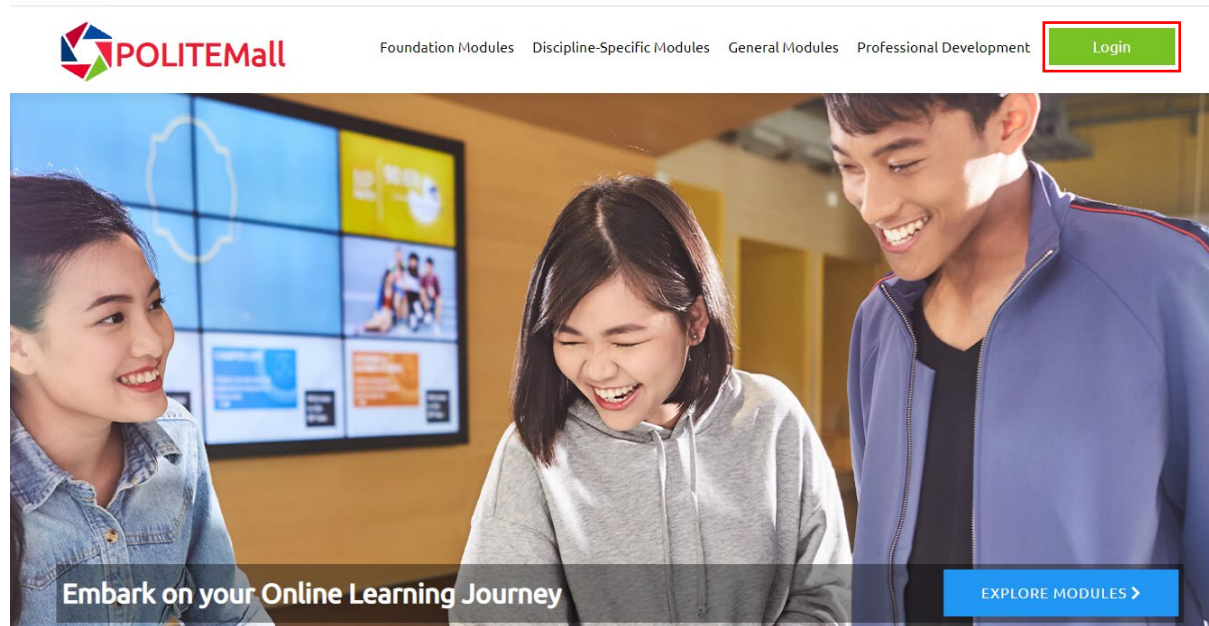


Learner's POLITEMall Quick Start Guide

1. How to log in to POLITEMall

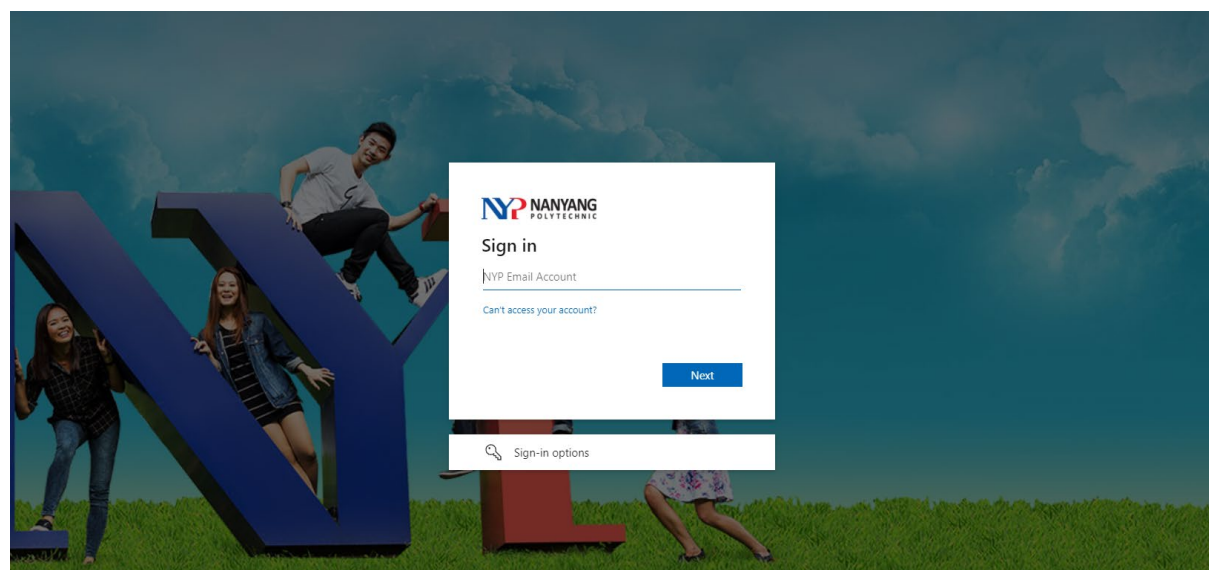
To log in and access your modules in our Learning Management System, go to this link: <https://politemall.polite.edu.sg>. You will land on the **POLITEMall login page**. Click on the green login button on the top right corner.



