

D2L Brightspace

If you are new to D2L Brightspace, this document will provide a high-level overview of the D2L interface and environment so that you can understand the tools you have available to manage your online course.

Interface and Navigation

My Home Page

The *My Home Page* is the first page that you will see after logging in to D2L. Within the *My Home Page*, you will also see the most prominent navigation feature available, the *Minibar*.

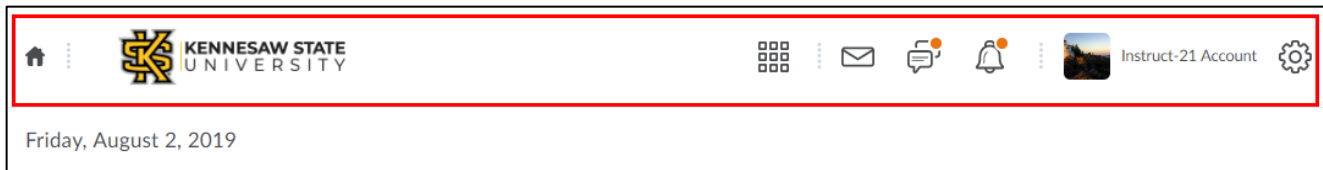


Figure 1 - My Home Page

My Courses Widget

The My Courses Widget has a new look and layout, showing three new course notification icons: (left to right: **Unread Assignment Submission Files**, **Unread Discussions**, and **Ungraded Quizzes**).

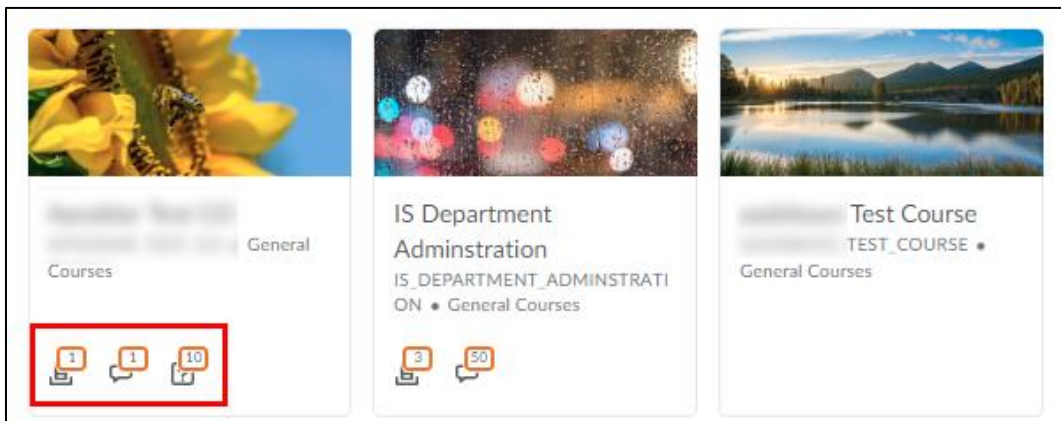


Figure 2 - My Courses Widget: Notification Icons

Courses can be easily filtered by **term**.

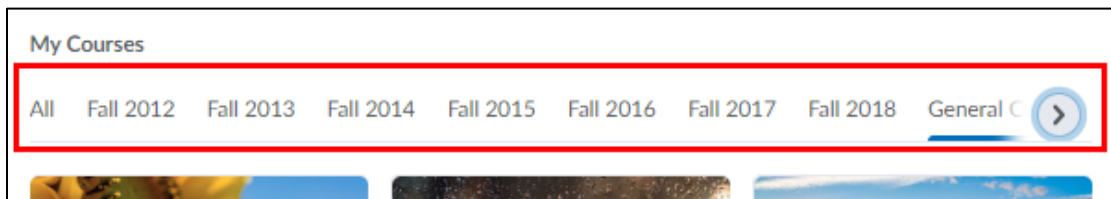


Figure 3 - Course Filter

Minibar

The *Minibar* provides consistent access to the *My Home Page*, course alerts and personal settings no matter where you are in the Learning Management System (LMS). The following will explain what you can access within the Minibar:



Figure 4 - The Minibar

1. **My Home** - Click here if you want to return to the homepage (See Figure 4).
2. **Course Selector** - Use this icon to select your courses (See Figure 4).
3. **Messages Alerts** - Notifies you about unread mail and unread instant messages (See Figure 4).
4. **Subscription Alerts** - Notifies you about new blog posts and subscribed discussion forums, topics, and threads (See Figure 4).
5. **Update Alerts** - Notifies you about new and updated *Announcement* items, *Due Dates* and *End Dates*, and newly posted grades (See Figure 4).
6. **Personal Menu** (Your Initials, or Picture) - Lets you edit user specific settings, like your *Profile*, *Notifications*, and *Account Settings*. You can also log out of the LMS here (See Figure 4).

