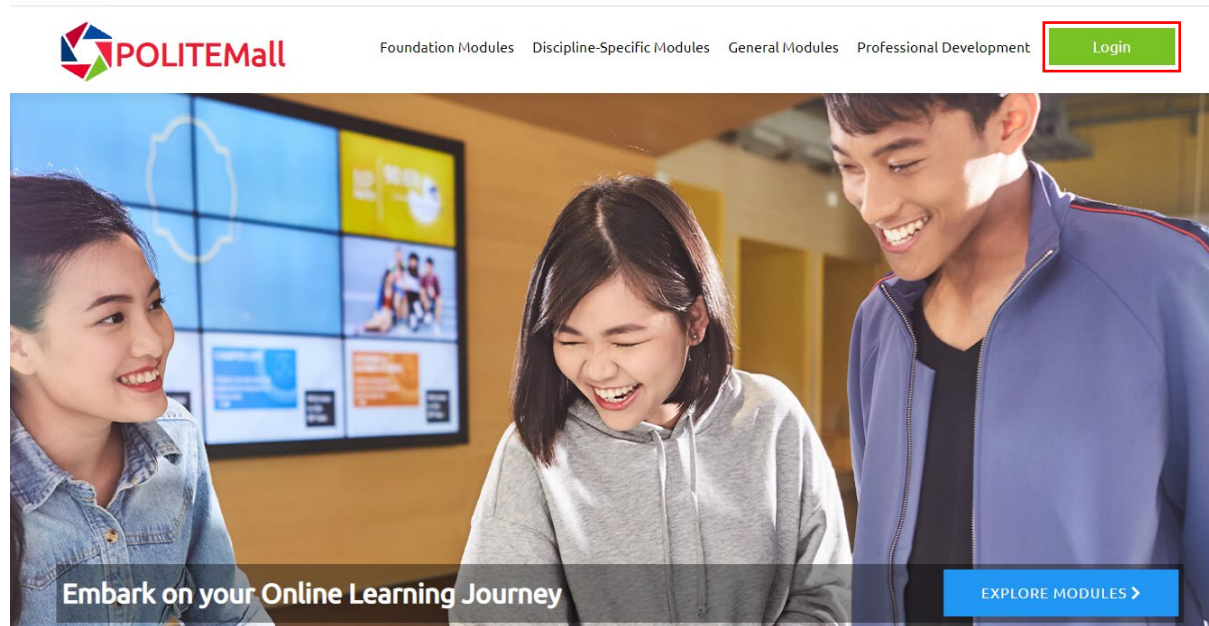## Learner's POLITEMall Quick Start Guide

1. **How to log in to POLITEMall**
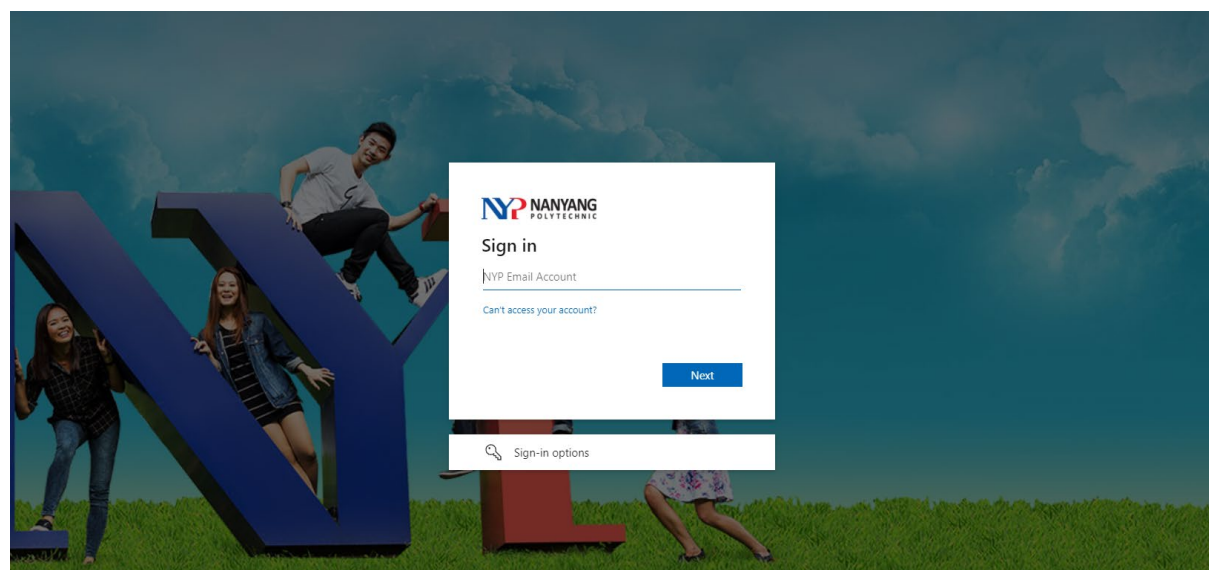
To log in and access your modules in our Learning Management System, go to this link: https://politemall.polite.edu.sg. You will land on the **POLITEMall login page**. Click on the green login button on the top right corner.

