

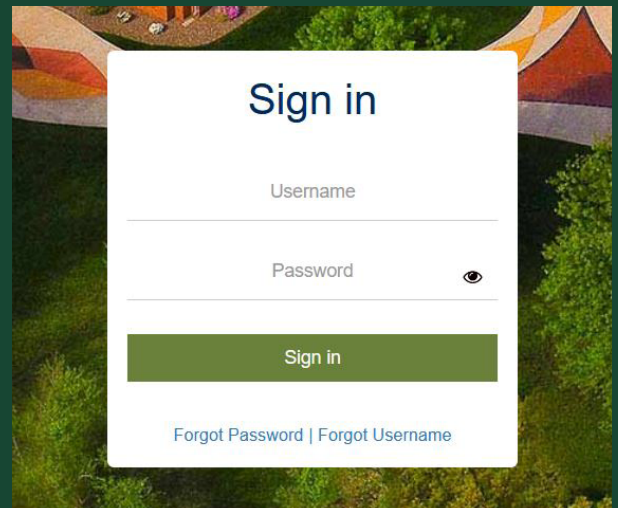
Guide to Brightspace

How to access your online courses

1

Log into Quicklaunch via the William Woods University website, or by clicking on the picture.

If you do not know your Quicklaunch password, please look through your WWU email and search for an email with your log-in credentials or call our University IT helpdesk at 573.592.4224



2

On Quicklaunch's homepage, click on the Brightspace option.

You will be automatically logged into Brightspace, when you log in via Quicklaunch.



3

To update your profile in Brightspace click on your name at the top right-hand corner or the screen and click Profile.

4

To access your courses, you can see them on the main page as a tile or you can select the box at the top of the screen.

5

On the top row next to the “waffle” icon, click on the mail icon to view your message alerts. This allows you to see any messages sent from Brightspace.

If you encounter any issues, please reach out to the
UIT Helpdesk at helpdesk@williamwoods.edu.