

## How to Access (Students)

### In college



Select CSpace from the link on the front page of CCGOnline. This should take you into C Space. If you are prompted to sign.



Login with your college email address and password.

### Outside of college

Sign into <https://cspace.chichester.ac.uk/> with your college email and password.

You will need to set up Multifactor Authentication (MFA) - [see guidance](#).

## Report Absence

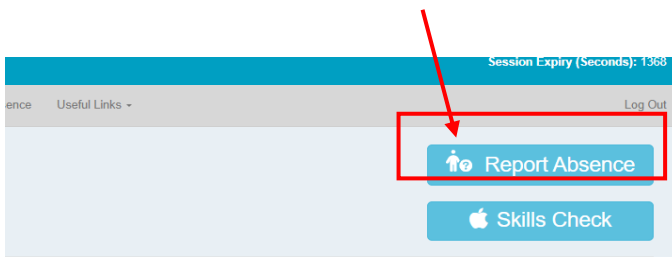
### Log into C Space

Click on the C Space Icon on CCGOnline or go to <https://cspace.chichester.ac.uk/>

### Outside of college

You will need to have set up Multifactor Authentication (MFA) - [see guidance](#).

Click on the Report Absence button



Select type of absence from the drop-down menu.

Please select the type of absence from the following options

Running Late  
Unwell  
Running Late  
Leave Early  
Other

Check the correct date is selected

Please select the date of your absence

16/08/2024

Select reason for absence from the drop-down menu

Please select the reason for your absence from the list below

Transport Issues  
Lack of Sleep / Alarm Clock Issues  
Other

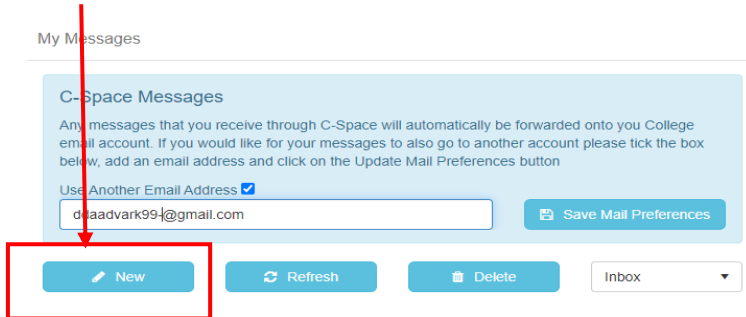
Click Submit your Absence

Submit Your Absence

## Messaging in C-Space

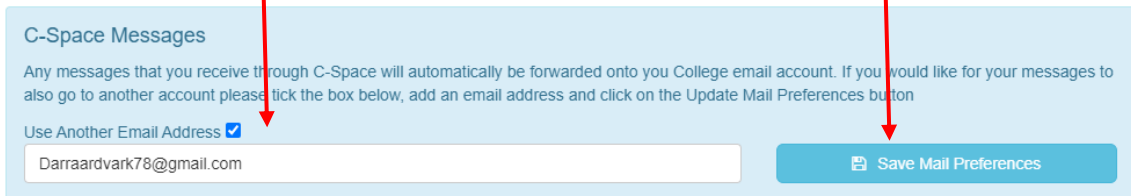
Click on My Messages to view a message. Messages that you receive through CSpace will automatically be forwarded onto your college email account.

Select New if you wish to send a message to one of your tutors.



