Using D2L Brightspace for the First Time

Online courses at Saint Paul College require access to D2L Brightspace a learning management system designed for providing course information online.

By utilizing the latest technology, the College delivers courses at places and times that are convenient to the student. Courses delivered via the Internet using the D2L Brightspace learning management system allow students and faculty to communicate regardless of the distance between them.
Using D2L Brightspace will allow you to have access to your online course from anywhere and anytime via the Internet.

This handout will show you how to access D2L Brightspace, access a course, and access course related materials in the following sections:

1. **Getting Started: Logging In**
   - Accessing D2L Brightspace
   - Selecting a course
   - Selecting course related options
   - Announcements

2. **Course Content**
   - Accessing your Syllabus, Course Outline, Lecture Notes, Assignments, Resources and other important course related information.

3. **Discussions**
   - Sharing ideas, information and opinions with instructors and classmates.

4. **Assignments**
   - A place to upload assignments or files that will be viewed by the instructor.

5. **Quizzes**
   - Quiz tool for quizzes, midterms, final exams.

6. **Grades**
   - Shows grades earned for Assignments, Quizzes, Discussions and any other grade items as determined by your instructor.

7. **Classlist**
   - Shows the names of all of the students in your class as well as your instructor.

8. **Course Home and Logging out**

SAINT PAUL COLLEGE
A Community & Technical College

1. GETTING STARTED: LOGGING IN

You will need a valid e-mail address (i.e. Saint Paul College Student Email Account). You will need to have access to the Internet from a Windows PC or a Macintosh.
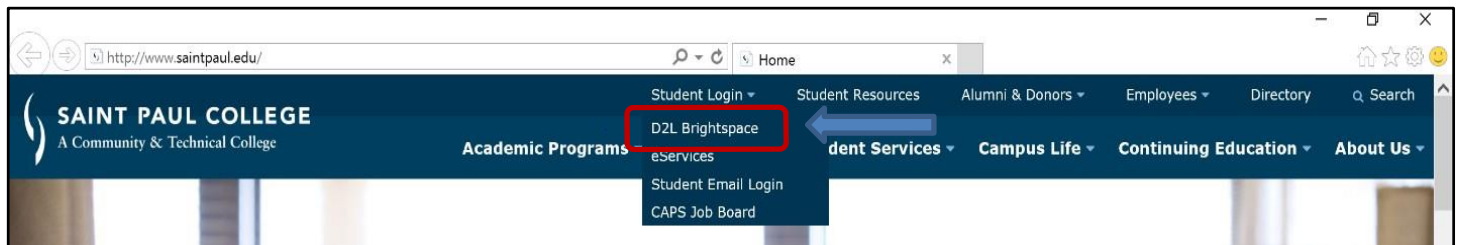
- Open an Internet browser (i.e. IE 11, Safari (Mac), Chrome (newest))
- Type **www.saintpaul.edu** in the browser address box to take you to the Saint Paul College home Web page
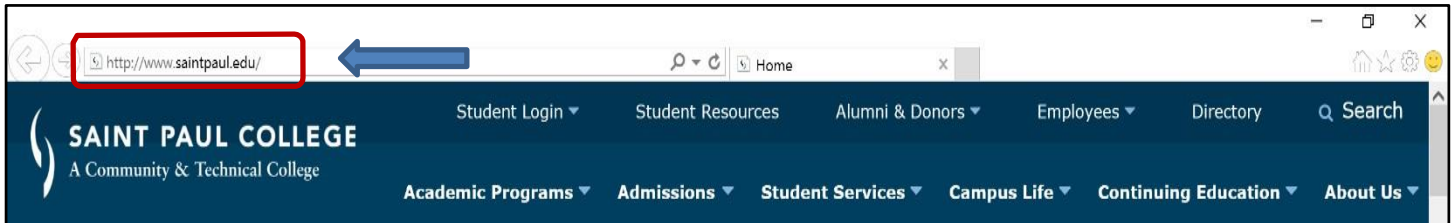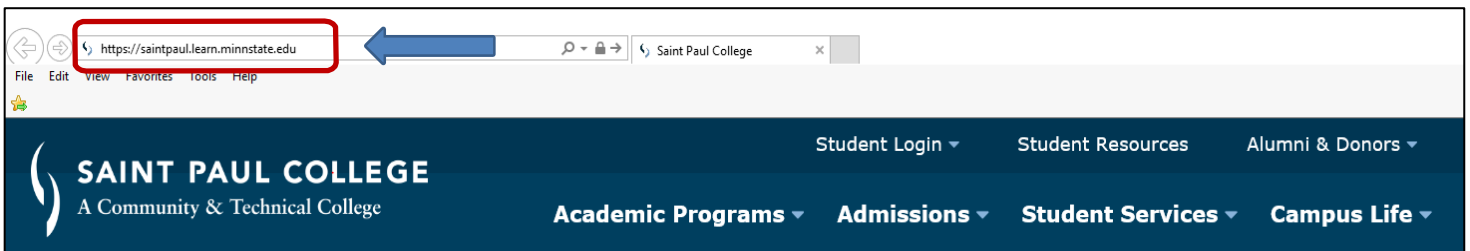

- Click on the Student Login link
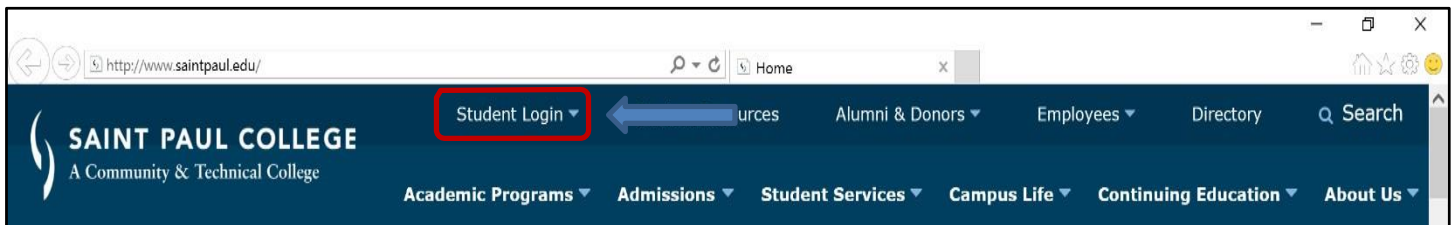
- Click on the D2L Brightspace link from the drop down menu.

NOTE: If you are unable to access D2L Brightspace from Saint Paul College home page, type **https://saintpaul.learn.minnstate.edu** in the white address box of your browser.

