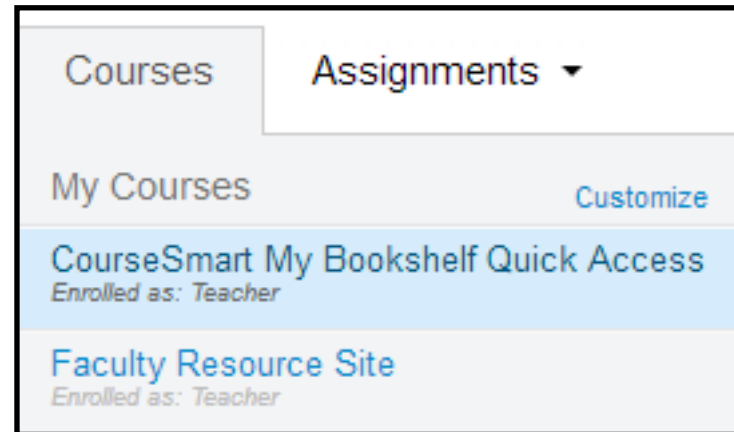


CourseSmart First Time Use

This guide will walk you through setting up your CourseSmart account and bookshelf. Before you begin, you will need to have a basic understanding of the Canvas tool. If you have yet to take a 101 Canvas Training course, **consider taking one today.**

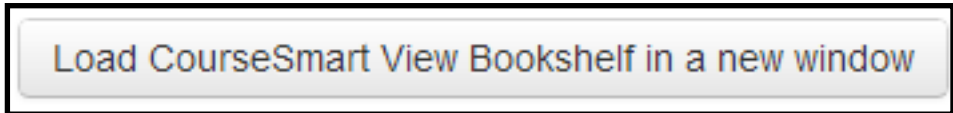
If you already have created your CourseSmart account, you can skip to page two of this guide now.

To create your CourseSmart account, you will first need to log into Canvas. If you see a course invitation for “CourseSmart My Bookshelf Quick Access.” If so, accept it before opening the course by selecting it from your course list.



On the left side of the page select “Modules” and then select “CourseSmart View Bookshelf” from the list of options. On the Page that comes up click the button for “Load CourseSmart View Bookshelf in a new window”

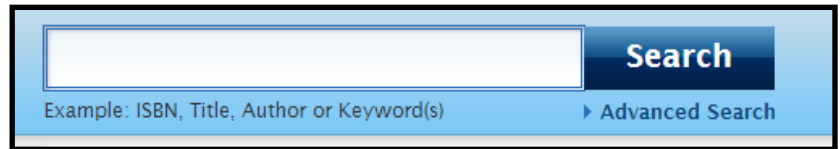
You will be asked to create a new account for CourseSmart. Please be sure to use your BGSU Email when requested to enter an email address.

A screenshot of a button with the text "Load CourseSmart View Bookshelf in a new window". The button is rectangular with a light blue background and a dark border.


When asked for a password, choose something you can remember, as this password will not stay synced to your BGSU Password.

Once your account is complete, you will be asked to agree to the “Terms of Use.” Before you can continue you will need to select “I Agree.”

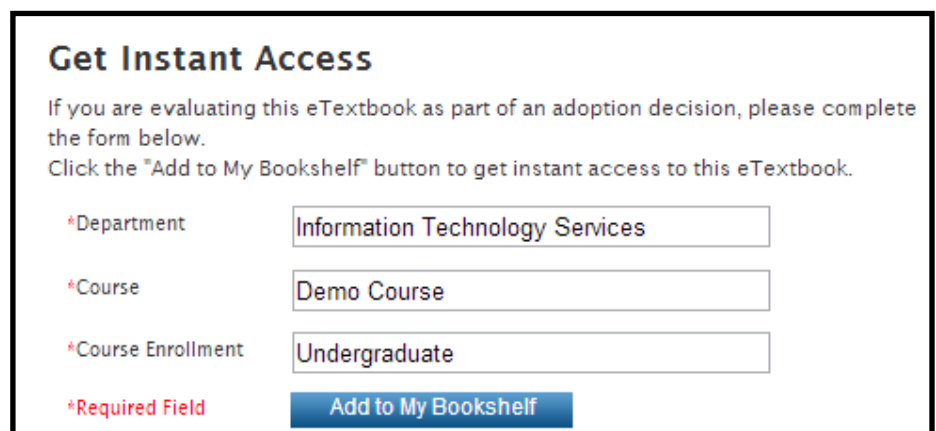
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