# Setting up your courses for the new semester
## & CIT Help and Training

If you are the official instructor of record assigned in Banner/MyWestfield, you should already have access to your courses on your My Courses list.

Quick Training Video: Requesting your Courses Training Video

STEP 1: Find your courses in Brightspace. When you log into Brightspace you will see the My Courses widget. You can sort by the term at the top of the My Courses widget. You may have to scroll through this list with the little arrows on each side of the term list.
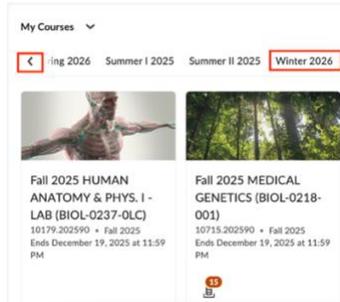

STEP 2: IF YOU DO NOT SEE YOUR COURSE ON THIS LIST, check MyWestfield to see if you are the official instructor of record. Log into MyWestfield and find the My Classes card, and click on My Assignments. You will see your assigned courses there. If you do not see your courses please reach out to the Department Chair so they can assign you.
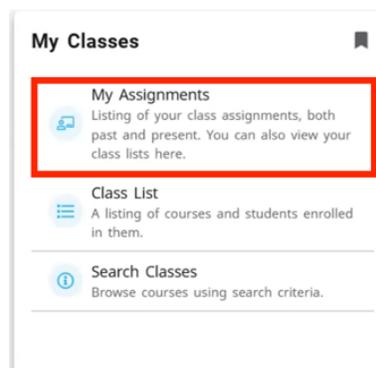
STEP 3: To add your previous content, you can find instructions in **Part 2** of the Convert Your Course Training or the Going Green Training which can be found by sorting that same list by Always Open. You can also find instructions on adding the 15 Week Template (for new preps) and info on cross listing in Part 2.

Those instructions are the first link in Part 2. Please let me know if you have any questions.
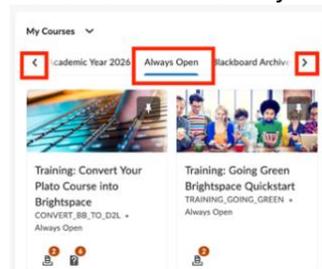
You may also want to Pin your current courses to the top of the list. To do this hover over a course and click on the menu button with the three dots and select Pin.

Please email us at cit@westfield.ma.edu if you have any questions or issues with this process!

Help and Training

Faculty can use the great training resources above or request one on one training with CIT staff, in the lab or in Zoom.

Training Resources

Chat Bot Assistance
https://westfield.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9ad1b838-9663-47e9-b8d0-b3930150d51d

CIT CONTACT INFO
https://www.westfield.ma.edu/plato/wp-content/uploads/CIT-Contact-Info.pdf