On the D2L Brightspace "Welcome" page, log in using your StarID and Password.
If you do not have a StarID account, for example firstname.lastname the click on "Non-StarID Login"
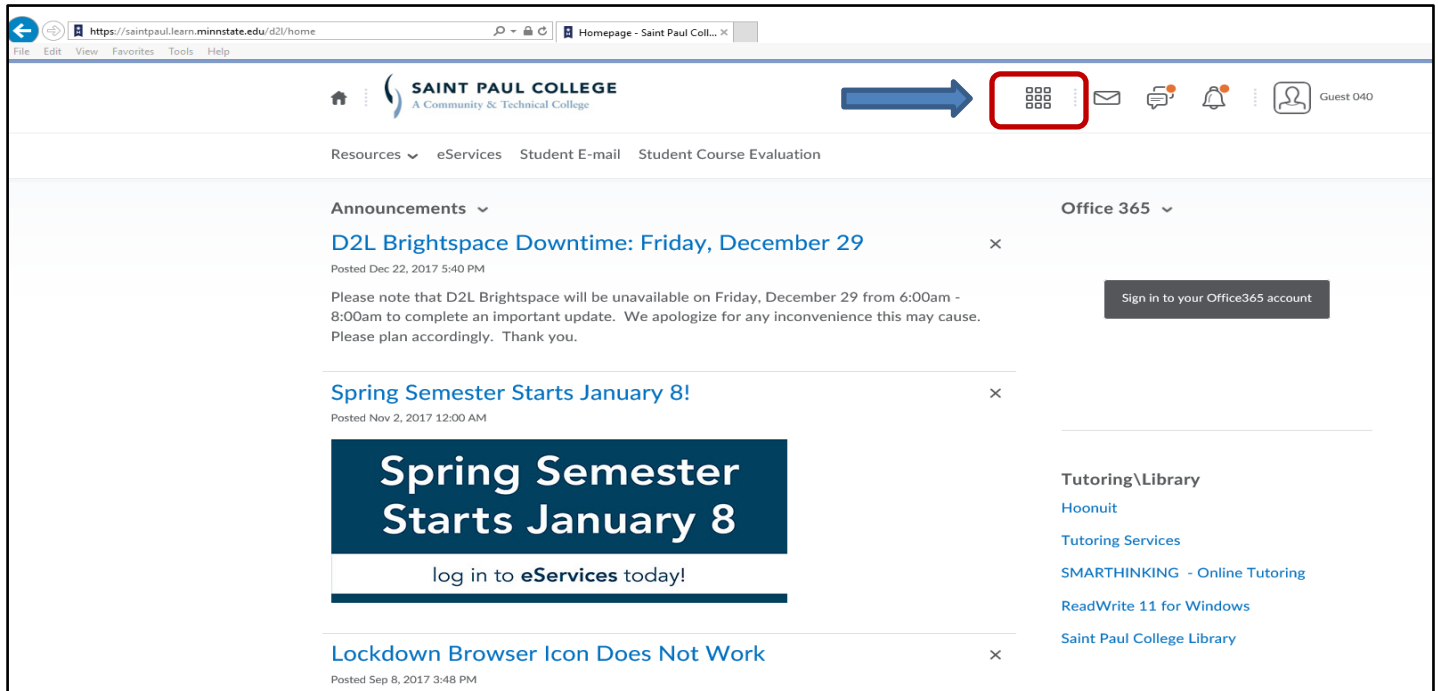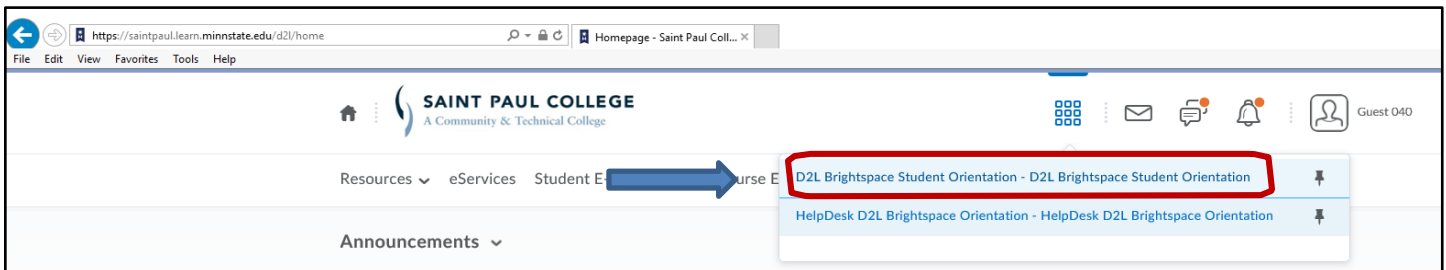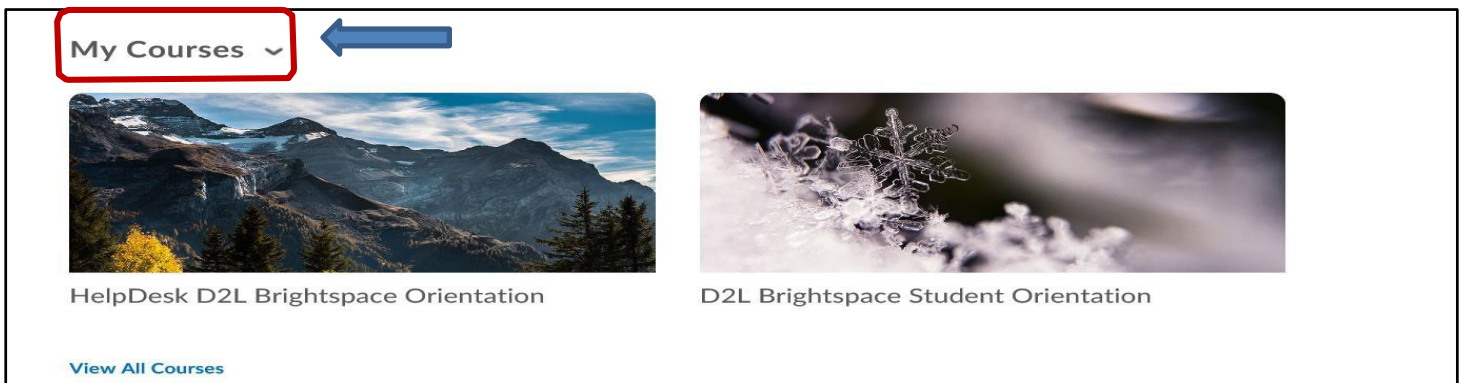
You should now be at your *Home* page

- A *Course Selector* dropdown menu is found in the navigation minibar.

- For example, you would click on the name of your course.
- In this case it is **D2L Brightspace Student Orientation.** It would normally be the name of your course.
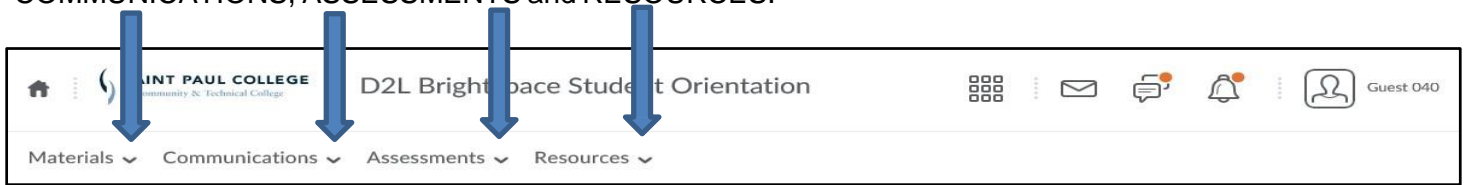

- You can also access your course by clicking on the course name link located under **My Courses**

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Selecting Course Related Options