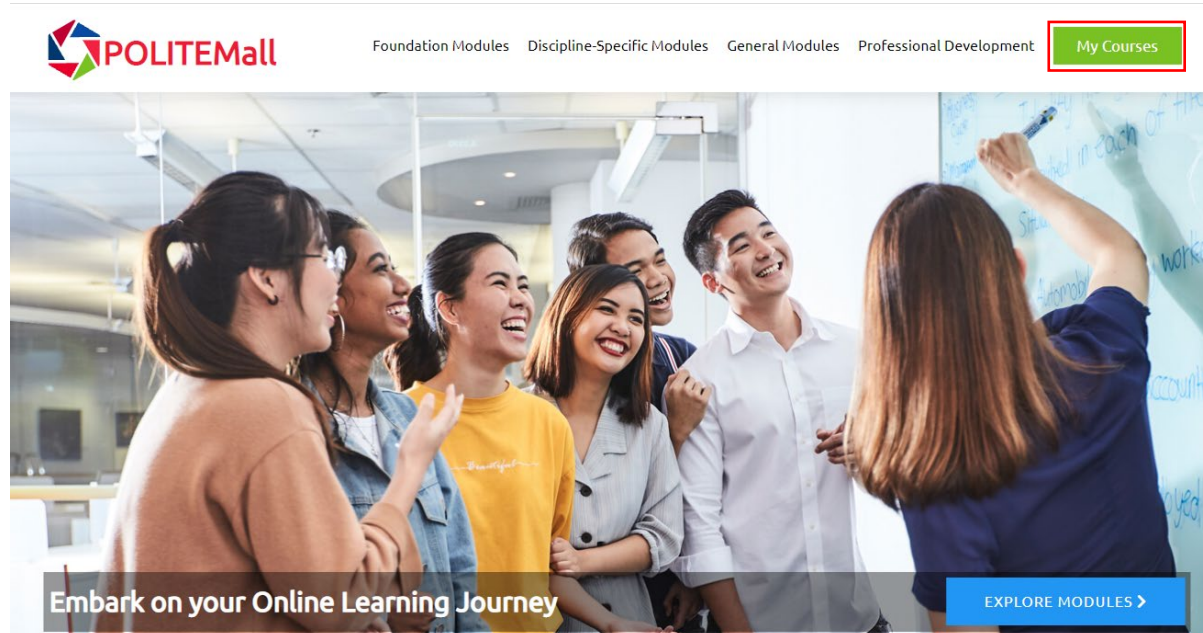
About POLITEMall

Developed jointly by Singapore's five polytechnics and ITE, POLITEMall is your one-stop portal to access online learning content across multiple sectors and disciplines. In POLITEMall, you will be able to access high quality learning resources at your fingertips for an engaging online learning experience!

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”.



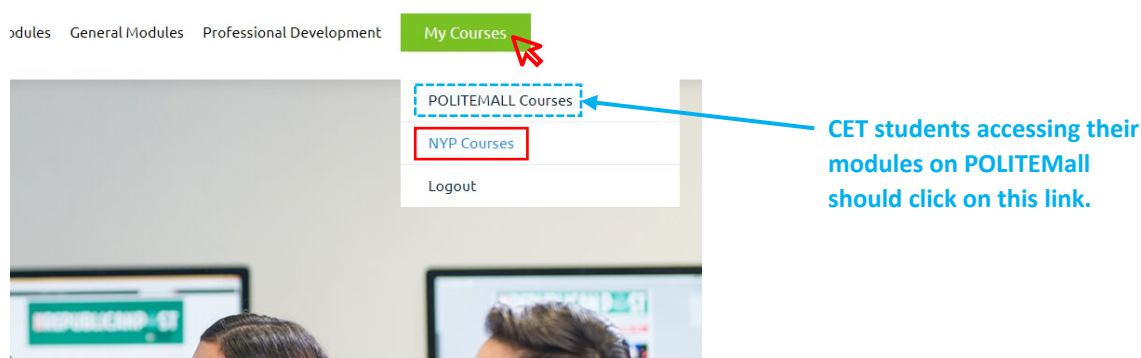
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Developed jointly by Singapore's five polytechnics and ITE, POLITEMall is your one-stop portal to access online learning content across multiple sectors and disciplines. In POLITEMall, you will be able to access high quality learning resources at your fingertips for an engaging online learning experience!

