D2L Brightspace – Daylight Experience Student Quick Guide

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*:

1. **My Home Page** – Takes you to the D2L *home page* (See Figure 1).
2. **Course Selector** – Allows you to access your courses (See Figure 1).
3. **Message Alerts** – Gives direct access to new emails and your mailbox (See Figure 1).
4. **Subscription Alerts** – Indicates that there are new posts to topics and forums that you have subscribed to in *Discussions* (See Figure 1).
5. **Update Alerts** – Indicates you have new news items, a new grade has been posted, and upcoming due dates for uncompleted items (See Figure 1).
6. **User Settings** – Allows you to edit your profile, change notification settings, view your class progress, and log out (See Figure 1).

![Figure 1 - The MiniBar](image)

**My Courses**

The *My Courses* widget allows you to view all of 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](image)
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.

1. **Bookmarks** – Access topics that you have bookmarked (See Figure 4).
2. **Course Schedule** – With Course Schedule, you can view your upcoming events, a full schedule of events as well as overdue items (See Figure 4).
3. **Modules** – Allows you to view the modules and topics associated with the course (See Figure 4).
4. A **checkmark** means that all topics within a module are completed (See Figure 4).
5. The number next to each module heading indicates the number of incomplete items within that module (See Figure 4).
6. **Course Topics** – Click the course topic to view its contents (See Figure 4).
7. **Completion Tracking** – Shows an overview of your progress for the selected module (See Figure 4).
8. A **checkmark** next to a topic indicates that you have completed it (See Figure 4).
9. A **dot** next to a topic indicates that it has not been completed yet (See Figure 4).

![Figure 4 – Content](image)
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.

![Image of making your mark: How to get the most out of college](image)

**Figure 5 - Click Start a New Thread**

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 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.

![Image of quizzes and tests](image)

**Figure 6 - Click the Quiz**

2. Click Start Quiz, found at the bottom of the Quiz Summary page.

![Image of instructions](image)

**Figure 7 - Start Quiz**
Assignments

Assignments are 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.

1. **View History** – View your submission history files (See Figure 8).
2. **Assignment Folders** – View the assignment folders created by your instructor (See Figure 8).
3. **Assignment Grade** – View the grades for your assignment (See Figure 8).
4. **Submissions** – View submissions for your assignments (See Figure 8).
5. **Feedback** – View feedback for your submission from your instructors (See Figure 8).
6. **Due Date** – View the due date for your assignment (See Figure 8).

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

To submit an assignment, click the assignment folder. Read the instructions carefully and click **Add a File** (a) to upload your file. If necessary, add comments in the **Comments** textbox (b) and click **Submit** (c) to send the assignment to the instructor (See Figure 9).

![Figure 9 - Submitting Files](image)
Email
The following explains how to access your email inbox.

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

![Figure 10 - Click Email]

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

1. Compose – Compose a new outgoing message (See Figure 11).
2. Folder Management – Manage your folder list (See Figure 11).
3. Filter By – Select a different course to view (See Figure 11).
4. Settings – Manage your email settings (See Figure 11).
5. Subject – Select a subject to read the message (See Figure 11).

![Figure 11 - The Email Inbox]

Sending Emails in Your Course
It is recommended that you email others in your course using the Classlist, which is accessible from the NavBar.

![Figure 12 - Click Classlist]
The *Classlist* consists of everyone who is participating in your course. This includes classmates, instructors, and teaching assistants.

1. **Email Classlist** – Compose a new message to send to everyone in your class (See Figure 13).
2. **Email** – Click the checkbox to select those whom you wish to email, then click **Email** to compose the message (See Figure 13).
3. **Name** – Click the name of the classmate, instructor, or TA to send them a message directly (See Figure 13).

![Figure 13 - Emailing from the Classlist](image)

**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** drop-down menu.
2. Click **Progress**. You will be taken to your **Progress Summary**.

![Figure 14 - User Progress Tool](image)