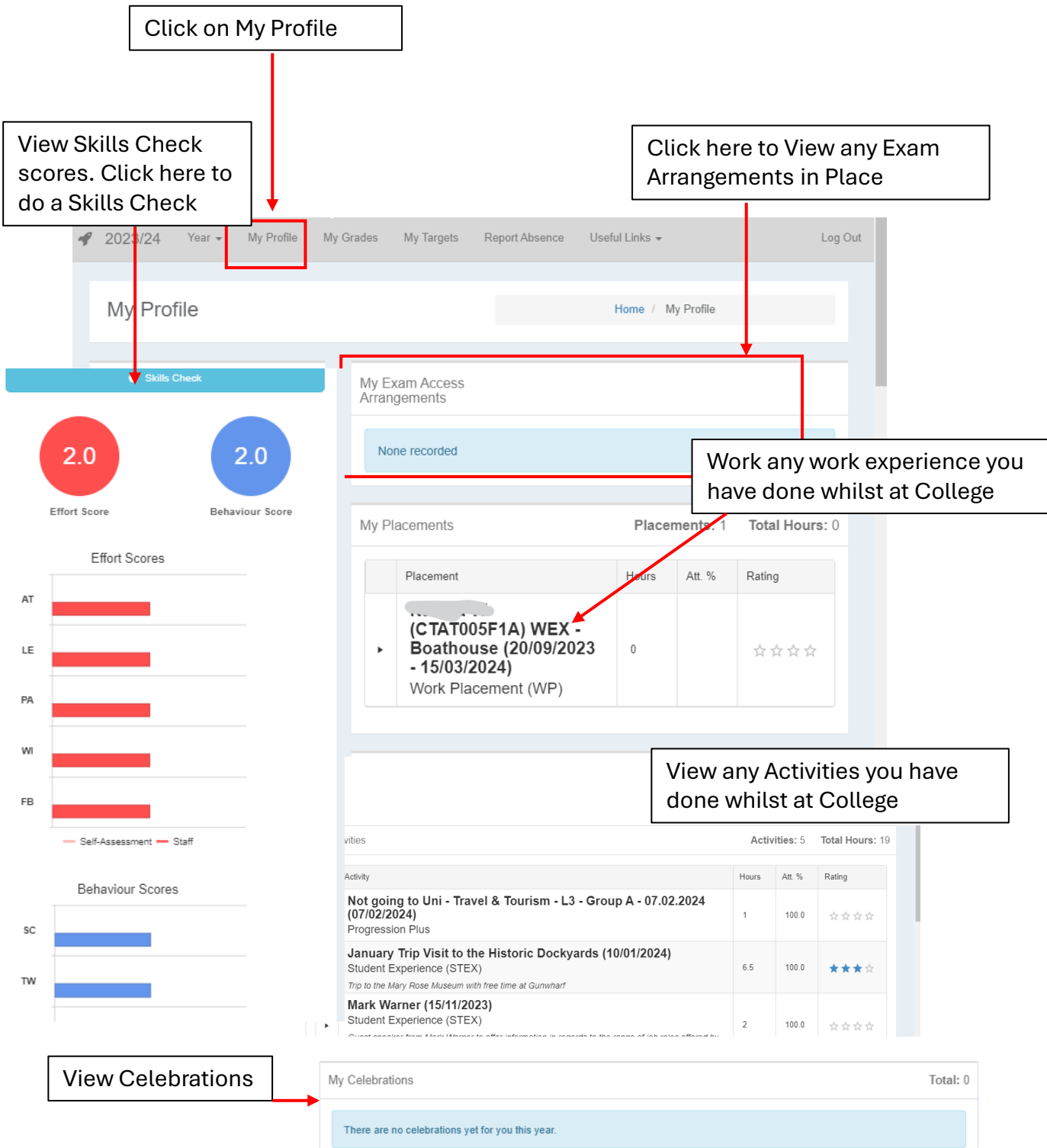
### Add another email address

You can input another email address if you would like your messages to also go to another email address. You must then click save preferences.



## View My Profile

View My Profile to access **Skills check**, view your **work placements**, **activities** attended and **celebrations**, as well as any **Exam Arrangements** in place.



**Click on My Profile**

**View Skills Check scores. Click here to do a Skills Check**

**Click here to View any Exam Arrangements in Place**

**Work any work experience you have done whilst at College**

**View any Activities you have done whilst at College**

**View Celebrations**

2023/24 Year ▾ My Profile My Grades My Targets Report Absence Useful Links ▾ Log Out

Home / My Profile

Skills Check

2.0 Effort Score 2.0 Behaviour Score

Effort Scores

Category	Self-Assessment	Staff
AT	2.0	2.0
LE	2.0	2.0
PA	2.0	2.0
WI	2.0	2.0
FB	2.0	2.0

Behaviour Scores

Category	Score
SC	2.0
TW	2.0

My Exam Access Arrangements

None recorded

My Placements

Placement	Hours	Att. %	Rating
(CTAT005F1A) WEX - Boathouse (20/09/2023 - 15/03/2024) Work Placement (WP)	0		☆☆☆☆

