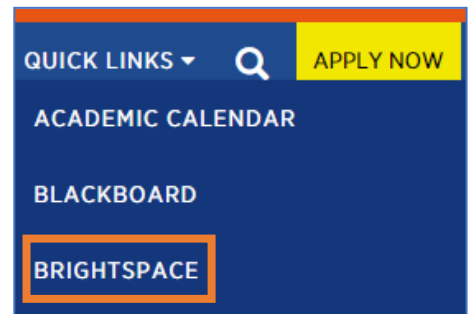
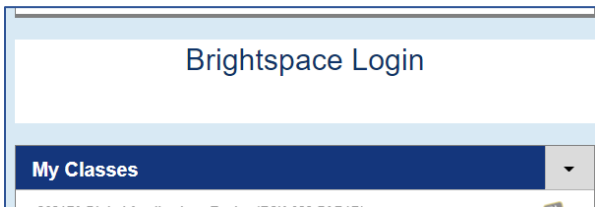


Student Quick Start Guide

Where do I find the link to NIC's Brightspace learning environment?

1. **Direct URL:** <https://mycourses.nic.bc.ca> OR
2. **NIC Website:** <https://nic.bc.ca> > **Quick Links** in top right OR
3. **MyNIC:** <https://mynic.nic.bc.ca/> > **Brightspace** link

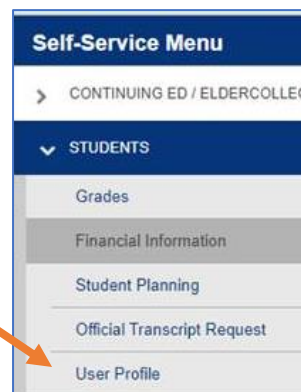


What do I need to log in?

- NIC email address (XXXX.XXXX@northislandcollege.ca)
- NIC password
- **Don't know your NIC email address?**

Here is one way to find it:

- Go to <https://mynic.nic.bc.ca> (use your student nXXXXXXX username + password to login)
- Go to **Self-Service Menu** > click **Students** to expand menu > **User Profile** and in here you will see your email address

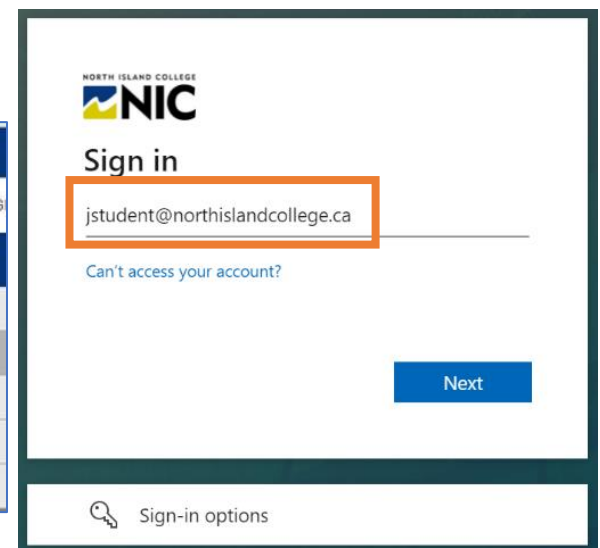


- **Don't know your NIC email address?**

Here is another way:

- Go to <https://webmail.nic.bc.ca> and log in with your student number as your username and NIC password
- Click your name in the top right corner to see your email appear in drop down area

- **Don't know your NIC password?** Reset it here: <https://www3.nic.bc.ca/reset/>



Where can I go for NIC student help?

NIC's Student Technical Services team can answer your computer questions:

- **Brightspace getting started help:** <https://library.nic.bc.ca/studenttech/Brightspace>
- **Student Technical Services Website:** <https://library.nic.bc.ca/studenttech>
- **Ask a Question:** <https://library.nic.bc.ca/studenttech/question>
- **Contact:** <https://library.nic.bc.ca/studenttech/Contact>
- **Phone:** 250-334-5010 or 1-800-715-0914 ext. 5010

Where can I go to learn more about Brightspace?

