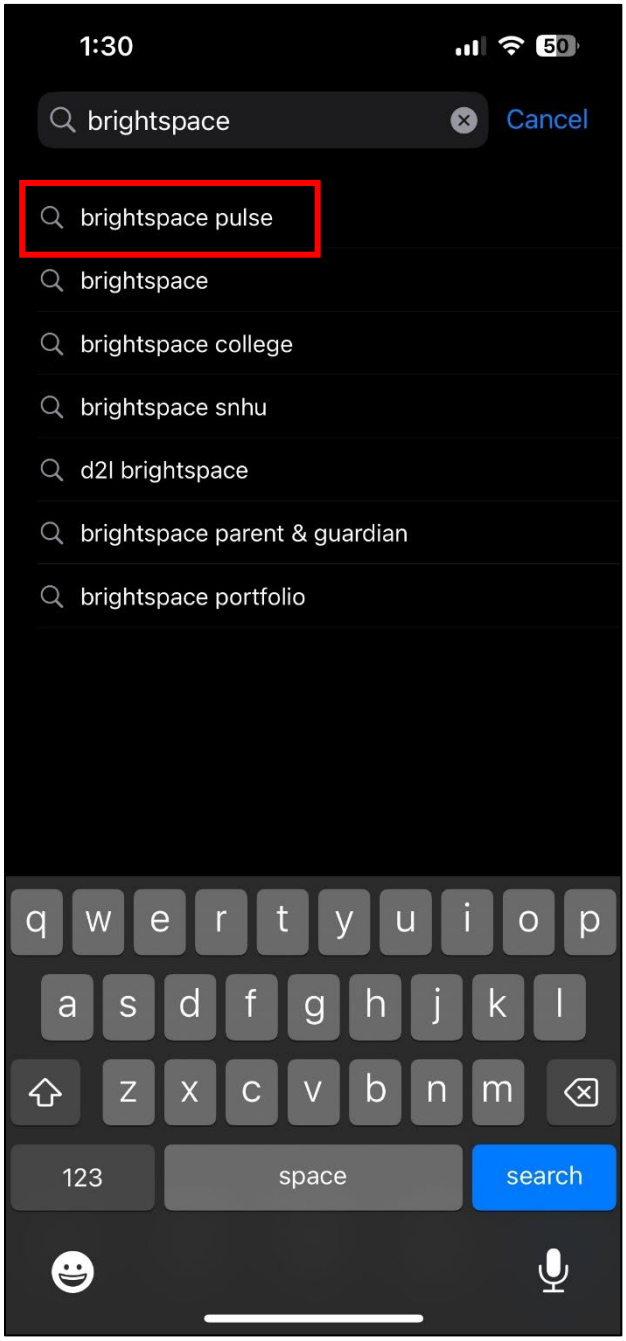
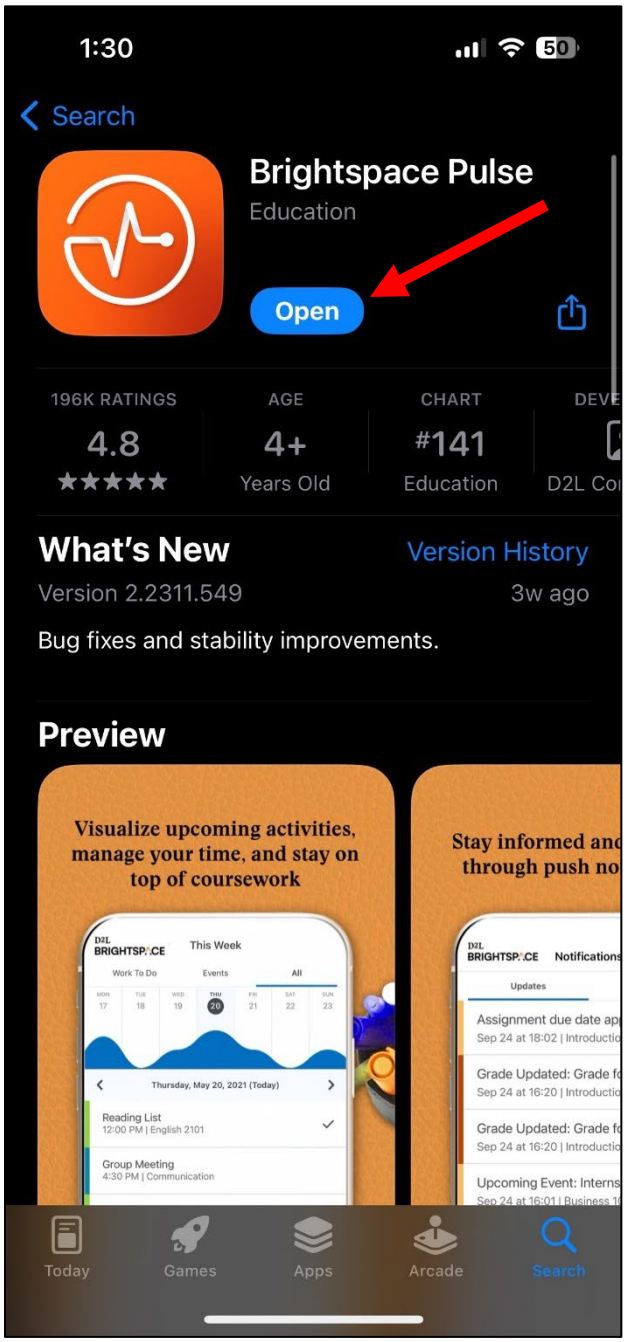
Department of Children's Services