Activities

Activity	Hours	Att. %	Rating
Not going to Uni - Travel & Tourism - L3 - Group A - 07.02.2024 (07/02/2024) Progression Plus	1	100.0	☆☆☆☆
January Trip Visit to the Historic Dockyards (10/01/2024) Student Experience (STEX) Trip to the Mary Rose Museum with free time at Gunwharf	6.5	100.0	★★★★☆
Mark Warner (15/11/2023) Student Experience (STEX)	2	100.0	☆☆☆☆

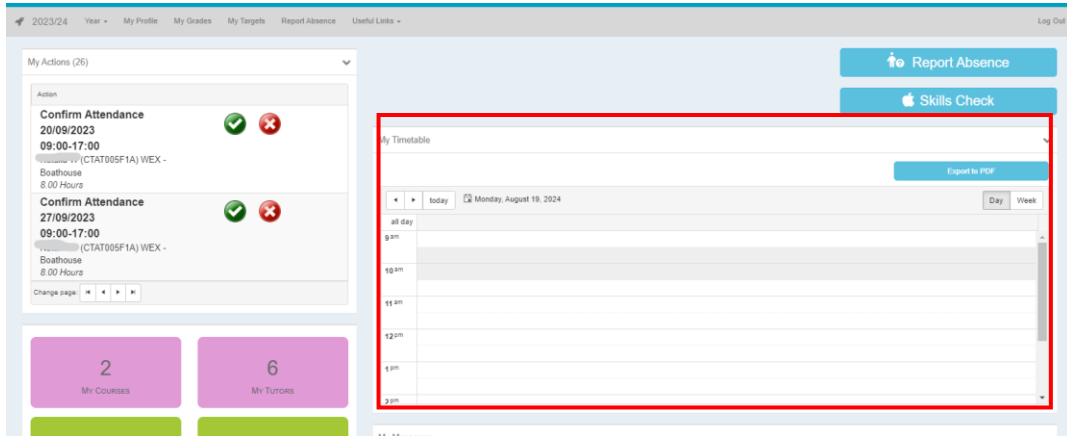
My Celebrations

Total: 0

There are no celebrations yet for you this year.

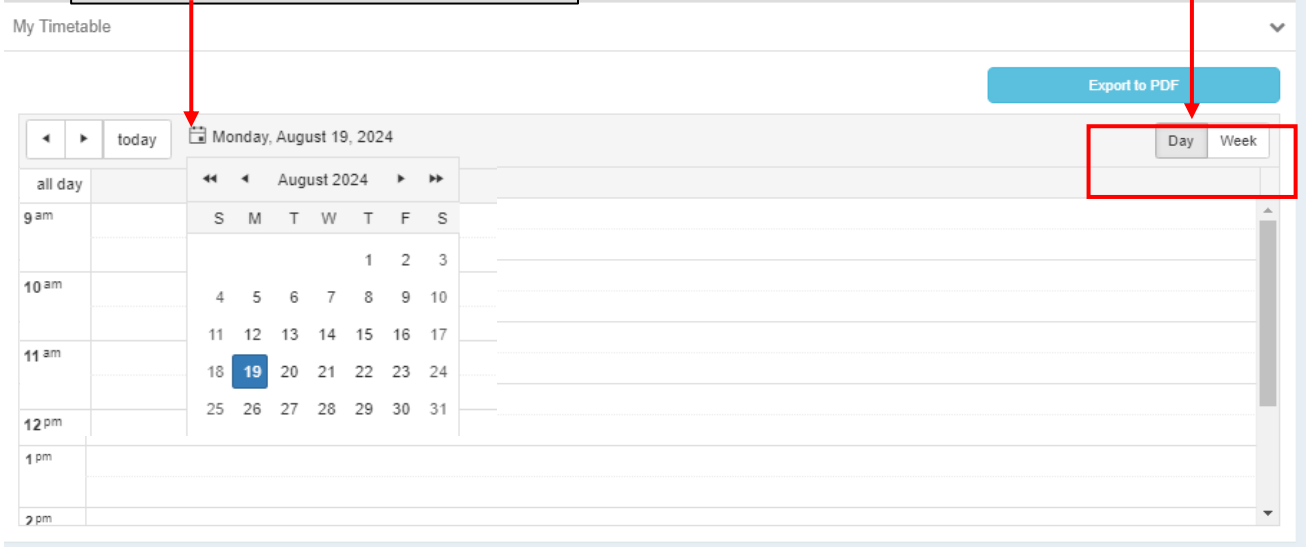
## View My Timetable

View your Timetable on the home page of C Space.



