D2L Brightspace
New & Updated Features
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Introduction
This guide covers all the new and updated features for D2L Brightspace 10.5.4, January release. The various sections presented on the following pages are designed to describe and help you understand the user interface changes, the new features, and the improvements made within the upgraded application. These instructions were created using Mozilla Firefox 38.4.

Learning Objectives
After completing the instructions in this booklet, you will be able to:

- Discover the new features within the Content tool
- Assess Discussion topics in place
- Change Dropbox availability options
- Setup your course Quiz utilizing some additional features
- Activate the Self-Enrollment feature within the Groups tool
- Use the new features within Copy Course Components
- Restore deleted News items
The Content Tool
The Content tool allows you to post and organize relevant learning materials for a course in a way that information about course expectations, course syllabus, lecture notes, and important dates are displayed clearly for students. Materials you can post in Content include documents, images, media files, web links, and activities (e.g.: Discussions, Quizzes, and Dropbox folders). The following mentions a few new changes to the Content tool.

Welcome Message
If you are entering your course for the first time, you will now see a course welcome message within the Content tool of your course.

1. Click Content.

![Image](Figure 1 - Click Content)

2. Make sure that you have Table of Contents selected, and you will see the following highlighted message: “Welcome to your course, To copy or import an existing course package, click Import Course. To start creating course content, click Add a module...”.

![Image](Figure 2 - Welcome to Your Course)

Note: If you wish to learn more about Importing a Course, see the Copy Course Components section located within this document.
Course Schedule
Students now have the ability to view a list of assignments separated into two sections: Upcoming and Full Schedule. Upcoming will show a list of what’s due: Today, Tomorrow, and over the Next 7 days. The Full Schedule tab will show all items and due dates for the entire course. These items appear based on what dates you select as the Date Availability for each item.

1. Click Content.

![Image 3 - Click Content]

2. Click Course Schedule.

![Image 4 - Click Course Schedule]

3. Students will see the list separated by Upcoming and Full Schedule. Upcoming is selected by default.

![Image 5 - Upcoming Course Schedule]
4. Click Full Schedule to see a list of items and their due dates for the entire course.

![Figure 6 - Click Full Schedule](image)

**The Discussions Tool**

The Discussions tool has a few minor cosmetic changes as well as some changes with how you can assess a topic. The following explains those changes.

**Assessment**

Instructors can now assess all discussion contributions for a thread from a new content menu item called, Assess Student. This will open up the topic scoring window with the students’ contributions and an area for you to grade them. The following steps will show how to access this new feature.

1. Click on the Discussions tool located in the Navbar.

![Figure 7 - Click Discussions](image)
2. Click the **name of the topic** that you wish to assess.

![Figure 8 - Click Topic](image)

3. From the View Topic page:
   a. Click the **drop-down tab** next to the desired post.
   b. Click **Assess Student**.

![Figure 9 - Assess Student Option](image)
   a. View the number of posts by the user.
   b. Enter the desired Topic Score.
   c. Select the checkbox next to Published if you wish the topic score to be automatically exported to Grades.
   d. Enter any Feedback, as desired.
   e. Optional: Use the Sort By features to sort by using the Post Date or the Post Subject (Not shown).
   f. Click Save and Close.

![Assess Topic Window](image-url)
Reading View
Instructors can quickly view topics that have been read or not read. The following shows an example of this new feature.

1. Click on the Discussions tool located in the Navbar.

![Figure 11 - Click Discussions](image)

1. Click the name of the topic that you wish to view the posts for.

![Figure 12 - Click Topic](image)

2. New posts will be indicated by the solid blue line, to the far left of the post. Also referred to as the Scroll Spy.

![Figure 13 - Scroll Spy](image)
The Dropbox Tool

The Dropbox tool remains mostly unchanged, but some valuable additions were made to the tool. The following explains how to restore deleted folders from the Event Log.

Restoring Deleted Folders

By navigating to the Event Log, you will see an option to restore any deleted folder along with the submissions and feedback that it contained. The following explains how to restore deleted Dropbox folders.