When entering a course for the first time, you will see four dropdown menus. They are MATERIALS, COMMUNICATIONS, ASSESSMENTS and RESOURCES.
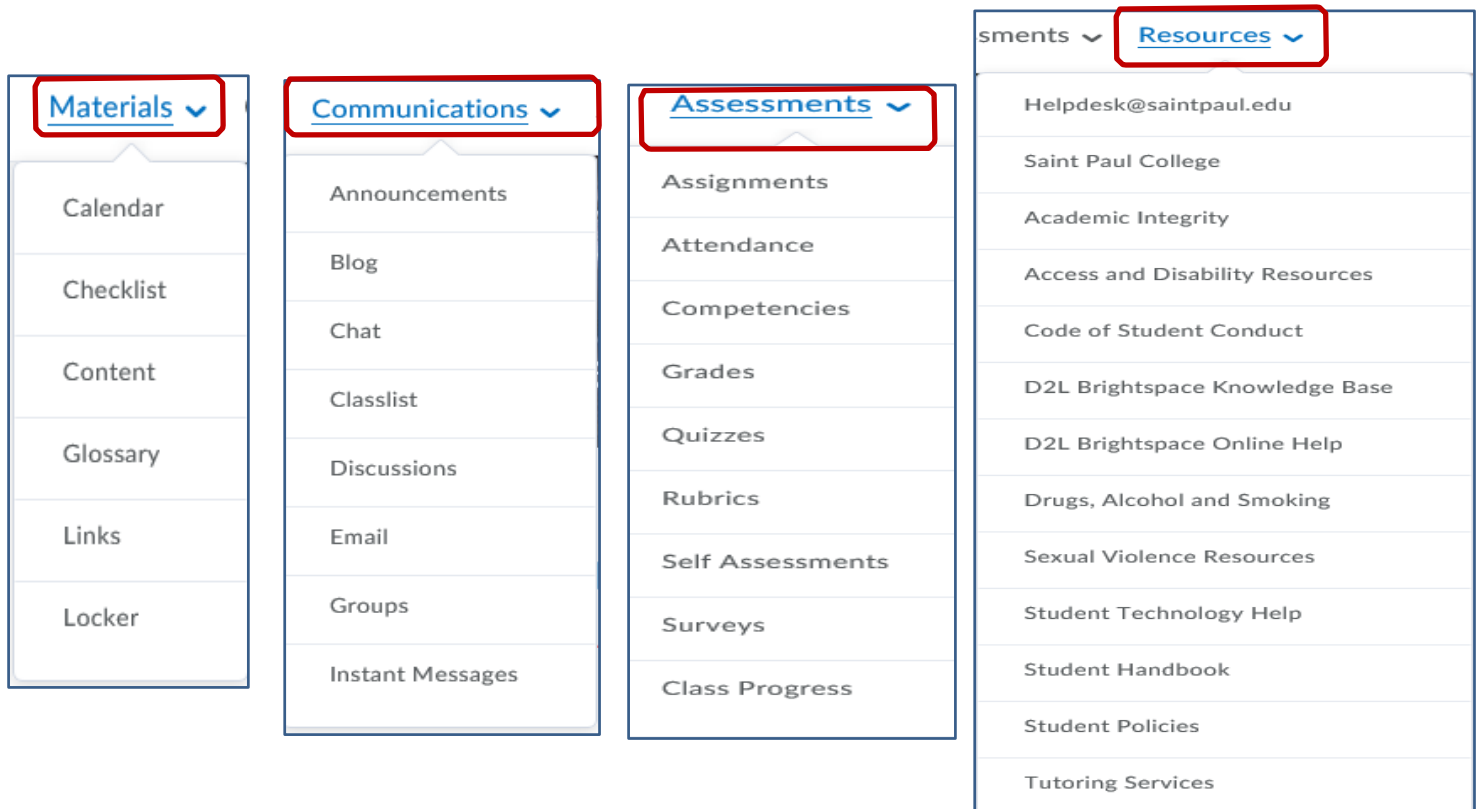

Under **MATERIALS**, you have access to the Calendar, Checklist, Content, Glossary, Links and Locker.
Under **COMMUNICATIONS,** you have access to Blog, Chat, Classlist, Discussions, Email, Groups, Announcements, and Instant messages.
Under **ASSESSMENTS**, you have access to the Attendance, Competencies, Assignments, Grades, Quizzes, Self- Assessments, Surveys and User Progress.
Under **RESOURCES**, you have access to the Helpdesk@saintpaul.edu link and Help.

Materials ⌄	Communications ⌄	Assessments ⌄	Resources ⌄
Calendar	Announcements	Assignments	Helpdesk@saintpaul.edu
Checklist	Blog	Attendance	Saint Paul College
Content	Chat	Competencies	Academic Integrity
Glossary	Classlist	Grades	Access and Disability Resources
Links	Discussions	Quizzes	Code of Student Conduct
Locker	Email	Rubrics	D2L Brightspace Knowledge Base
	Groups	Self Assessments	D2L Brightspace Online Help
	Instant Messages	Surveys	Drugs, Alcohol and Smoking
		Class Progress	Sexual Violence Resources
			Student Technology Help
			Student Handbook
			Student Policies
			Tutoring Services

Announcements

Below the dropdown menus, you will see an **Announcements** section in the middle of the screen.

The **Announcements** tool is a place for your instructor to put the following types of information:

- Updates,
- Changes and
- News about your course.

- **Make sure to check the Announcements section on a regular basis.**

2. COURSE CONTENT

The Content area is one of the most frequently used tools of your course. Content is where you will find your syllabus, course outline, lecture notes, assignments, resources and other important course related information.

- Click **Content** from the **MATERIALS** dropdown menu
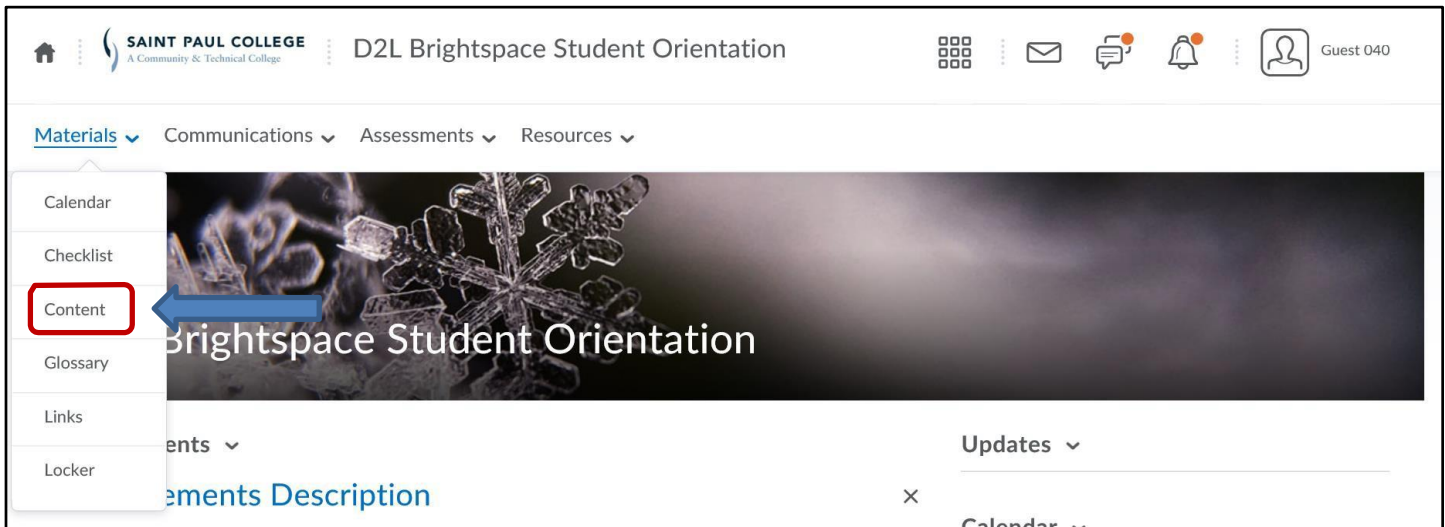
The Table of Contents lists all modules and sub-modules available in your course.
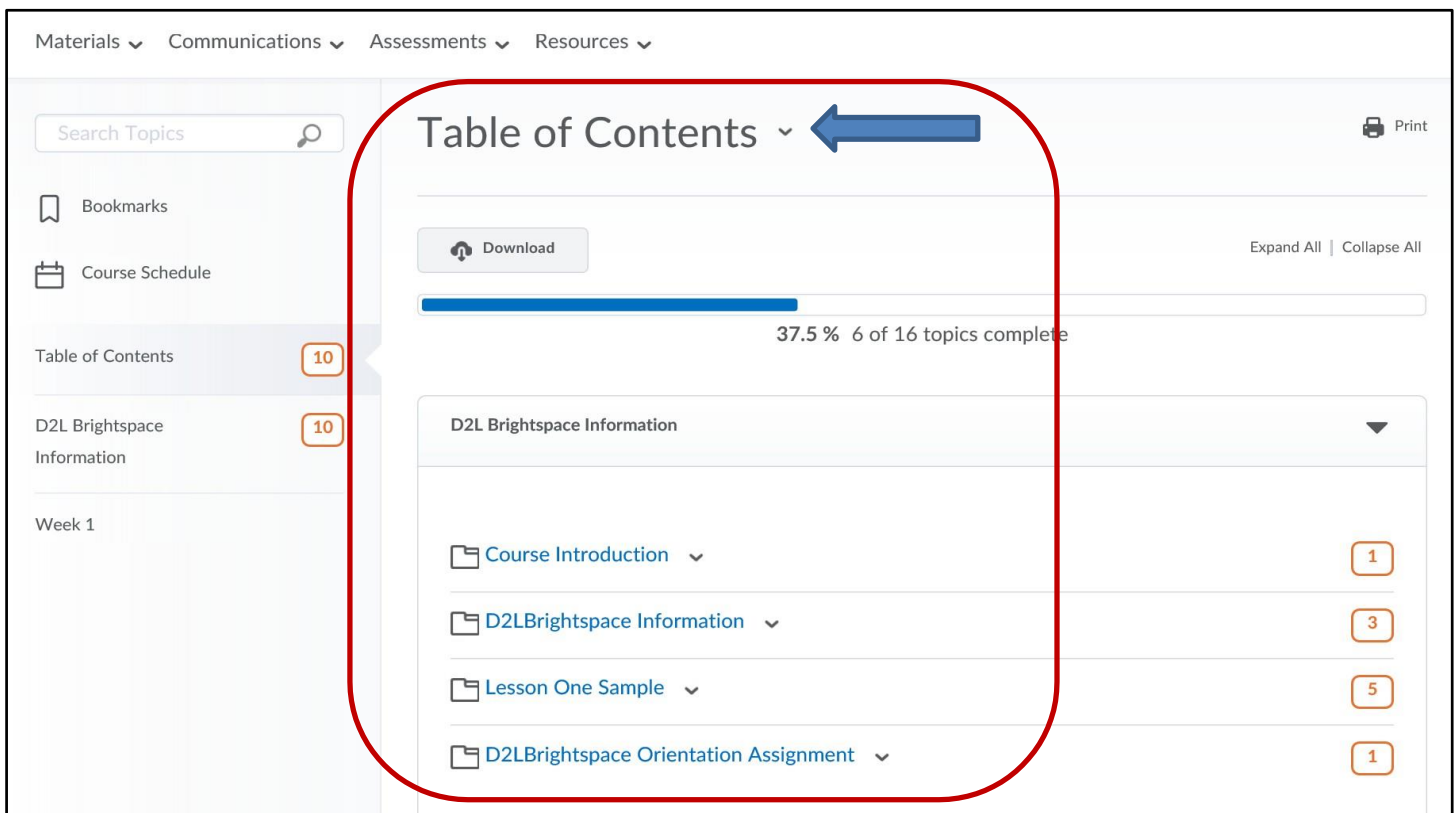
Sub-modules and topics

