

## Navigation & My Courses Quick Guide

Daylight is the name given to the visual overhaul of the Brightspace product suite. This change will allow D2L to be more visually appealing to learners and instructors and mobile friendly with its responsive design. The following quick guide will show you how to navigate the new design, access your courses and utilize some of the new features within Daylight.

### Navigation

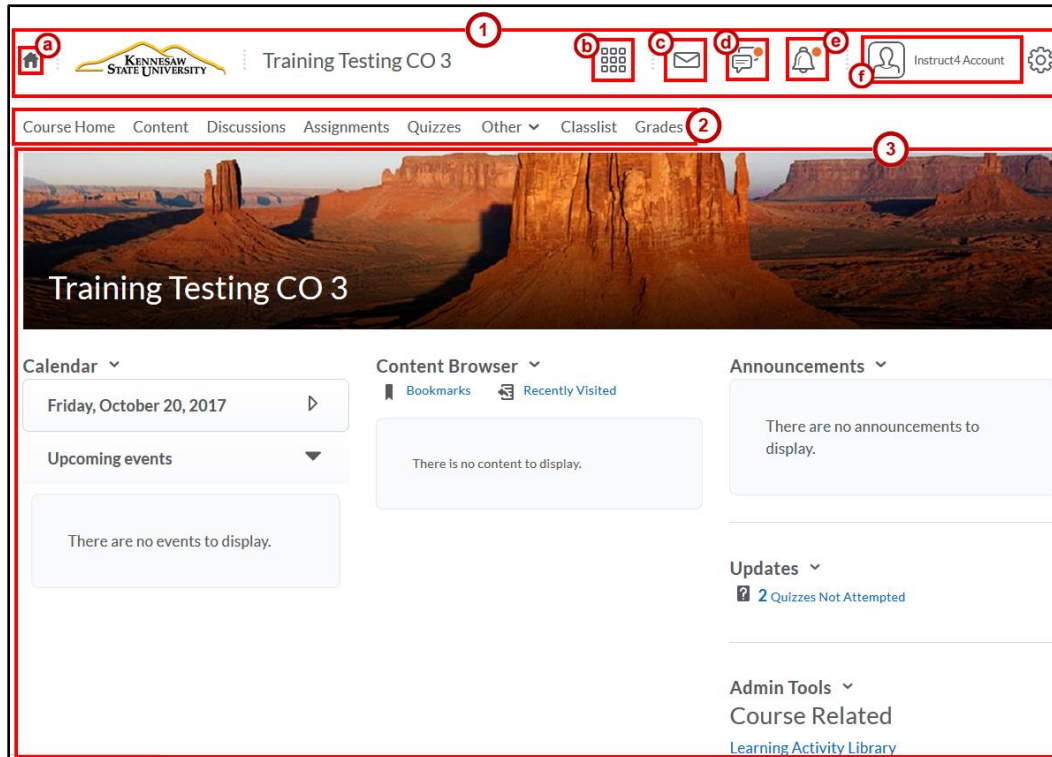


Figure 1 - Course Home Page

1. **Mini Bar** - Allows you to navigate within the Brightspace Learning Environment.
  - a. **My Home** - Click here if you want to return to the homepage.
  - b. **Course Selector** - Use this icon to select your courses.
  - c. **Messages Alert** - Notifies you about Unread mail and unread instant message.
  - d. **Subscription Alerts** - notifies you about new blog posts and subscribed discussion forums, topics, and threads.
  - e. **Updates Alert** - Notifies you about new and updated Announcement items, Due Dates and end dates and newly posted grades.
  - f. **Personal Menu** (Your Name) - Lets you edit user specific settings, like your Profile, Notifications, and Account Settings. You can also Log Out of the LMS here.
2. **Navbar** - Provides links to course specific tools.
3. **Course Home Page** - Provides quick access to important course information, such as Announcements and Calendar items.

## Pin and UnPin Courses

The following will explain how to pin and unpin courses:

1. Click on the **Course Selector** (See Figure 2).
2. Select the **pin icon** next to the course you wish to pin (See Figure 2).

