



FACULTY GUIDE

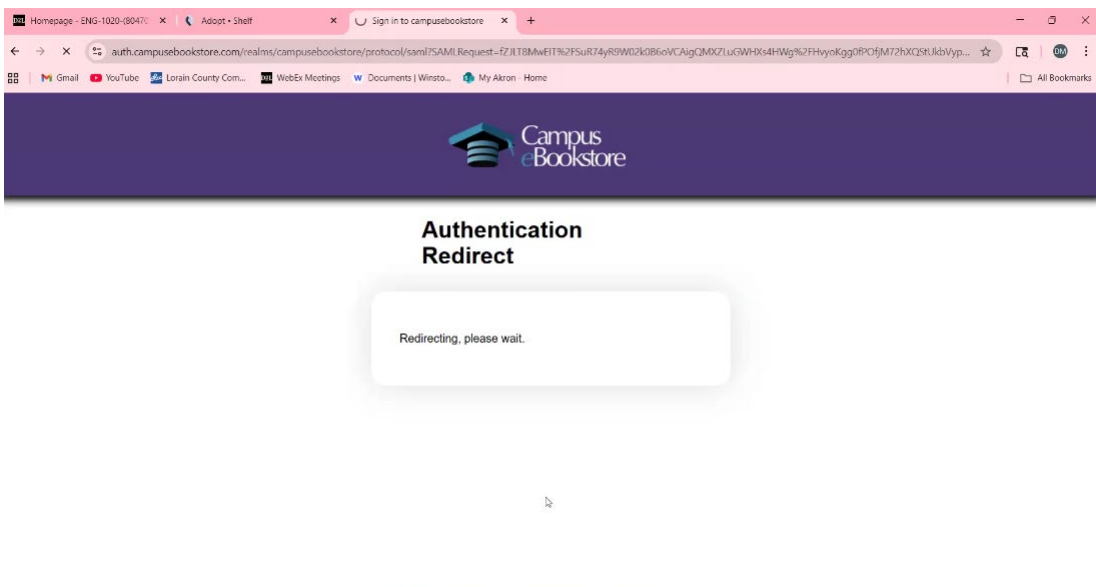
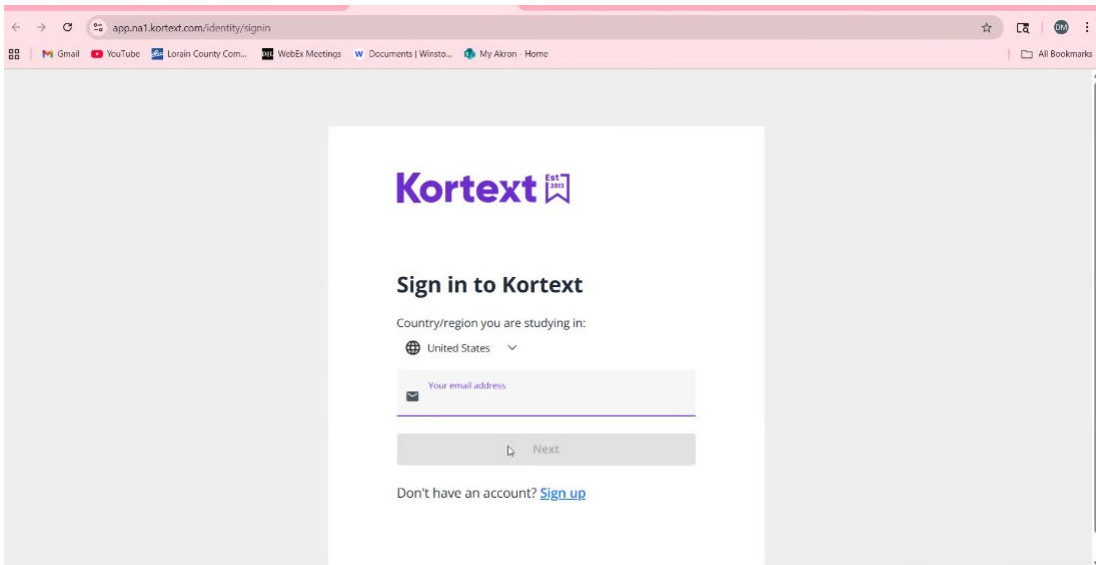
In Brightspace on the Home page you can click on My Materials or click on your course and then click on Course Tools>My Materials

A screenshot of a Brightspace course page. The top navigation bar includes a home icon, a course icon, and the course name 'ENG-1020-(80470)-0-College Com...'. Below this is a teal navigation bar with links: Content, Announcements, Assignments, Discussions, Quizzes, Course Tools (with a dropdown arrow), Class Progress, Grades, and Course Admin. The main content area has a header image showing hands writing on papers, with the text 'ENG-1020-(80470)-0-College Composition II-Fall 2025' overlaid. Below the header are two widgets. The left widget is titled 'Visual Table of Contents Widget' and contains two cards: 'WebEx Class Meetings' and 'SYLLABUS', both showing '1/1 Topics Completed' with a checkmark. The right widget is titled 'Announcements' and contains a 'WELCOME' announcement from Deb Metzger, dated Aug 2, 2025 1:27 PM. The announcement text reads: 'Hello Students, My name is Deborah Metzger and I will be your instructor for your College Composition II course. It is going to be an engaging class, and I look forward to meeting you. While everyone is certainly welcome, on-line learning can be challenging and it takes personal commitment. Missing several classes is not ideal, so please take care of any'.