You will be prompted to sign in if you have not signed in already. Enter your NYP email account and password to sign in.

Upon successful login, you will see the **POLITEMall landing page**. It looks like the login page except that the green button at the top right says, "My Courses".
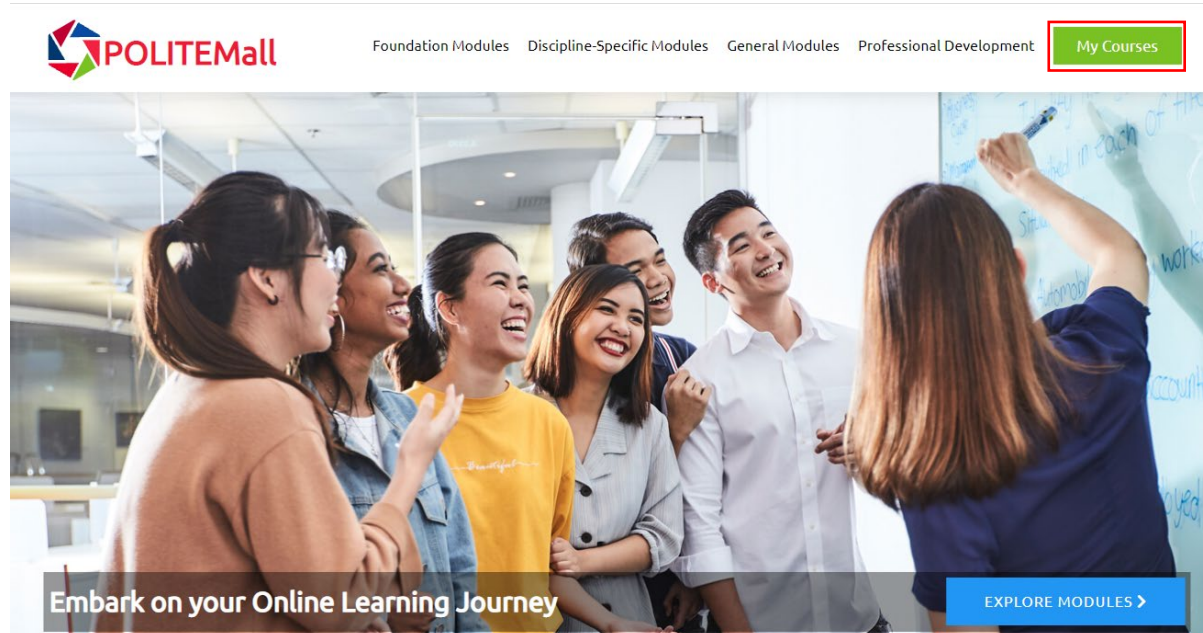

You can click on the "Explore Modules >" button to explore the free online modules put up by various polytechnics in the POLITEMall. You can self-enrol to the module(s) that interests you and learn at your own pace. These modules will only be opened for enrolment in April 2022.

2. Navigating the Interface

Hover your mouse over the "My Courses" button and select "NYP Courses". (Note: if you want to access your POLITEMall courses select "POLITEMALL Courses")

CET students accessing their modules on POLITEMall should click on this link.
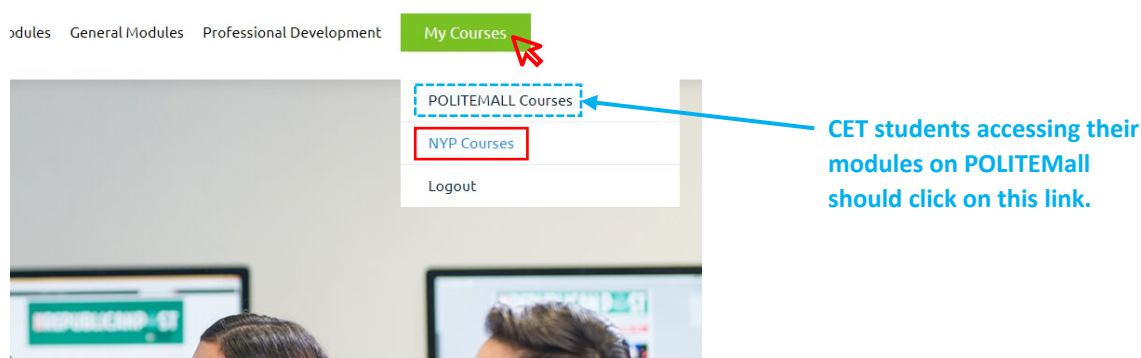
You will be brought to the NYP LMS landing page.