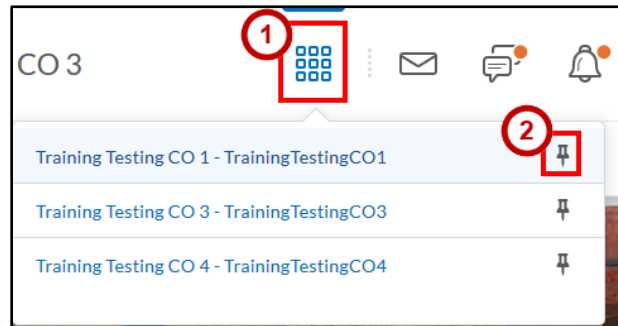


Figure 2 - Pinning a Course

3. Your course will now be pinned to the top of the page.

## Unpinning a Course

1. To unpin a course, just click on the **Course Selector**.
2. Select the **pin icon** next to the course you wish to unpin.

## Changing a Course Image

The following will explain how to change your course image:

1. From the *My Home Page*, navigate to the **My Courses Widget** (See Figure 3).
2. Hover over the course image in which you wish to change and click the **ellipse** (See Figure 3).
3. Click on **Change Image** (See Figure 3).

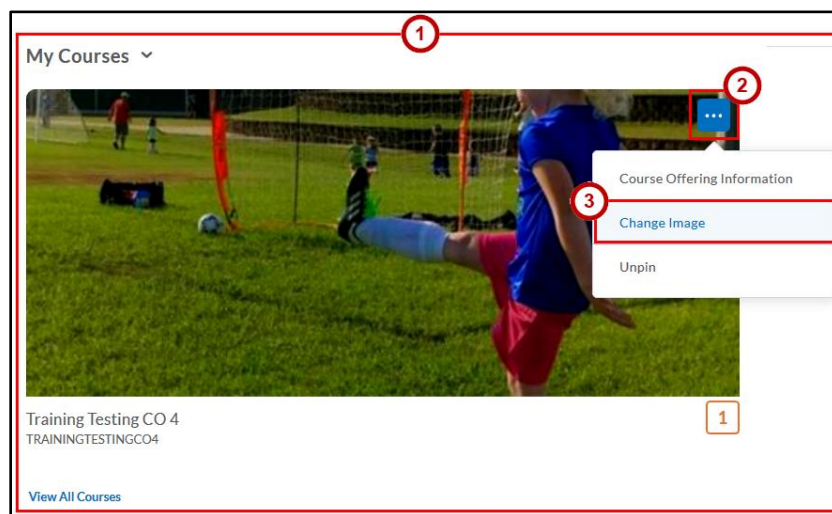


Figure 3 - My Courses Widget

4. The *Change Image* screen will appear. You can then choose from a list of provided images or search for your own using the **search bar** (See Figure 4).