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”)









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.



SIDM





SIDM STUDENT STU-TST



Brightspace Resources
Go to POLITEMall Courses



My Courses



21S2-DM7107-Figure & Digital Painting



21S2-DM3129-Interdisciplinary Practices 1

[View All Courses \(2\)](#)

Getting Started with Brightspace

Dear Learner,

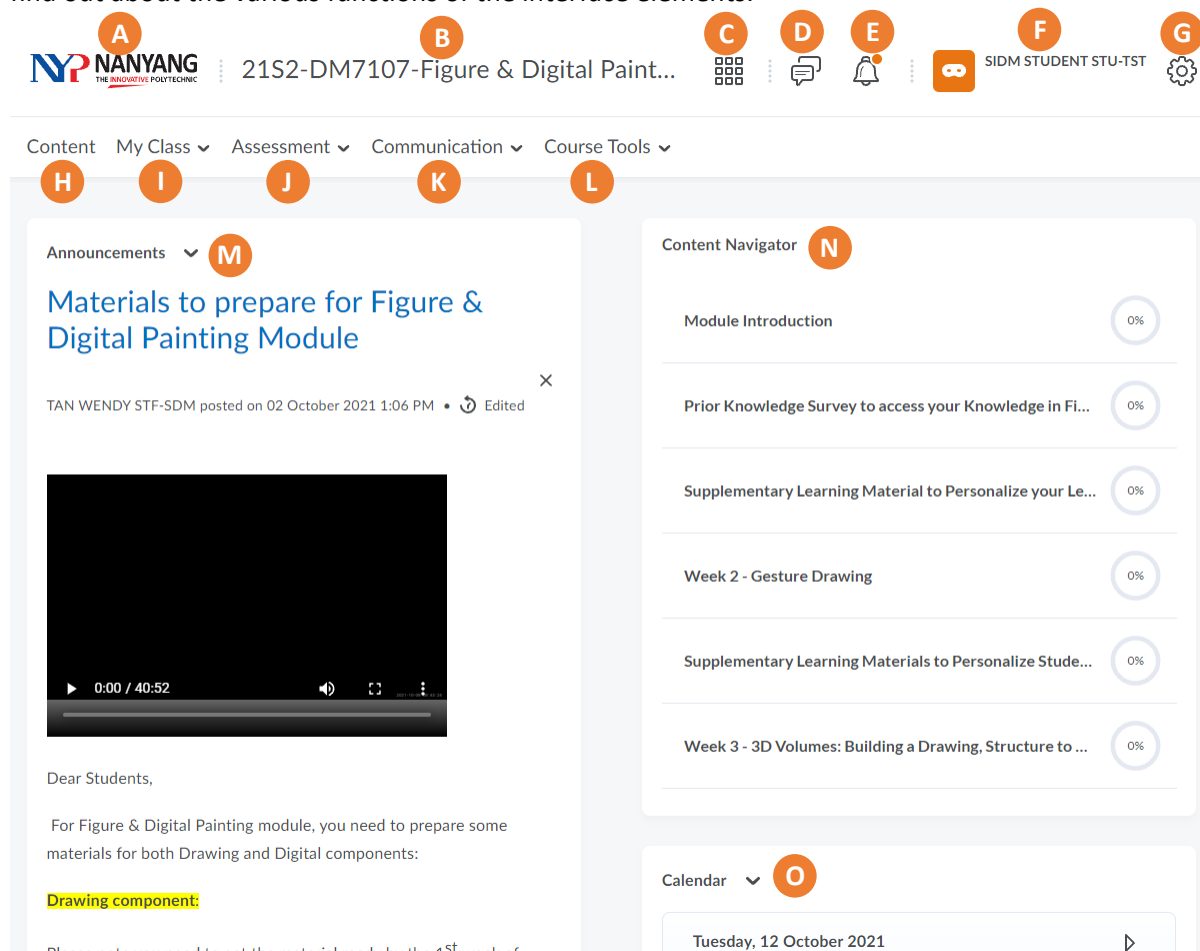
More information on using this new digital learning environment is available at [Brightspace Help information](#).

If you face any difficulties in using this platform, please reach out to your teaching staff.

Announcements

There are no announcements to display.

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.



The screenshot shows the NYP LMS interface for a specific module. At the top, there is a header with the NYP logo (A), the module title (B), a course selector (C), a subscription alert (D), a notification alert (E), personal settings (F), and organisation-related tools (G). Below the header is a navigation bar with tabs for Content (H), My Class (I), Assessment (J), Communication (K), and Course Tools (L). The main content area features an announcement widget (M) with a video player and text, a content navigator (N) showing progress for various module sections, and a calendar widget (O) displaying the current date as Tuesday, 12 October 2021.

Legend

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

3. Customising notification settings

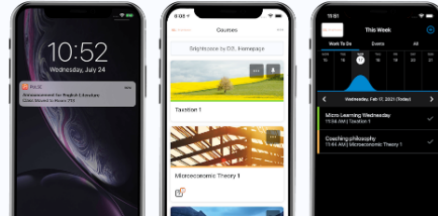
Click on your name in the top right and select **Notifications**.

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!



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

You can set the type of notifications that you want to receive by checking the boxes.

☒

Assignments - assignment feedback released

☐

Assignments - assignment due date or end date is 2 days away

By default, there are 4 pre-determined notifications.

☐

Assignments - assignment feedback updated

☐

Assignments - publish all feedback completion

It's a good idea not to uncheck them or check too many to begin with.

☐

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

☐

Save

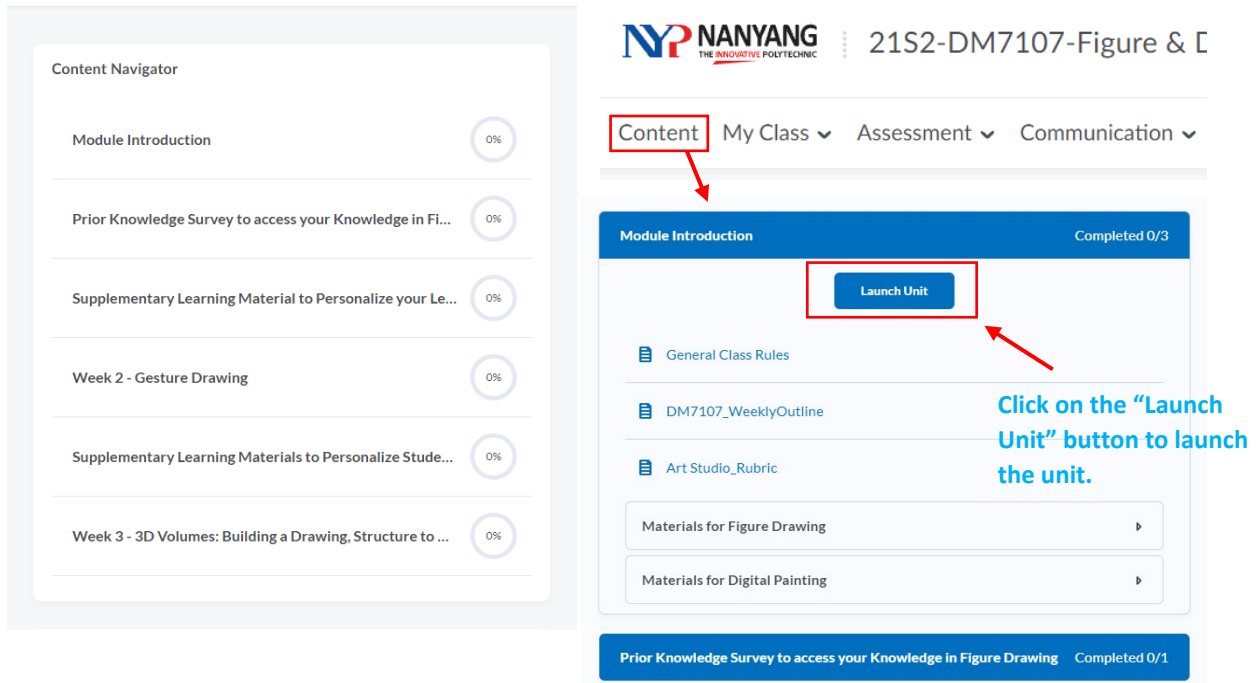
Cancel

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.

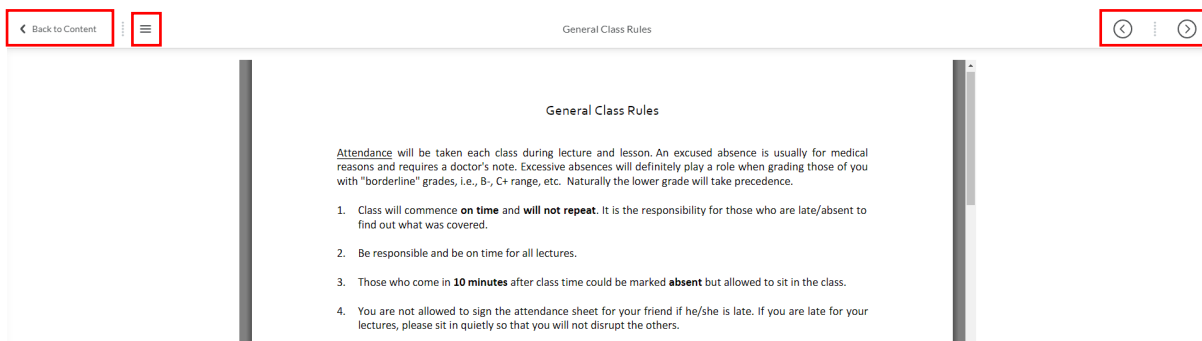


The screenshot shows the NYP LMS interface. On the left is the 'Content Navigator' widget with a list of modules and their completion status (0%). The main area displays the 'Module Introduction' page for the course '21S2-DM7107-Figure & C'. The 'Content' menu item is highlighted in the top navigation bar. A red box highlights the 'Launch Unit' button, and a red arrow points to it with the text: 'Click on the "Launch Unit" button to launch the unit.' Below the button, there are links for 'General Class Rules', 'DM7107_WeeklyOutline', and 'Art Studio_Rubric'. At the bottom, there is a 'Prior Knowledge Survey to access your Knowledge in Figure Drawing' with a completion status of 0/1.

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.



The screenshot shows the 'General Class Rules' page. At the top left, a 'Back to Content' button is highlighted with a red box. At the top right, navigation arrows (previous, next, and search) are highlighted with a red box. The main content area is titled 'General Class Rules' and contains a paragraph about attendance and a list of four rules. The rules are: 1. Class will commence on time and will not repeat. It is the responsibility for those who are late/absent to find out what was covered. 2. Be responsible and be on time for all lectures. 3. Those who come in 10 minutes after class time could be marked absent but allowed to sit in the class. 4. You are not allowed to sign the attendance sheet for your friend if he/she is late. If you are late for your lectures, please sit in quietly so that you will not disrupt the others.

5. How to submit assignments


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

Tutorial 01


Tutorial 01

Instructions




Please review the lecture notes and complete Tutorial 01.

 [Tutorial_01.docx](#) (39.82 KB)

Submissions

 [Tutorial_01_Solution.docx](#) (40.23 KB)
 18 August 2021 2:28 PM


Drop files here, or click below!

 Upload
  Record
  Choose Existing

You can upload files up to a maximum of 2 GB.

Feedback

Assessment feedback here...

 [View Inline Feedback](#) for Tutorial_01_Solution.docx



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.

Content
 My Class
 Assessment
 Communication
 Course Tools
 Zoom

Assignments Help


View History

Assignment	Completion Status	Score	Evaluation Status	Due f
No Category				
Let's try this out! - Gesture Drawing - Forms Follow Function	Not Submitted			05 November 2021
(Linked to RL) Let's try this out! - Gesture Drawing - Forms Follow Function	Not Submitted			05 November 2021
Let's Try This Out! - How to Start a Figure Drawing?	Not Submitted			12 November 2021
Attached Files  Exercise_Shape and Volume-1.jpg (157.33 KB)				
(Linked to RL) Let's Try This Out Again! - How to Start a Figure Drawing? Attached Files  Exercise_Shape and Volume-2.jpg (163.81 KB)	Not Submitted			12 November 2021
Assignment 2A - Paint the Black and White Balls	Not Submitted			17 December 2021



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.

Content
My Class
Assessment
Communication
Course Tools
Zoom


SDM, student20

Progress Summary


Print

Help

Grades

Grades Received: 4

Objectives

Learning Objectives Passed
0 % (0/0)

In Progress: 0


Passed: 0






Needs Remediation: 0

Summary
Grades
Objectives
Content
Discussions
Assignments
Quizzes
Checklist
Surveys
Course Access
Login History
System Access History

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).


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Brightspace Resources
Go to POLITEMall Courses

Getting started resources for learners
Search the Community
Watch a video tutorial
System Check

DESIGN & MEDIA

My Courses

21S2-DM3129-Interdisciplinary Practices 1

21S2-DM7107-Figure & Digital Painting

Getting Started with Brightspace

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