

Using the Faculty “Student” Account in D2L Brightspace

Using a .*stu* “student” account allows faculty to interact with their own courses as a student. To use the .*stu* account, see the steps below to 1) enroll the account into the desired courses and 2) log in with the account.

Enrolling your student account into your courses

1. Log in to [KSU D2L Brightspace](#) using your KSU NetID and password.
2. From your *Classlist* of a course, click the **Add participants** button, and then select **Add existing users**.
3. In the **Search For:** search bar, enter the ID of your student account, which will be your NetID with .*stu* appended to it, such as *jsmith1.stu*.
4. Click on the **magnifier icon** to search.

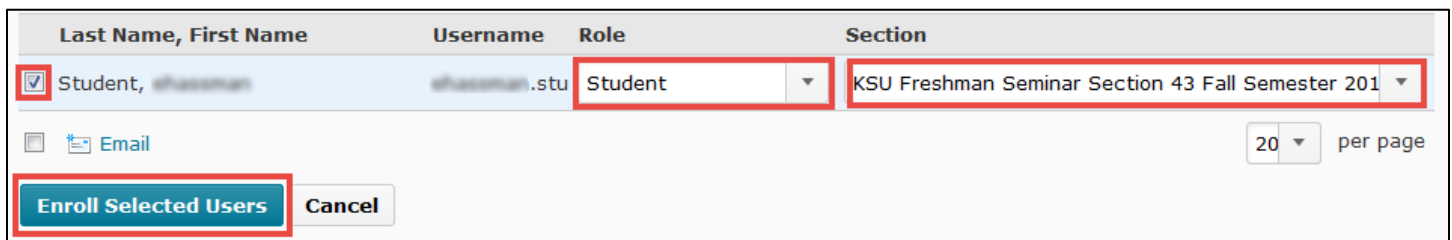


Add Existing Users

Search For:  [Hide Search Options](#)

Figure 1 - Search for your .*stu* account

5. Your student account will be displayed in the search results with the last name of “Student” and your NetID as the first name*.



| Last Name, First Name | Username | Role | Section |
|--------------------------------------------------------------|---------------------|---------|---------------------------------------------------|
| <input checked="" type="checkbox"/> Student, <i>shassman</i> | <i>shassman.stu</i> | Student | KSU Freshman Seminar Section 43 Fall Semester 201 |

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Enroll Selected Users

Figure 2 - Select and enroll your .*stu* account

6. Check the checkbox to the left of your student account.
7. From the dropdown menu for *Role*, select **Student**.
8. Choose your course section in the *Section* dropdown.
9. Click the **Enroll selected users** button.
10. Click the **Done** button on the confirmation screen.

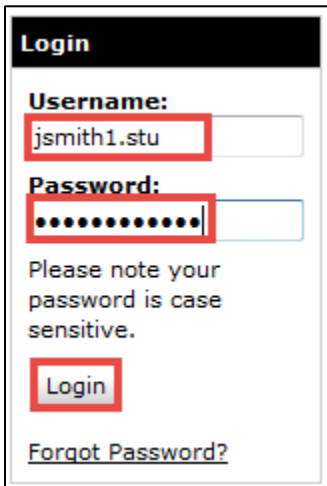
Your student account will now be displayed in the Classlist for your course, and you can continue adding the account to your other courses as needed. Log out once your student account is added to D2L Brightspace.

* If your student account does not appear in the search results, please email service@kennesaw.edu to request an account.

Logging in using your .stu account

1. Go to [KSU D2L Brightspace](#) in your web browser.
2. Enter your student account in the box under **Username**. The username will be your KSU NetID with .stu appended, such as *jsmith1.stu*.
3. In the **Password** field, enter your **KSU NetID password**.
4. Click on the **Login button**.

This will give you access to any courses you have enrolled as a student.



The screenshot shows a login form titled "Login". It has two input fields: "Username:" containing "jsmith1.stu" and "Password:" containing a masked password. Below the fields is a note: "Please note your password is case sensitive." At the bottom, there is a "Login" button and a "Forgot Password?" link. Red boxes highlight the username and password fields, and a blue box highlights the password field.

Figure 3 - Logging in as your .stu account

Note: The student account will enable instructors to view and interact with the course as a true student. The student account has the same restrictions as a student. For instance, a student *cannot see a course* until the first day of the semester, or after the course has closed. To change the Start Date or End Date of the course, see the following instructions: [Changing a Course Start or End Date in D2L Brightspace](#).

For additional help or installation issues, please contact:

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KSU Service Desk for Faculty & Staff

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

KSU Student Help Desk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu/>