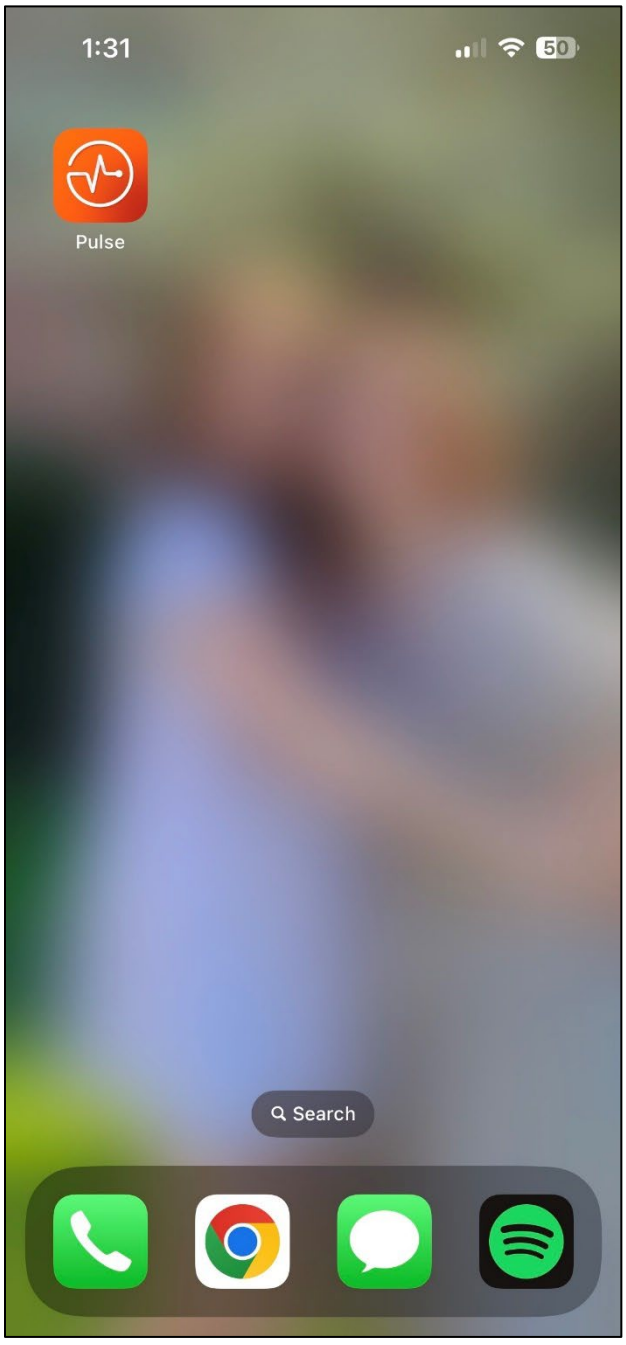
1. From the app/play store, search and select "brightspace pulse"



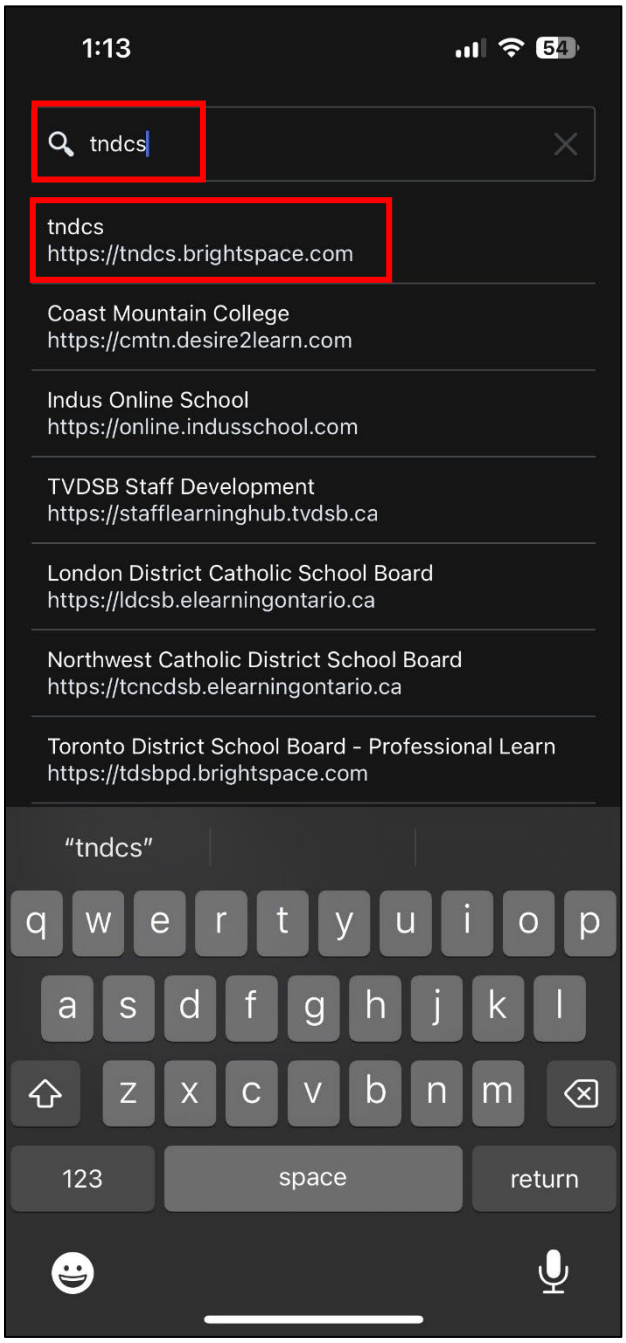
2. Open/Download the Brightspace Pulse app to the smartphone.