- Click on **D2L Brightspace Information** module to view all sub-modules and topics

- Your course syllabus will contain very important information for your success. Check for it on your first day of class

- If you do not see your course syllabus, contact your instructor immediately.

- If you have any questions regarding course content, you need to contact your instructor for further explanation.
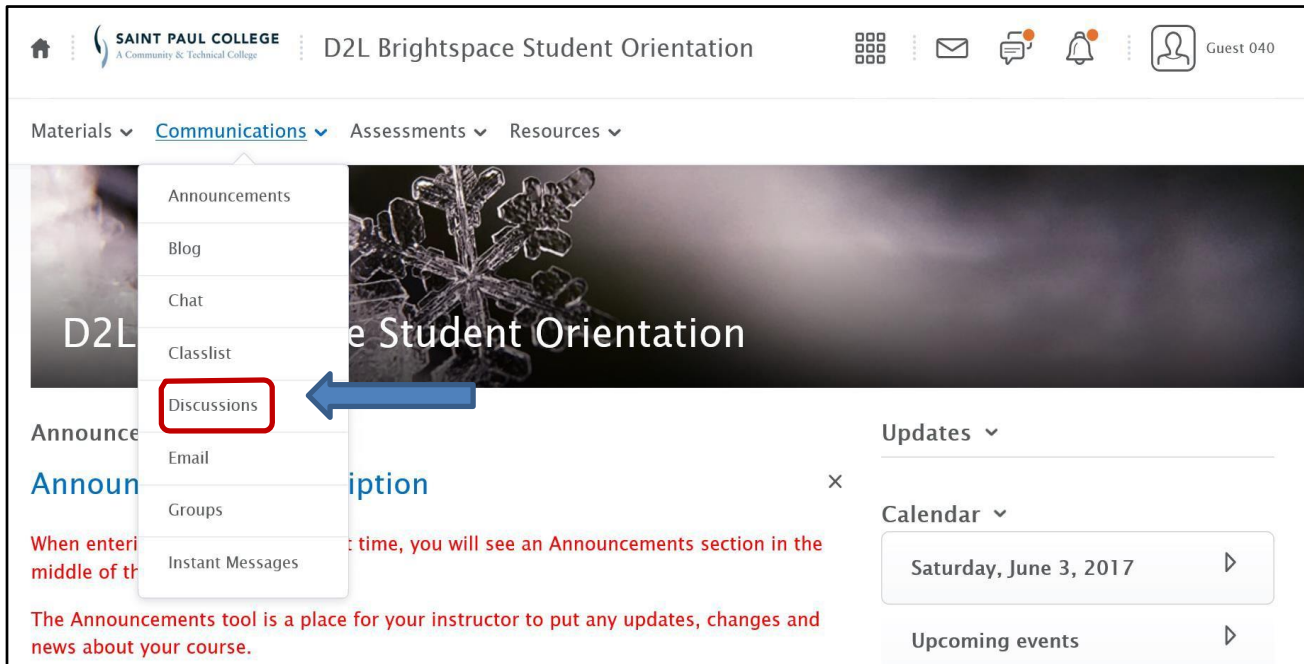
Topic links may consist of the following:

- Word documents,
- Excel spreadsheets,
- PowerPoint slides,
- Videos,
- Audio files,
- PDFs,
- Web sites etc.

3. DISCUSSIONS

The Discussion board enables you to communicate from anywhere, any place and at any time. It is a powerful tool to share ideas, information and opinions.

- Click **Discussions** from the **COMMUNICATIONS** dropdown menu

- Read the directions on how to reply to a discussion.
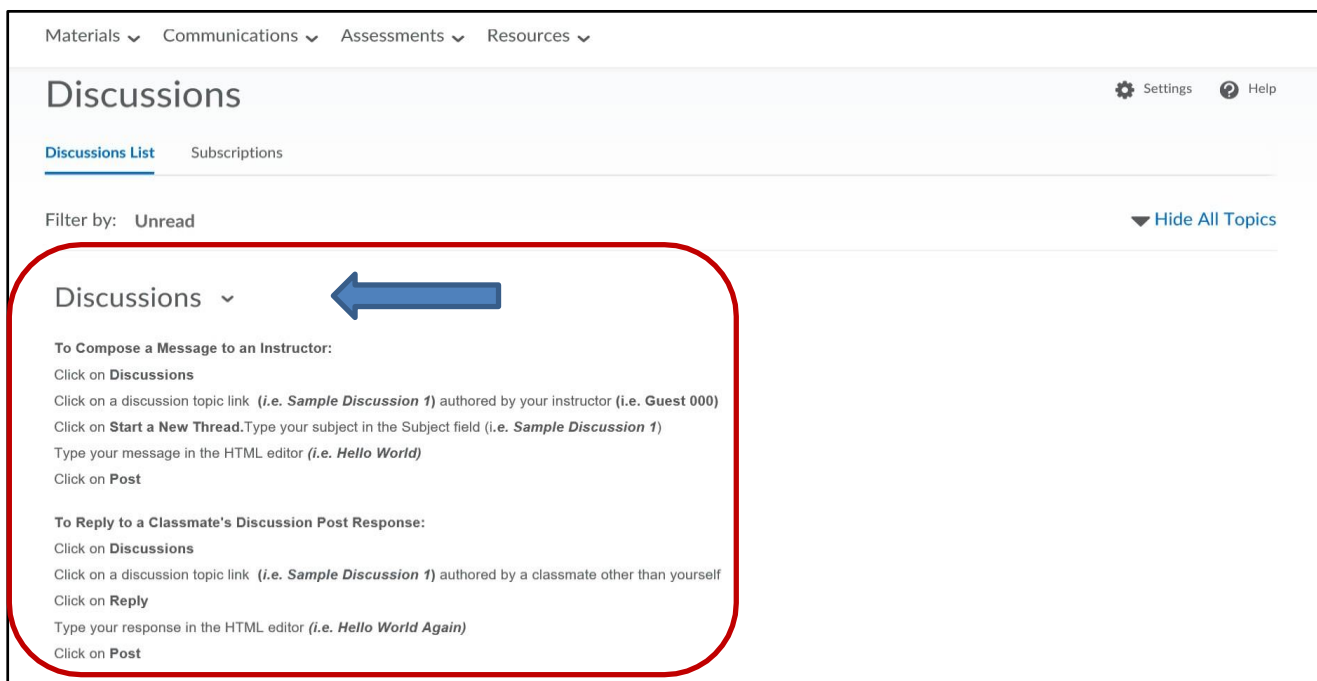
- Select the discussion topic you want to post to.
- Read what your instructor has posted and when ready to respond,
- Click **Start a new thread**
- There are two different views for Discussions. Reading View, and Grid View.
- It can be changed in the settings section under Personal Settings to the view that you prefer.
- This view is called Reading View.

