D2L Brightspace – Daylight Experience
The Environment
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Introduction

D2L Brightspace® – Daylight Experience is an excellent tool for instructors. This document has been developed to introduce you to the application and how to navigate the user interface.

Learning Objectives

The following learning objectives are covered in this document:

- Accessing D2L Brightspace
- Becoming familiar with the layout
- Navigating the User Interface with the Minibar
- Setting up a profile, preferences, and notifications
- Accessing a course and the tools available in the course
- Logging out to end a session
Accessing D2L Brightspace

The following instructions explain how to access D2L Brightspace:

2. Click Log In to KSU D2L Brightspace.

![Login to KSU D2L Brightspace](image1)

**Note:** Upon first access to D2L Brightspace on a computing device, click the following link: Please click here for a System Check before you log in. A new tab will open and the D2L System Checker will evaluate your computing device’s compatibility with the D2L Brightspace® – Daylight Experience Learning Management System.

![System Check](image2)

3. Enter your NetID and NetID Password in the area provided (See Figure 3).
4. Click Log In (See Figure 3).

![Log In](image3)
5. When you have logged in to D2L Brightspace, the main *Home Page* will appear on your screen.

![Figure 4 - Main Home Page](image)

**The D2L Brightspace Minibar**

The following describes the most prominent navigation feature available in the D2L Brightspace interface: the *Minibar*. The minibar provides consistent access to the main home page, courses, alerts and personal settings - no matter where you are in the Learning Management System (or LMS).

![Figure 5 - The Minibar](image)

**My Home**

Clicking *My Home* in the upper-left of the *Minibar* will take you back to the main homepage.

![Figure 6 - Main Home Page](image)
Course Selector

The *Course Selector* icon provides access to your courses. You can switch between courses from the drop-down without returning to *My Home*. You can also pin courses so they remain at the top of the list.

![Figure 7 - The Course Selector Icon](image)

Alerts

The *Alerts* section will notify you when you have unread emails, new alerts, and new activity in subscribed discussion boards. Clicking each of these alert icons will provide additional information detailed below.

**Message Alerts icon**

A red dot on the *Message alerts* icon indicates new emails.

![Figure 8 - Message Alerts Icon](image)

**Note:** Clicking the *Message Alerts* icon gives direct access to the new email(s).

![Figure 9 - Direct access to new message](image)
Update Alerts Icon
A red dot on the Update Alerts icon indicates new announcement items, new grade items, and upcoming due dates for incomeloped activities.

![Figure 10 - Update Alerts](image)

Subscription Alerts Icon
The Subscription Alerts icon provides updates for topics and forums you have subscribed to in Discussions. A red dot indicates a new alert.

![Figure 11 - Subscription Alerts](image)

Personal Settings
Clicking your name on the far right of the Minibar expands the personal settings menu. This menu lets you set up your personal profile, email and text notifications, and account settings. This is also where you go to log out.

![Figure 12 - Personal Settings](image)
Editing Your Profile

The following instructions explain how to edit your profile:

1. From the Minibar, click your Name (See Figure 13).
2. Click Profile (See Figure 13).

3. The Edit My User Profile page appears. All fields are optional. Fill out the ones you want to share with your students, such as your website web address (See Figure 14).
4. To personalize your profile with a photo, click the Change Picture button (See Figure 14).
5. The Select a Profile Picture window appears. Click **My Computer**.

![Figure 15 - Select a Profile Picture Window](image)

6. Drag and drop the **picture** you wish to use for your profile picture into the box that says *Drop file here, or click below!* (See Figure 16).

7. Click **Add** (See Figure 16).

![Figure 16 - Add Picture](image)

8. Your picture appears on your profile page.

![Figure 17 - Picture Uploaded to Profile](image)
9. Click **Save and Close** at the bottom of the page to complete your profile.

![Figure 18 - Save and Close](image18)

**Online Status**
When you are working online in D2L Brightspace, you have the option to either *Appear online* or *Always appear offline* to your students (the system default is to *Appear online*). The following explains how to adjust this setting:

1. From the *Minibar*, click your **Name** (See Figure 19).
2. Click **Account Settings** (See Figure 19).

![Figure 19 - Account Settings](image19)

3. The **Account Settings** page appears. Scroll down to the **Signing In** section.

![Figure 20 - Signing In Section](image20)

4. Set your **online status** as desired.
5. Click the **Save and Close** button at the bottom of the page.
Font Settings
D2L Brightspace gives you the ability to adjust the size of the text on your screen. Note that this will not change the size of the text that appears on your students’ screens. The following explains how to make this adjustment:

1. From the Minibar, click your Name (See Figure 22).
2. A contextual menu appears. Click Account Settings (See Figure 22).