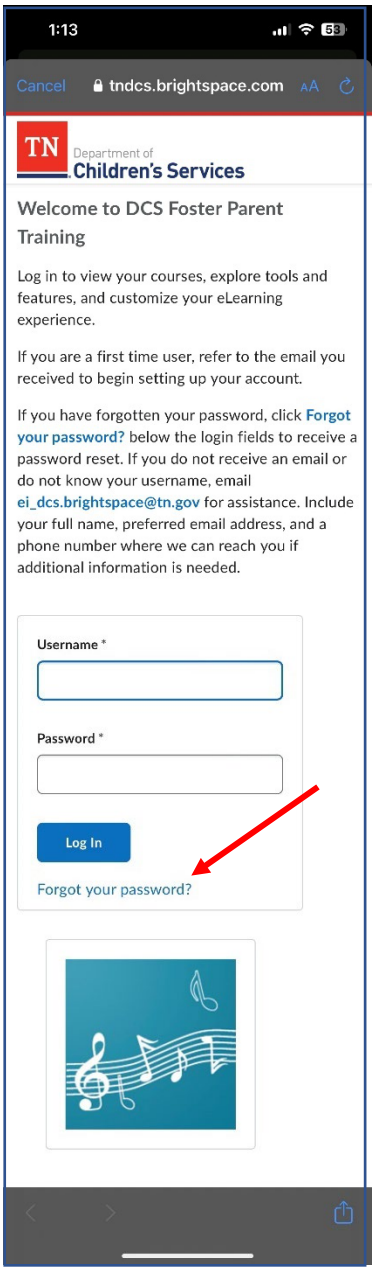
3. Once downloaded to the smartphone, the app will appear as "Pulse" on the home screen.



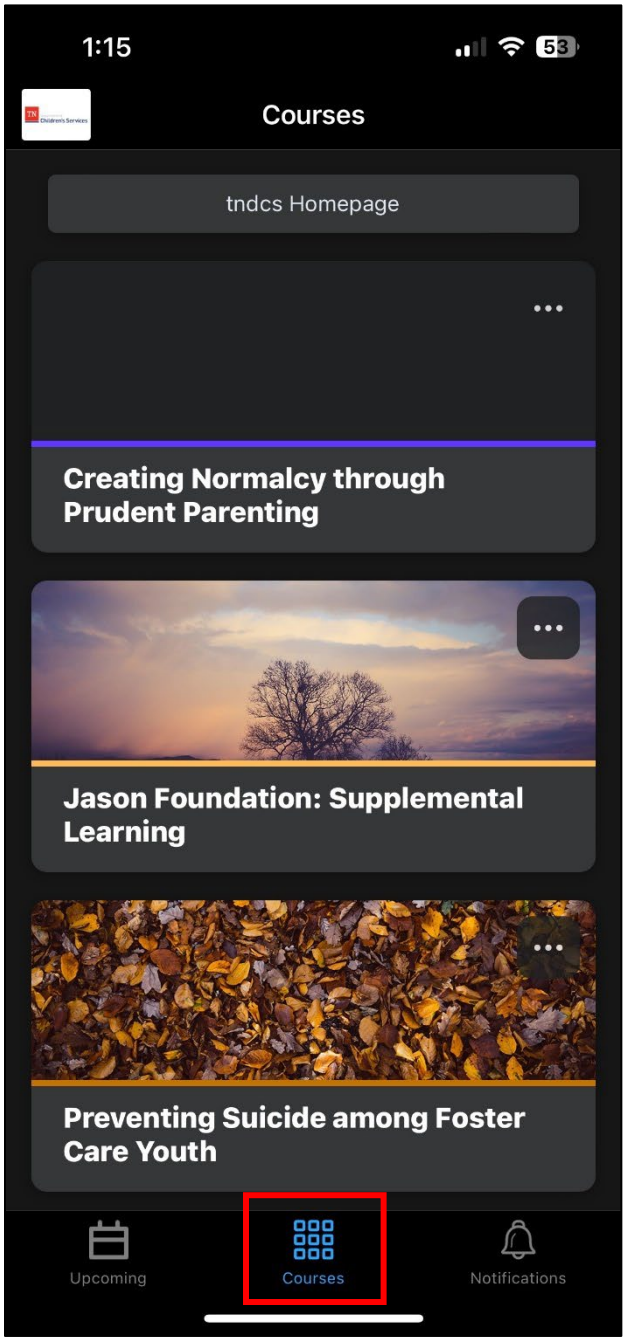
4. When opening the Pulse app for the first time, you will be asked to search to find DCS. Enter tndcs and then tap on the tndcs choice.



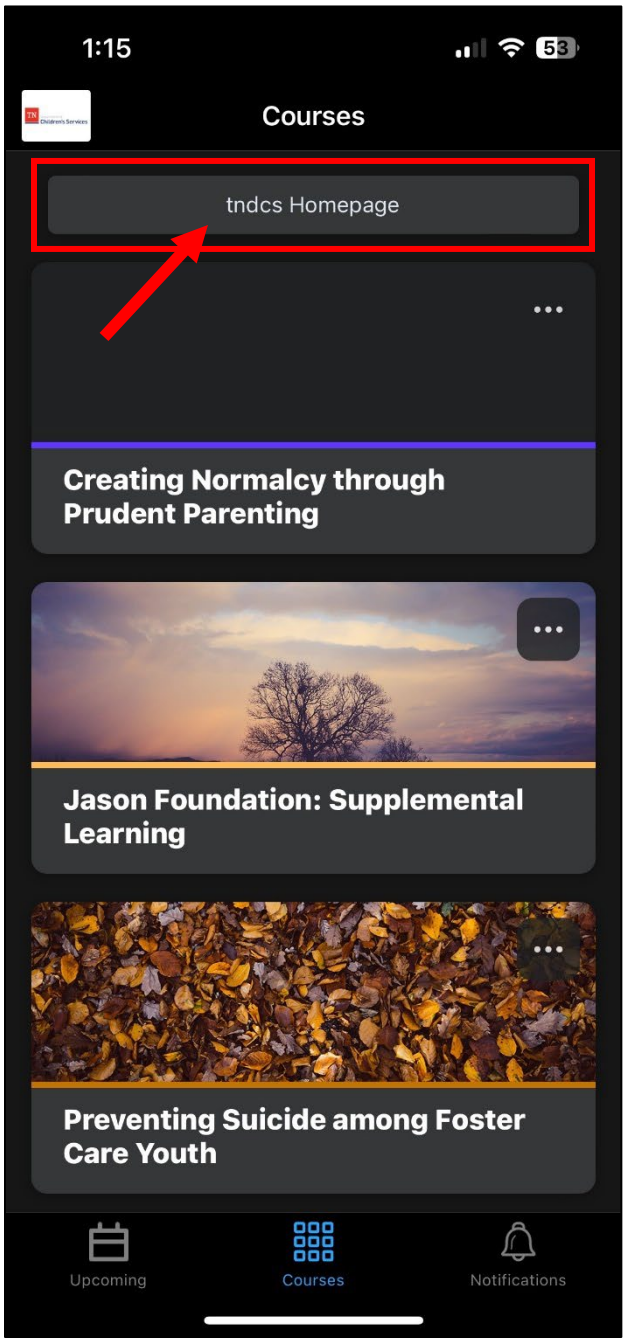
5. The first time using the app the user will be required to enter their username and password. If the password has been forgotten, click the "Forgot your password?" link. If an email with the username and password was never received, or if the username is unknown, email ei_dcs.brightspace@tn.gov for assistance.



