D2L Brightspace

The Environment
University Information Technology Services
D2L Brightspace® - The Environment

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Introduction

D2L Brightspace® is an excellent tool for instructors. This document has been developed to introduce you to the application.

Objectives

The following learning objectives are covered in this document:

- Knowing how to access D2L Brightspace.
- Becoming familiar with the layout.
- Navigating the User Interface with the Minibar.
- Having the ability to set up 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.

1. Go to the following website: [http://d2l.kennesaw.edu](http://d2l.kennesaw.edu).
2. Click Log In to KSU D2L Brightspace.
3. 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 opens. The *D2L System Checker* will evaluate your computing device’s compatibility with the D2L Brightspace Learning Management System.
   - Once done, close the tab.
4. Enter your NetID and NetID Password in the area provided.

![Figure 1 - Login](image)

5. Click the **Login** button. When you have logged in to D2L Brightspace, the main **Home Page** will appear on your screen.

![Figure 2 - 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).

My Home

Clicking *My Home* will take you back to the main homepage.
Select a Course

The course selector drop-down provides access to your courses. The list displays ten courses, but clicking on *Load more courses* will expand the list by ten courses at a time. 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.

![Course Selector Image]

**Figure 5 - The Course Selector**

**Note:** If you do not see the course listed, enter part of the name of the course in the *Search for a course* field, and then click the magnifier icon.

Alerts

**Message alerts icon**

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

![Message Alerts Icon Image]

**Figure 6 - Message Alerts Icon**

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

![Direct access to new message Image]

**Figure 8 - Direct access to new message**

**Update Alerts icon**

A red dot on the Update alerts icon indicates new news items, new grade items, and upcoming due dates for uncompleted activities.

![Update Alerts Image]

**Figure 9 - Update Alerts**
Subscription Alerts icon
The Subscriptions icon provides updates for topics and forums you have subscribed to in Discussions. A red dot indicates a new alert.

Figure 10 - Subscription Alerts

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 11 - Personal Settings

Editing Your Profile
The following instructions explain how to edit your profile.

1. From the Minibar, click your Name.

Figure 12 - Your Name on the Minibar

2. A contextual menu appears. Click Profile.

Figure 13 - Profile
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 web site web address.

![Image of Edit My User Profile page](image1)

**Figure 14 - Adding Web Site Web Address to Profile**

4. To personalize your profile with a photo, click the **Change Picture** button.

![Image of Change Picture button](image2)

**Figure 15 - Change Picture Button**
5. The *Select a Profile Picture* window appears. Click the **Upload** button, navigate to your picture on your computer, click **Open**, and then click the **Add** button.

![Select a Profile Picture Window](image)

**Figure 16 - Select a Profile Picture Window**

6. Click the **Upload** button to select the profile image on your computer or choose to drag and drop the image file to the designated drop area.

7. Click **Add**.

8. Your picture appears on your profile page. Click **Save and Close** at the bottom of the page to complete your profile.

![Save and Close Profile](image)

**Figure 17 - Save and Close Profile**
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**.

   ![Figure 18 - Your name on the Minibar](image)

2. A *contextual menu* appears. Click **Account Settings**.

   ![Figure 19 - Account Settings](image)

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

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

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 appearance and size of the text on your screen. Note that this will not change the way that the text appears on your students’ screens. The following explains how to make this adjustment.

1. From the *Minibar*, click your **Name**.

   ![Figure 21 - Your name on the Minibar](image)
2. A contextual menu appears. Click **Account Settings**.

![Figure 22 - Account Settings](image22)

3. The **Account Settings** page appears. In the **Font Settings** section, adjust the font settings as desired.

![Figure 23 - Font Settings](image23)

**Note**: You can always return to the original font settings by clicking the **Restore Default Font Settings** button.

4. Scroll down to the bottom of the page, and click **Save and Close** to confirm your font settings change.

**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**.

![Figure 24 - Your name on the Minibar](image24)

2. A contextual menu appears. Click **Account Settings**.

![Figure 25 - Account Settings](image25)

3. The **Account Settings** page appears. Click the **Discussions** tab.
4. The Discussions settings page appears. Adjust the settings as desired.

![Figure 26 - Discussions Tab]

5. Click the **Save and Close** button to confirm your settings.

**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**.

![Figure 27 - Your name on the Minibar]

2. A **contextual menu** appears. Click **Account Settings**.

![Figure 28 - Account Settings]

3. The **Account Settings** page appears. Click the **Email** tab.
4. The Email settings page appears. Adjust the settings as desired.

5. To add a signature to your emails, click in the email signature text editor box, and then enter and format your text.

6. Click Save and Close.
The D2L Brightspace Course
The following explains how to access a course and its tools.

Accessing a Course

1. Click the Select a course drop-down arrow.

   ![Figure 31 - Select a course Down-Arrow]

2. Click the course of your choice.

   ![Figure 32 - List of Courses]

3. Your course home page appears.

   **Note:** When you are on any course page, you can click the My Home button to return to the Main Home Page, or use the Select a course drop-down list to access another course.

   **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. You will see the default navigation links for the Course in the area indicated below.

![Figure 33 - Navigation Links](image)

The following provides a brief description of each link on the Course Home Page.

- **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.

- **Content** – Content for your course can be managed on this page. Topics or modules can be edited, copied, moved, and deleted.

- **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.

- **Dropbox** – The Dropbox is where students will submit papers to you so that you can receive and grade their work.

- **Quizzes** – D2L Brightspace gives you the ability to create assessments for your students on this page.

- **Other** – Clicking on Other provides you access to numerous other tools, such as Attendance, Groups, and Rubrics.

- **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.

- **Grades** – This tool allows you to post grades for the students in your class.

- **Edit Course** – You will find a variety of administration tools on this page, including Import/Export, Groups, Dates, and Files Management.

2. You will also see a down-arrow next to certain headers on the home page. Click the header to access the tool. For example, clicking on the **News** header will take you to the News tool.

![Figure 34 - News Header](image)
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.
2. Click the **Go to Email** link.

3. You will see the email inbox for D2L Brightspace on your screen.

4. To return to the **Home Page**, click **Course Home** on the **Navbar**.
Accessing the Calendar Tool
The following instructions explain how to access your calendar from the Home Page.

1. Click the Calendar header.

![Figure 37 - Calendar Header](image)

2. The Calendar will appear on your screen.

![Figure 38 - The Calendar](image)

3. To return to the Home Page, click Course Home on the Navbar.
How to Log Out from D2L Brightspace

1. When you are finished using D2L Brightspace and want to quit, click your name on the Minibar.

![Figure 39 - Your name on the Minibar]

2. A contextual menu appears. Click Logout.

![Figure 40 - Logout]

3. You will return to the login page.

Additional Help
For additional help or installation issues, 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