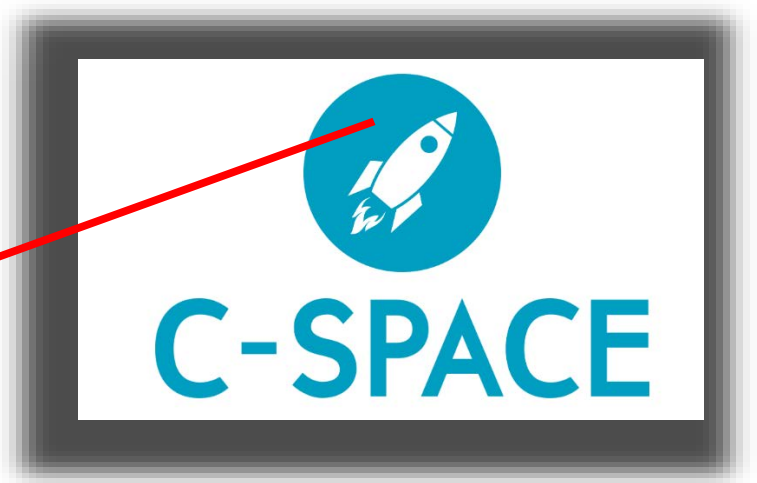# C-SPACE

STUDENT GUIDE

Access C-Space from the link on CCG Online
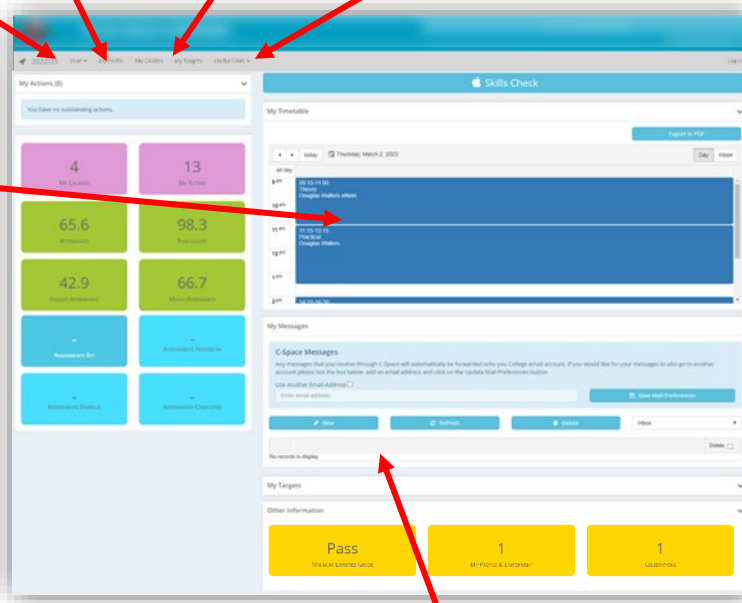
If prompted to login:
Use your College email:
<Student Number>@stu.gbmc.ac.uk
Password: Your student password

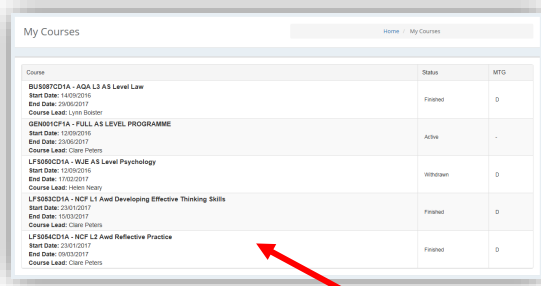The Menu bar across the top of the screen has the option to:

My Grades links to your gradebook

My Target links to your target tracker

Year switches between academic years

Useful Links has links to other sites like CCGOnline, Financial Support and UCAS.
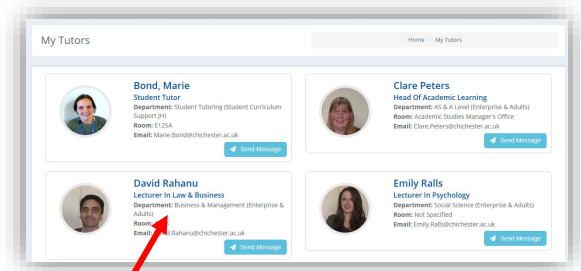
Your **Timetable** is displayed here

Messages sent via C-Space will be displayed here, they will also be emailed to your college email, if you would like them copied to an additional email address add it in here.
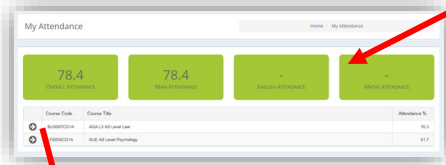
From the home screen there are several options:

