# HOW TO ACCESS MY ONLINE COURSE

WWU's Step-By-Step Guide to Brightspace
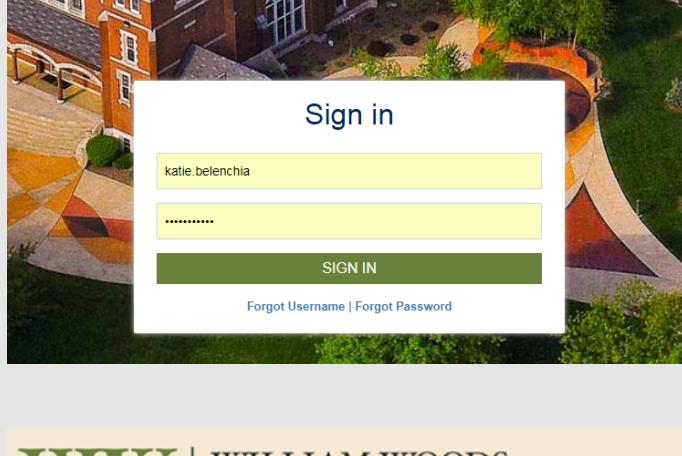
1 QUICKLAUNCH

Log into QUICKLAUNCH via the William Woods University website, or by clicking on the picture to the left.

If you do not know your QUICKLAUNCH password, please look through your WWU/Owl's email and search for an informational email with your login credentials or call our University IT helpdesk at 573.592.4224

2 BRIGHTSPACE

On Quicklaunch's homepage, find the Brightspace option.

