

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

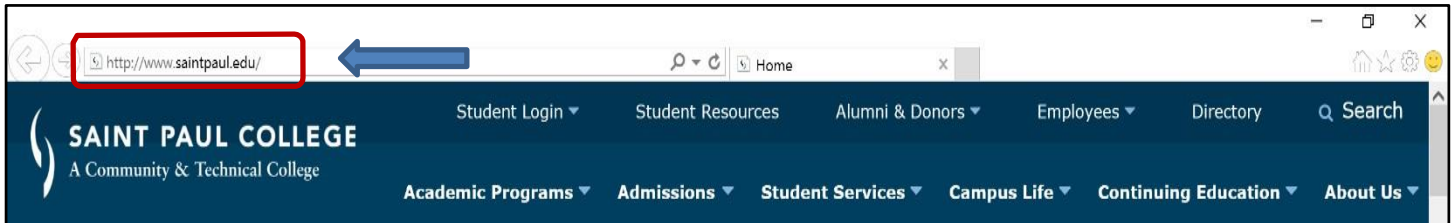
- Shows the names of all of the students in your class as well as your instructor.

8. Course Home and Logging out

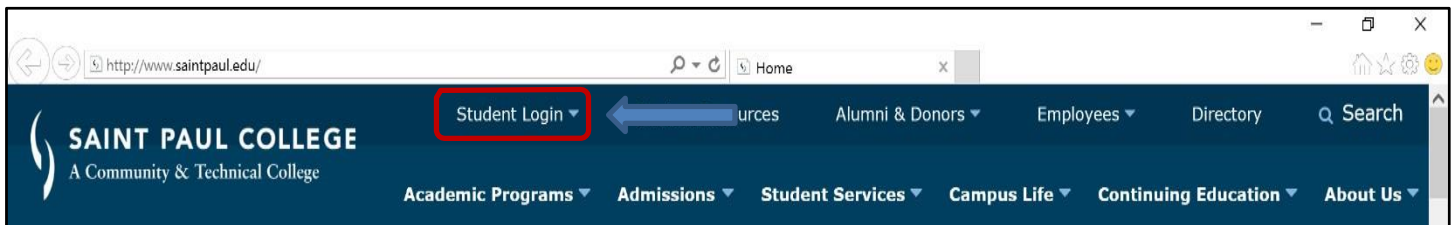
1. GETTING STARTED: LOGGING IN

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.

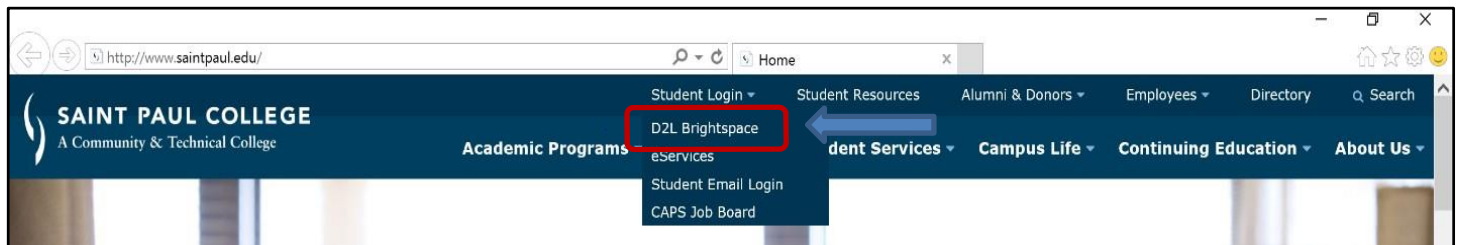
- Open an Internet browser (i.e. IE 11, Safari (Mac), Chrome (newest))
- Type www.saintpaul.edu in the browser address box to take you to the Saint Paul College home Web page



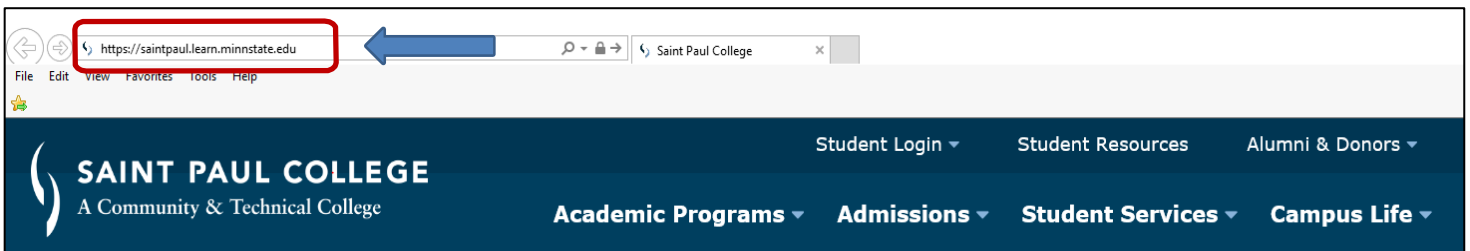
- Click on the Student Login link



- 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.