- Brightspace **YouTube Playlist** for Learners: [Webpage](#)
 - 23 videos (2-minute or less) for getting started with the Brightspace learning environment
- **Learn Anywhere Website**
 - Resources for North Island College Students Learning in a Digital World > Brightspace page: [Website](#)

How can I see just the courses I want to frequently access?

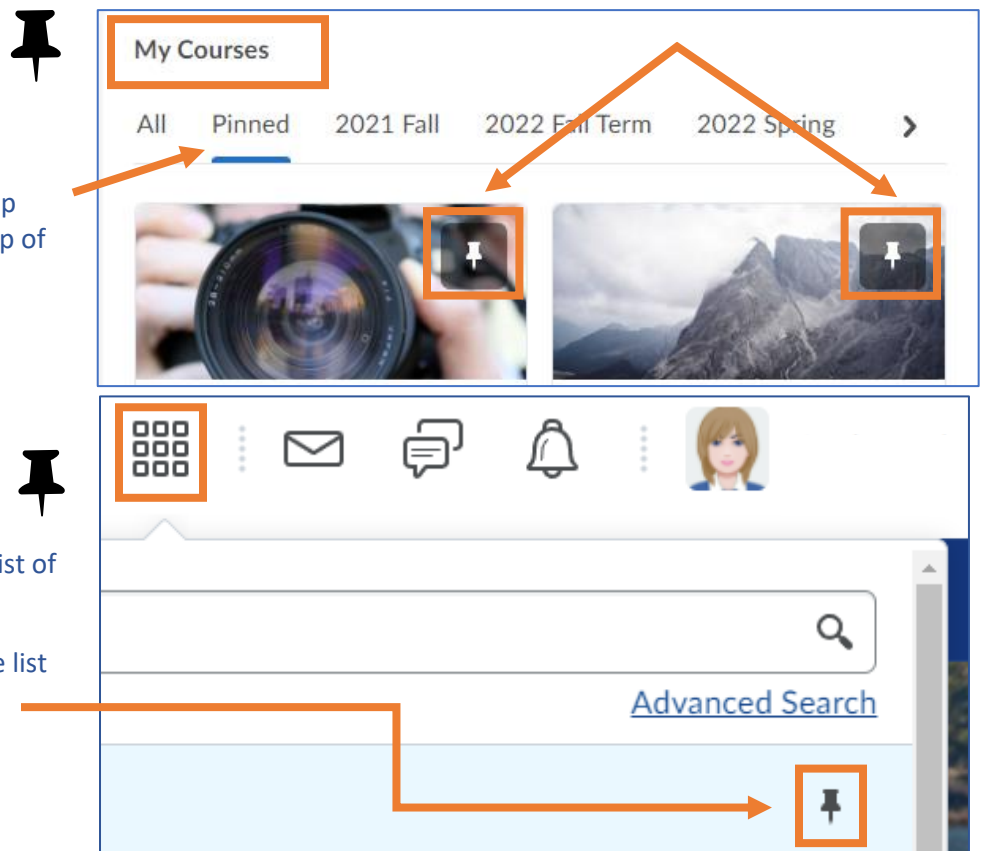
PIN the courses you frequently access by clicking on the **PUSH PIN icon** on the top right of each course image found in the **My Courses** widget.

Pinned courses will always show up under the **Pinned** tab along the top of the widget.

OR

PIN the courses you frequently access via the **Course Selector** (waffle icon in top minibar) by clicking the **PUSH PIN icon** in the list of your courses.

All pinned appear at the top of the list in blue shading.



The screenshot illustrates two methods for pinning courses. The top section shows the 'My Courses' widget with tabs for 'All', 'Pinned', '2021 Fall', '2022 Fall Term', and '2022 Spring'. Two course images are shown, each with a 'PUSH PIN' icon highlighted by an orange box and arrow. The bottom section shows the 'Course Selector' (waffle icon) in the top minibar, also highlighted by an orange box and arrow. Below it, a search bar and 'Advanced Search' link are visible, with another 'PUSH PIN' icon highlighted by an orange box and arrow.



