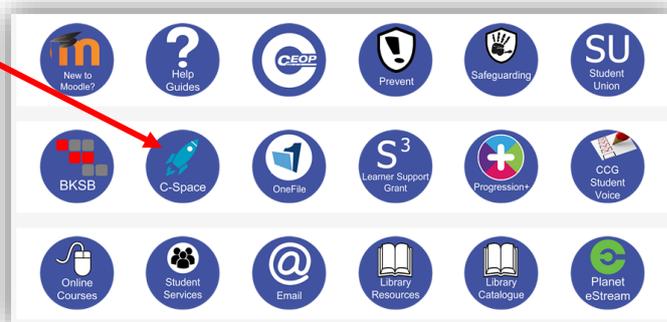




# C-SPACE

## STUDENT GUIDE

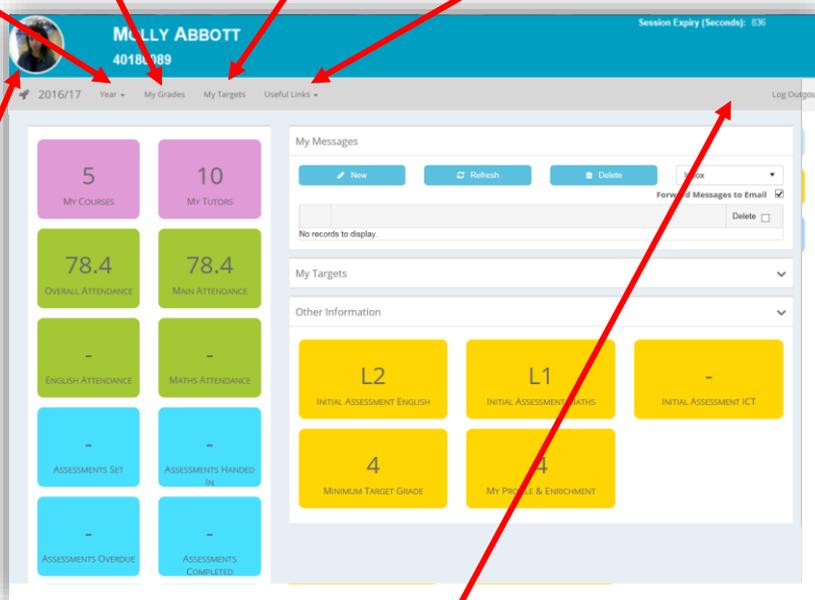
On the front page of CCGOnline select the C-Space button



Login with your usual college Username and Password

The Menu bar across the top of the screen has the option to:

Year switches between academic years  
My Grades links to your gradebook  
My Target links to your target tracker  
Useful Links has links to other sites like BKSb, ChiOnline, Careers Coach, Email and Library.



PLEASE NOTE: anytime you want to get back to the home page click on your picture

The first time you access ChiSpace, click settings

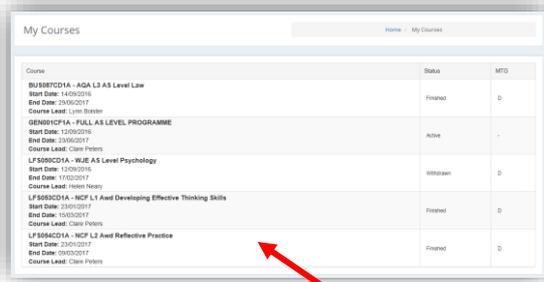
PLEASE NOTE: anytime you want to get back to the home page click on your picture

Enter your email address, tick the box and Save Settings

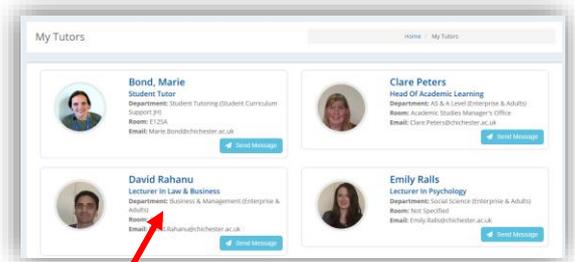


Now your ChiSpace messages will be forwarded to your email account.