Logging in to D2L Brightspace

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 click on “Non-StarID Login”



Welcome

Attention! Students and College Employees now use their **StarID** to login to D2L Brightspace.

Note: Users that last enrolled in semesters prior to Fall 2013 will continue to use their TechID until they register for a current semester course.

[Please click here for a System Check before you login.](#)

🔔 Recommendations (1)

You may not be getting an optimal system experience.

[Learn more...](#)

Sign on with StarID ←

[Forgot your password?](#) ←

[Non-StarID Login](#) ←



Login Information

The StarID format is 'aa1234aa' (i.e. alpha-alpha####alpha-alpha)

For help with your StarID, visit: [StarID Self Service](#). or visit [Saint Paul College's StarID page](#) for more information.

Additional Help

Please contact IT Help Desk Staff for assistance:

- Location: room 1470
- Phone: 651.846.1440
- Email: Helpdesk@saintpaul.edu

Additional support is available from the [Minnesota State Service Desk](#).

New to Online Learning?

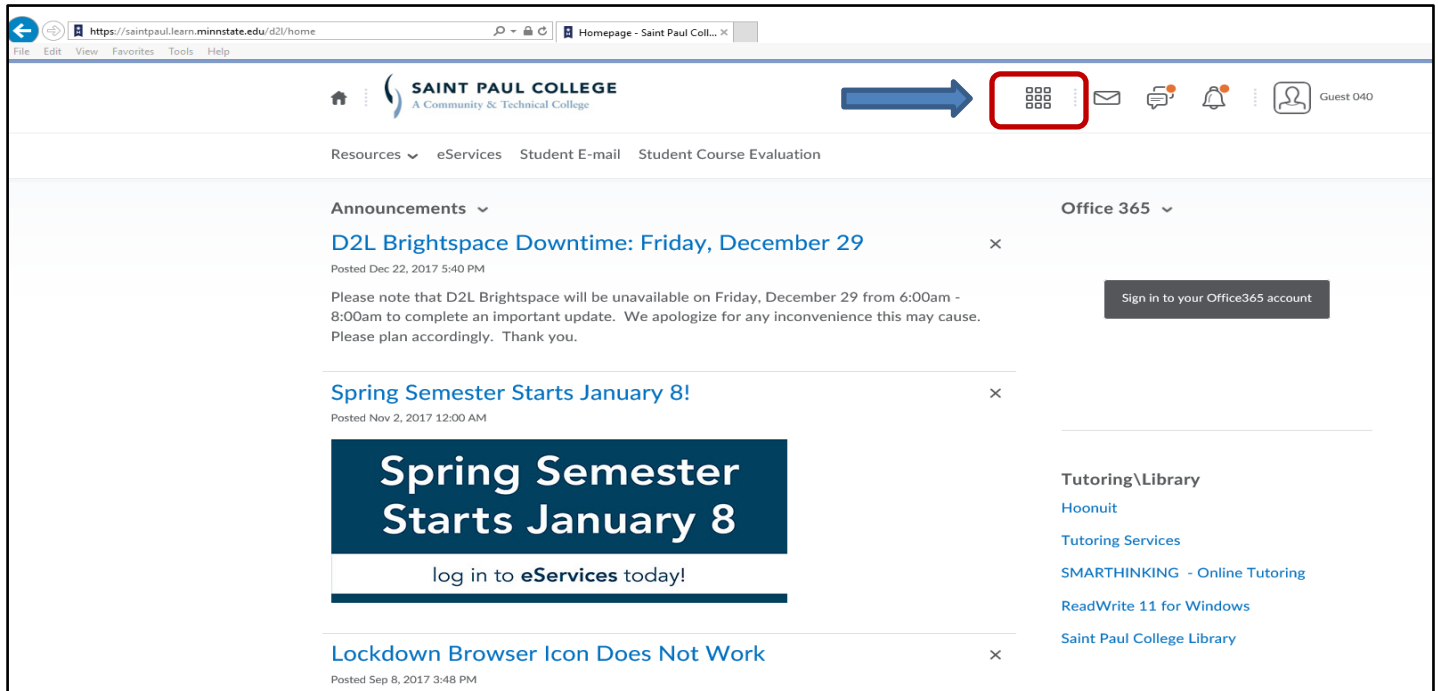
Visit <http://www.saintpaul.edu/student-services/Pages/studenthelp.aspx#starid>.