Course Home

The Course Home Page provides quick access to important course information, such as *Announcements*, and *Calendar* items. The following will show you how to access your Course Home Page:

1. Click the **Course Selector** icon (See Figure 5).
2. Click the **course** you wish to enter (See Figure 5).

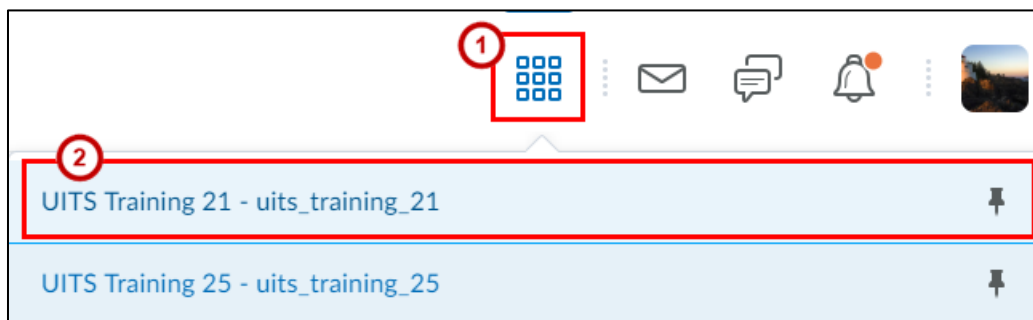


Figure 5 - Click on the Course Selector Icon

3. The **Course Home Page** for the selected course appears. You also have access to the course Navbar, and other widgets detailed below:
 - a. **Navbar** – Provides links to course-specific tools.
 - b. **Role Switch** – Toggle instructor and student view.
 - c. **Calendar** – View upcoming events in the course calendar.
 - d. **Content Browser** – View course modules.
 - e. **Announcements** – Displays active course announcements.
 - f. **Updates** – Notifies you about new and updated Announcement items, Due Dates and End Dates, and newly posted grades.
 - g. **Admin Tools** – Determine advanced settings, such as Classlists and Homepages, for your course.

Note: Role Switch and Admin Tools are not visible to students.