From the home screen there are several options:



My Courses shows all the courses you are enrolled on

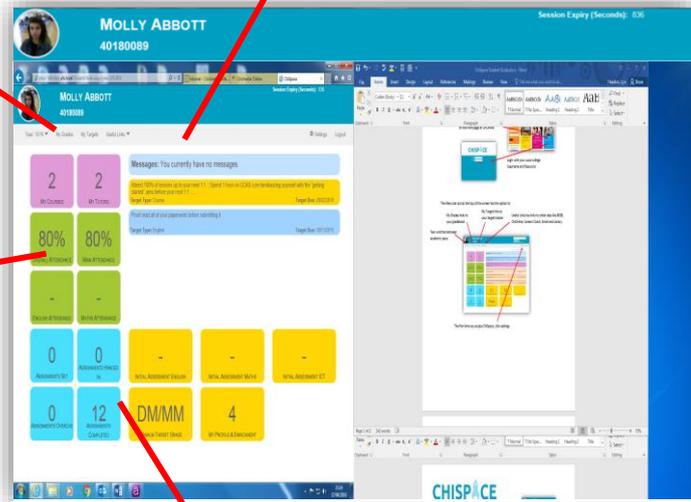


My Tutors shows each of your tutors, from here you can send them a message

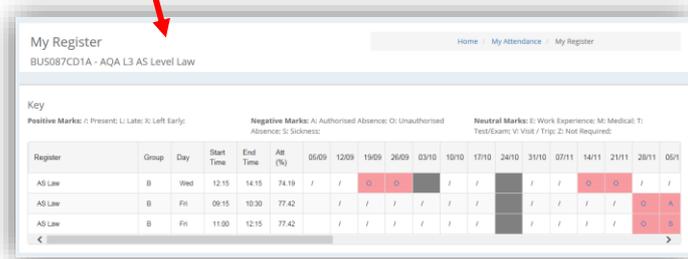
My Attendance shows your attendance



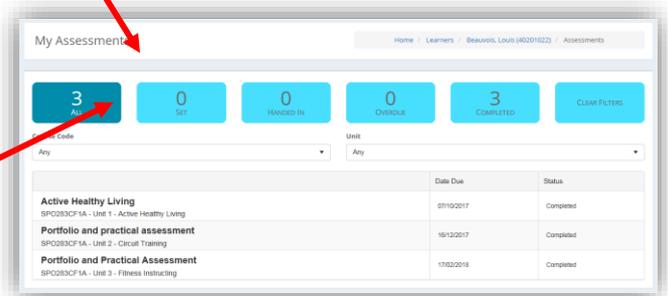
Clicking the black arrow shows the full register, if you don't agree with a mark click on it to send a message your teacher



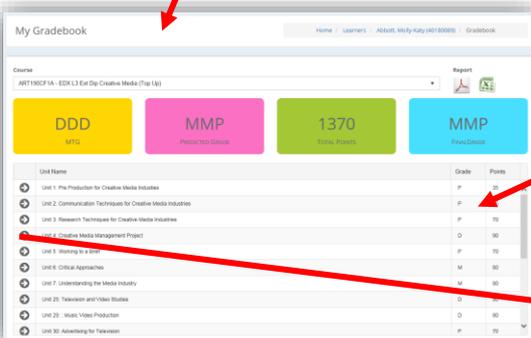
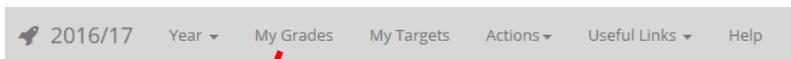
The assessment buttons show your assignment tracker; you can see any assessments that have been set



