How to Access Class Recordings on Brightspace

**PLEASE READ BEFORE CONTINUING ON TO INSTRUCTIONS.**
Use Google Chrome as your web browser – it has proven to be most compatible with Brightspace. Be sure to accept all permissions.
Members who are using an iPad may find it problematic to view the recordings. We suggest that you use a laptop or desktop to view. We are working to resolve this issue. We apologize for any inconvenience.
For technical assistance, email oshervu@vanderbilt.edu

1. Go to [https://www.vanderbilt.edu/olli/](https://www.vanderbilt.edu/olli/)

2. Click on OLLI Login right above the gold OLLI banner

![OLLI Login banner](image1.png)

3. Click on login in the top right corner then click on student login.

![Login page](image2.png)

Welcome to the Vanderbilt University PACE Registration System
4. Under ‘I have an Account Already’, enter your username and password then click on ‘Log In’. Email oshervu@vanderbilt.edu if you don’t know your username and password.

5. Once you are logged in, scroll down and click on Brightspace in the bottom left corner of your screen.
6. Click on the course name.

7. Click on the Media Gallery tab.
8. Click on the picture to view.