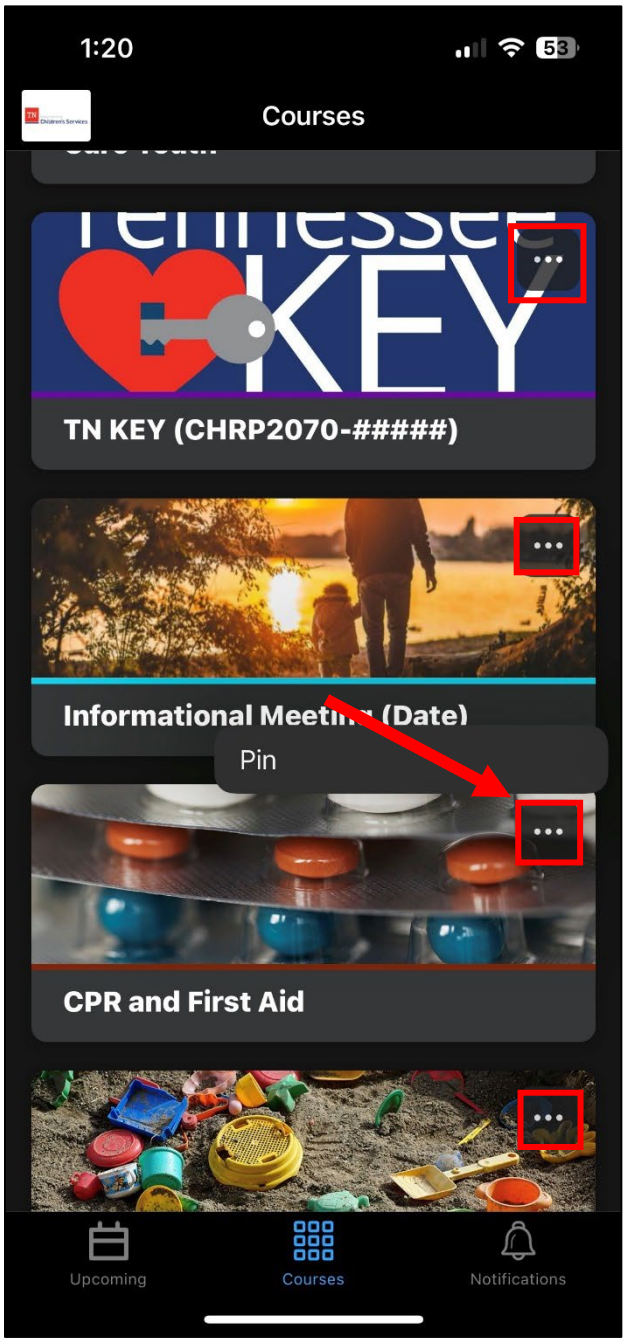
6. Once logged in to the Pulse app, the user will be defaulted to the Courses tab. All courses that the user is currently enrolled in will display. The user may need to scroll down to see all their courses.



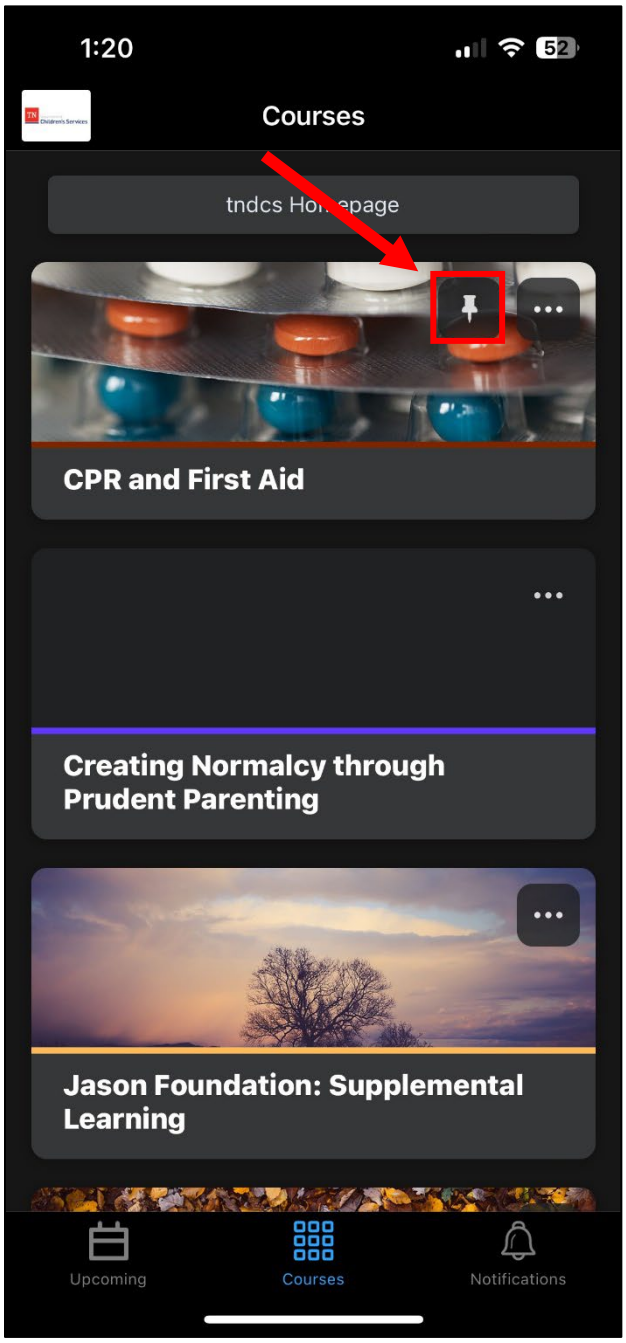
7. The Courses tab has a tndcs Homepage button. Tapping this button will navigate the user to the DCS Brightspace Homepage and provide access to additional material not found in the Pulse app. Examples: announcements, newsletters, etc. **Please note**, courses can be completed inside of the app. It is not necessary to navigate to the Homepage to complete courses.



