Getting started on My Teach First and Brightspace

This guidance is designed to support Early Career Framework school induction tutors and mentors with accessing Teach First platforms.

Contents

Definitions

What is My Teach First?

My Teach First is the main site you and your Early Career Teachers (ECTs) should use to access information about the Early Career Framework (ECF) programme. ECTs and mentors will have access to programme guides, policies and module summaries, as well as links to Teach First's online learning platform, Brightspace (see below), free membership to the Chartered College of Teaching (offered as one of the benefits of joining our programme) and other useful resources. School induction tutors will be able to view the same guides and links as mentors.

What is Brightspace?

Brightspace is our simple, easy-to-use learning platform containing all self-directed study materials. It allows ECTs and mentors to access learning content at a time and pace that suits them. Online courses and modules will appear throughout the year for ECTs and mentors to complete, with activities such as readings, videos and quizzes. School induction tutors and mentors are also able to view and monitor others' progress.

Accessing My Teach First

ECTs, mentors and school induction tutors will have their own log-in to My Teach First. If you are new to Teach First, you will be sent an automated email with a new log-in at the beginning of your programme. If you've used My Teach First before from a previous Teach First programme, you should use your existing log-in.

What to do if the automated email to log-in hasn't been received

1. **Check the ECT and mentor have been registered correctly with the DfE**
   Details have been shared with us by the DfE to create your accounts. Please check these details are correct, including whether a personal or school email address has been registered (checking for typos or spelling errors), ensuring ECTs and mentors are registered for the correct programme or cohort, and that the mentor is linked to the ECT. The DfE will also ask ECTs to validate their Teacher Reference Number (TRN) and provide their date or birth. School induction tutors can check and update your ECTs and mentors' details on the DfE service.

2. **Check the individual is using the e-mail address that was provided to the DfE by the Induction Tutor**
   If the ECT/mentor already has an account with MyTF, they may be trying to access the account through that e-mail address. If the Induction Tutor has provided different e-mail address (usually their school e-mail) on the DfE service, the ECT/mentor must use that same e-mail to login to MyTF.

3. **Check your spam folder.**
   Sometimes the automated email can go into the spam or junk folder of your email address that has been registered. If this has happened, please mark the sender as 'safe'.

4. **Reset your password with Teach First.**
   Visit the My Teach First website here https://my.teachfirst.org.uk/user/password to reset your password. If we have the correct email address for you, you will receive an email from the following email address my.teachfirst@teachfirst.org.uk. As above, don't forget to check your spam folder.

What to do if the log-in details on the automated email have expired

The quickest way to resolve this issue is to reset the password yourself. You can find details of how to do this in step 3 above.

Accessing Brightspace

Brightspace is accessed via My Teach First. Once successfully logged onto My Teach First, you can access Brightspace by clicking on the link on the homepage.
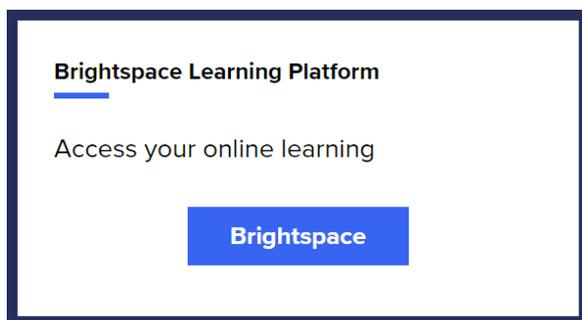
The image on the left is an example of the link to access Brightspace via My Teach First. Please note you may have to scroll down to find this link.

Brightspace is best accessed via a laptop or computer, however you can also access via the browser on a mobile or tablet device if required. A strong internet connection is required – we suggest connecting via Wi-Fi

or broadband rather than a hotspot. We recommend using the latest versions of Google Chrome or Mozilla Firefox to access Brightspace, because the platform is not supported by Internet Explorer.

What to expect on Brightspace

Please note it can take up to 48 hours after your My Teach First account has been activated for the learning content to appear.

Once the learning content is visible, ECTs and mentors will find an induction module which we recommend completing before beginning the course. This introductory module will provide an overview of the online learning platforms, teaching them how to navigate Brightspace and providing tips about how to make the most of your online learning. This module will also include some introductory information on the programme content. As the programme progresses, further learning content and modules will be added for ECTs and mentors to complete.

Brightspace has been designed to meet Web Content Accessibility Guidelines, and therefore supports many assistive technologies such as screen readers. We recommend you enable speakers/audio, but all videos will also have closed captions available.

Video guidance

ECTs can find information on what to expect on Brightspace by watching this video. It covers the following:

- Modules and courses they are enrolled on.
- How to access the ECF self-directed learning.
- How to complete the baseline survey.
- Navigating through the module content.
- Viewing your progress.

Mentors can find information on what to expect on Brightspace by watching this video. It covers the following:

- How to access Brightspace via My Teach First.
- Modules and courses you have access to.
- Navigating through the module content.
- Viewing your progress.
- Viewing ECTs progress.
- Reviewing reflections and assignments from ECTs.

School induction tutors can find information on what to expect on Brightspace by watching this video. It covers the following:

- How to access Brightspace via My Teach First.
- Modules and courses you have access to.
- Accessing module content.
- Viewing ECTs progress.

- Viewing mentor content and checking progress and engagement of mentors you work with.

For further hints and tips for navigating Brightspace, please watch this video.

How to report a problem

If you are having technical difficulties or need support with either My Teach First or Brightspace, please contact us using this form and provide the following information:

- The programme you are on and your role.
- A brief description of the issue you are encountering.
- A full screenshot of your entire screen so that we can see the web address of the page you are accessing, the browser you are using, and any error messages you are seeing.

This will help us to quickly identify and fix the issue for you.

Related documents

Getting started on My Teach First and Brightspace – for ECTs

This guidance is designed to support ECTs with accessing Teach First platforms. It can be shared directly with this audience.