



Text of email sent to all employees on May 12, 2021

Colleagues,

Today we continue our exciting journey to propel the AACPS teaching and learning experience forward through our new learning management system (LMS), Brightspace. Please review the following information for today's Brightspace experience.

Overview

Today's learning and training is intended for *every employee*. There are two customized, separate learning experiences depending on the role you serve in AACPS. For our teaching and learning-focused staff (teachers, teacher assistants, and administrators), Brightspace Mod 2 is ready and waiting for you to grow in your understanding and use of the platform. For all Unit III and some Unit IV and V staff, we have prepared a learning session that models future professional development opportunities.

Getting Started

Please start your journey by clicking on [this link](#) or [this link](#) (for closed captioning) to a brief video that provides context and direction for your experience today. Use your AACPS credentials when logging into <https://Brightspace.aacps.org>. You can also access Brightspace using ClassLink. Office Hours are available today for immediate support. Be sure to use the live Google Meet session link according to your last name. Additional office hours are available for those who have questions after today's session. You will find those days and times in the course under the tab at the top of your units. You are always welcome to access support by emailing BrightspaceSupport@aacps.org.

If you have yet to complete the first module, please start by watching [this video](#) that provides context and direction for your training experience. Please watch the video before you log in to your Brightspace account. Use your AACPS credentials when logging into <https://Brightspace.aacps.org>.

Let the Journey Continue!

Sincerely,

Your LMS Implementation Team
www.aacps.org/lms

P.S. Multi-Factor Authentication

Just a reminder (only if you have not already done so): You will not be able to log in if you have not set up your multi-factor authentication (MFA). You only need to set up MFA once in AACPS, and it will work for all AACPS MFA enabled applications such as Brightspace. *It is very important that this step is completed so that you are able to access Brightspace properly from home.* [The directions for MFA setup and Self Service Password Reset are located at this link.](#) If you have questions or concerns about MFA, please contact the HELP-DESK at 410-222-5135 or help-desk@aacps.org or ask your school's technology support technician for assistance.