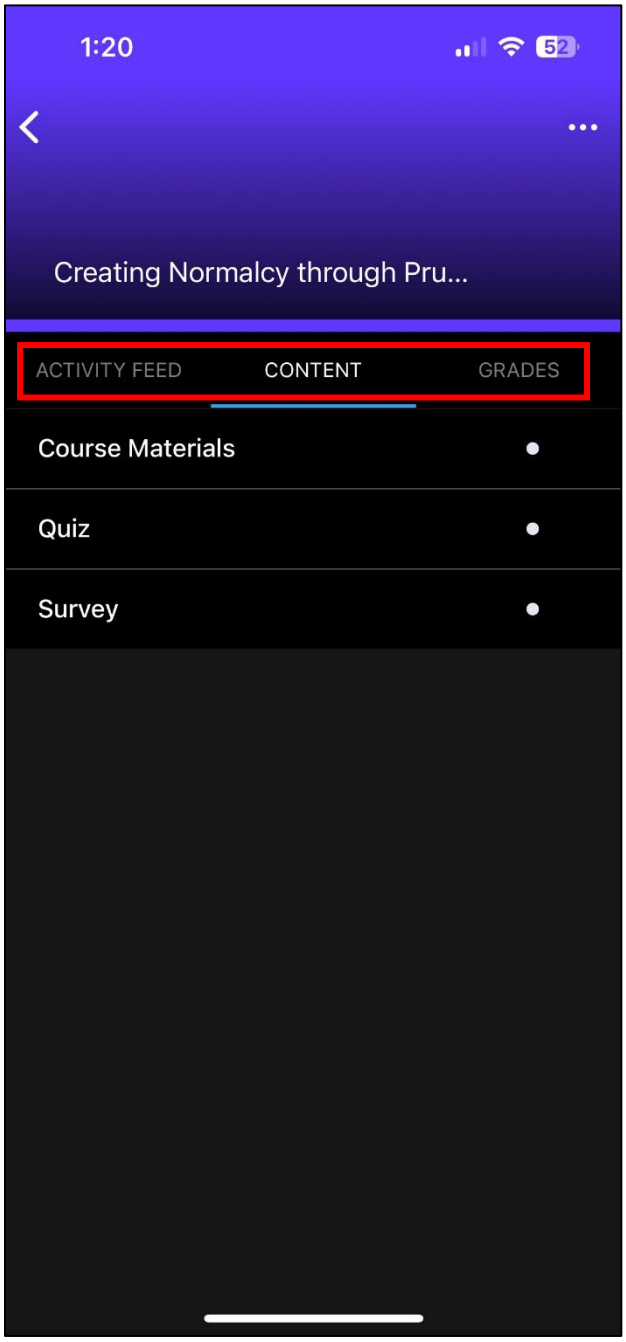
8. Click the … on a course to have the option to “Pin” a course. Pinned courses will appear at the top of your course list for quick access.



9. To remove a Pinned course, click the Pin icon and the course will return to original position in the course list.

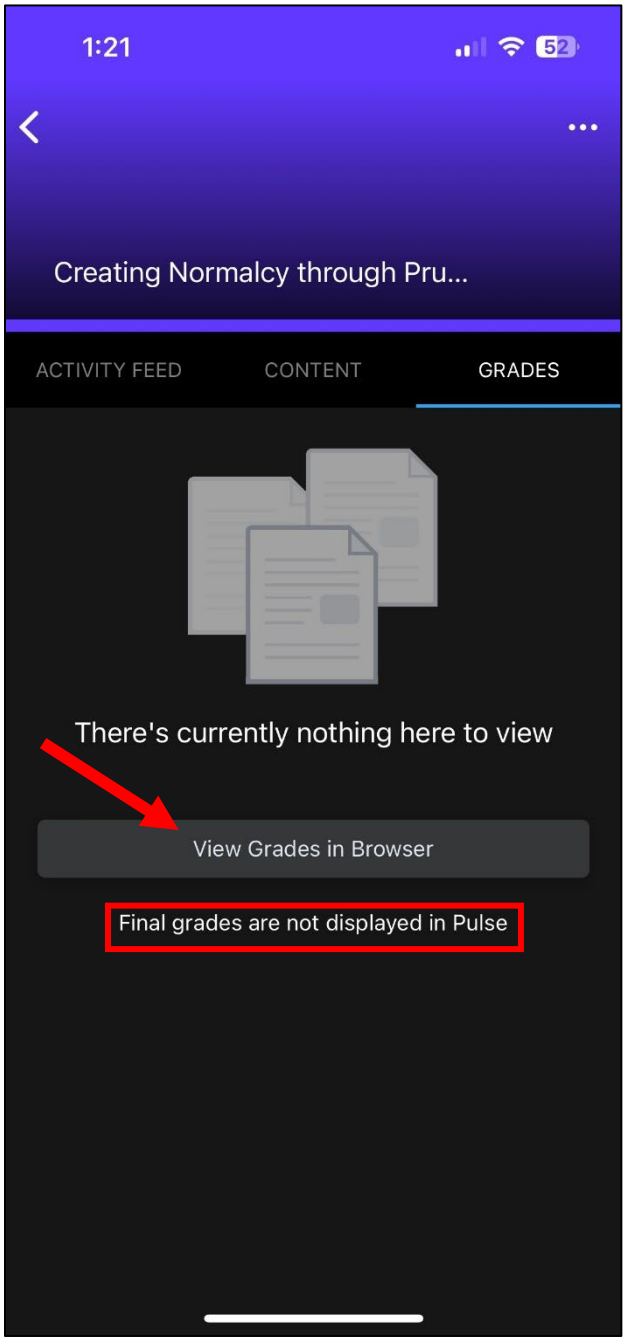


10. Tap a course tile window to navigate into a course. Tabs at the top of the course allow the user to navigate between the Content, Activity Feed, Grades, etc. (*Tabs may vary depending on the specific course).

