

System Navigation

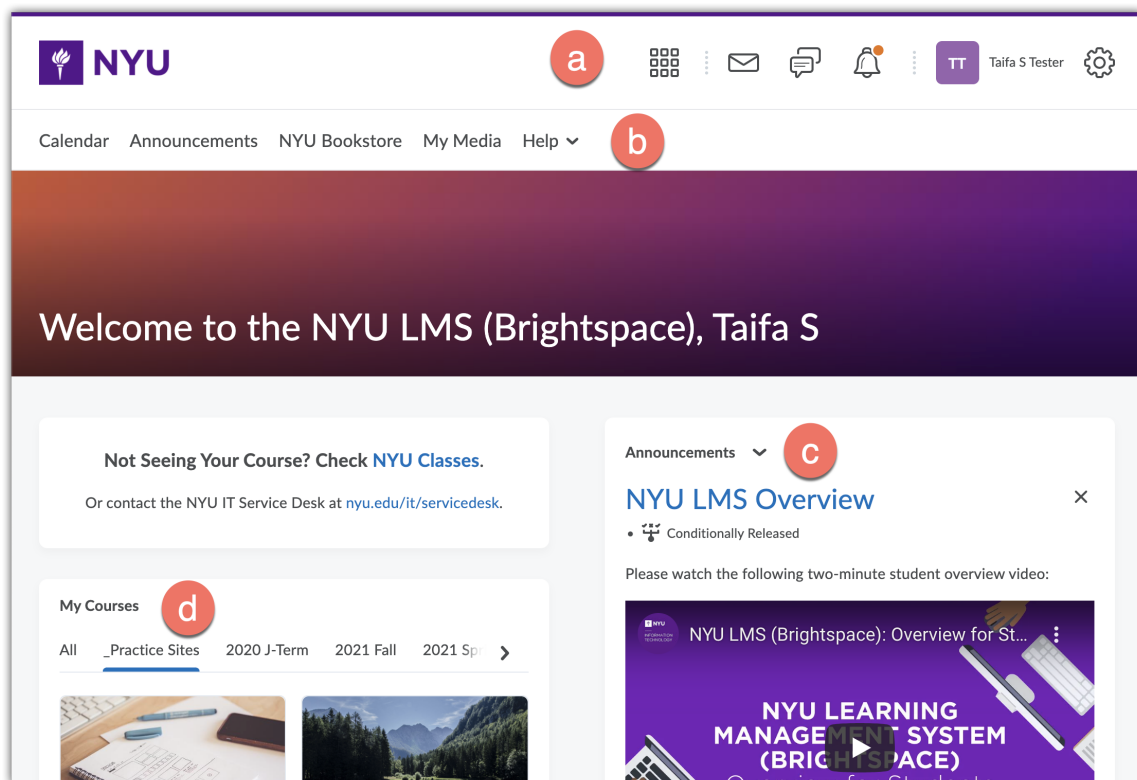
Quick-Start Guide: NYU LMS (Brightspace)

This Quick-Start guide walks through the basics of navigating within NYU Learning Management System (LMS) (Brightspace) that includes:

- Familiarizing yourself with the interface
- Setting your notification/system preferences
- Accessing your course(s)

Familiarizing Yourself With the Interface

Upon [logging into NYU LMS \(Brightspace\)](#), you will be presented with the default system homepage:



The system homepage interface elements include:

- Minibar:** Provides consistent access to your courses, the LMS email tool, notification alerts, and your profile/account settings.
- Navbar:** Provides access to homepage tools.
- Global Announcements widget:** Provides system-level announcements delivered by NYU IT.
- My Courses widget:** Provides access to your courses, divided by semester.

In addition, the system homepage includes a **Calendar** widget, which shows upcoming due dates, and an **Announcement notification** widget, which indicates your current notification settings for new and updated announcements.

Setting Your Notification / System Preferences

Within NYU LMS (Brightspace), you can customize your notifications, profile, and system-wide preferences. To do so, click on your name in the upper-right corner of the system minibar and select any one of the following options:

- **Profile:** Allows you to upload/update your profile picture, which will display next to your contributions in Discussions and other tools. You can also add optional information such as your tagline, interests, and hobbies.
- **Notifications:** Allows you to select from a number of potential notification options. You can elect to receive email notifications for relevant updates, register your phone number for text updates, receive summary emails, and more.
- **Account Settings:** Allows you to set and modify your system-wide settings. This includes the ability to change your time zone and enlarge the default font size throughout the system.

Accessing Your Course(s)

Use the **My Courses** widget on the system homepage or the course selector menu (waffle icon) in the top system minibar to locate and access your course(s). You can also **pin** courses from the My Courses widget/course selector menu, which will keep the course pinned for quick access.

If you do not see your course or need additional assistance, contact your school administrator.

Additional Resources

For additional information, refer to the following NYU Servicelink Knowledgebase articles:

- [Navigate the Learning Environment \(https://www.nyu.edu/servicelink/KB0018505\)](https://www.nyu.edu/servicelink/KB0018505)
- [Set up user Profile, Notifications, and Account Settings \(https://www.nyu.edu/servicelink/KB0018507\)](https://www.nyu.edu/servicelink/KB0018507)