D2L Brightspace – Daylight Experience
The Environment
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# University Information Technology Services

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 Login to KSU D2L Brightspace.

![Login to KSU D2L Brightspace](image1)

**Figure 1 - Login to KSU D2L Brightspace**

**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)

**Figure 2 - System Check**

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

![Log In](image3)

**Figure 3 - Log In**
5. When you have logged in to D2L Brightspace, the Home Page will appear on your screen.

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).

My Home

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

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

![Image of Course Selector Icon]

**Figure 7 - The Course Selector Icon**

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

An orange dot on the Message alerts icon indicates new emails.

![Image of Message Alerts Icon]

**Figure 8 - Message Alerts Icon**

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

![Image of Direct Access to New Message]

**Figure 9 - Direct access to new message**

**Note:** To access emails for a specific course, open that course and then click the Message Alerts icon. The inbox will be filtered to only display messages from the open course.
Update Alerts Icon
An orange dot on the *Update Alerts* icon indicates new announcement items, new grade items, and upcoming due dates for incompleted 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](image)

**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](image)

3. The *Account Settings* page appears. Scroll down to the *Signing In* section.
4. Set your *online status* as desired.

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

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

![Figure 21 - Save & Close](image)
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]

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

![Figure 26 - Discussions Tab]

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

![Figure 27 - Save & Close]
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).
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).

**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).

   **Note:** It is recommended to send emails to course participants from the Classlist.

   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).

![Figure 34 - Navigation Links](image-url)
5. 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.

![Announcements Header](image)

**Figure 35 - Annoucements Header**

**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).

![Access Email](image)

**Figure 36 - Access Email**

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

![Inbox](image)

**Figure 37 - Inbox**

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

![Course Home](image)

**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.

![Calendar Header](image)

   **Figure 39 - Calendar Header**

2. The **Calendar** will appear on your screen.

![The Calendar](image)

   **Figure 40 - The Calendar**

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

![Course Home](image)

   **Figure 41 - Course Home**
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