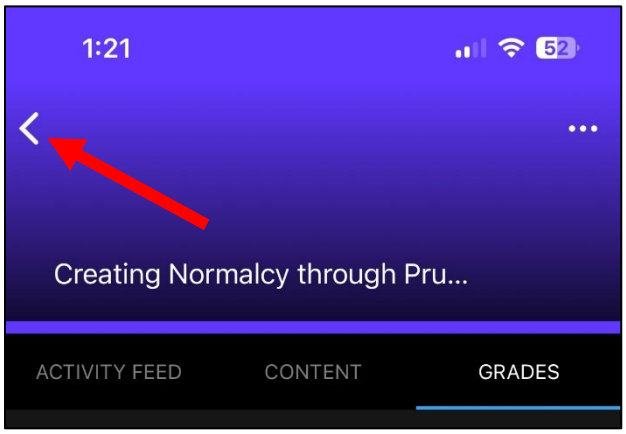


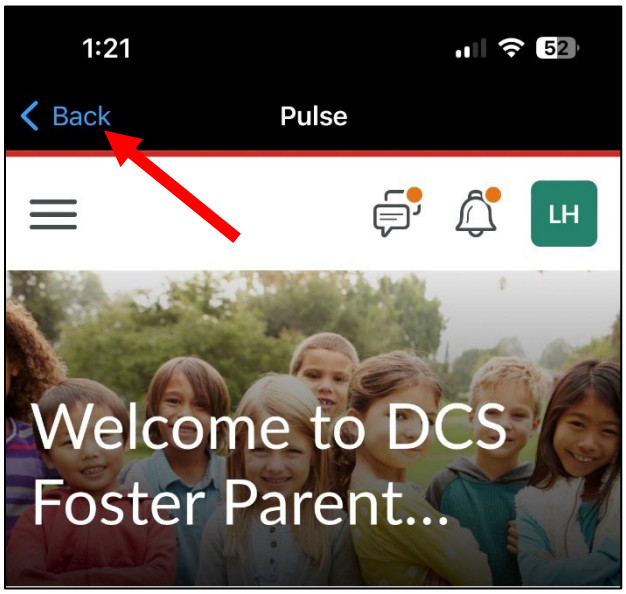
11. On the content tab, tap a content item (example: Participant Guide, PowerPoint, etc.) to access specific content.

12. **Please note**, some course material is not accessible via the Pulse app and can only be accessed via a Web Browser. (Example: Final grades of a course cannot be displayed in the app. The user receives instruction to, "View Grades in Browser", and would tap the button to do so.)



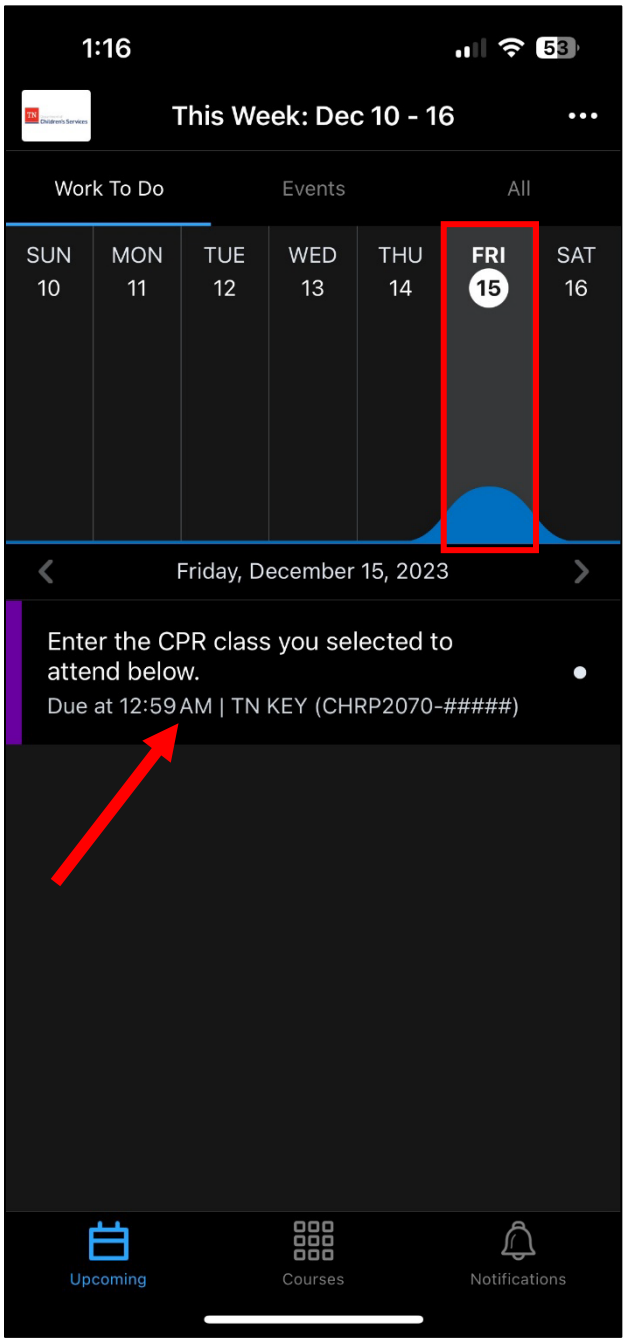
13. Users can navigate backwards by clicking the < icon when on the app, or the < Back link when on the web browser.