CET student shall click on the "POLITEMALL Courses" and you will be brought to the POLITEMall LMS landing page.

This is the **Home Page** of your school. For this example, this is the school homepage for the School of Design and Media. You should be able to see the module that you have been enrolled in under the "My Courses" widget. Click on it to open up the module.

You would receive school level announcement and calendar events in this School Home Page.
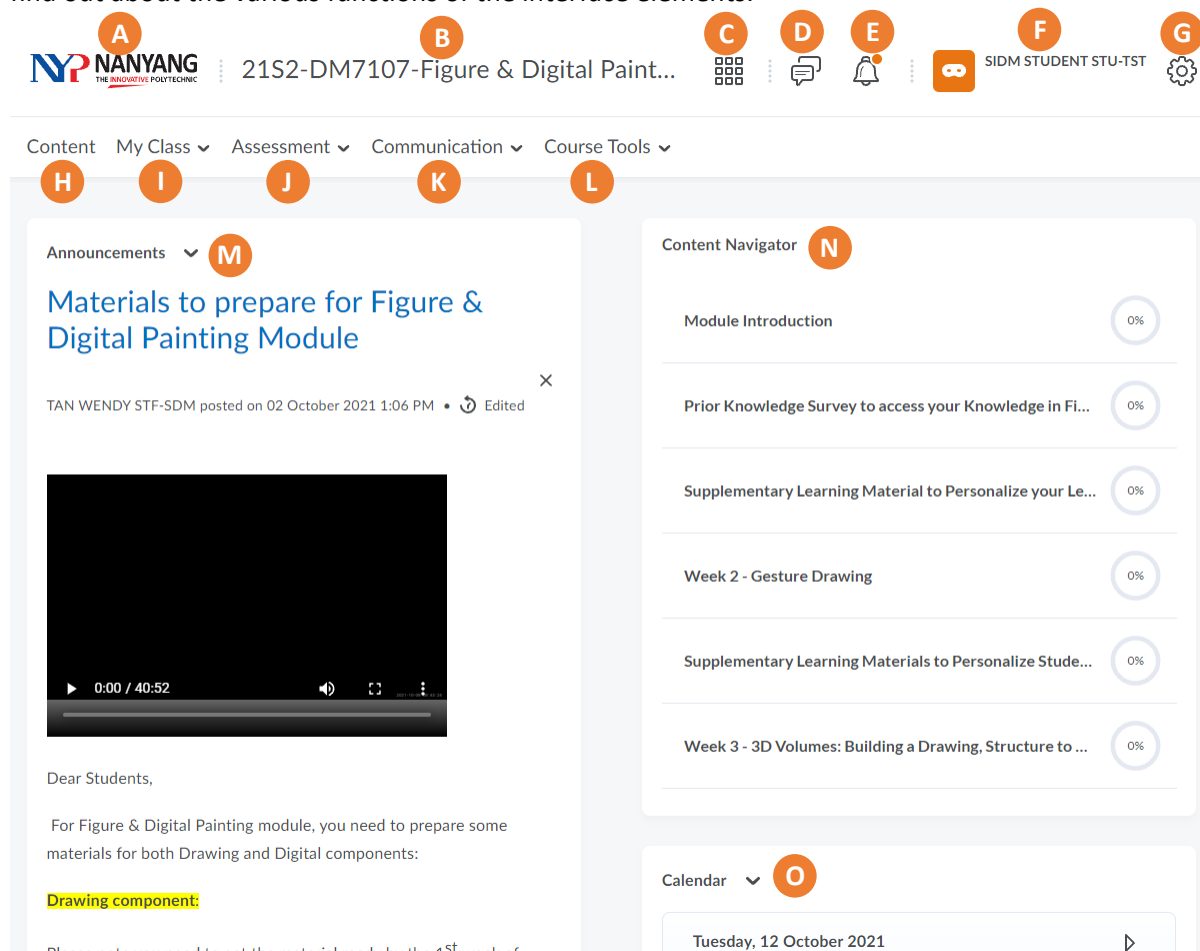
After launching your module, you will be at the **Module Home Page**. Consult the legend below to find out about the various functions of the interface elements.

