

Getting Started with Brightspace (by D2L)

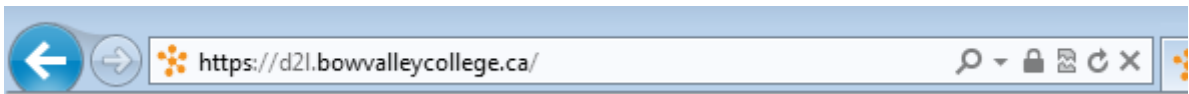
Brightspace (by D2L) Learning Environment is Bow Valley College’s learning management system for creating, hosting and editing online learning resources. Courses, whether offered in a face to face classroom or online, have a “course shell” on Brightspace that instructors and students can access and use to improve their teaching and learning practices and experience.

A Brightspace Account is created for all instructors upon completion of their employment process; i.e. after receiving an employee ID, network account and Bow Valley College e-mail address.

Logging In

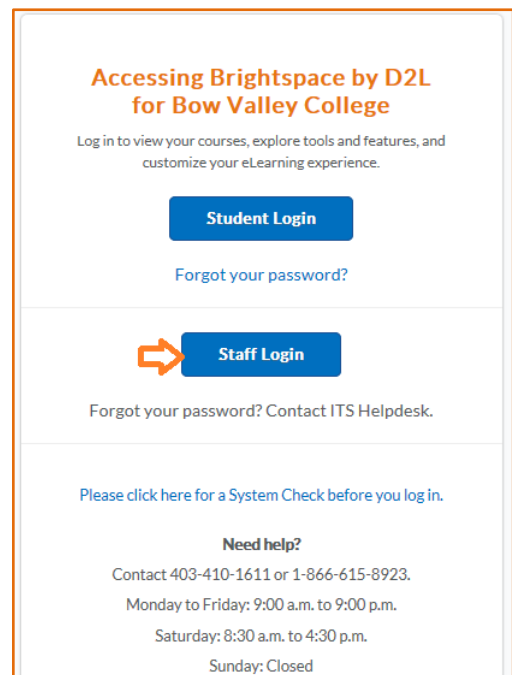
Instructors and staff can log into Brightspace (by D2L) following these steps:

1. In your Internet browser address bar type: <https://d2l.bowvalleycollege.ca>

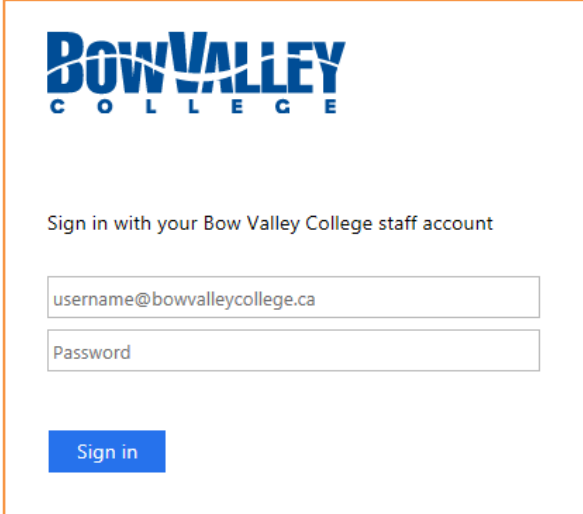


2. Click on the *Staff Login* button.

Please note the ITS contact information and hours of operation in this page. They can help you if you have forgotten your password or need other help for logging into the system.

A screenshot of the Brightspace login page for Bow Valley College. The page has a white background with orange and blue accents. At the top, it says "Accessing Brightspace by D2L for Bow Valley College". Below that, it says "Log in to view your courses, explore tools and features, and customize your eLearning experience." There are two main login buttons: a blue "Student Login" button and a blue "Staff Login" button with an orange arrow icon pointing to the right. Below the "Staff Login" button, it says "Forgot your password? Contact ITS Helpdesk." At the bottom, there is a link "Please click here for a System Check before you log in." and a "Need help?" section with contact information: "Contact 403-410-1611 or 1-866-615-8923. Monday to Friday: 9:00 a.m. to 9:00 p.m. Saturday: 8:30 a.m. to 4:30 p.m. Sunday: Closed".

3. Enter your username and password in the fields provided.



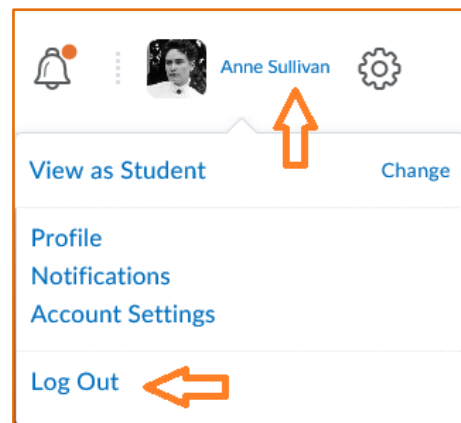
Your username is your Bow Valley College email address and usually has the following format: Your first initial + last name@bowvalleycollege.ca. For example, Anne Sullivan's username would be asullivan@bowvalleycollege.ca.

Your password is the same as the password that you use to access your Bow Valley College emails or to log into a computer that is connect to the Bow Valley College network on campus.

4. Click on the *Sign in* button.

Logging Out

Always remember to log out of Brightspace at the end of a session. Click on the personal options drop down on the minibar to access the *Log Out* link.



Accessing Courses (2 different ways)

- A. From anywhere in Brightspace, you can access your courses through *Select a course...* drop down list on the minibar.

Search for a course by typing all or part of its course code in the search area.

Bookmark a course to appear on top of the list by **pinning** it.

The screenshot shows a search bar with a list of courses below it. The first course is pinned to the top. The search bar contains the text "Advanced Search".

To navigate to a course, click on the course link in this list.

- B. From the *My Courses* widget on the home page. This widget provides visual icons for all the courses that you have bookmarked and the *View All Courses* link to access a visual icon for all courses in your profile.

The screenshot shows the Brightspace home page with the "My Courses" widget. The widget displays two course cards. The first card is labeled "Course Ended" and shows the date "Oct 30, 2016 11:59". The second card is labeled "Course Ended" and shows the date "Jan 10, 2016 11:59". Both cards have a small orange box with a number next to the course name. The first card has a "2" and the second card has a "30". Below the cards is a "View All Courses" link.

My Courses

Course Ended
Oct 30, 2016 11:59
ADMN9202: Administrative Financial Procedures - 15OPENCACM 3

Course Ended
Jan 10, 2016 11:59
FNSR2401: Risk Management Principles & Practice - 15AUGMNTR1 30

[View All Courses](#)

The visual icon indicates if a course has ended or has not started yet.

The number for each course shows the number of updates in that course. Updates are events in the course that require instructor's attention and action, such as new discussion posts, or new assignment files submitted.