1. From the Dropbox Folder Page, click the More Actions button.

![Figure 14 - More Actions](image)

2. The drop-down menu for More Actions appears. Click Event Log.

![Figure 15 - Selecting Event Log](image)

3. The Event Log page appears. You can click on the Created, Deleted, and Restored filters to view folders according to the action taken on them. In our example, we are clicking on Deleted to show deleted folders only.

![Figure 16 - Deleted Filter](image)

4. Locate the folder to recover, and click the Restore button.

![Figure 17 - Restoring Deleted Folder](image)

5. The folder is restored. Click on Dropbox in the Navbar to display the list of folders.
The Quizzes Tool
The Quizzes feature in D2L Brightspace has seen a few minor changes in the overall layout and functionality. The following section will walk you through these changes.

Random Questions
D2L improved the process for previewing random question sections. Users can easily access the random questions assigned to a quiz from the Edit Quiz page.

1. Click on the Quizzes tool from the navbar.

2. To preview random quiz questions from the Manage Quizzes area, click on the Quiz name you want to view.

3. The purple folder indicates that a random quiz folder contains questions available to preview. Click the folder name to view the questions and answers. In this example, click **Unit 4 Quiz**.
4. This screen allows you to scroll through all of the questions and answers for the questions in the random question folder. Click **Close** to return to the quiz.

![Figure 21 - Preview Questions & Answers](image)

**Using the LockDown Browser**

LockDown Browser now has its own separate tab located within the Quizzes tool.

1. From Course Home, click the Quizzes button on the Navbar.

![Figure 22 – Quizzes Tool](image)

2. Click the **LockDown Browser** button. The first time you click the LockDown Browser button, you will receive a notification indicating that the Respondus application wants to access your D2L Brightspace information to configure the LockDown Browser. Click the **Do not ask me again for this application** button and then click **Continue**.

![Figure 23 - LockDown Browser](image)
3. Once the LockDown Browser is configured, you have the option to enable for any quiz in your list of quizzes. Click the quiz for which you want to use the LockDown Browser.

![Select Quiz](Figure 24 - Select Quiz)

4. Select **Require Respondus LockDown Browser for this exam** button and set a password if desired.

![Require LockDown Browser](Figure 25 - Require LockDown Browser)

5. Make desired selections in **Advanced Settings**.

![Advanced Settings](Figure 26 - Advanced Settings)

6. **Don’t require Respondus Monitor for this exam** is selected by default. It is recommended that you do not make any changes to this section.

![Monitor Webcam Settings](Figure 27 - Monitor Webcam Settings)
7. After making selections, click the **LockDown Browser** button to view settings for each quiz in the Respondus LockDown Browser Dashboard.

![Figure 28 - LockDown Browser Dashboard](image)

8. When the LockDown Browser is selected for a quiz, the **Security Options** in the quiz restrictions will automatically be checked. You may only make changes to these options using the LockDown Browser button.

![Figure 29 - Quiz Restrictions](image)

**Note:** For more information on the Respondus LockDown Browser, view the D2L Brightspace Quizzes with the Respondus LockDown Browser: Faculty Guide located at the UITS Documentation Center (http://uits.kennesaw.edu/cdoc).
New Options for the Grace Period

D2L has provided additional information under the Restrictions tab for how Quizzes are handled after the student has exceeded the grace period.

1. The following explains the options for what takes place after the grace period has expired.
   a. If you select **Quiz is flagged as late, but student can continue working**, this will allow students to submit their assessment after the time has expired. The assessment will be marked late by the system in this event.
   b. If you select **Quiz is flagged as late, and the student is prevented from making further changes**, the system will automatically submit a student’s assessment after time has expired.
   c. If you select **Quiz is flagged as late, but student can continue working**, this allows you to add extra minutes to the grace period. If the late limit expires, the quiz will be scored as zero.

![Late Behaviour](image)

**Figure 30 - Late Behaviour**

Automatic Grading

The automatic grading feature has now been moved to the top of the assessment tab.

