# Brightspace (D2L) tutorials transcripts

## Introduction <https://youtu.be/gcsaQg-dEUc>

When you log in to Brightspace, you will see your courses listed on the homepage. Here you can also see Help tutorials, ITS announcements, and a direct link to your Office 365 for email and other Office applications. If you click on the down arrow for NMHU Resources, you have links to Nettutor, the library, and a place to submit a help desk ticket. At the bottom of the homepage you can see contact information for tech support and for zoom support.

On the homepage, you should see an image for each of the courses you are enrolled in. These can be pinned or unpinned on your homepage by clicking on the pin icon. If you are seeking a course you were enrolled in the past, click on the icon at the top that looks like 9 small boxes and then type in the name of the course. At the top you will also see a direct link to your Brightspace email, and if you have any notifications from your courses, the bell icon will have a red dot next to it.

 To enter a course, just click on the course image or title.

## View and review course content in the Content tool <https://youtu.be/QluswADsSKc>

This tutorial shows how to view course content. Once you log in to your course, you will find the link to content in the horizontal navigation bar near the top of your screen. In the content area, you can view course materials and activities. Your instructor may organize content into folders (called modules) by week, chapter, or other grouping.

You can also see the course overview and schedule of upcoming events in the left side panel, as well as a link to bookmarked items. The number you see next to each module title shows how many items are incomplete in that module. In other words, how many items in that folder you have not accessed yet. A check mark shows that you have completed that module.

Click on a module title to see the items within that folder. A dot showing to the right side of an item shows you have not accessed that yet. A check mark shows you have completed it. The progress bar at the top shows the percentage of items in that module that you have completed.

Click a topic title to view it. You can also click the bookmark icon in the top right, if this is an item you want to review again later. In the same area, you can use the front and back arrows to view the previous item or next item in the module. On the left side, you can open and close the table of contents list

## Submit assignments to be graded, using the assignments tool

This tutorial demonstrates how to submit an assignment in Brightspace for grading and how to see your feedback. Once you have logged into your course, you will find the link to assignments in the horizontal navigation bar near the top of your screen. OR, you instructor may have put a direct link to the assignment due for that week within the module folder, then you can just click there.

When you click on the Assignments link, you will see a list of folders, one per assignment, that includes the due date, number of submissions you have made, and after it’s graded, you will be able to see the grade here and any feedback provided. If you have clicked from within the module folder, you will be taken directly to just that assignment.

The feedback page can include submitted files, a graded rubric, comments, or even recorded audio/video feedback. Click Done to return to the assignment folders.

To submit an assignment, click on the assignment title. Read any instructions provided and download any files that are attached. You can upload files or make audio recordings for your submission. To do this, click on “add a file” then click on the “upload” button. Select the file from your computer and click “open”. Lastly, click “add” to attach it to your submission. You can also type in any comments in the comment box. When you are ready, click submit. A confirmation displays. Click done.

## Discussion boards <https://youtu.be/Te6odCj-U9A>

In a discussion board, you can share thoughts and comments on course topics. Click on “Discussions” in the top horizontal navigation. OR, you instructor may have put a direct link to the discussion within the module folder, then you can just click there. Discussions are organized by Forums and topics. A forum is a way to group several topics into a category. Your instructor may or may not use forums. Click on a topic title to begin.

In Brightspace, a posting is called a thread. Click “Start a new thread”. Enter a subject, then type your message/comments. You can also attach files or add audio recordings. When complete, click “Post” to submit your discussion post. You can also click on “subscribe” to a topic and then you will receive updates when other students post on this topic. Click on the down arrow next to a title to subscribe. Then choose the method for how you will receive updates, such as email or text message. Return to the same down arrow to unsubscribe when you no longer want to receive updates.

Your instructor will usually provide you with information such as how long your post should be and what information you should include. They may also use a rubric to grade your post, and often will ask you to comment on other students’ posts.

To respond to another post, click on the subject title found under the topic title. Read the posting, then click Reply to Thread, type your message and click Post. When there are already several threads posted, you can see which ones already have replies and how many have replied to that thread.

## Quizzes

This tutorial shows how to take a quiz. Your instructor may have put a direct link to the quiz within the module folder, then you can just click there. That link will take you directly to the specific quiz you need to take. Or, when you log in to your course, you will find the link to all quizzes in the horizontal navigation bar near the top of your screen. The quiz list displays current quizzes and tests available in the course. For each quiz, you can see whether it is available and how many times you have attempted the quiz and the total number of attempts allowed. To take a quiz, click on its title.

On the first screen, you can see a summary of the quiz details – attempts allowed, time limit, due date. If there is a time limit, you will be able to see the time progress as you take the quiz. When you are ready, click “Start quiz” and then “ok”.

On the left, you will see the questions panel. It shows which questions you have completed, as you go through the quiz. For each question, once you answer, you can click “save” and then move to the next question. You may need to click on “next page” to continue with more questions. Moving to the next page automatically saves your answers. When you are finished, click “Go to Submit Quiz”. Then click “submit quiz” to finish. You will then see a summary confirmation of your submission. Click Done.

## Grades <https://youtu.be/4QSuD1o_7Fg>

Review grades and feedback on assignments by accessing the Grades tool, found in the top horizontal navigation. Click on “Grades”. Your instructor may have organized grades into categories such as “homework” and “tests”, or they may just all be listed in order of due date. The details that you can see for each item depend on what your instructor selected. These details may include your points, percentage, and feedback comments. If the instructor used a rubric to grade, you can click on Assessment details to view that rubric. Next to the title of an item, you may see a bar graph icon. This will show class statistics. Close to return to the grades.