What if I can't see one or more of my courses?

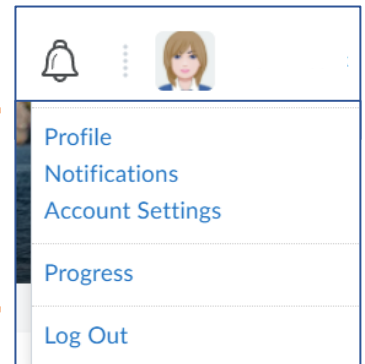
- If you can't see a course in the **My Courses** widget or in the **Course Selector** (waffle icon in minibar), you a) may not be registered in that course OR b) your instructor may not have made the course available yet.
- If a course is visible but 'greyed out' (unable to access), your instructor has made the course available, but it has a 'start date' that has not yet arrived. If you think you should have access, let your instructor know.



Where can I change my picture, notifications, and account settings?

From any Brightspace page, look to the top right corner and click on your name >

- **Profile** - Add a picture, a tagline, traditional name, share your hobbies
- **Notifications** - Instant Notifications list – choose what you want to be notified about AND find the links to the Pulse App for your Android or Apple phone to help stay connected and on track with your courses
- **Account Settings** - Pronouns, Font Settings, Discussion settings, Email signature etc.
- **Progress** - Manage your progress across all your courses in one spot: see how you are doing with grades, discussions, accessing content, assignments etc.



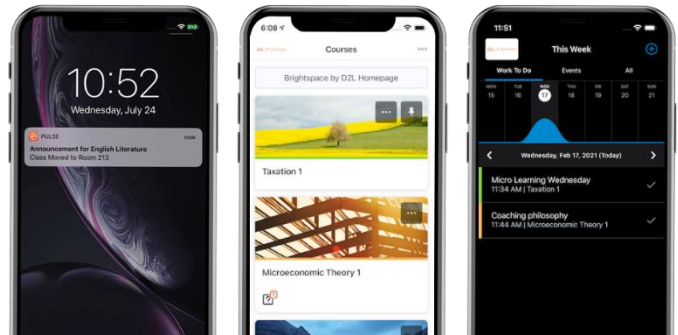
Where can I download the Brightspace Pulse App?

Locations: [Apple App Store](#) | [Google Play](#)

Brightspace Pulse is a mobile app for students that can help you stay connected and on track with your Brightspace courses. It gives you one easy view of course calendars, readings, assignments, evaluations, grades, activity feed and news.

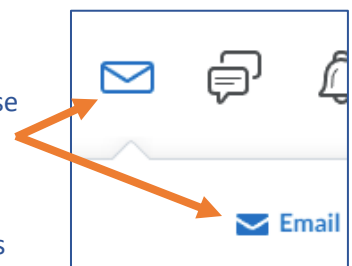
Real-time alerts will let you know when classes are cancelled, rooms are moved, or new grades are available. The schedule view and weekly visualization enables you to quickly view what is due today, this week

and upcoming across all your courses. NIC recommends you download the app to help stay in touch.



How can I email my instructor within Brightspace?

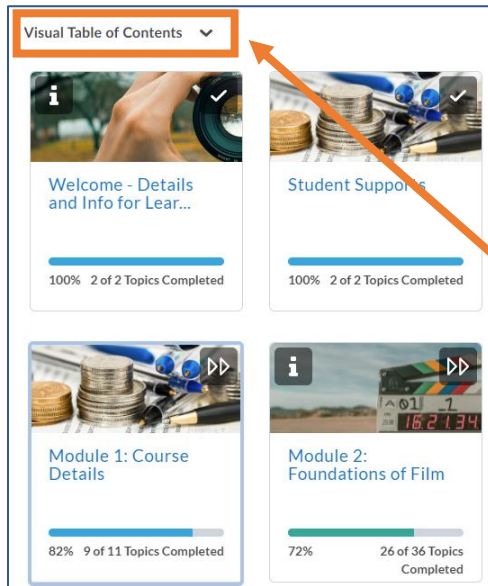
- From any location in Brightspace, go to top minibar and you'll see a mail icon > **Email** > Choose **To** or **Address Book** and select instructor **OR** within your course look for the **Classlist** and you can email your instructors there
- Type message > **Send** > message will go to instructor NIC email account
- Email goes only 1-way out of Brightspace to NIC student or instructor emails
- Replying to an email sent from Brightspace will go directly to NIC email accounts