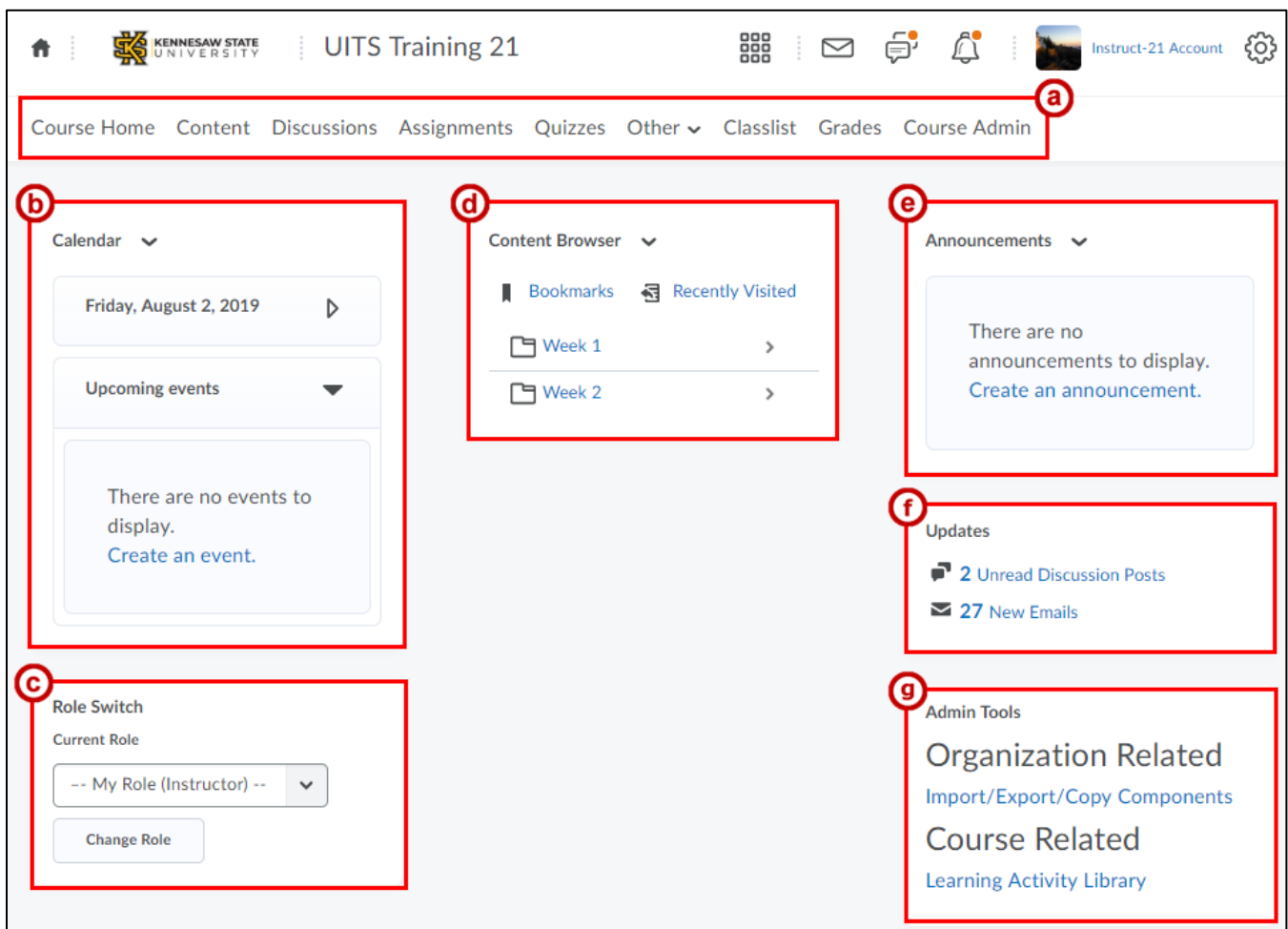


Figure 6 - Course Home Page

Navbar

The Navbar resides at the top of the *Course Home Page* and provides links to course-specific tools. The following will describe the tools you can find within the Navbar:

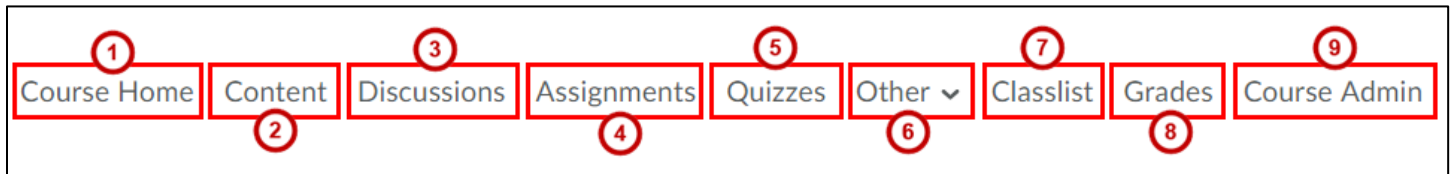


Figure 7 - The Navbar

1. **Course Home** – Regardless of which page you are viewing within a specific course, this link will always bring you back to the *Course Home Page* (See Figure 7).
2. **Content** – Content for your course can be managed on this page. Topics or modules can be created, edited, copied, moved, and deleted (i.e. URL links, .PPT files, Word, PDF's etc.) (See Figure 7).
3. **Discussions** – On this page, you can set up discussions for the students in your class. Participants in your class can post their own discussion threads to the topics that you create and respond to the other students' discussions (See Figure 7).
4. **Assignments** – *Assignments* is where students will submit papers to you so that you can receive and grade their work (See Figure 7).
5. **Quizzes** – You can create assessments for your students on this page (See Figure 7).
6. **Other** – Clicking **Other** provides you access to numerous other tools, such as *Attendance*, *Groups*, and *Rubrics* (See Figure 7).
7. **Classlist** – This page provides you a list of the students in your class. If you click a **specific name** in the list, a window will open that will allow you to compose an email message to that student. Metrics can also be obtained on this page, allowing you to see how students are performing in your class (See Figure 7).

Note: It is recommended that you use this tool to email learners in your class.

8. **Grades** – This tool allows you to post grades for the students in your class (See Figure 7).
9. **Course Admin** – You will find a variety of administration tools on this page, including *Import/Export*, *Groups*, *Dates*, and *File Management* (See Figure 7).