



Text of email sent to all employees June 2, 2021

Colleagues,

As promised, the third and final training and learning experience for this school year is now available in 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 Module 3 is ready and available for you to continue to build your capacity to expertly use the platform. **For educators who participated in Cohorts 1 & 2**, Module 3 offers the next steps in your journey as well. As critical contributors to this process, please be sure to participate in this training.
- For all Unit III and some Unit IV and V staff, there is a learning session that models future professional development opportunities so that you may be familiar with using the platform and take advantage of its features.

Getting Started

Please start your journey by clicking on [this link](#) 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 or second modules, please start by watching [this video](#) (for Module 1) or [this video](#) (for Module 2) that provides context and direction for your training experience. Please watch the video(s) before you log in to your Brightspace account. Use your AACPS credentials when logging into <https://Brightspace.aacps.org>.

The journey continues!

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.