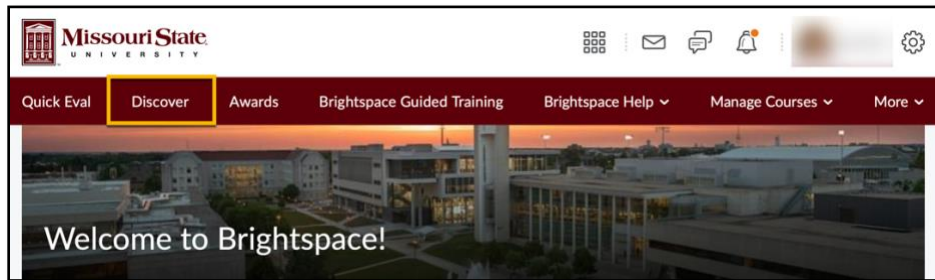


How to Enroll in a Community Site on Brightspace

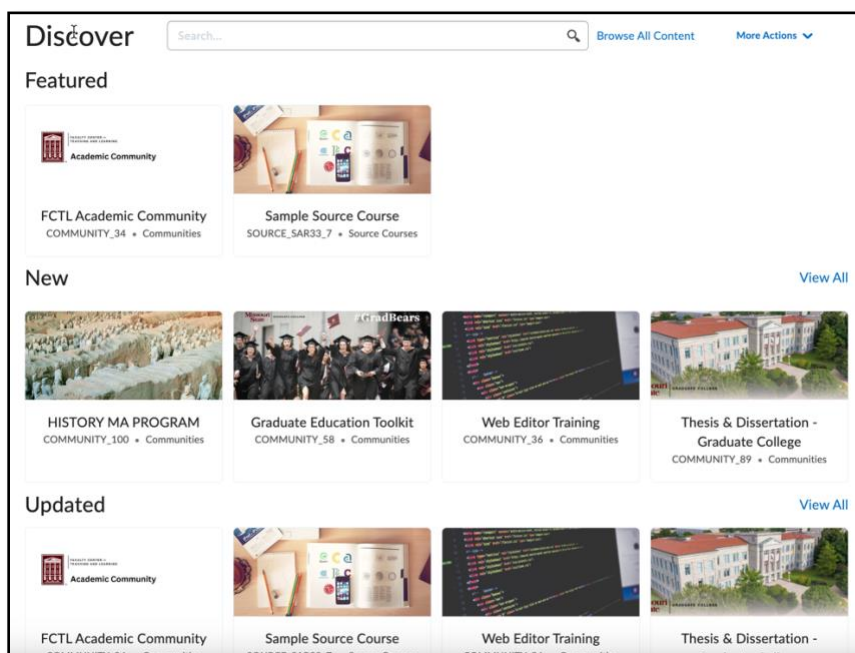
About the Discover Tool

The Discover tool allows you to search for active community sites at Missouri State University and self-enroll in them. To access the Discover tool log into Brightspace and select Discover from the institutional navigation bar.

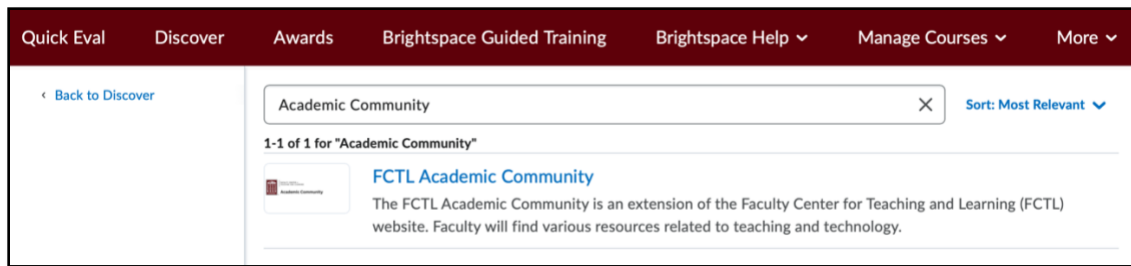


When you initially launch Discover from the navbar, the Discover homepage displays. To easily browse courses by category, the Discover homepage organizes unenrolled courses into sections:

- The **New** section includes courses added to Discover within the last 6 months. By default, the four most recently added courses display. To display all courses added to Discover within the last six months, click **View All**.
- The **Updated** section includes courses updated within the last six months. This includes courses with updated course titles or descriptions only; courses with updated course content do not display in this section. By default, the four most recently updated courses display. To display all courses updated within the last six months, click **View All**.
- The **Featured** section includes courses promoted by your organization, typically popular courses or courses your organization wants to promote, up to a maximum of four courses.



You may also locate courses using the search bar. Note: only courses that allow self-enrollment will appear in the search results.

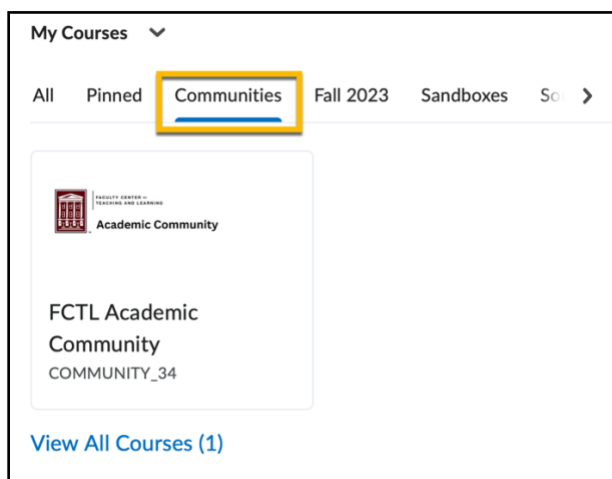


To Self-Enroll in a Course:

1. From the institutional navigation bar, select **Discover**.
2. From the Discover Homepage, browse for a course in the categories or use the search bar to locate a course.
3. Select the course you would like to enroll in and from the course details page, select **Enroll in Course**.



4. Once successfully enrolled, you can find your course under the Communities tab in the My Courses Widget.

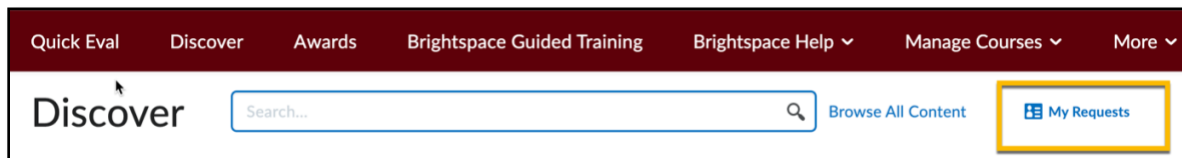


Note: After you enroll in a course, the course is removed from the Discover homepage. To view the enrolled course in Discover, click **Browse All Content** on the Discover homepage, and then sort by **Already Enrolled**. All your enrolled courses display in the search results.

Courses that Require Approval:

In some cases, you may need to request approval before self-enrolling in a course. If the course requires approval before self-enrolling, click **Request Approval**. You are taken to a **Request Details** page and your request is set to **Pending**.

You can manage requests by selecting the My Requests link.



If you want to withdraw your request, click **Withdraw Request**.

Once the request is approved or declined, you will receive a notification in Brightspace.