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

3
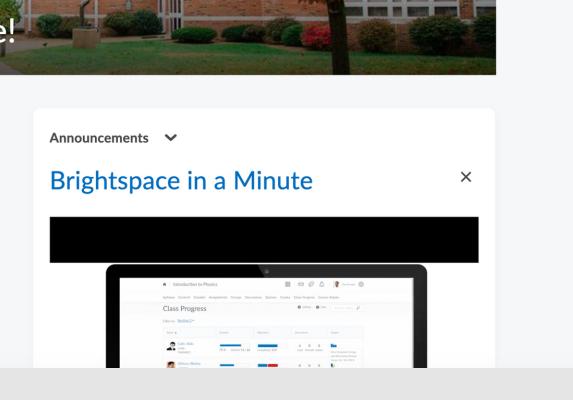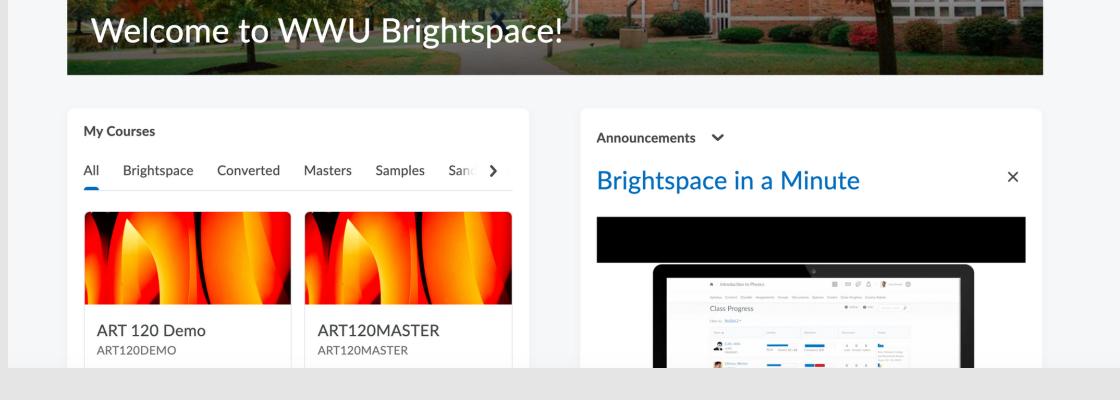
4 UPDATE PROFILE
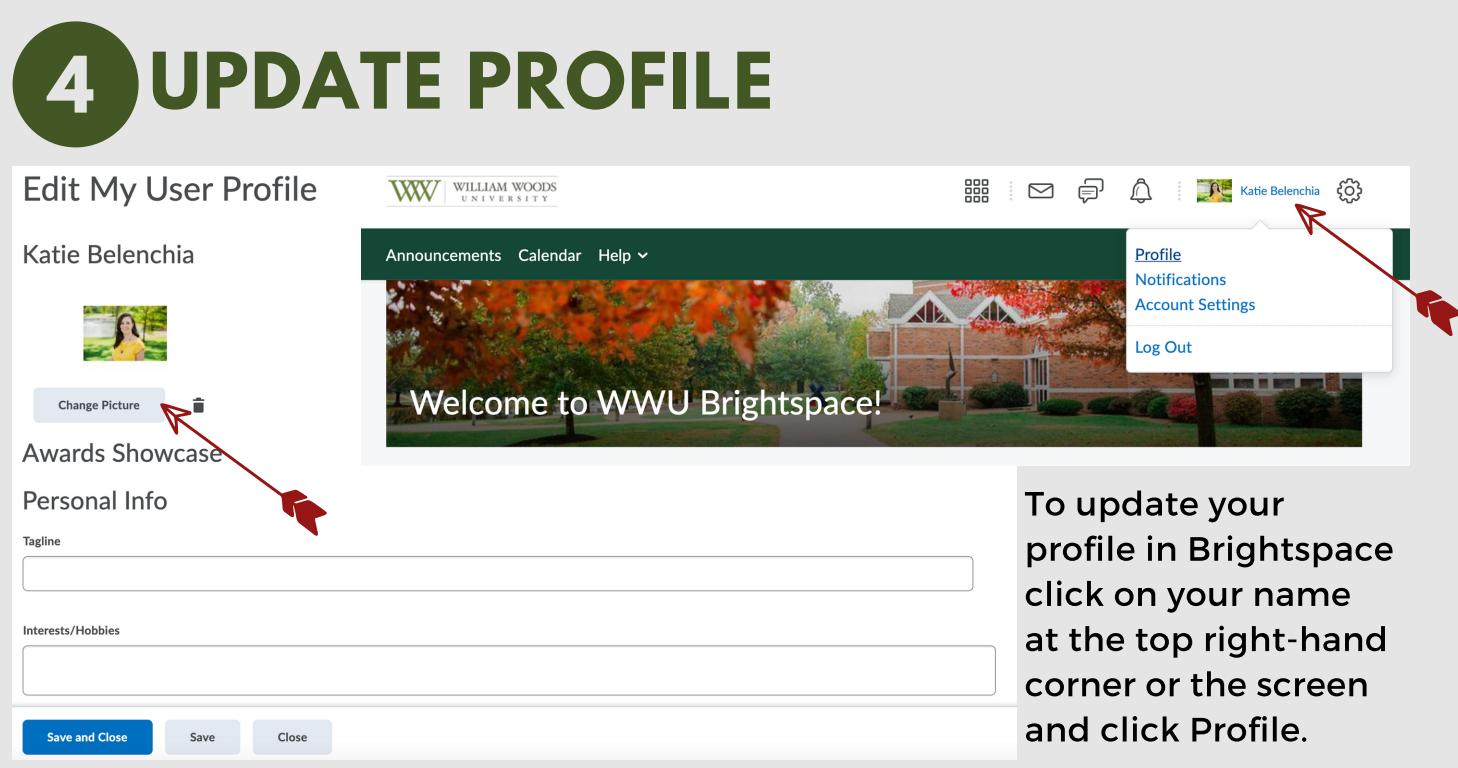
To update your profile in Brightspace click on your name at the top right-hand corner or the screen and click Profile.

5 ACCESS YOUR ONLINE COURSE(S)

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