

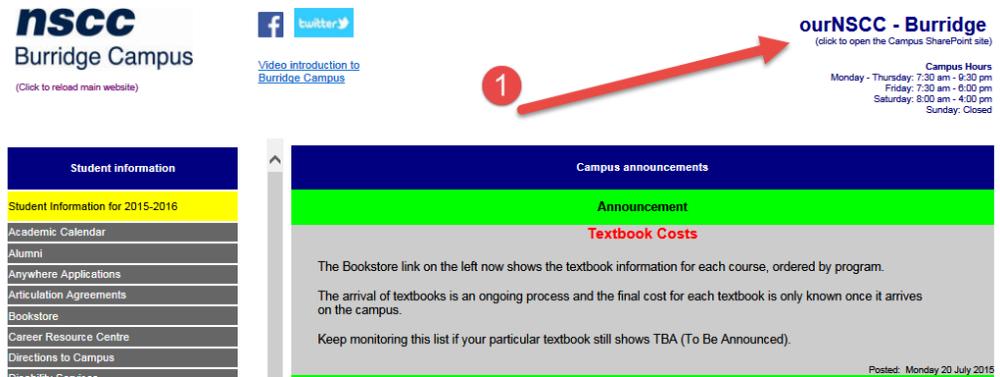
The campus utilizes a SharePoint site to assist students with their program and courses.

Please make every attempt to set an **Alert** for the **Announcements** and the **Calendar**. The campus SharePoint site will be a main method used by faculty to allow you to keep track of your due dates and assessment dates.

The 11 steps below will walk you through getting yourself set up with the campus SharePoint site.

Please connect with your faculty if you are having any difficulties.

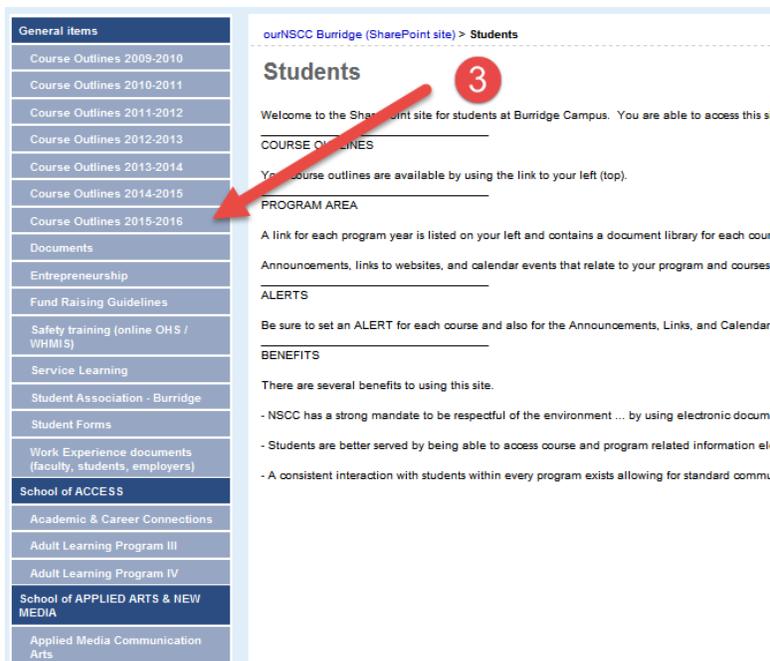
1. access the campus website at **burridge.nsc.ca** and click on **ourNSCC Burridge**.



