

Seminar Overview Video Transcript

This video will show you how to access seminar links for your courses. There are two areas to access your seminars on the Brightspace learning environment. On the course home page, you can access the scheduled seminars in the Calendar widget or by using the Seminar option under More Tools in the Navigation bar.

Live seminars are not accessible early; you can only access a live seminar at the scheduled seminar date and time.

The Calendar widget consists of a calendar, mini-calendar and a list of upcoming events.

In the Upcoming events, you will see the date, time, and the name of the next scheduled seminar session. All times listed in the Brightspace calendar are in Eastern Time. Clicking an event in the widget navigates you to the event detail display. Clicking on the seminar link will access the scheduled seminar.

You may access a recorded seminar about 60 minutes after the seminar concludes. To access the recording of a prior seminar:

1. Click on Calendar on the course home page.
2. Depending on your calendar view, locate the day of the week and select the session you would watch.
3. Click on the seminar link to access the recorded seminar.

Additionally, you may access a seminar through the Seminar option in More Tools from the navigation bar.

The Seminar option under “More Tools” uses the time zone setting of the user’s computer. The default view displays seminars in descending order. Click on the “Scheduled At” column header to change the sort order.

To enter the live seminar, click on the three dots under actions and then launch to access the live event page.

To access a recorded seminar, locate the desired recorded session to view, click on the three dots under actions, and then preview

For additional information and resources on navigating the seminar platform, you can download the Student User Guide by clicking on Help, then Brightspace Help Resources, and then the link for the Student User Guide.