Figure 22 - Account Settings

3. The Account Settings page appears. Under Font Size, click the drop-down to adjust font size (See Figure 23).
4. To improve Readability, click the checkbox that says Use the OpenDyslexic font to improve readability (See Figure 23).

Figure 23 - Font Settings

5. Click the Save and Close button at the bottom of the page.

Figure 24 - Save & Close
Discussion Settings
D2L Brightspace gives you the ability to create discussions for your students. The following explains how to adjust the global settings for discussions:

1. From the Minibar, click your Name (See Figure 25).
2. A contextual menu appears. Click Account Settings (See Figure 25).

![Figure 25 - Account Settings](image)

3. The Account Settings page appears. Click the Discussions tab.

![Figure 26 - Discussions Tab](image)

4. The Discussion Settings will display. Make your adjustments, then click Save and Close to confirm your settings.

![Figure 27 - Save & Close](image)
Email Settings and Signature

The following explains how to adjust the global settings for emails as well as how to create a signature for your messages:

1. From the Minibar, click your Name (See Figure 28).
2. A contextual menu appears. Click Account Settings (See Figure 28).

![Figure 28 - Account Settings]

3. The Account Settings page appears. Click the Email tab.

![Figure 29 - Email Tab]

4. The Email Options settings page appears. To add a signature to your emails, enter your desired text within the Email Signature field.

![Figure 30 – Email Signature]

5. Make your adjustments, then click Save and Close to confirm your settings.

![Figure 31 - Save & Close]
The D2L Brightspace Course

The following explains how to access a course and its tools:

Accessing a Course

1. Click the **Course Selector** icon (See Figure 32).
2. Click the **course** of your choice (See Figure 32).

![Figure 32 - List of Courses]

3. The **Course Home Page** for the selected course appears (See Figure 33).
4. When you are on any course page, you can click the **My Home** button to return to the **Main Home Page** (See Figure 33).
5. You can also use the **Course Selector** icon to access another course (See Figure 33).

![Figure 33 - Course Home Page]

**Note:** As you navigate D2L Brightspace, it is recommended to avoid using the “back-button” within your browser window. Instead, you should only use the links within D2L Brightspace for navigation.
Accessing Tools in a Course

1. After accessing the course home page, you will see the default navigation links for the course. The following provides a brief description of the navigation links:

   a. **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 34).
   
   b. **Content** – Content for your course can be managed on this page. Topics or modules can be edited, copied, moved, and deleted (See Figure 34).
   
   c. **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 34).
   
   d. **Assignments** – Assignments is where students will submit papers to you so that you can receive and grade their work (See Figure 34).
   
   e. **Quizzes** – D2L Brightspace gives you the ability to create assessments for your students on this page (See Figure 34).
   
   f. **Other** – Clicking Other provides you access to numerous other tools, such as Attendance, Groups, and Rubrics (See Figure 34).
   
   g. **Classlist** – This page provides you a list of the students in your class. If you click on 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 34).
   
   h. **Grades** – This tool allows you to post grades for the students in your class (See Figure 34).
   
   i. **Course Admin** – You will find a variety of administration tools on this page, including Import/Export, Groups, Dates, and Files Management (See Figure 34).

6. Click the Headers with a drop-down arrow next to them to access the tool. For example, clicking on the Announcements header will take you to the Announcements tool.
Accessing the Email Tool

The following instructions explain how to access your email in a course:

1. Click the **Message Alerts** button on the **Minibar** (See Figure 36).
2. Click **Email** (See Figure 36).

![Figure 36 – Access Email]

3. You will see the email inbox for D2L Brightspace® – Daylight Experience on your screen.

![Figure 37 - Inbox]

4. To return to the **Home Page**, click **Course Home** on the **Navbar**.

![Figure 38 - Course Home]
Accessing the Calendar Tool

The following instructions explain how to access your calendar from the Home Page:

1. Click the Calendar header.

![Figure 39 - Calendar Header](image)

2. The Calendar will appear on your screen.

![Figure 40 - The Calendar](image)

3. To return to the Home Page, click Course Home on the Navbar.

![Figure 41 - Course Home](image)
How to Log Out from D2L Brightspace

1. When you are finished using the D2L Brightspace® – Daylight Experience, click your name on the Minibar (See Figure 42).
2. Click Log Out (See Figure 42).

3. You will be logged out of D2L Brightspace® – Daylight Experience.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu