**Know Where to Go**

To help support your success in my class, it's important to know where to find course information, materials, and assignments. Here is a list of the tools that I will be using in this course.

* **Announcements**:  Located on the Course Home, this is the tool that you are looking at right now as you read this message.  Keep your eyes open for these kinds of course announcements. Make sure you login regularly to not miss any messages and to help stay on track.
* **Course Calendar**: This tool (located to the right of the Announcements) will list scheduled events and important due dates.
* **Content**: This is the tool that will house all the course materials and assignments. Everything will link from there, so you won't have to hunt for where to go! Just click the link to "**Content**" in the black navigation bar at the top of this page**.**
* **Classlist**: Use this tool to see a list of your classmates or send email. Email sent from Brightspace will be sent to everyone’s PFW email. Click the link to **Classlist** to see the list and/or send email.
* **Course Tools:** This is a menu of other tools that might be used in other courses. You won’t need to go here for this course. Remember, all the course materials and assignments are available from the “**Content**” tool**.**
* **Grades**: To check the status of your grades, click the **Grades** link in the bar.
* **Help:** Looking for more information? Click on **Help** for links to video tutorials and help documentation. Use the **System Check** link to make sure your computer Browser is configured properly when you’re in this course. You can also find help at <https://www.pfw.edu/its/help/> or contact the ITS Helpdesk located in Kettler Hall, Room 206 at 260-481-6030.