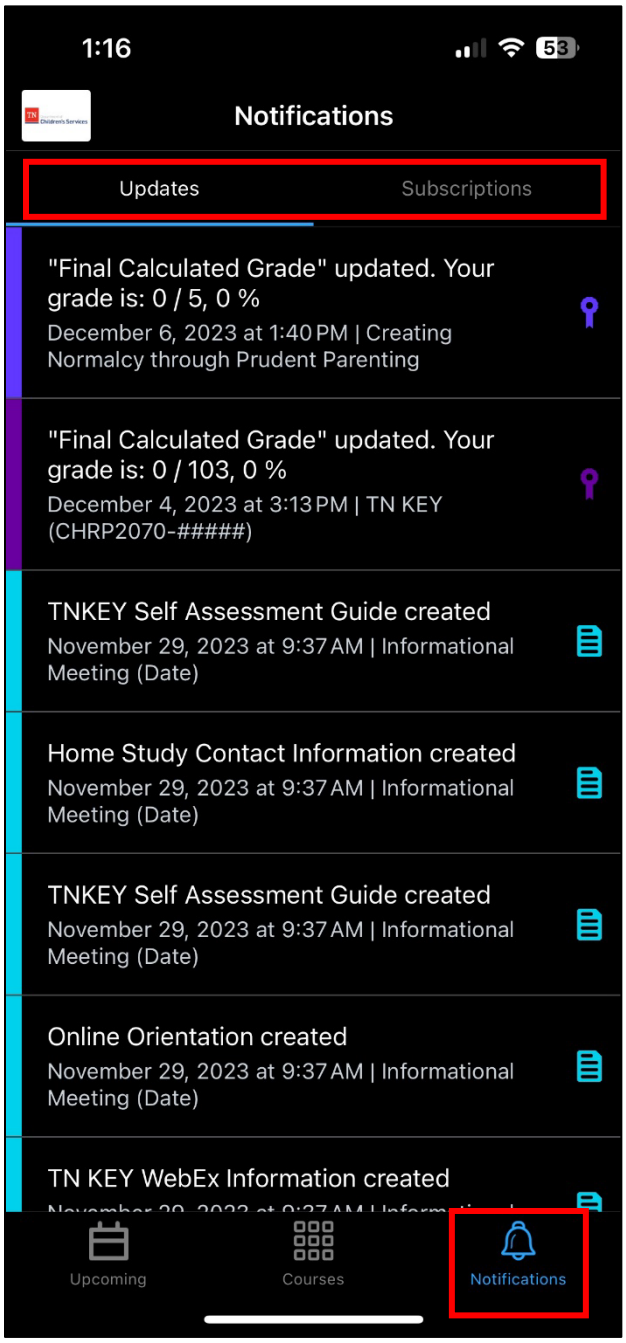


14. The Upcoming icon displays upcoming events. Users can swipe the calendar graph to advance weeks. Users can tap on a specific date to view events for a particular day.

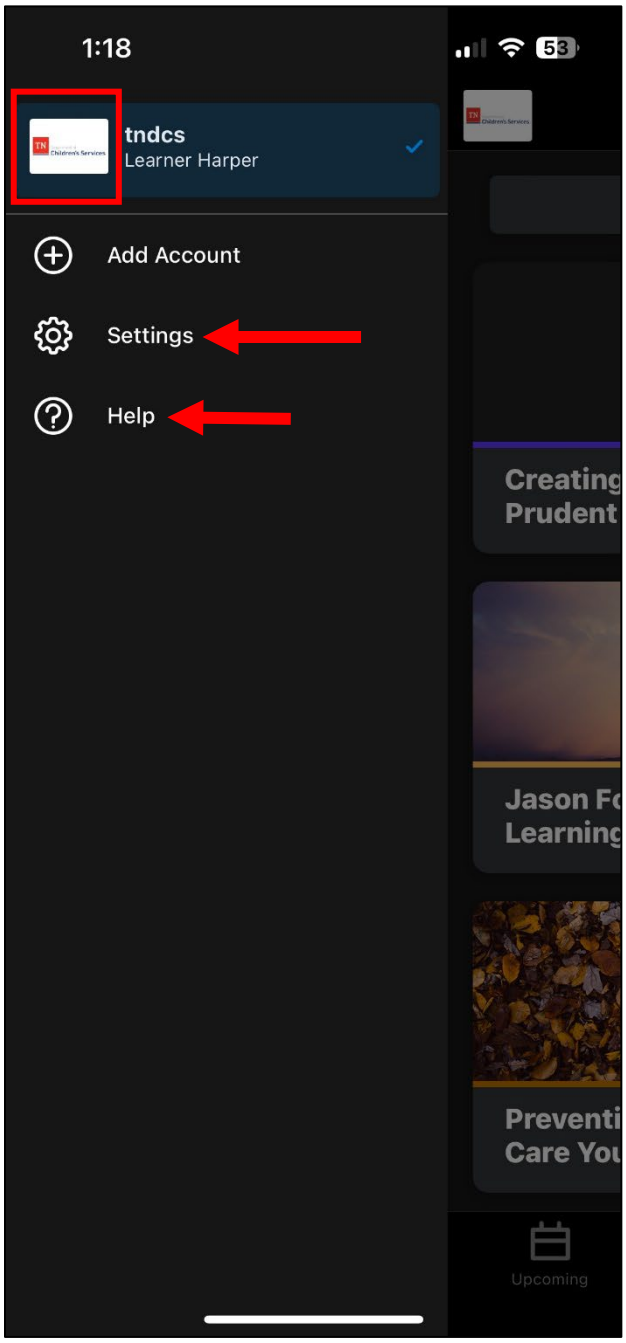
15. Users can tap the event item to open more details.