Legend

- Ⓐ **NYP Logo**. Click this logo (wherever you are) to go back to the **School Home Page**
- Ⓑ **Title of current module**. Click on this (wherever you are) to go back to **Module Home Page**
- Ⓒ **Course Selector**. Click on this to **Access or Pin** your modules.
- Ⓓ **Subscription Alert**. Click to see updates on the discussion posts/subscriptions.
- Ⓔ **Notification Alert**. Click to see module activity updates such as new/updated contents, announcements, due and end dates of assignments, grades, etc. An **orange dot** indicates "new update" available.
- Ⓕ **Personal settings** - **Profile, My Portfolio, Notifications and Account Settings**. You can **Logout** from here.
- Ⓖ Access **Organisation Related Tools** to access your **Audio/Video Notes** and **Captions**
- Ⓗ Navigate to the **Content** area to view the module's content
- Ⓘ **My Class** contains the links to class-related matters – **Class Progress**, **Classlist** and **Groups**.
- Ⓙ The **Assessment** group contains all the links related to assessment and attainments – **Assignments**, **Awards**, **Grades**, **Quizzes** and **Video Assignments**.
- Ⓚ The **Communications** group lets you view **Announcements**, participate in **Chats** and **Discussions** set up for you, or join a **Virtual Classroom**.
- Ⓛ **Course Tools** lets you access the **Checklists** and **Surveys** which your lecturer may have set for you.
- Ⓜ **Announcement widget** displays the latest announcements put up by your module teacher.
- Ⓝ **Content Navigator widget** shows your current progress in covering the module content. You can launch contents from here.
- Ⓞ **Calendar widget** shows module important dates, e.g., assignment due dates, events, etc.

**3.** **Customising notification settings**

Click on your name in the top right and select **Notifications**.

Notifications

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

The Pulse App: Stay Up-to-date on the Go!

Pulse helps you stay connected and on track with your Brightspace courses!

Download on the App Store   GET IT ON Google Play
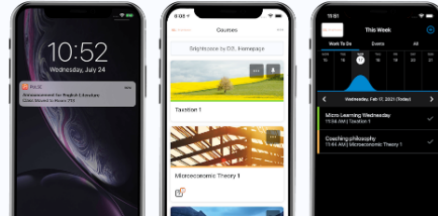
> You should download and install the Brightspace Pulse App on your phone to receive notifications.
>
> You can also access your module content on your phone with it.

Contact Methods

Email Address
Send email notifications to: **bbtest.sidm.stu@myaccount.nyp.edu.sg** 🗑
Change your email settings

Summary of Activity

Email me a summary of activity for each of my courses.

How often?
Never ⌄

Instant Notifications

	Email
Activity Feed - new comments from others on a post	☐
Activity Feed - new posts created by others	☐
Announcements - announcement updated	☑
Announcements - new announcement available	☑
Assignments - assignment feedback released	☐
Assignments - assignment due date or end date is 2 days away	☐
Assignments - assignment feedback updated	☐
Assignments - publish all feedback completion	☐
Content - content item created	☐
Content - content item updated	☐
Content - content overview updated	☐
Content Service - feedback for content service uploads	☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	☐
Grades - grade item released	☐