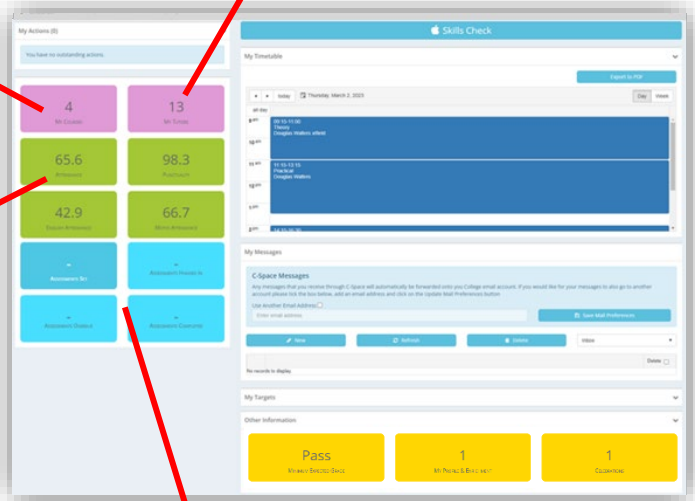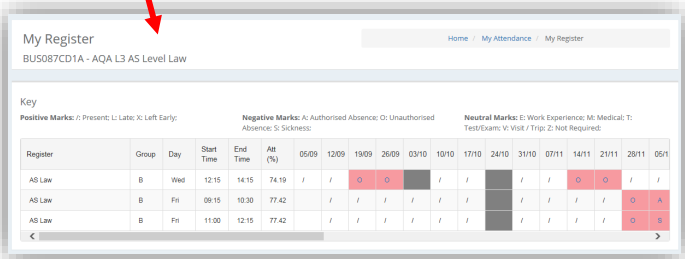**My Courses** shows all the courses you are enrolled on
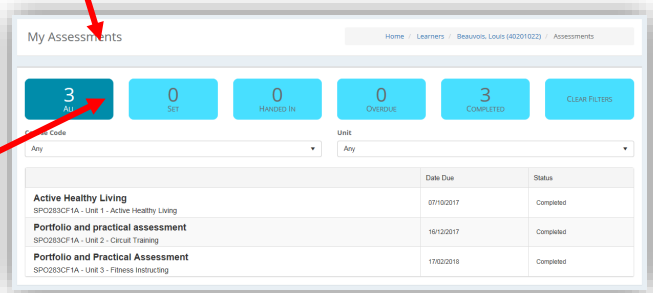
My Attendance shows your attendance

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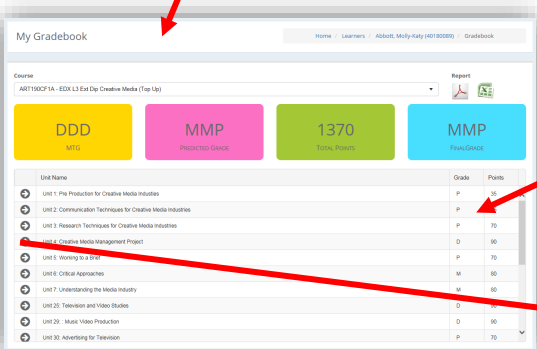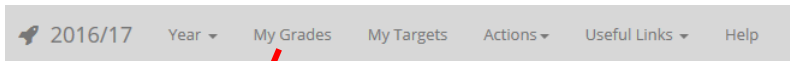
My Tutors shows each of your tutors, from here you can send them a message

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

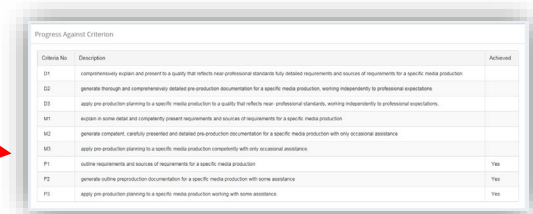The buttons at the top filter the assignments
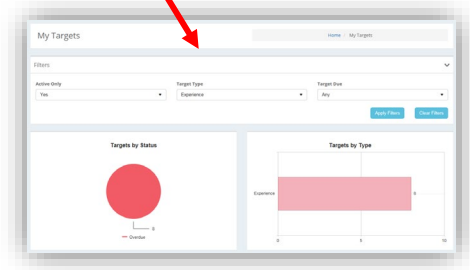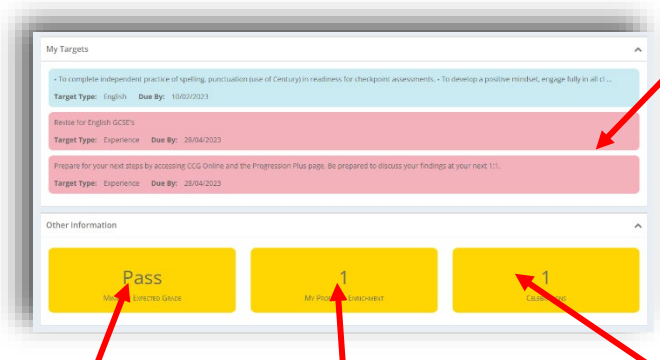
My Grades in the menu bar opens your Gradebook

Here you can see grades for all your marked assignments

Select a unit to see more about your grades

Click the arrow 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 also add your own targets if you wish.
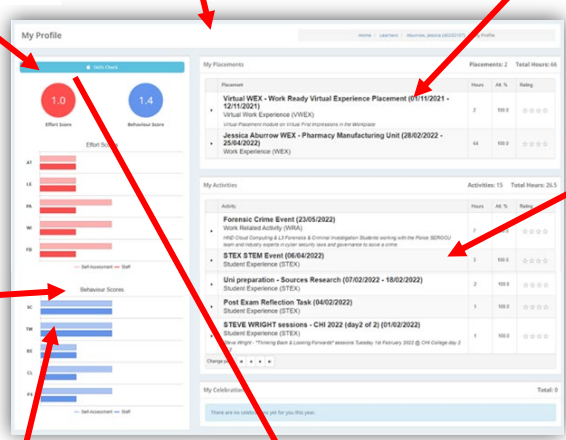
There is a button with your Minimum Target Grade

Other buttons here link to celebrations or referrals as necessary

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

Work experience is displayed here

There is a list of the additional activities that you have taken part in whilst at college.

The charts show how your teachers have assessed you against the skills

When you are asked to complete your profile you will need to grade yourself across 12 areas as well as adding your strengths, areas for improvements and set yourself two targets.

The results of these are displayed alongside your teachers assessments of you.