

There is more than one way of finding a course that you teach in Brightspace. These instructions provide one of them using the *Select a course ...* button on the Brightspace minibar.

After logging into Brightspace

1. Click on the *Select a course ...* button on the minibar.



After having taught at Bow Valley College for many semesters and years, this will open the long list of courses that you have ever had access to. It is difficult to browse through this long list of course codes with similar numbers and letters and find exactly the course that you need. An easier, more accurate way is to use the *Search for a course* field on top of this list.



2. Type in the course code and course offering with a space in between.

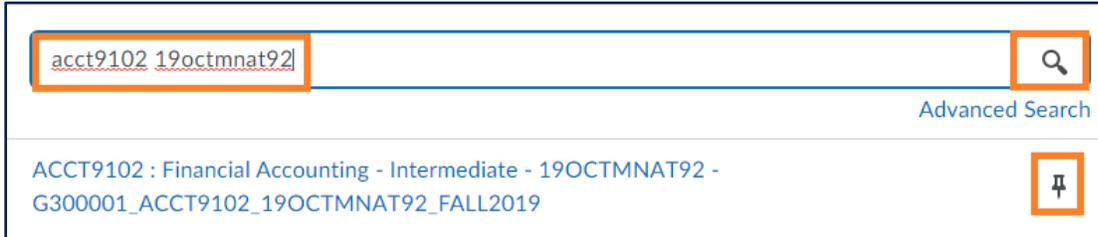
For example: ACCT9102 19OCTMNAT92



You need to have your complete and accurate course code and course offering in order to find it in the list of your courses.

At Bow Valley College, the Registrar's Office sets all course codes and offerings. You can identify any course in any of the College systems (e.g. Brightspace, or Student Information System) by a combination of these two pieces of information: the course code (e.g. ACCT9102) indicates the topic and level of the course, and the course offering (e.g. 19OCTMNAT92) entails year, term, modality, campus and section of the course.

3. Press the *Enter* key (on the keyboard) or click on the magnifying glass to narrow down the list to the one course that you are looking for.



acct9102 19octmnat92

Advanced Search

ACCT9102 : Financial Accounting - Intermediate - 19OCTMNAT92 -
G300001_ACCT9102_19OCTMNAT92_FALL2019

4. Click on the course code that the system is displaying to navigate to the course.

Considerations

- If this is a course that you often need to access, click on the pin icon to its right, to bookmark it in the list of courses. Bookmarked courses always appear above all other courses in the list.
- It is important to un-pin a bookmarked course when it ends and you do not need it anymore. This will keep the list of your bookmarked courses manageable and practical for fast access.