

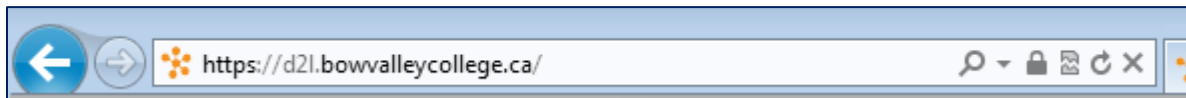
Brightspace (by D2L) is Bow Valley College’s learning management system for creating, hosting, and editing online learning resources. Courses, whether offered in a face-to-face classroom or online, have a “course shell/offering” in Brightspace that instructors and students can access and use to improve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

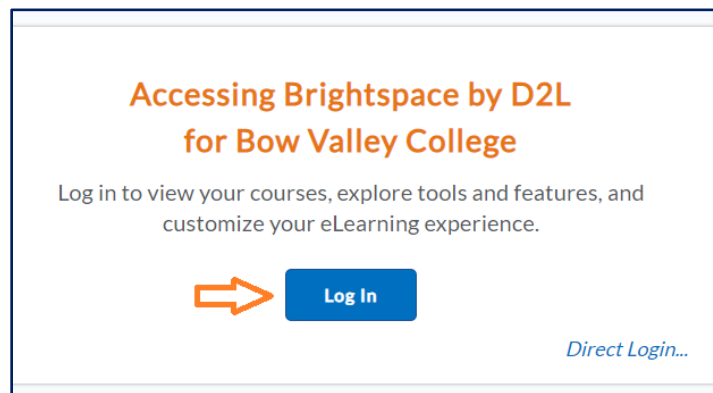
Instructors and staff can log into Brightspace (by D2L) following these steps:

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



2. Click on the *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.



3. Enter your username and password in the following steps.

Your username is your Bow Valley College email address and usually has the following format:

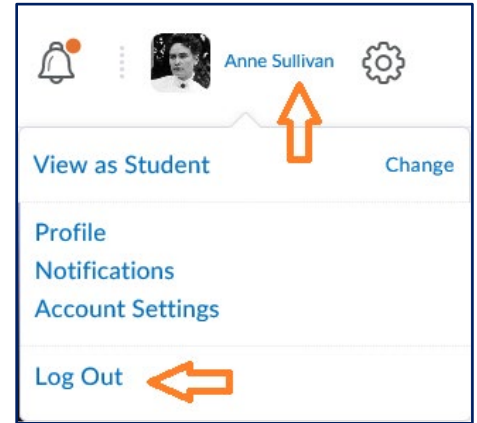
Your first initial + last name@bowvalleycollege.ca. For example, Anne Sullivan’s username would be asullivan@bowvalleycollege.ca.

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



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

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.