Topic	Threads	Posts	Last Post	
Sample Discussion 1 ⌄	189	402 **(267)**	⊙ Guest 035 April 27 at 10:24 AM	❯

For Sample Discussion 1, type your message as "Hello World" to your instructor and then respond to another student other than yourself by typing "Hello World Again".

Lesson One Discussions ⌄

Post your responses to the weekly lesson activities here...

Topic	Threads	Posts	Last Post	
Lesson One: Introductions ⌄ After completing the "*Everybody Has Talents and Disabilities*" worksheet, **introduce** yourself to the class here... Include something you're **good** at, something you're **NOT** good at, and something you **don't** like to be teased about... Later, come back and give thoughtful feedback to at least one other classmate. ("Thanks" or "I agree" or "Good job", etc. is polite and may be welcome, but is not thoughtful)	5	9 **(9)**	⊙ Guest 039 January 11 at 5:51 PM	❯

Discussions List ❯ View Topic   ⚙ Settings ❓ Help   Search Sample D 🔍

Sample Discussion 1 ⌄

☆ Subscribe

For Sample Discussion 1, type your message as "Hello World" to your instructor and then respond to another student other than yourself by typing "Hello World Again".

Start a New Thread

Discussions Settings

Personal Settings

Display Settings

☐ Always show the Discussions List pane   ❓

Default View

○ Grid View ❓
● Reading View ❓

Reply Settings

☑ Include original post in reply   ❓

Subscription Settings

☑ When creating a new thread, subscribe to the thread by default

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- Type "Sample Discussion 1" in Subject Field
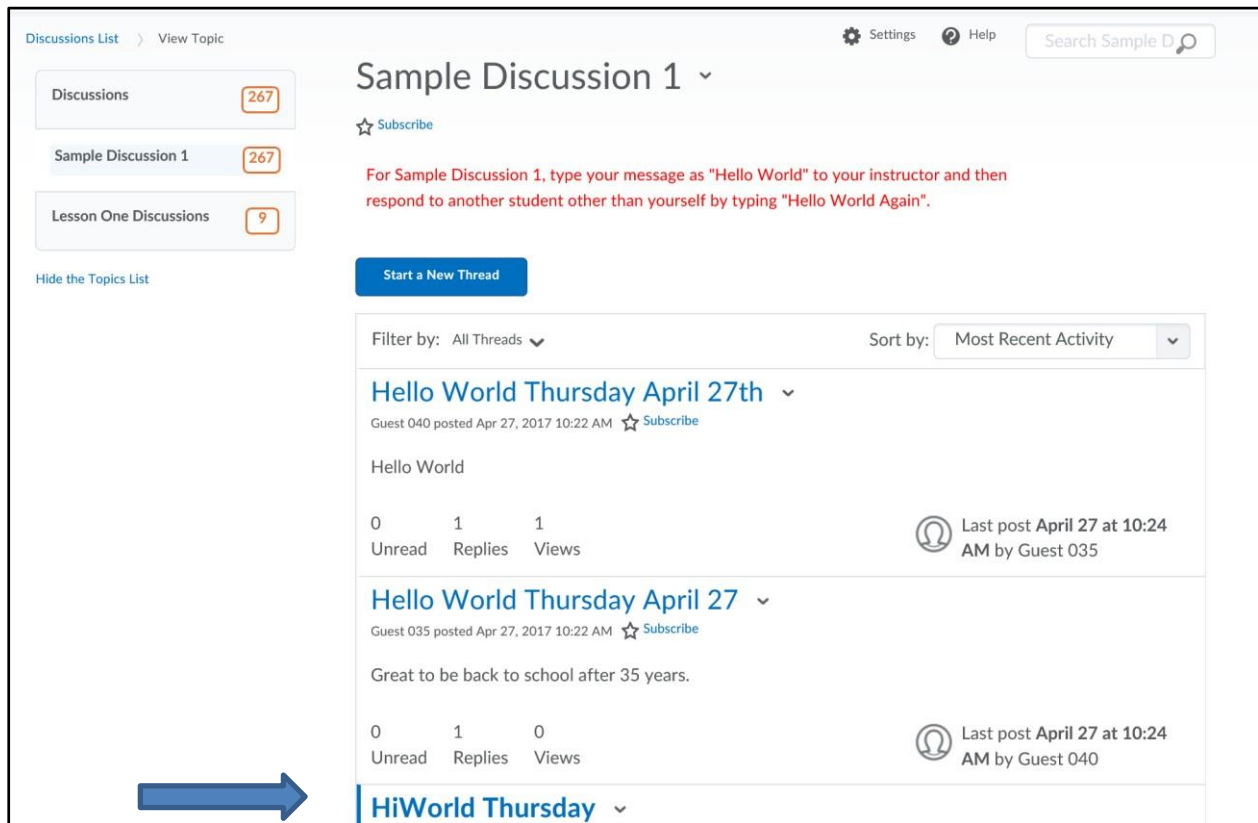
- Click **Post** located in the lower left corner.
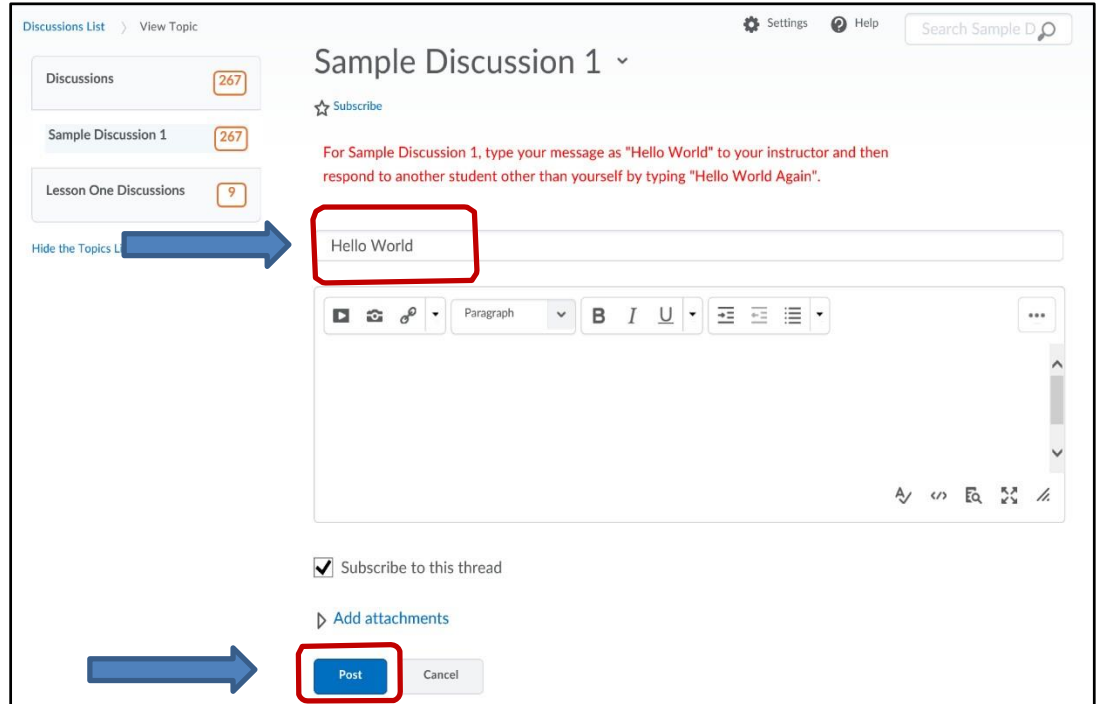
- This view is called Grid View.
- To read a posting you click on the subject. If it has not been read by you it will be in **bold** letters.
- This view will open the postings and allow you to reply just as it does in Reading View.
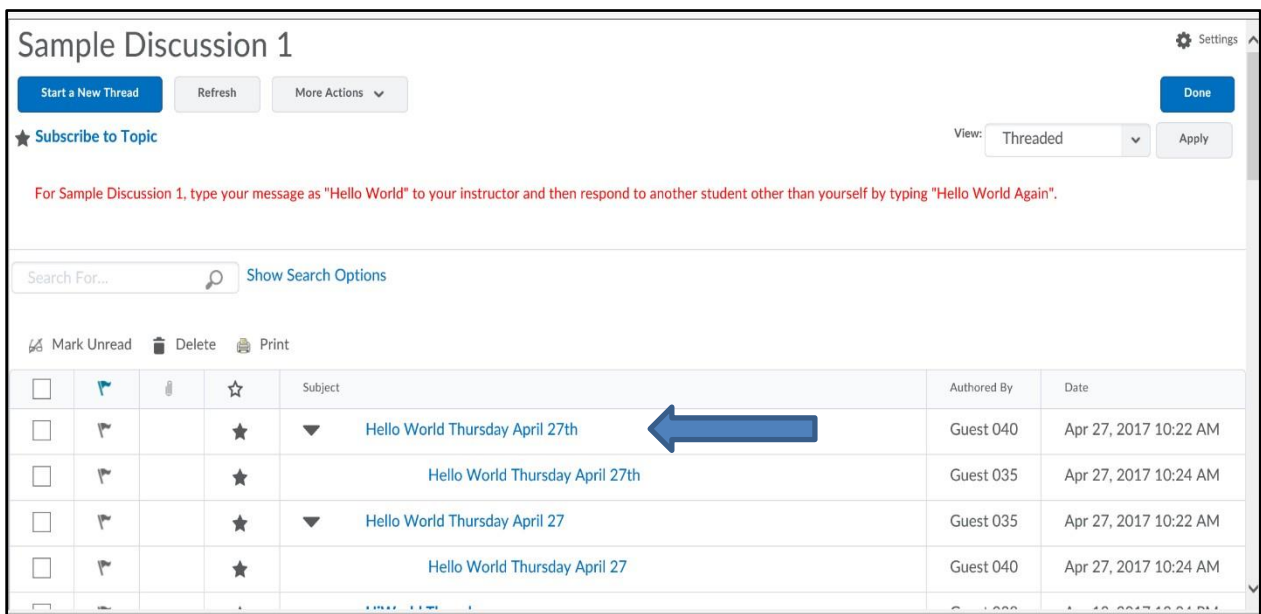
- To reply to a response previously posted by another student, click a **Sample Discussion 1** topic link not authored by you. Remember that postings not authored by you will appear in **bold letters** until they have been read by you.

