CONNECTING TO BRIGHTSPACE

Why connect to Brightspace?

Connecting to Brightspace allows you to have an accurate schedule without having to add everything manually! Shovel will sync automatically every 24 hours. If a deadline changes or new tasks are added, Shovel will reflect the change. If new courses are detected, Shovel will let you add them as well.

Shovel cannot see courses with no assignments or deadlines. If you don't see a course, it's probably because your professor did not create any in that course.

How to Connect to Brightspace

- Sign in <u>here!</u> (You must use this link to create your free account. Setup MUST occur on a computer!)
- Set up your account settings
- In Courses, click on the Brightspace icon to connect your Brightspace information into your schedule
- In another tab, log into Brightspace
- Click on Calendar
- Click on Settings
- Enable Calendar Feeds (if not checked already) and click Save
- Click on "Subscribe"
- Leave "All Calendar and Tasks" selected
 - Or you can select a specific course, but "All Calendar and Task" is usually faster/better
- Copy the link that appears
- Paste Brightspace calendar link into Shovel
- Click Continue
- Select which course(s) you want to connect to
- Rename and change color for each course (optional)