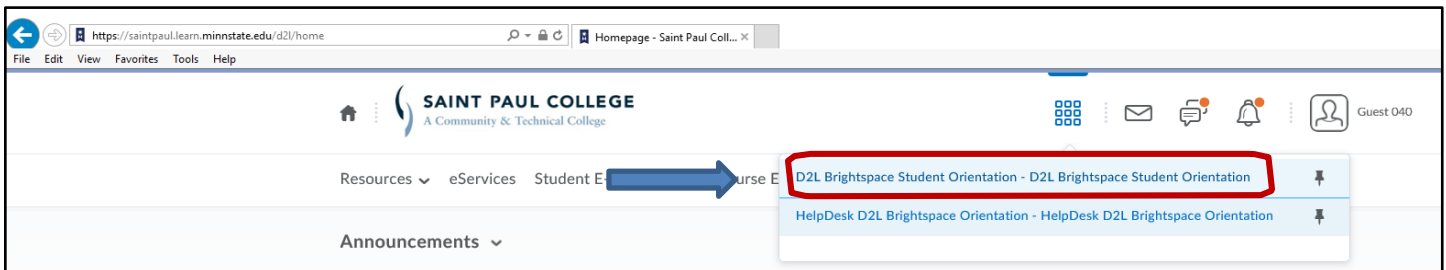
Selecting a Course

You should now be at your **Home** page

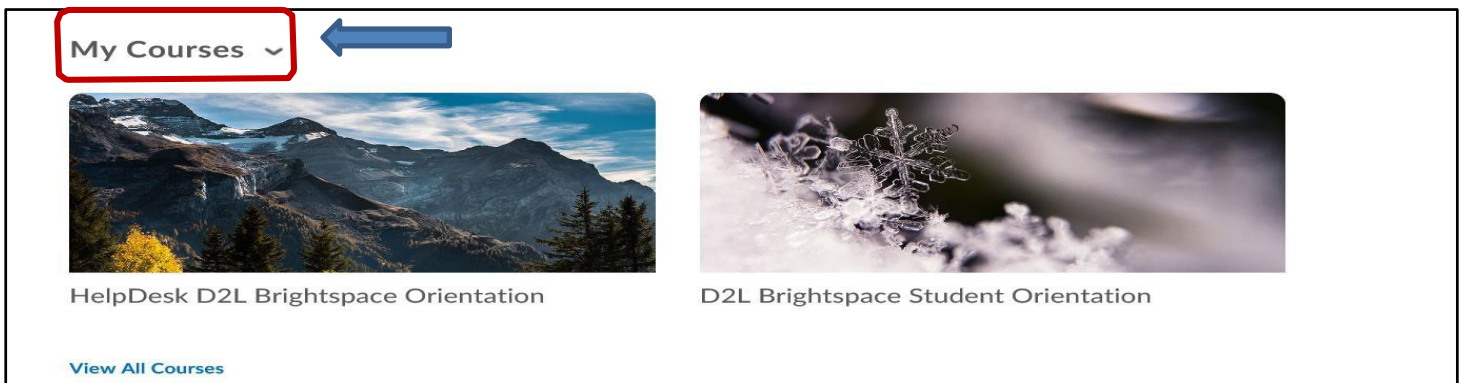
- A **Course Selector** dropdown menu is found in the navigation minibar.



- 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.

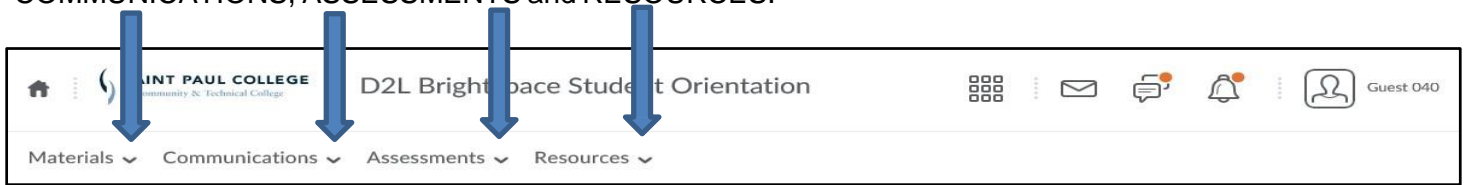


- You can also access your course by clicking on the course name link located under **My Courses**



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.