1. Click the **Assessment** tab.

![Assessment Tab](image)

**Figure 31 - Assessment Tab**

2. To allow the attempt to be graded upon completion of the assessment, select **Allow attempt to be set as graded immediately upon completion**.

![Automatic Grade](image)

**Figure 32 - Automatic Grade**
The Groups Tool

Enhancements have been made to the Groups tool that allows students to join groups more easily, and give instructors the option to set up and manage groups more effectively. The following shows you what the students see, after you have selected the appropriate enrollment type, (# of Groups – Self Enrollment).

1. Once the student clicks on the Groups tool, they are then prompted to join a group.

   ![Available Groups](image)

   **Figure 33 - Available Groups**

2. Once they have selected a group, they can see who is in their group, and may also choose to leave the group by clicking **Leave Group**.

   ![My Groups: Leave Group](image)

   **Figure 34 - My Groups: Leave Group**
Grades

There is now a closed eye icon that displays in the Final Adjusted Grade or Final Calculated Grade column beside any unreleased final grades. Once the final grades are released, the closed eye icon becomes an open eye icon. The following shows what is displayed in the Grades tool when the Final Calculated Grade is released.

1. An *open eye* icon will appear to indicate that the final grade was released and is visible within D2L Brightspace.

![Figure 35 - Grade Released Icon](image)

2. A *closed eye* icon will appear for any final grades not yet released for students to view.

![Figure 36 - Grade Not Released Icon](image)
Copy Course Components

When copying components from one course to another, D2L now automatically includes the associated files for each section. Instructors can also see who copied a course through the existing Copy Course Components History page. The following explains these changes.

1. Click **Edit Course**.

![Click Edit Course](Image)

2. Click **Import/Export/Copy Components**.

![Click Import/Export/Copy Components](Image)

3. Under the **Import/Export/Copy Components** menu, do the following:
   a. Select the **radio button** next to **Copy Components from another Org Unit**.
   b. Then, click the **Search for offering** button.

![Import/Export/Copy Components](Image)
4. The *Select Course Offering* window will appear.
   a. Type in the **name** of the course you wish to search for.
   b. Click the **Search icon**.
   c. Select the **radio button** next to your desired course.
   d. Click **Add Selected**.

   ![Select Course Offering Window](image)

   **Figure 40 - Select Course Offering Window**

5. You may then choose to *Copy All Components* or *Select Components* to copy. In this example, we choose **Select Components**.

   ![Select Components](image)

   **Figure 41 - Select Components**
6. The *Copy Course Components* window will appear.
   a. You may choose to select the **drop-down** for *Show the current course components* if you wish to see what items currently reside within your course. If not, skip this step.
   b. Select the **item(s)** which you wish to copy.
   c. Notice that now your **associated files** will be included automatically.
   d. Once you are finished making your selection(s), click **Continue**.

![Copy Course Components Window](image-url)
7. Confirm the components that you wish to copy and select Finish.

![Select Course Material](image)

**Figure 43 - Select Course Materials: Confirmation Window**

8. The copying process will begin. Click **Copy Another Package** to take you back to the Import/Export/Copy Components page.

![Copy Course Components History](image)

**Figure 44 - Copy in Progress Status Window**

9. From the Import/Export/Copy Components page, you will now see, **View History**. This allows you to see who copied a course and when they copied it.

![Import/Export/Copy Components](image)

**Figure 45 - View History**
The News Tool
Instructors now have the ability to restore deleted news items. The following shows you how to do so.

1. From within the News Tool,
   a. Click the drop-down menu for More Actions.
   b. Then click Restore.

2. This will take you to the Restore News page.
   a. Select the checkbox next to the news item that you wish to restore.
   b. Click Restore.
General Features and Upgrades

There have been a few general feature changes and upgrades to the My Home Page, and the course icons in the navbar. The following will show you those changes.

My Courses Widget

The My Courses Widget now displays updates for each course, up to the first 25 courses.

![My Courses Widget](image)

Figure 48 - My Courses Widget

Icons

All new icons are present in the navbar.

![New Icons in Navbar](image)

Figure 49 - New Icons in Navbar
**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](http://uits.kennesaw.edu)