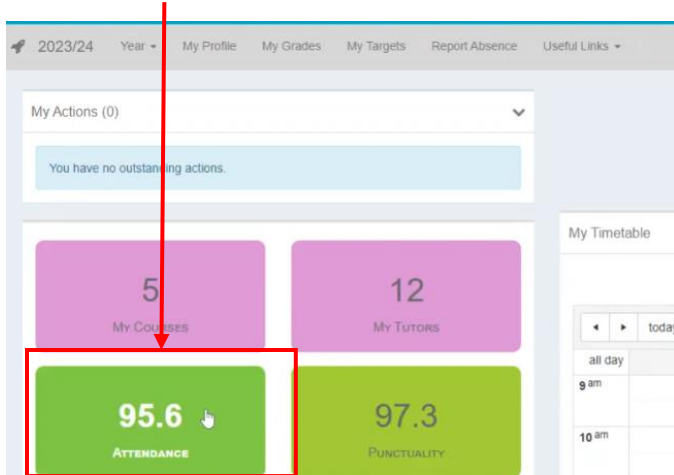
Click on Calendar icon to select a different day

Switch between Day or Week View



## Attendance and Registers

To view your Attendance record and registers click on the Attendance box.



Attendance



Course Code	Course Title	Attendance %	Punctuality %
WACC031D1A	LIBF L3 Diploma in Financial Studies	96.2	97.3
WACE001D2A	PDP - Personal Development Programme	93.1	100.0

To view your register click on the arrow next to the course you wish to view.

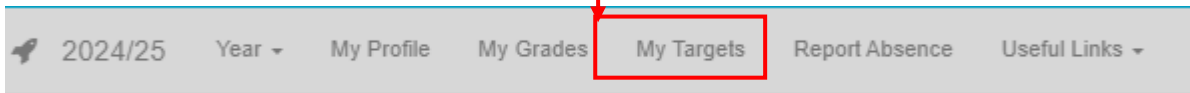
Key  
 Positive Marks: / Present; D: Distance Learning; I: Self Isolation; L: Late; X: Left Early;  
 Negative Marks: A: Authorised Absence; O: Absent; S: Sickness;  
 Neutral Marks: E: Exam; M: Medical; P: Work Exp./ Placement; V: Visit / Trip; Z: Not Required

Register	Group	Day	Start Time	End Time	Att (%)	11/09	18/09	25/09	02/10	09/10	16/10	23/10	30/10	06/11	13/11	20/11	27/11	04/12	11/12	18/12	25/12	01/01	08/01	15/01	22/01	29/01	05/02	12/02	19/02
Business A-Level Y2 Block B	B	Wed	08:30	10:00	96.8	/	/	/	/	L	/	/	/	/	/	/	/	/	D	/	/	/	/	/	/	/	/	/	/
Business A-Level Y2 Block B	B	Fri	08:30	10:00	87.5	L	/	/	/	D	/	/	/	/	/	/	L	/	D	/	/	/	/	/	/	/	/	/	
Business A-Level Y2 Block B	B	Fri	12:00	13:30	96.9	/	/	/	/	D	/	/	/	/	/	/	/	/	D	/	/	/	/	/	/	0	/	/	

If you wish to query and marked absence. Click on the absence marked with a 0 and this will allow you to message your tutor.