- Click **Reply to Thread**

- Type your reply in the message window
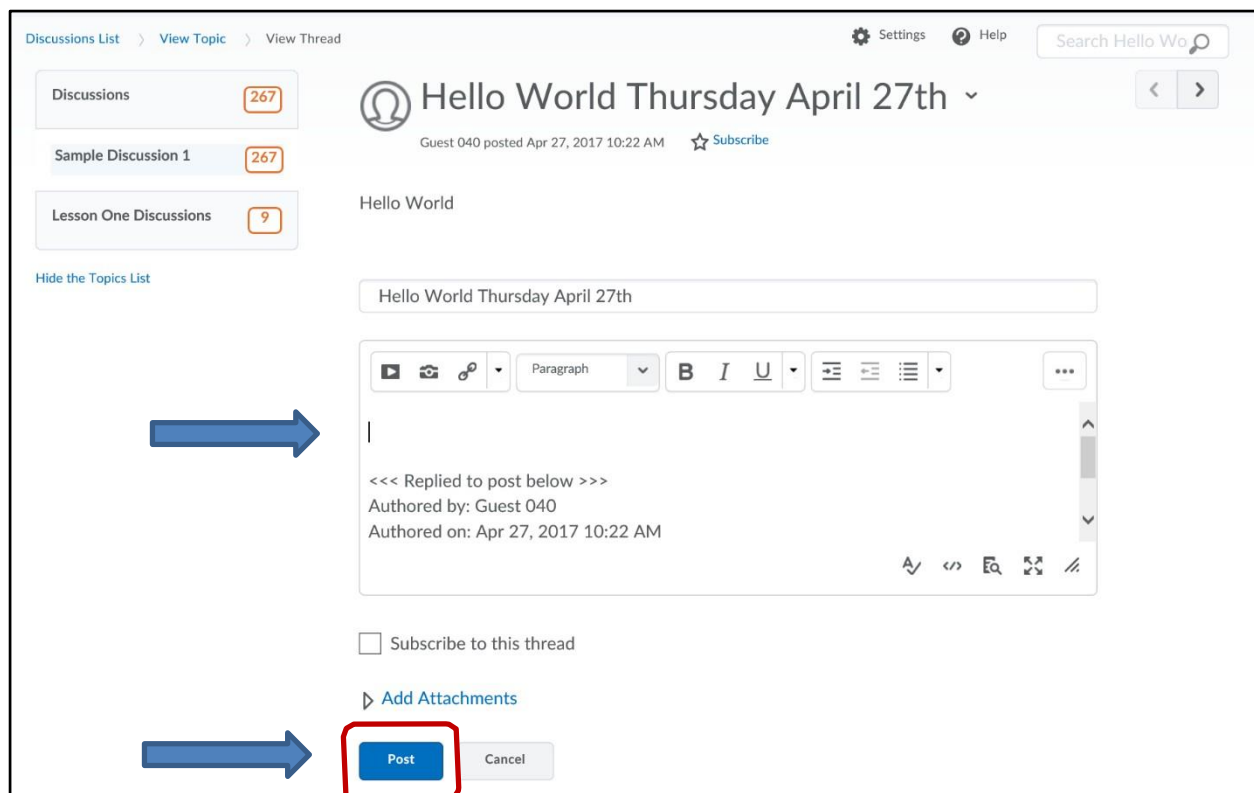
- Click **Post** located in the lower left corner

4. ASSIGNMENTS

The **Assignments** tool is used primarily to submit assignments.

You will see a folder list outlining the folders available, submission and feedback information. This is

an area your instructor retrieves your submitted files, grades it and possibly gives you
feedback which is viewable in the **Assignments** and/or **Grades** area.

- This is how you would access the Assignments.
  Click **Assignments** from the *ASSESSMENTS* dropdown menu

- Click on the link with the name of your assignment**.**
- In this case, would be *"Hello World Assignment"*

- Click **Add a File**

Hello World Assignment - Submit Files

▼ Hide Submission Folder Information

Submission Folder

Hello World Assignment

Start Date

Jun 3, 2017 6:46 PM

Due Date

Jun 10, 2017 6:46 PM

Submit Files

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

Comments

Submit   Cancel   aph   B I U   Font Family   Size

- Click **Upload** to browse for your saved Hello World assignment file

Add a File - D2L Brightspace Student Orientation - Saint Paul College   ✕

My Computer   Drop files here, or click below!

My Locker   ☁ Upload

Group Locker   📄 Hello World.docx (11.21 KB) ✕

- Click **Add**   Add   C

Remember to submit your uploaded file

- After uploading your file, you must click Submit to complete your submission.

Hello World Assignment - Submit Files

▼ Hide Submission Folder Information

Submission Folder

Hello World Assignment

Start Date

Jun 3, 2017 6:46 PM

Due Date

Jun 10, 2017 6:46 PM

Submit Files

Files to submit *

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

📄 Hello World.docx (11.21 KB) ✕
Source: My Computer

Click **Submit** | Submit | Cancel

Tips for using the Assignment for actual assignments:

Many of you will be given assignments which you will type up in a Word document saving it to your flash drive, desktop etc.