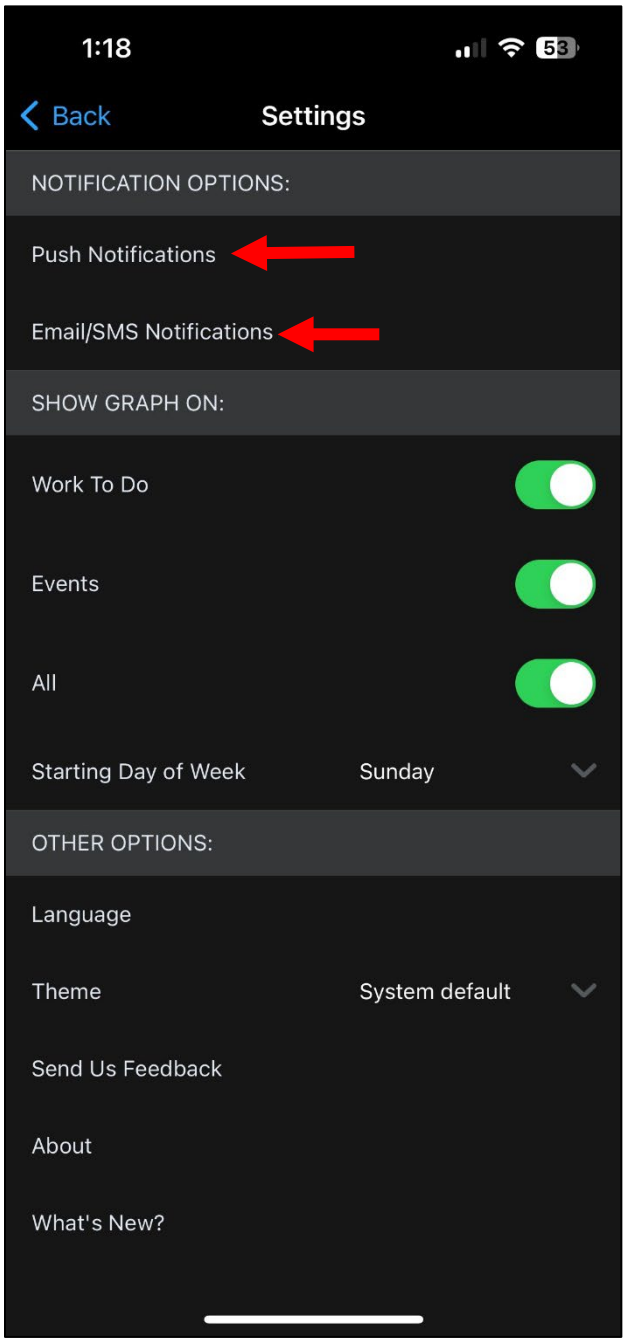
16. The Notifications icon allows the user to be notified of course updates and subscriptions they have signed up to receive (such as to a discussion thread).



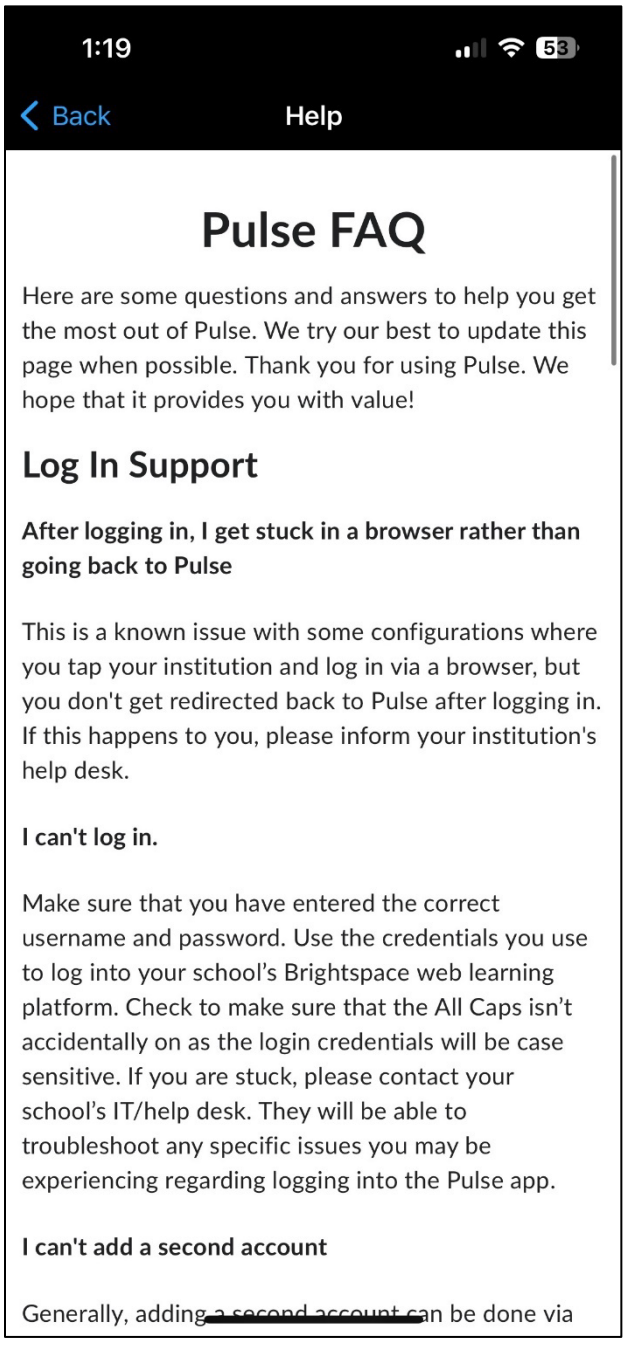
17. Users can click on the TNDCS icon in the Pulse app to access account settings and help topics.



18. The settings menu allows users to adjust notifications, event graph display, etc.



19. The Help menu provides the user with a list of frequently asked question regarding the Pulse app.



This concludes the guide.