5. If you wish to add a custom image, click on **Upload** (See Figure 4).

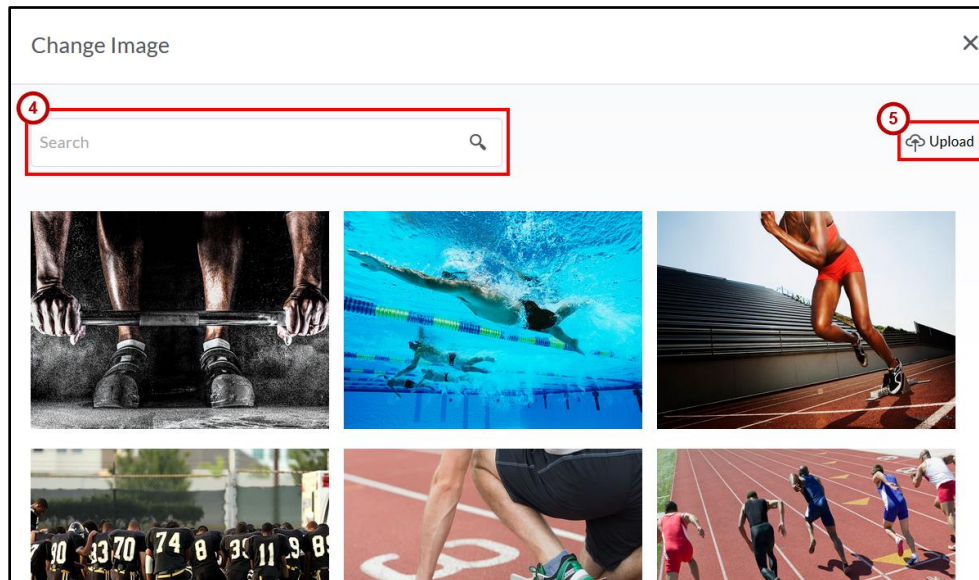


Figure 4 - Change Image Screen

**Note:** Custom images should be 2400x980 for optimal display on different devices. Also try to avoid including images which have text in them, as they will become pixelated.

## Displaying a Banner Image

**Note:** The Course image and banner image are the same.

The following will explain how to display your course image as a banner image:

1. From the *Course Home Page*, click **Course Admin**.

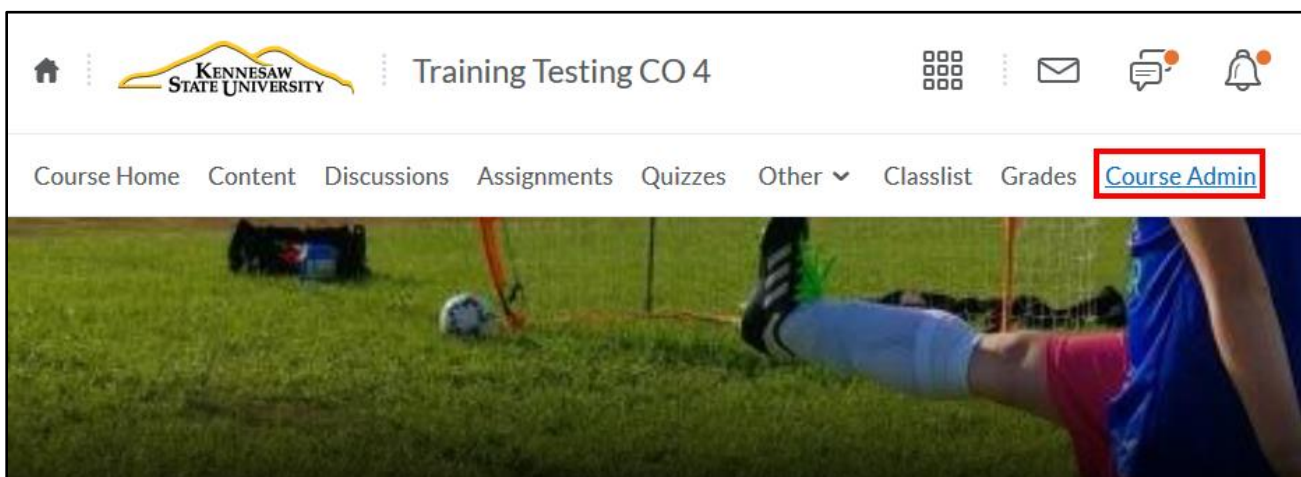


Figure 5 - Click Course Admin

2. The *Course Administration* page will open. Click **Course Offering Information**.

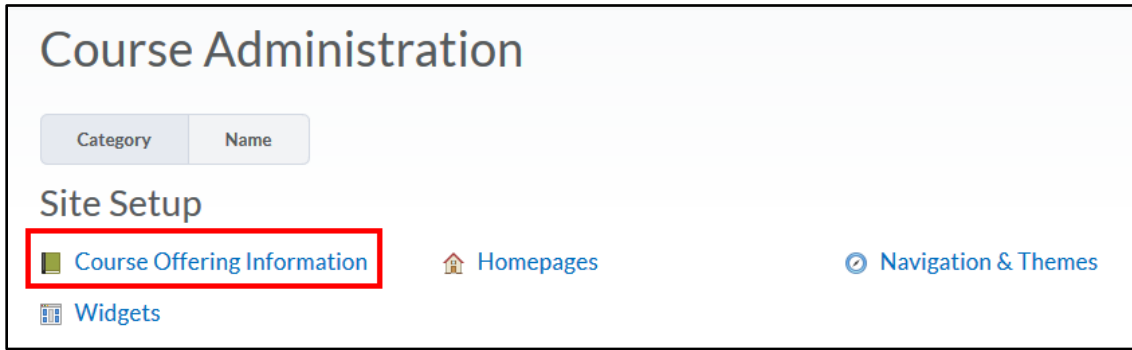


Figure 6 - Click Course Offering Information

3. You will then see your current course image (See Figure 7).
4. This feature allows you to use your course image as a banner. Select the **checkbox** to display the course image in a banner on the course homepage (See Figure 7).
5. Click **Save** (See Figure 7).

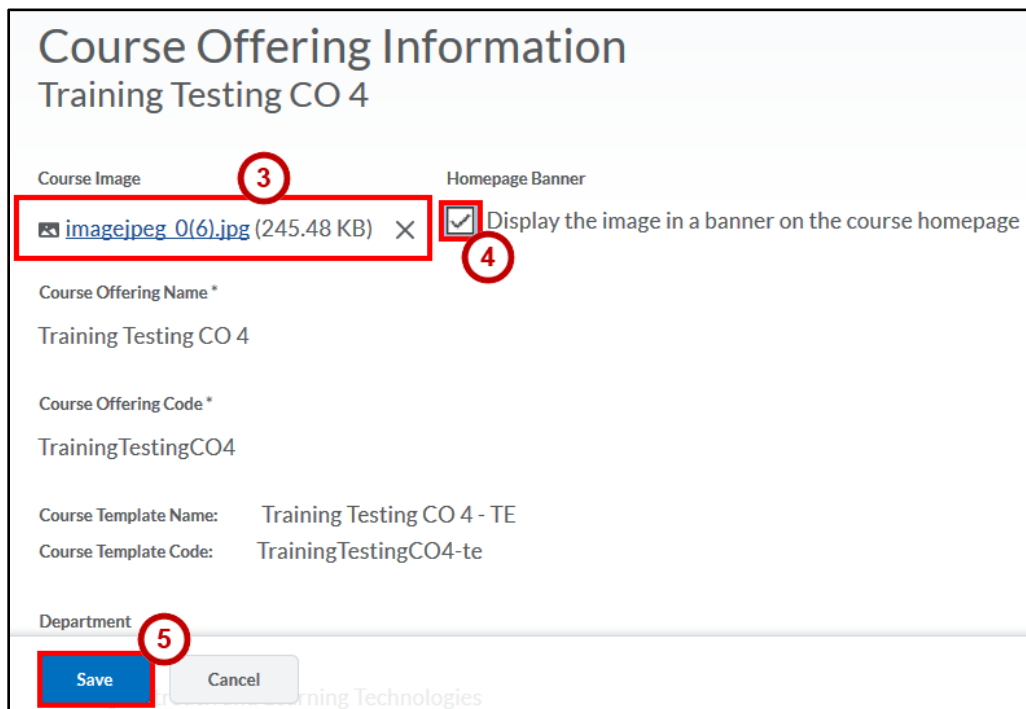


Figure 7 - Displaying a Course Image as a Banner Image

## Removing a Course/Banner Image

The following will explain how to remove your course/banner image:

1. From the *Course Home Page*, click **Course Admin**.
2. The *Course Administration* page will open. Click **Course Offering Information**.
3. Click the **X** to delete the current course image (See Figure 8).
4. Click **Save** (See Figure 8).

**Course Offering Information**  
Training Testing CO 4

Course Image 3  Homepage Banner  Display the image in a banner on the course homepage

Course Offering Name \*  
Training Testing CO 4

Course Offering Code \*  
TrainingTestingCO4

Course Template Name: Training Testing CO 4 - TE  
Course Template Code: TrainingTestingCO4-te

Department 4

Figure 8 - Removing a Course/Banner Image