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:

a. **Minibar**: Provides consistent access to your courses, the LMS email tool, notification alerts, and your profile/account settings.

b. **Navbar**: Provides access to homepage tools.

c. **Global Announcements widget**: Provides system-level announcements delivered by NYU IT.

d. **My Courses widget**: Provides access to your courses, divided by semester.

Contact the IT Service Desk (24/7):
- Phone: 212-998-3333
- Email: AskIT@nyu.edu
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 minbar 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)
- [Set up user Profile, Notifications, and Account Settings](https://www.nyu.edu/servicelink/KB0018507)