



## How do I Log In to bCourses and Gain Temporary Access to a Course Site?

**bCourses** is the University's new course management system. Haas courses first piloted the system in Fall 2013 and increased its adoption thru Spring 2014. Instructors use the site to post assignments and non-copyrighted materials for classes (e.g. syllabus, problem sets, etc.), administer quizzes and support group projects.

### *Logging In to bCourses*

To log in to bCourses go to <https://bcourses.berkeley.edu/> and log in with your CalNet credentials:

- Login ID: **Enter CalNet ID**
- Password: **Enter Your CalNet ID passphrase**

### *Gaining Temporary Access to Course Sites on bCourses*

bCourses is designed to allow instructors and GSI's some flexibility in the way they manage their course enrollment count.

Officially enrolled students automatically appear on a course site's enrollment roster. Students who officially add or drop the course will need to wait 24 hours for these enrollment changes to propagate across all of the campus' systems.

If you are not officially enrolled in a Haas course but would like to have access to the course's bCourses site in hopes of successfully adding the class, **please notify the course's instructor and/or GSI** and request that they manually add you to their site.

***Subsequent Activity by the Instructor/GSI:***

*The Instructor/GSI would use the Add People Tool on their bCourses site to add the students by Last Name, Email, SID or UID.*

Add People

Find a person to add

By: Last Name, First Name

Need help finding someone?

Last Name, First Name

Email

Student ID

CalNet UID

Go

Students who are provided temporary access to a course site but are ultimately unable to add the course will need to ask the Instructor and/or GSI remove them from the site.

## ***bCourses and Your Official Email Address***

bCourses provides the capability for instructors and GSIs to send students email correspondence from within the bCourses system. The email address used by bCourses is the official UC Berkeley email address you've listed in the campus' **CalNet Directory**.

This address should be your @berkeley.edu address.

You can verify your address by checking your campus listing on the UCB CalNet Directory at <https://calnetweb.berkeley.edu/calnet-people/campus-directory>