💡 If I have registered with both my legal and preferred names, what name will show up in Brightspace class list, email, and discussions areas?

- Your preferred first and last names will always display in Brightspace. No middle names. (You must submit your preferred name to the Registrar’s Office for it to be part of NIC systems to link into Brightspace.)

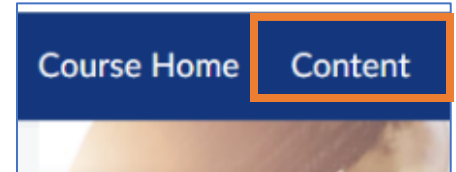
💡 Where do I find the course content, readings, and resources?



You can find course content one of two ways:

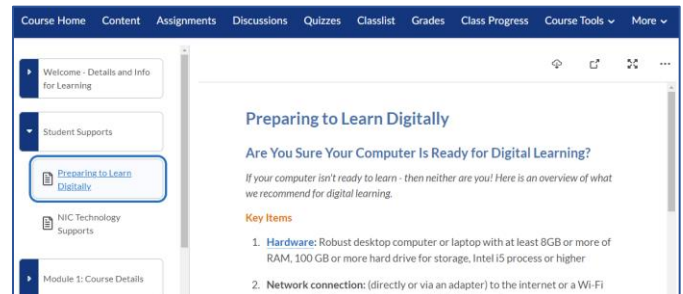
1. Via the **Content** link on the blue nav bar (to the right of Course Home) found in all courses.

2. Via the **Visual Table of Contents** on the Course Home page. This widget shows each of the sections in the course and your progress in viewing each topic. The blue-colour title is a direct link to that content. The “i” icon share info about that section and the >> arrows link to where you last left off.

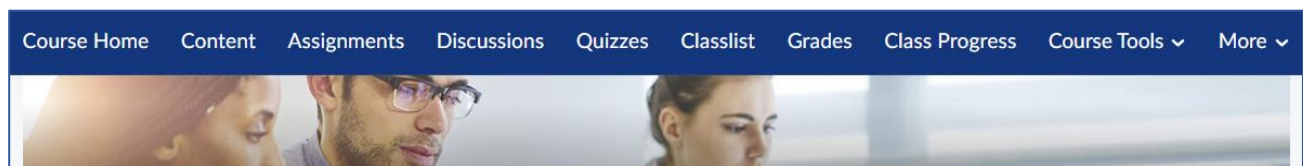


All content is displayed with a left menu

listing of modules, topics, weeks, etc. and the items on those pages (links, text, videos, etc.) are displayed on the right. Items are downloadable.



💡 Where do I find quizzes, assignments, and discussions?



In each of your courses you will find the blue navigation bar running across the top of every screen. On that bar are several links including one for **Assignments**, **Discussions** and **Quizzes**. Clicking on each of those links will take you to a page listing just those items (e.g., all quizzes or all assignments for the course).

Sometimes instructors may also link to a quiz or an assignment within the content area. But the easiest way to find all quizzes or all assignments or all discussions is to use the blue nav bar link. You can also check your grades and progress in the class by accessing those links. Note: there are more items in **Course Tools** in the dropdown menu item on the blue nav bar – follow the arrow to right to see more.

💡 NIC Student Technical Services is here to help! <https://library.nic.bc.ca/studenttech/home>