

## Using Desire2Learn for Co-op I (CTEC 1380)

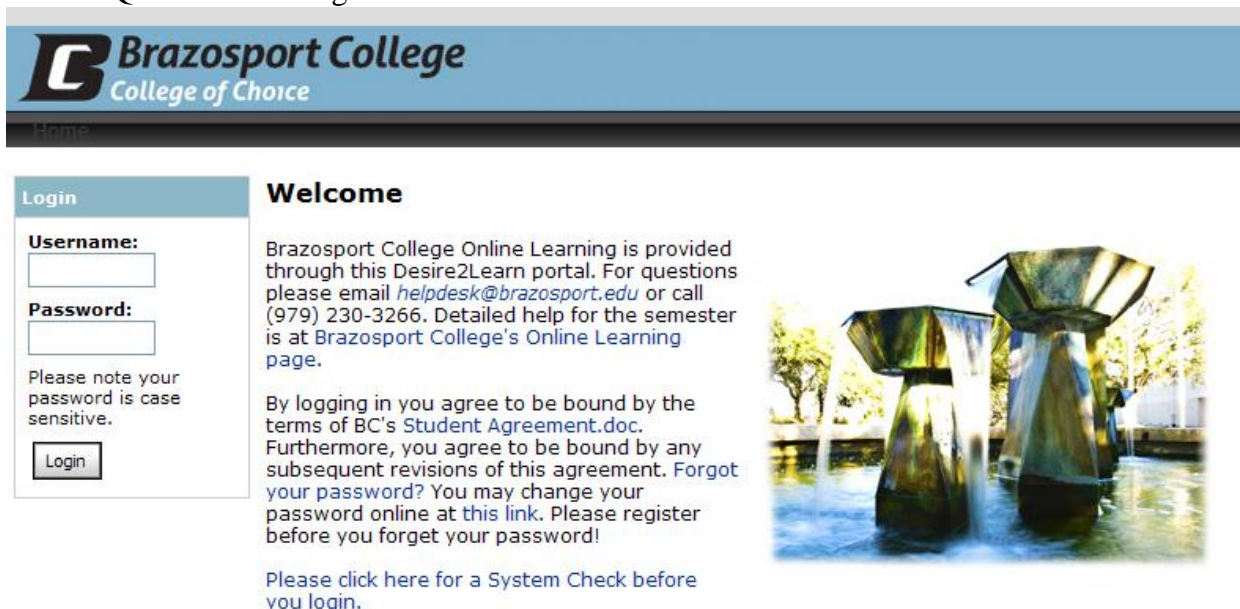
Updated December, 2009

### What you need:

1. Computer with internet connection as well as Internet Explorer or Firefox (<http://firefox.com>) and updated Java (<http://www.java.com/>) loaded.
2. **Student ID (not Social Security Number)** and **PIN**. Go to <http://www.brazosport.edu/sites/CurrentStudents/DistanceLearning/default.aspx> for instructions about obtaining student accounts.
3. Sign up for BCNET password reset at <http://www.brazosport.edu/sites/General/InformationTechnology/Instructions/PasswordReset.aspx>

### Log-on to Web Course

1. *Open Internet Explorer or Firefox* on your computer
2. Go to the **Brazosport College home page** <http://www.brazosport.edu> (bookmark this page)
3. *Use the Quick Links* and go to **Internet Courses**



**Brazosport College**  
College of Choice

Home

**Login**

**Username:**

**Password:**

Please note your password is case sensitive.

**Welcome**

Brazosport College Online Learning is provided through this Desire2Learn portal. For questions please email [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu) or call (979) 230-3266. Detailed help for the semester is at [Brazosport College's Online Learning page](#).

By logging in you agree to be bound by the terms of BC's [Student Agreement.doc](#). Furthermore, you agree to be bound by any subsequent revisions of this agreement. [Forgot your password?](#) You may change your password online at [this link](#). Please register before you forget your password!

[Please click here for a System Check before you login.](#)

4. *Type your User Name and password* in the boxes (see example below)  
**Username** is the same as students' BCNET ID and is as follows:  
The username for your student account consists of your first name initial, your whole last name and the last four digits of your student ID (example: jdoe1234). Your **Password** will be BC+your pin number (example: bc123456). You should have received a letter from the Registrar that provided you your Student ID number and your pin number. You may visit the Registrar Office to get this information in person.
5. You will now see the **My Courses** page that will display your name and show a link for the course. If you are taking more than one web course at Brazosport College you will see each course listed, *click* on the **blue title** of the course to enter.
6. Please review the course links once you are logged in to locate and read important information from your professor.

### Important notes about the My Web Courses entry page

Become familiar with quick links and icons on the image of the “My Courses” page below

The first screen after logging on has several important features students should know about.

1. **Campus Announcements** – check this every time. IT notifies us of changes and maintenance through Campus Announcements.
2. **Course Links** – This is the portal for each course
3. **Log Out** – always log-out to secure your course and save space for other users.

## Overview of Web Course features

- The light grey navigation bar at the top of the window contains links to return to **My Courses**.

- Click the Log Out button when you have completed your work in **Desire2Learn** or if you step away from your work for more than 15 minutes. Logging out will close the program but keep the browser open. Thousands of students now use these servers for online courses. Students who close the window (X) but do not log-out are still on the server and therefore take up resources slowing the process for everyone else. **Be a courteous user and always “Log-out”**
- The **Course Menu** is the black navigation bar on the top of the screen, under the Brazosport College logo. Most links for course material are located there.
- All email in **Desire2Learn** is for enrolled students only. You will not be able to send or receive messages from anyone who is not enrolled in this course. **Please communicate with me through this email.** In the event that Web Course is not accessible and you need to reach me you may send a message to my campus email address [judy.chu@brazosport.edu](mailto:judy.chu@brazosport.edu), however, I will not respond as quickly as when messages are send through Web Course. I check Web Course email more frequently.
- If you have any questions during the semester please contact me as quickly as possible.