2. You will be presented with a site that contains tabs at the top. Click on the **Students** tab.



3. Your course outlines are stored, along with other informative links.



4. Scroll down until you find the name of your program. Program names are listed under their associated Academic School.



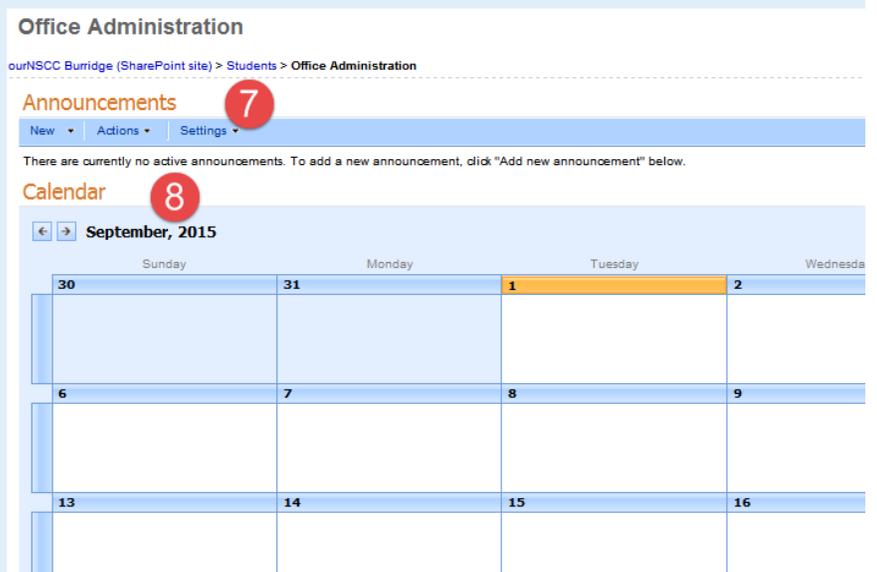
5. Click on the name of your program.

6. A list of your courses are provided, by each Semester. These links will contain course related documents.



7. **Announcements** are provided by your faculty. These will include important program or course information.

8. The **Calendar** provides important dates ... such as due dates for assessments.

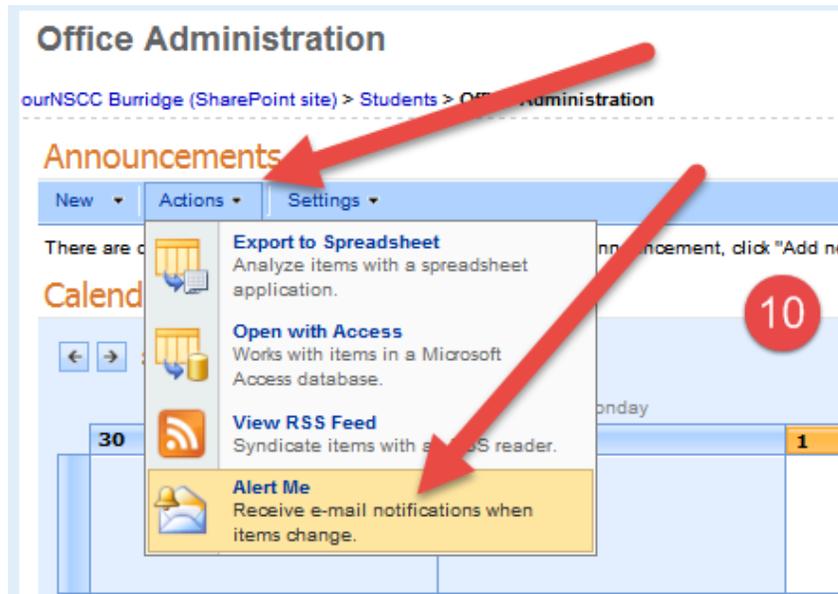


9. Some programs have important program level documents or related websites.

Alerts need to be set up for both the **Announcements** and the **Calendar**. You will then automatically be sent a college email advising when an addition or modification has been made to either item.

10. To set the **Alert** for the Announcements simply click on **Actions** and then click on **Alert Me**.

You will be presented with a new screen ... don't change anything ... simply click **OK**.



11. To set the **Alert** for the **Calendar** you may have to click on the word **Calendar** before you are presented with the **Actions** option.

Click **Actions ... Alert Me ...** and then **OK**.