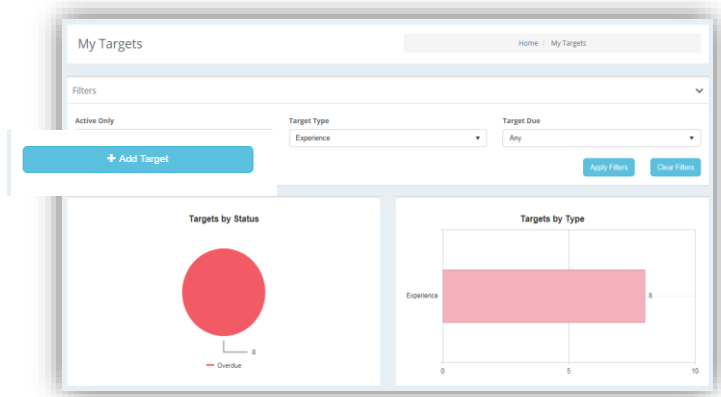
## View My Targets

To view your Grades select My Targets from the top menu

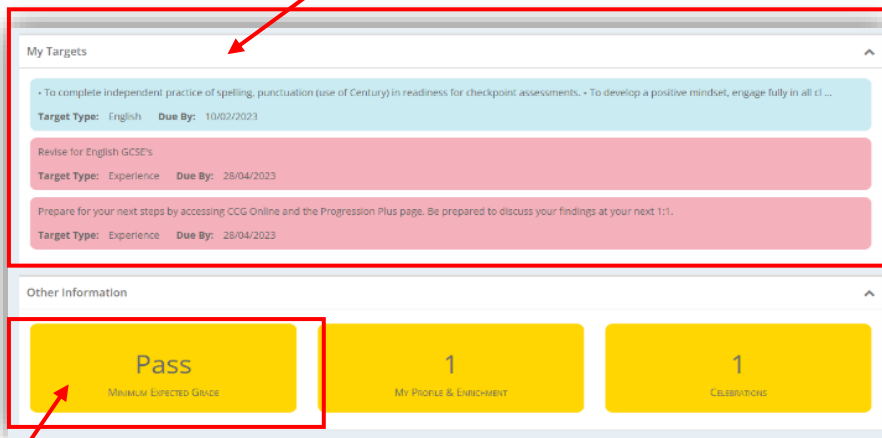


Here you will see an overview of your Targets. Your latest 5 targets are listed in the order of their due date. Click on Targets to see more details.

Click on **Add Target** to add your own targets.



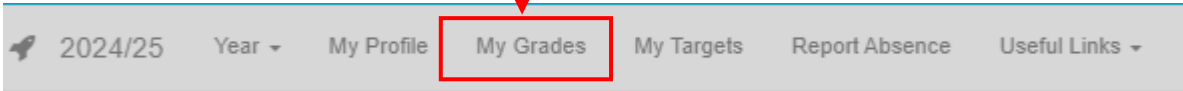
You can also see your Targets under My Targets on the Home page of C Space.



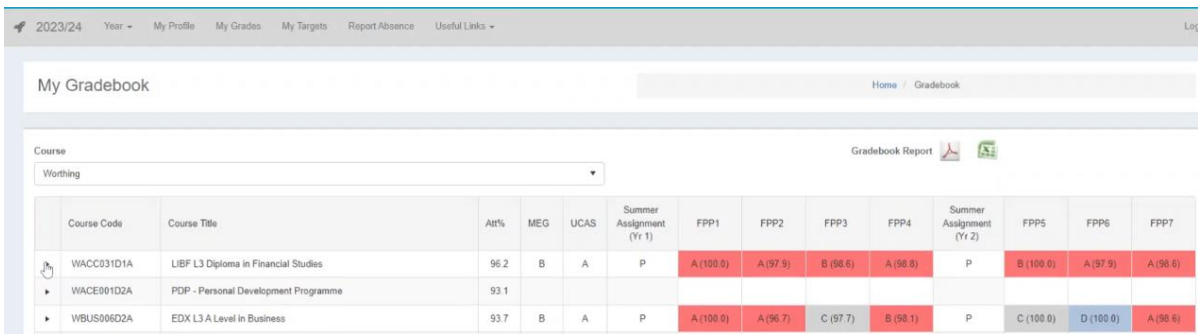
Here you can see your minimum Target Grade.

