The MiniBar
The MiniBar allows you to quickly navigate to very useful tools as well as access your courses no matter where you are in D2L. The following shows the layout of the MiniBar:

Figure 1: The MiniBar

a. **My Home Page**: Takes you to the D2L home page (See Figure 1).

b. **Course Selector**: Allows you to access your courses (See Figure 1).

c. **Message Alerts**: Gives direct access to new emails and your mailbox (See Figure 1).

d. **Subscription Alerts**: Indicates that there are new posts to topics and forums that you have subscribed to in Discussions (See Figure 1).

e. **Update Alerts**: Indicates you have new news items, a new grade has been posted, and upcoming due dates for uncompleted items (See Figure 1).

f. **User Settings**: Allows you to edit your profile, change notification settings, view your class progress, and log out (See Figure 1).

My Courses
The My Courses widget allows you to view all the courses you are a part of. Here, you can click a course link to be taken to the course that you wish to view.

Figure 2: My Courses
The NavBar

Once you select a course, the *Navigation bar* (also known as the *Navbar*) will appear. The *Navbar* consists of links to course-specific tools and resources.

![Figure 3: The NavBar](image)

**Note:** The style, layout, and available links in the *Navbar* may not be the same for each of your courses.

Content

The *Content* tool is where you will find your course materials such as the syllabus, lecture slides, and assignments. Below is an overview of the *Content* tool in D2L Brightspace.

![Figure 4: Content](image)

a. **Bookmarks:** Access topics that you have bookmarked (See Figure 4).
b. **Course Schedule:** With *Course Schedule*, you can view your upcoming events, a full schedule of events as well as overdue items (See Figure 4).
c. **Modules:** Allows you to view the modules and topics associated with the course (See Figure 4).
d. A **checkmark** means that all topics within a module has been viewed (See Figure 4).
e. The **number** next to each module heading indicates the number of incomplete items within that module (See Figure 4).
f. **Completion Tracking:** Shows an overview of your progress for the selected module (See Figure 4).
g. **Course Topics:** Click the course topic to view its contents (See Figure 4).
h. A **dot** next to a topic indicates that it has not been completed yet (See Figure 4).
i. A **checkmark** next to a topic indicates that you have viewed it (See Figure 4).
Discussions
When you are ready to start a new thread within a topic, click **Start a New Thread**. Your instructor may require you to read or reply to other threads before you start a new thread.

![Figure 5: Click Start a New Thread](image)

Quizzes
Instructors can give online quizzes and assessments within D2L Brightspace. In **Quizzes**, you will see the various tests and quizzes offered, as well as their associated start and end dates if applicable. Instructors can also require students to take a quiz using the **Respondus LockDown Browser**. For instructions on using **Respondus LockDown Browser**, visit the UITS (University Information Technology Services) Documentation Center at [http://uits.kennesaw.edu/cdoc](http://uits.kennesaw.edu/cdoc) and then download the student guide, **D2L Brightspace Quizzes with Respondus LockDown Browser**. The following explains how to start a quiz in D2L Brightspace:

1. Click the **quiz title** to access the **quiz**.

![Figure 6: Click the Quiz](image)
2. Click **Start Quiz**, found at the bottom of the *Quiz Summary* page.

![Figure 7: Start Quiz](image)

**Assignments**

*Assignments* is where you will submit assignments to be graded. Each assignment has its own folder for submission. There may be relevant files attached to the folder by your instructor to assist you with the assignment.

![Figure 8: Assignment Submission Folders](image)

- **View History**: View your submission history files (See Figure 8).
- **Assignment Folders**: View the assignment folders created by your instructor (See Figure 8).
- **Submissions Status**: View submissions status for your assignments (See Figure 8).
- **Assignment Grade**: View the grades for your assignment (See Figure 8).
- **Evaluation Status**: View feedback for your submission from your instructors (See Figure 8).
- **Due Date**: View the due date for your assignment (See Figure 8).
Submitting an Assignment
Once you are in an Assignment folder, be sure to read the instructions carefully. The following explains how to submit an assignment.

![Figure 9: Submitting Files](image)

1. Click **Add a File (1)** to upload your file (See Figure 9).
2. Optional: Add comments in the **Comments (2)** textbox (See Figure 9).
3. Click **Submit (3)** to send the assignment to the instructor (See Figure 9).

Email
The following explains how to access your email inbox.

![Figure 10: Click Email](image)

1. From the **Course Selector (1)**, select the course that you wish to view emails for (See Figure 10).
2. Click the **Message Alerts (2)** icon (See Figure 10).
3. Click **Email (3)** to view messages for the course selected (See Figure 10).
The Email Inbox

When you click Email, you will be taken to your Inbox. The layout of your inbox is as follows:

![The Email Inbox](image)

Figure 11: The Email Inbox

a. **Compose:** Compose a new outgoing message (See Figure 11).
b. **Folder Management:** Manage your folder list (See Figure 11).
c. **Filter By:** Select a different course to view (See Figure 11).
d. **Settings:** Manage your email settings (See Figure 11).
e. **Subject:** Select a subject to read the message (See Figure 11).
f. **Priority:** Indicates message priority by sender (See Figure 11).
g. **Read Status:** Displays icon if message not read (See Figure 11).
h. **Attachments:** Indicates message contains an attachment (See Figure 11).

Classlist

The Classlist consists of everyone who is participating in your course. This includes classmates, instructors, and teaching assistants.

**Note:** It is recommended that you email others in your course using the Classlist.

To access the classlist, complete the following:

1. Click Classlist on the NavBar.

![Classlist](image)

Figure 12: Click Classlist
2. The *Classlist* page will display.

![Classlist Page](image)

**Figure 13: The Classlist**

a. **Email Classlist**: By selecting this button, you will be prompted to compose a new message to send to everyone in your *Classlist* (See Figure 13)
b. **Email**: After selecting user’s checkbox, this button will allow you to compose a new email to those chosen. (See Figure 13)
c. **Checkbox**: By clicking the checkbox, you select who you wish to email (See Figure 13)
d. **Name**: Click the name of the classmate, instructor, or TA to send them a message directly (See Figure 13).
e. **Role**: Indicates the role given to individuals within the course. (See Figure 13).

**Email multiple individuals from your *Classlist***

1. Click the **Checkbox** icons next to the name of individuals you would like to email. (See Figure 14)
2. Click the **Email** icon to draft your message. (See Figure 14)
User Progress

The User Progress tool contains a report of your progress in all areas of the course. To access the tool:

1. Click the User Settings (1) drop-down menu (See Figure 14).
2. Click Progress (2) within the drop-down menu (See Figure 14).

Note: After completing both steps, you will be taken to your Progress Summary page (See Figure 15).