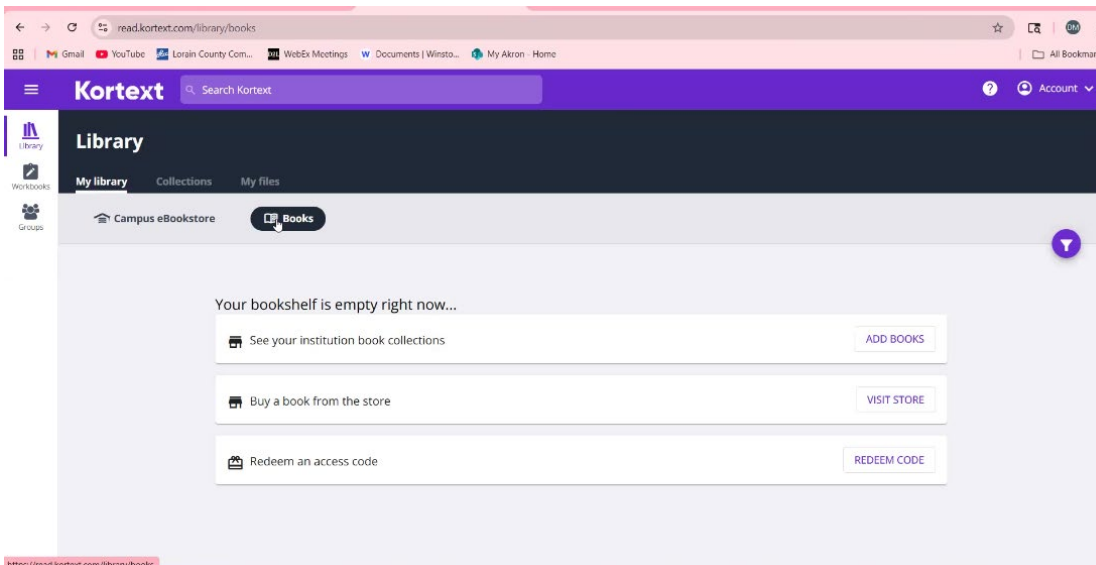
You will be taken to your Discover Digital Bookshelf page with the option of Kortext or Redshelf

A screenshot of the 'Digital Bookshelf' page in the Cuyahoga Community College system. The left sidebar shows the 'Cuyahoga Community ...' logo and a 'WORKSPACE' section with a 'Shelf' button and a 'New' dropdown. The main content area is titled 'Digital Bookshelf' and includes the text 'Looking to adopt materials? Go to [Adopt](#).' Below this are two buttons: 'Kortext' with a purple 'K' icon and 'RedShelf' with a red 'R' icon.

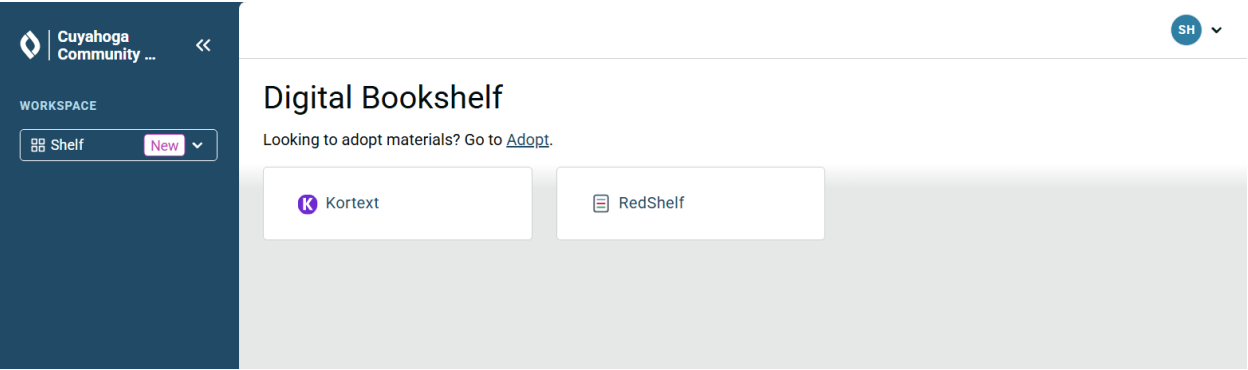
If your materials are Kortext – click on the **Kortext** tile – an account has already been created for you with your @tri-c.edu email address. **You may need to Sign In with a different account. Please use the option Institutional Site and it will redirect to the Campus eBookstore** – this is rare since an account has already been created for you



Any digital book titles will be displayed on your Digital Bookshelf to access



If your title is still being delivered via Redshelf click on the Redshelf tile



And you will be taken to the Redshelf Digital Bookshelf to access your materials