Once you have saved your document, you are ready to submit it to its appropriate Assignments folder.

Note: If you do not have Microsoft Word, save your document as a text (.txt) or a (.rtf) Rich Text Format file.
You can also use the Save as type: dropdown box and then select Word document or (.doc).
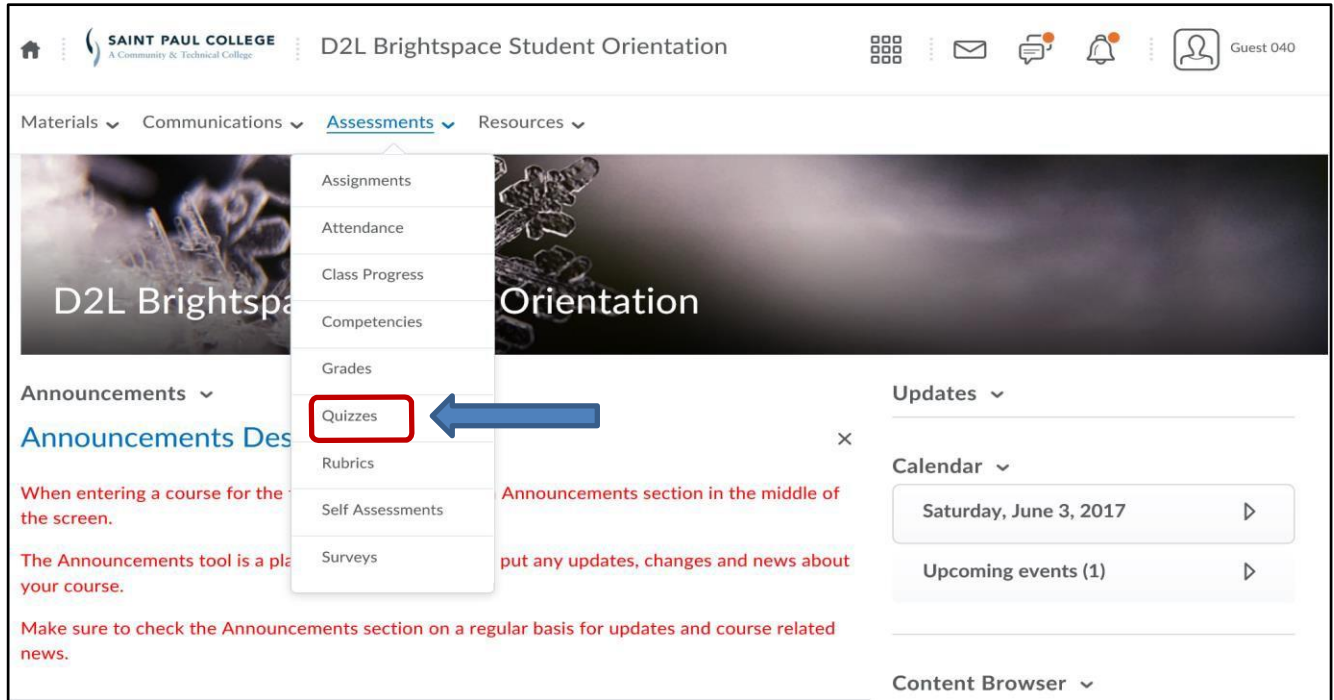
When naming your word document, please follow the same naming convention you would in naming any other file. That is, do not use any special characters and avoid using spaces in the file name.

Don't use these symbols in naming documents:` -= [ ] \ ; ' , . / ~ ! @ # $ % ^ & * ( ) _ + { } | : " < > ? ( )
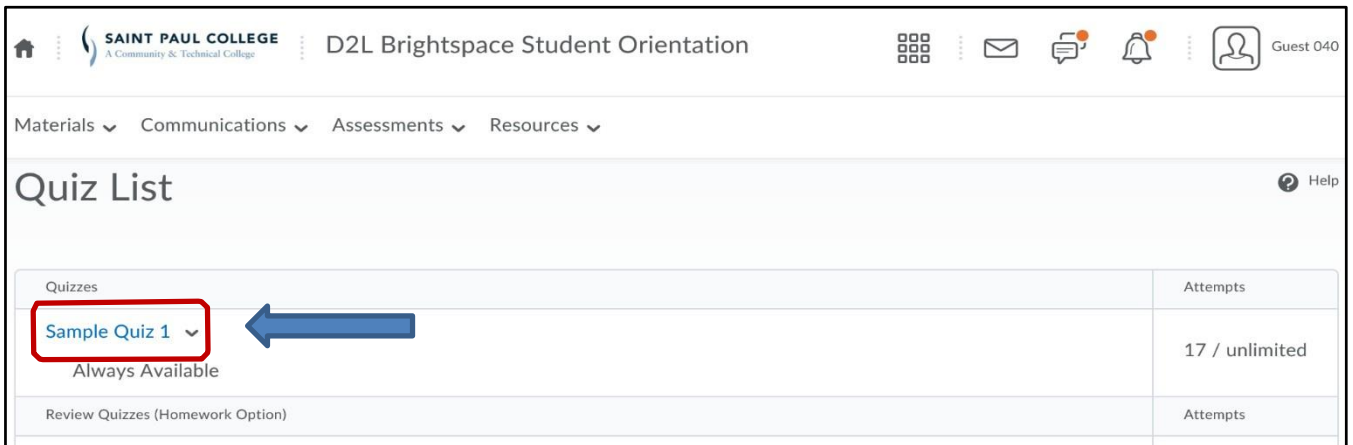
The Quizzes tool is primarily used to complete quizzes, midterms and exams online.

- Click **Quizzes** from the *ASSESSMENTS* dropdown menu

- Click **Sample Quiz 1** to enter quiz

- Instructors can set quizzes up in a variety of ways.

- It is very important to read the "Quiz Details and Instructions" prior to starting your quiz.

- Click **Start Quiz** to begin quiz.

- The timer for your Quiz will not begin until you click on **Start Quiz** and the quiz has fully loaded.

Summary - Sample Quiz 1 ⌄

Description

It is very important to read the "Quiz Details and Instructions" prior to starting your quiz.

Quiz Details

Current Time

11:22 AM   Update

Current User

cindibraun Student (username: cindibraun.Student)

Quiz Period

Availability: always available

Time Allowed

0:35:00

Attempts

Allowed - unlimited, Completed - 2

Instructions

You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

Start Quiz!

the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered.

- Select your answer by clicking on radio button to left of your answer choice
- As you answer each question it is automatically saved
- Note that as you answer each question a checkmark appears on the box for each question on the Quiz Info menu on the left of the page
- If you click on the question number, it will bring you to that question and you may change your answer. The new answer will be automatically saved.

Click **Submit Quiz**

The screen print below shows the Attempt Score and Overall Grade

6. GRADES

The Grades tool will enable you to view percentages or grade points given to you from your instructor.

- Click **Grades** from the *ASSESSMENTS* dropdown menu

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7. CLASSLIST

In the Classlist, you can locate other students or your instructor and send them an email.

