

If this is the first time your student has taken a Brightspace course please follow the steps below to create a password for them.

Login to your Parent account in Encom and click on the `Student's Account` button.	
If you do not see `Student's Account` you can access your student's profile by clicking `Student Lists (1)` in the upper menu and select `Upcoming Students (2)` on the left	
On the Student Account page you will find your student's `Username` and a text field to set the Brightspace login password for the account. Remember to click `Save Changes` at the bottom of the page if you make any changes. Updates can take up to **10 minutes**. Please wait this period before contacting Tech Support for any assistance. You can also specify the email address that grading notification and emails from the teacher should be sent to.	

You can also check which courses you are enrolled in within Brightspace by clicking the blue `LMS Diagnostics` button. This page only shows the courses your student is enrolled/completed through Brightspace. All courses can be seen on the student's course list page.	

Accessing Brightspace

Navigate to HCOS' Homepage. In the top right you will see an @HCOS section. Click there.	
Scroll down to the Quick Access section. Click on Login under Brightspace.	
Once here, we suggest bookmarking the login page for future access. If it's your first time logging into Brightspace you will be required to complete the online orientation. This is a short module of information for all users about the software and procedures required to complete an online course. Once the orientation is completed, your courses will show on the Brightspace homepage.	

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