## View My Grades

To view your Grades select My Grades from the top menu



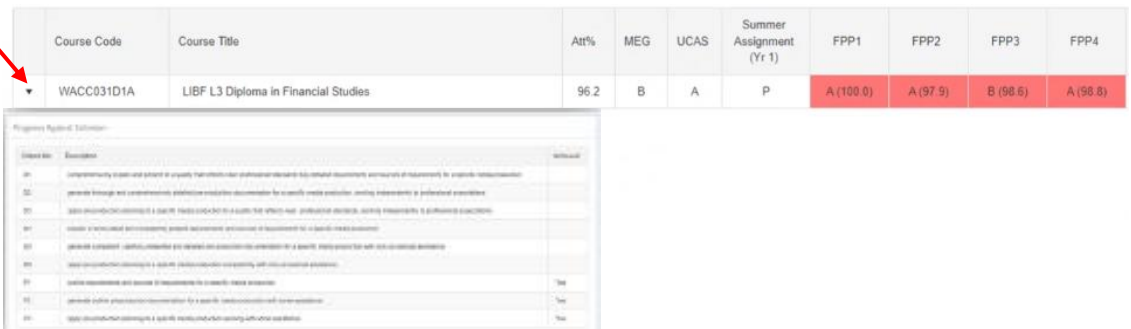
This will open your Gradebook. You will see the grades for all your marked assignments.



The screenshot shows the 'My Gradebook' page. At the top, there is a navigation bar with '2023/24', 'Year', 'My Profile', 'My Grades', 'My Targets', 'Report Absence', and 'Useful Links'. Below this is a 'My Gradebook' header with a 'Home / Gradebook' breadcrumb. A 'Course' dropdown menu is set to 'Worthing'. To the right of the dropdown are 'Gradebook Report' and two icons. The main content is a table with the following columns: Course Code, Course Title, Att%, MEG, UCAS, Summer Assignment (Yr 1), FPP1, FPP2, FPP3, FPP4, Summer Assignment (Yr 2), FPP5, FPP6, and FPP7. The table contains three rows of data:

Course Code	Course Title	Att%	MEG	UCAS	Summer Assignment (Yr 1)	FPP1	FPP2	FPP3	FPP4	Summer Assignment (Yr 2)	FPP5	FPP6	FPP7
WACC031D1A	LIBF L3 Diploma in Financial Studies	96.2	B	A	P	A (100.0)	A (97.5)	B (96.6)	A (96.8)	P	B (100.0)	A (97.9)	A (96.6)
WACE001D2A	PDP - Personal Development Programme	93.1											
WBUS006D2A	EDX L3 A Level in Business	93.7	B	A	P	A (100.0)	A (96.7)	C (97.7)	B (98.1)	P	C (100.0)	D (100.0)	A (98.6)

Select a unit to see more about your grades.



The screenshot shows a detailed view of a course unit. At the top, there is a table with the following columns: Course Code, Course Title, Att%, MEG, UCAS, Summer Assignment (Yr 1), FPP1, FPP2, FPP3, and FPP4. The table contains one row of data:

Course Code	Course Title	Att%	MEG	UCAS	Summer Assignment (Yr 1)	FPP1	FPP2	FPP3	FPP4
WACC031D1A	LIBF L3 Diploma in Financial Studies	96.2	B	A	P	A (100.0)	A (97.5)	B (96.6)	A (96.8)

Below the table is a 'Programme Requirements' section with a table of requirements:

Code	Description	Required
01	comprehensively explain and present in writing their theoretical, practical and research skills, including assessment, commercial or regulatory requirements for specific organisations	Yes
02	generate through oral presentations, posters, case studies, dissertations, or research reports, evidence of their ability to analyse, synthesise, and evaluate information	Yes
03	apply knowledge and understanding of a specific field to a real-world context, including the ability to identify, analyse, and solve problems in a practical setting	Yes
04	develop a professional portfolio, including a personal statement, CV, and other documents, to demonstrate their skills and experience	Yes
05	generate a business plan, including a market analysis, financial projections, and other documents, to demonstrate their ability to apply their knowledge to a real-world context	Yes
06	apply knowledge and understanding of a specific field to a real-world context, including the ability to identify, analyse, and solve problems in a practical setting	Yes
07	develop a professional portfolio, including a personal statement, CV, and other documents, to demonstrate their skills and experience	Yes
08	generate a business plan, including a market analysis, financial projections, and other documents, to demonstrate their ability to apply their knowledge to a real-world context	Yes
09	apply knowledge and understanding of a specific field to a real-world context, including the ability to identify, analyse, and solve problems in a practical setting	Yes