- Click **Classlist** from the *COMMUNICATIONS* dropdown menu
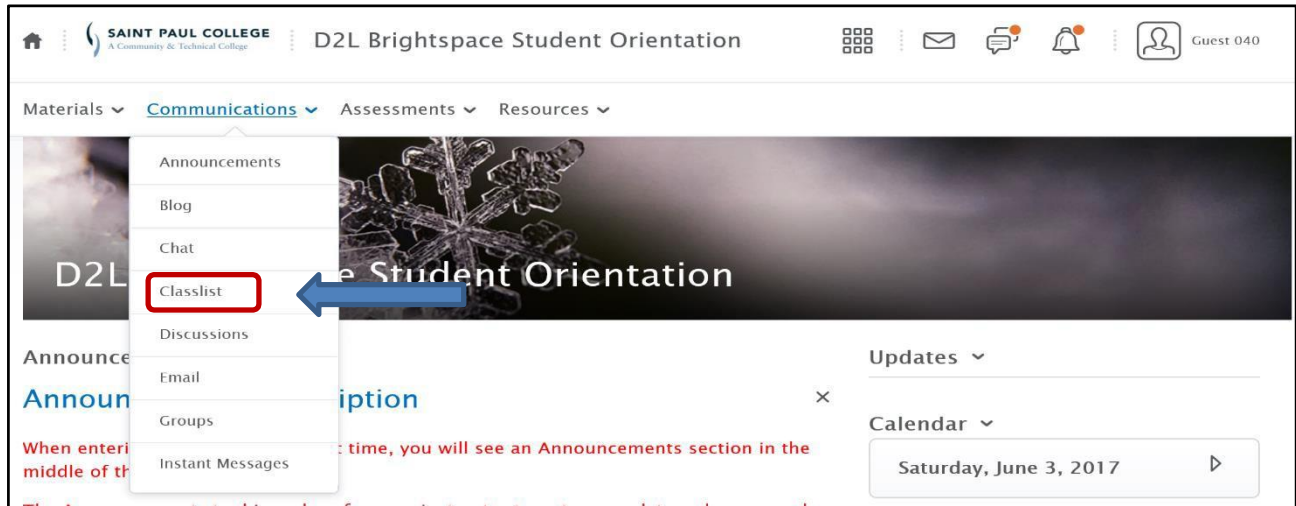
- An active green icon will display to the right of an individual's name indicating if they are online.
- If you do not see this icon, no one is online.

- When you click on the student's or teacher's name it will open an email window and will fill in their email address in the to window.
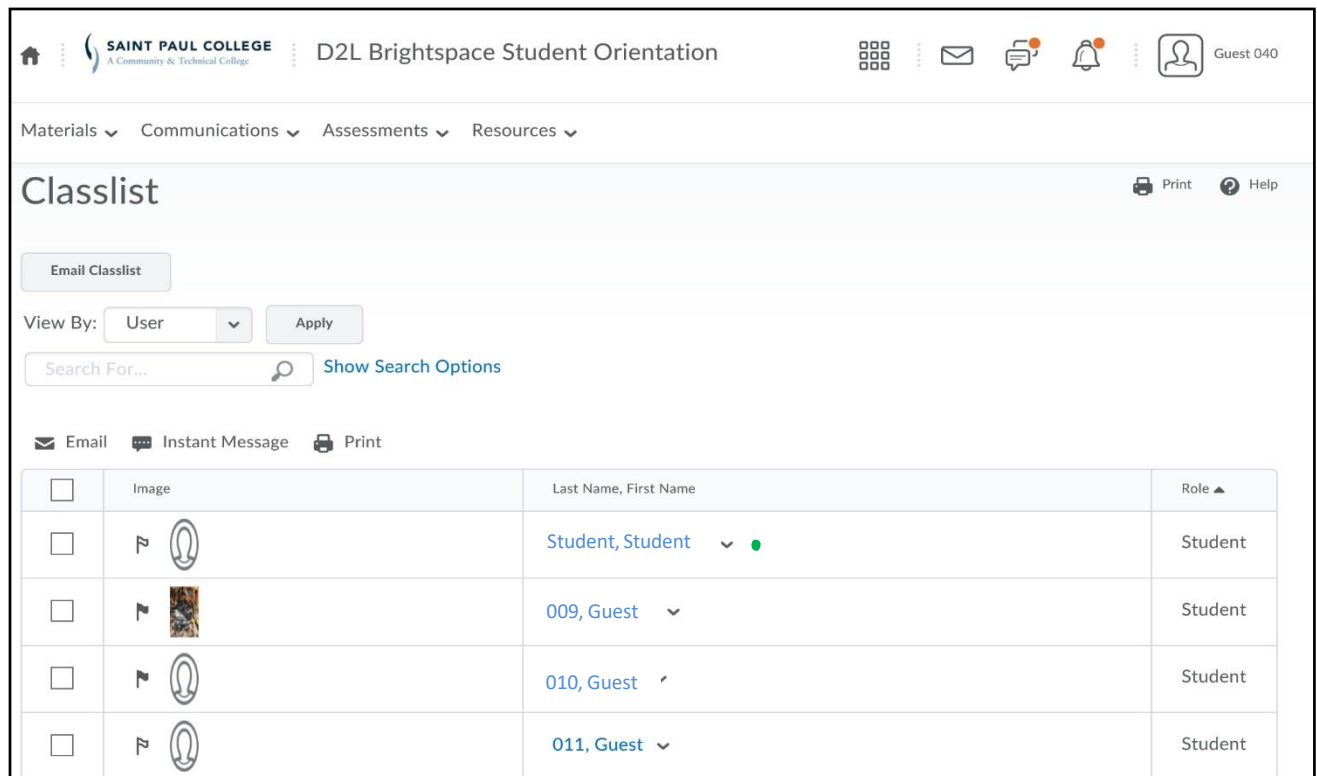
8. COURSE HOME and LOGGING OUT

You can return to your "Course Home" from anywhere in your course by clicking on your course name.

- Click on the course name

D2L Brightspace Student Orientation
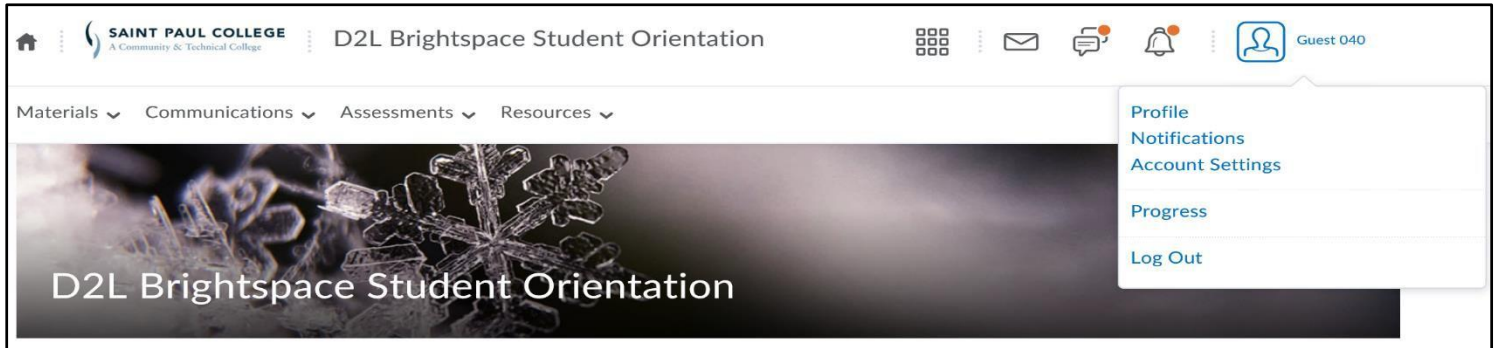
- A "firstname lastname" dropdown menu is found in the upper right navigation minibar.
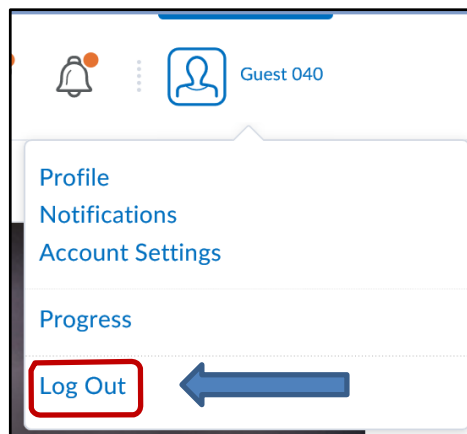- Click **Logout** to logout of your D2L Brightspace session

NOTE: If you are unable to access D2L Brightspace from Saint Paul College home page, type **https://saintpaul.learn.minnstate.edu** in the white address box of your browser.
There is also a link to D2L Brightspace Documentation for Students on the landing page when you log in to your D2L Account.http://www.saintpaul.edu/studentservices/Pages/studenthelp.aspx#starid

If you are having technical difficulties with D2L Brightspace, do not hesitate to contact the IT Helpdesk at helpdesk@saintpaul.edu . Allow 1 business day to get back to you. Any questions regarding understanding your course materials, you need to contact your Instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access and Disability Resources at 651.846.1547 or AccessResources@saintpaul.edu

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