The buttons at the top filter the assignments

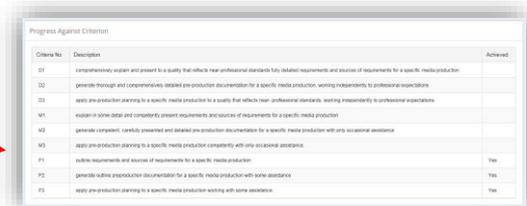


My Grades in the menubar opens your Gradebook



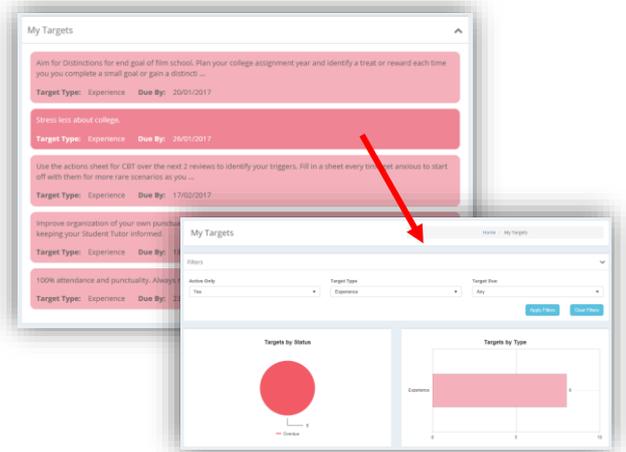
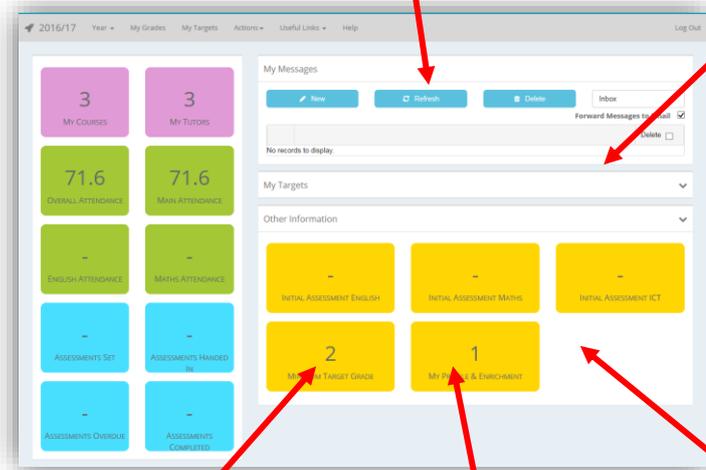
Here you can see grades for all your marked assignments

Select a unit to see more about your grades



The message box displays any messages in your inbox, you can also send messages from here

Click to open the target box, Your latest 5 targets are listed in the order of their due date. If you click a target you can see more details about it, you can add your own targets if you wish.



There is a button with your Minimum Target Grade

The yellow buttons show your BKSb initial assessment results, (clicking these takes you to BKSb)

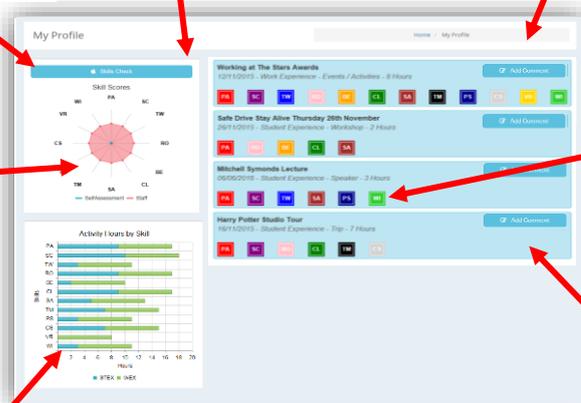
The My Profile and Enrichment button shows the number of Enrichment Activities you have taken part in. Click to go to your My Profile page

You can do your own Skills Check by clicking on the Skills Check button

Everything is linked to 12 categories such as self-confidence, team working etc, hover over the boxes to see the full name

The spider diagram shows how your teachers have assessed you against the skills

There is a list of the activities that you have taken part in along with the skills that have been tagged against the activity.



The bar chart shows the number of enrichment hours you have spent on the 12 skills, these are determined by your course leader when they log the activity. The hours are split between Student Experience (blue) and Work Experience (green).

You can add a comment about the activity by clicking on the add comment button, don't forget to save them.