

# SVSU VSpace Student Tip Sheet

VSpace Website Address: <http://vspace.svsu.edu>

How to log in: Input your SVSU username and password into the corresponding text boxes located in the upper right corner of the screen.

Trouble Logging in: Synchronize your SVSU password at <http://www.svsu.edu/changepassword>

## **Course Bar:**

To access a course or site in VSpace, click on the course title from the tabs at the top of the page, as shown in Figure 1. Note that you may or may not be able to see all of your courses. To view courses/sites that may not be listed in the tabs, use the "-more-" dropdown menu.



Figure 1: Click the course title

A listing of all courses/sites in which you are enrolled in is now displayed. Click on the title of the course you wish to access.

## **My Workspace Walkthrough:**

The My Workspace portion of VSpace is your own personal area that only you can access. On the left hand side of the screen you will see a menu just like the one below.

Home	
Profile	Lets you edit your public profile
Membership	Displays all of the courses that you are enrolled in
Schedule	Displays the combined schedules for all of the courses you are in
Resources	Private storage space for students to upload documents
Announcements	Displays announcements from all courses
Worksite Setup	
Preferences	Lets you change your personal preferences
Account	Lets you view your account details
Help	

## **Course Screen:**

Once you enter a course, you will see a menu on the left side of the screen similar to the one below. You will use this menu to navigate to different areas of the course.

Home	
Syllabus	View syllabus for the current course
Schedule	View calendar events for the current course
Announcements	View announcements for the current course
Resources	Your instructors can place course content in Resources (or Modules)
Assignments	Online assignments can be added by your instructor here
Gradebook	Allows students to view grades the instructor has put in VSpace
Chat Room	Meet classmates to converse in real-time
Student Help	Online student assistance
Site Info	Contains information about the VSpace site you are in
Discussion and Private Messages	Contains discussion boards, group work, and private messaging tools
Mailtool	Send email to participants
Help	

Your instructors have the ability to add or remove these tools and others in their VSpace courses. Because of this, the menu options in your course may differ from the example.