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Logging On to CougarTrack

CougarTrack is a portal that allows a synchronized login to all systems that you will need to teach online with Columbia College. You will be able to use the same login and password for your official CougarMail account, your D2L Brightspace account and course, and the Gradebook and Attendance system.

1. Go to the Columbia College Online website at http://www.ccis.edu/online.

2. Click on the Login link at the top of the screen.

3. If you are a first-time CougarTrack user, you will click the Activate Your Login link on the left side of the screen and follow the steps. You will need to know your faculty ID number to activate your account.

4. Once you have activated your login, your username will appear. You will use this username and the password you created to login to CougarTrack.

5. Click the CougarMail account link to access your Columbia College email.
   - This is the assigned email that you will use as a Columbia College instructor. It is listed in the classlist of the D2L Brightspace course for the students.
   - You are able to forward the messages that come to your CougarMail account to another account.
6. Click **Online Course Access** in the CC Links web part to access your online course(s). After you click on this link, you will be on the D2L “organizational” homepage.

7. You will also use CougarTrack to access **Gradebook & Attendance**. This will be used to track weekly student attendance and submit final grades at the end of the session.
**Organizational Home Page in D2L Brightspace**
The organizational home page is the first page users see after clicking on the Online Course Access link in CougarTrack. You can click on the Columbia College logo in the upper left corner to access this page from anywhere in the system.

**Announcements**
The announcements on the homepage are viewable by everyone who has access to D2L. These announcements are populated by the Online Education staff. Please review these as you login throughout the session.

**My Courses**
The My Courses widget will display up to 12 relevant courses with course tile images. If you have more than 12 current or future enrollments, you can filter courses by clicking View All Courses.

Under the Filter dropdown, you will be able to filter by CCIS Semester, Department, or Role.
When you click on Roles, you will see a list containing each role you have within D2L:

- **Online Instructor** – The classes you are teaching **online** are listed here by sessions.
- **Instructor** – The classes you are teaching **in-seat** are listed here by sessions.
- **Student** – The Village and TONIC will be listed here because you are enrolled as students in these courses. If you have proctored exams, you will also see the Proctoring Hub.
- **Shadow** – If you are shadowing a course taught by another instructor, it will be listed here.

The course tile will display the total number of updates to the course, including unread discussion posts, ungraded quiz attempts, and unread dropbox submissions. The Updates widget on the course homepage will display more details about the unread items in the course.

**The Village**

This online community for instructors was created to provide all online instructors with:

- announcements with dynamic information about sessions, new guidelines, and hot tips
- content with current teaching information, useful links and examples
- discussion area for instructors to share ideas, ask questions, and collaborate
- dropbox for instructors to submit contracts for each current session
- FAQ’s to answer the most often asked questions about Online Education policies
- links to Web sites that provide a variety of multimedia resources
- training materials for D2L Brightspace

**Minibar**

The minibar displays at the top of any course page, and allows you to easily navigate to courses and personal settings. The minibar contains a link to My Home, the course selector, alerts, and your personal menu.

If you have an unread alert, a circle appears above the alert icon. Click on the CC logo to return to the organizational home page, or click on the course name to return to the course home page.

If you impersonate a user, the name on the minibar will change to the name of the user you are impersonating. Click **Stop Impersonating** from the personal menu to end an impersonation session.
Course Selector
Your courses are listed in the course selector, next to My Home in the minibar. Clicking on the pushpin next to the course name will pin the course to the top of the list for easier access.

Message Alerts
Click the Message Alerts on the minibar to access instant messages and email (send only).

See the Instant Messages Quick Guide for information on using the instant message tool.

Click ⌨ Email to compose a new message. On the Compose New Message page, type the email address of the recipient in the To field, or choose a recipient by clicking Address Book.

To filter the address book by course, click the Filter By drop-down list. To search for a user, type the name in the Search For field.
Click the box next to the recipient(s) of the email. Click To, CC, or Bcc, to add the users to the Recipients area at the top.

After selecting recipients, click Add Recipients at the bottom of the page.

**Subscription Alerts**
Click the Subscription Alerts icon on the minibar to see notifications for new discussion posts in forums, topics, and specific message threads that you are subscribed to.

**Update Alerts**
Click the Update Alerts on the minibar to see notifications for new/updated news posts, upcoming due dates, and grade changes.

**Personal Menu**
Clicking your name on the minibar opens your personal menu. Click Profile to add a profile picture, update contact information, education and work, and personal information. To control how you receive notifications about activity in your courses, click Notifications and make the necessary changes. Modify your settings by clicking Account Settings and make the desired changes on each tab.
**Course Home Page**
The Course Home page is made up of widgets such as weekly content, weekly events, Announcements, Updates and sometimes other custom widgets. You can access the course homepage by clicking on the course name in the minibar.

**Announcements**
This is where you will post your syllabus and daily or weekly announcements for the class. Refer to the Quick Guides on **News** and the **HTML Editor** for information on how to create, edit, and delete these items.

**Updates**
The Updates section is on the right side of the course home page. It indicates new dropbox submissions, discussion posts, quizzes, etc.

**Instructor Profile**
The Instructor Profile widget allows students to send you an email and see information you have added to your profile. Refer to the Quick Guide on **Creating a Profile** to learn more about adding items to your profile for students to see on the course homepage.