> You can set the type of notifications that you want to receive by checking the boxes.
>
> By default, there are 4 pre-determined notifications.
>
> It's a good idea not to uncheck them or check too many to begin with.
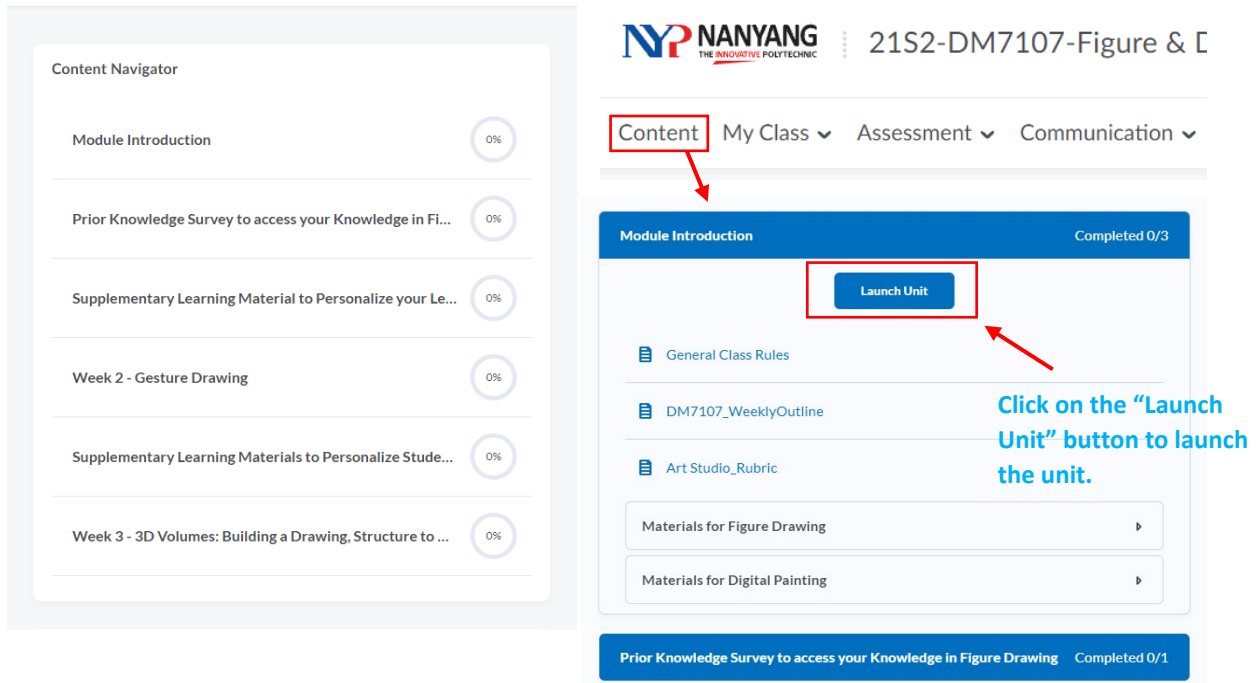
Save   Cancel   **Click Save when you are done.**

4. How to launch and navigate the module content

You can either go straight to your content by clicking on the Content Navigator widget on the home page or click on the Content link in the menu bar.
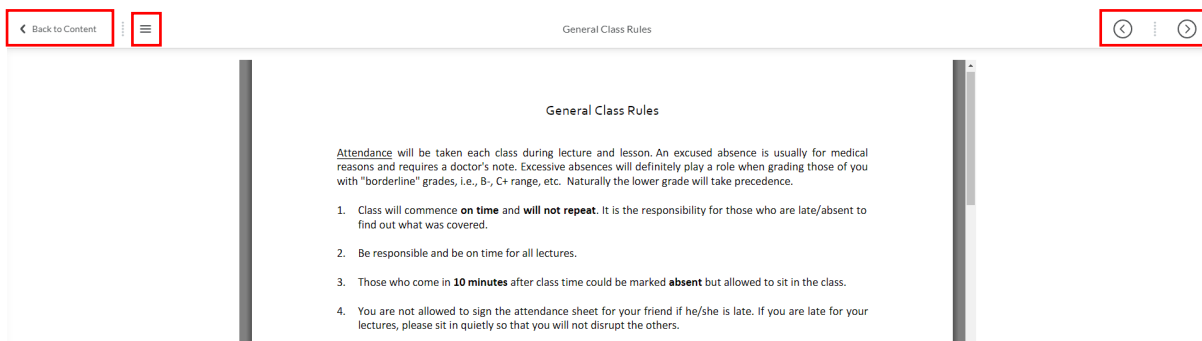

Upon launching, the content will be displayed. Use the arrows on the top right to navigate to the next or previous content.

You can also click on the hamburger icon to open the side menu of the unit.

Click on "Back to Content" to return to the Content page.

5. **How to submit assignments**

If you are required to submit an assignment, you will see this screen:

Tutorial 01

You can read/download any instructions and drag your file to be submitted in the box or click the **Upload** button.   You can also see any previous submissions or read feedback on your past submissions.

You can also go to your Assignments page (**Assessment** > **Assignments**) to view all your module assignments. Double-click on any one to open it.

6. How to check progress

You can see a summary of your progress in the module by going to **My Class** > **Class Progress**. Here you can see your status in content coverage, grades received, assignment submissions, quizzes, checklists, surveys, discussion participation, etc.

7. Where to find help

You can tap into Brightspace resources for learners on the **School Home Page** by clicking on the link "Brightspace Resources". NYP adopted Brightspace's latest UI - the New Learner Experience (LX).