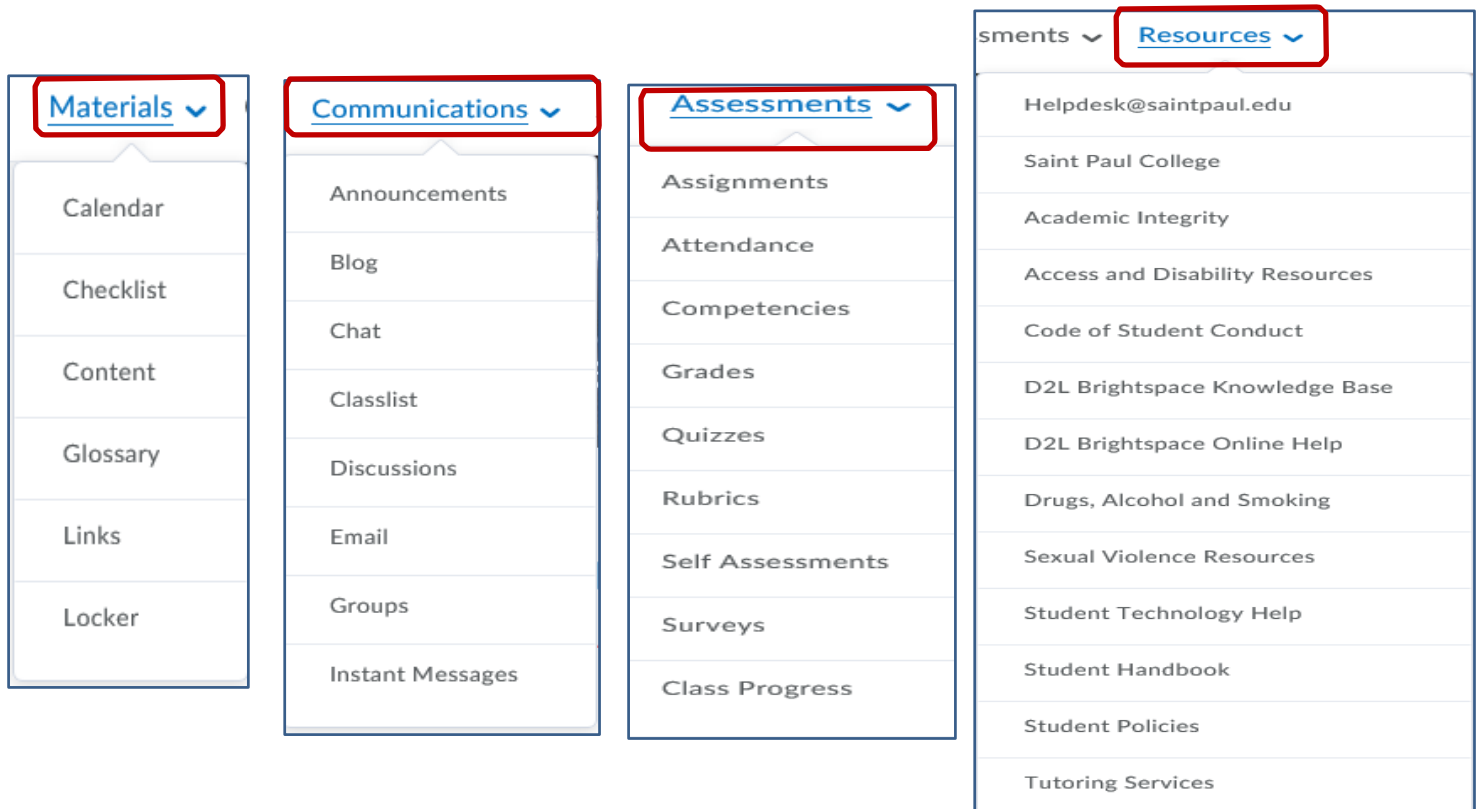


Under **MATERIALS**, you have access to the Calendar, Checklist, Content, Glossary, Links and Locker.

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.



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.

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A Community & Technical College

D2L Brightspace Student Orientation

Materials ▾ Communications ▾ Assessments ▾ Resources ▾

D2L Brightspace Student Orientation

Announcements ▾ ←

Announcements Description

When entering a course for the first time, you will see an Announcements section in the middle of the screen.

The Announcements tool is a place for your instructor to put any updates, changes and news about your course.

Make sure to check the Announcements section on a regular basis for updates and course related news.

Updates ▾

Calendar ▾

Saturday, June 3, 2017 ▶

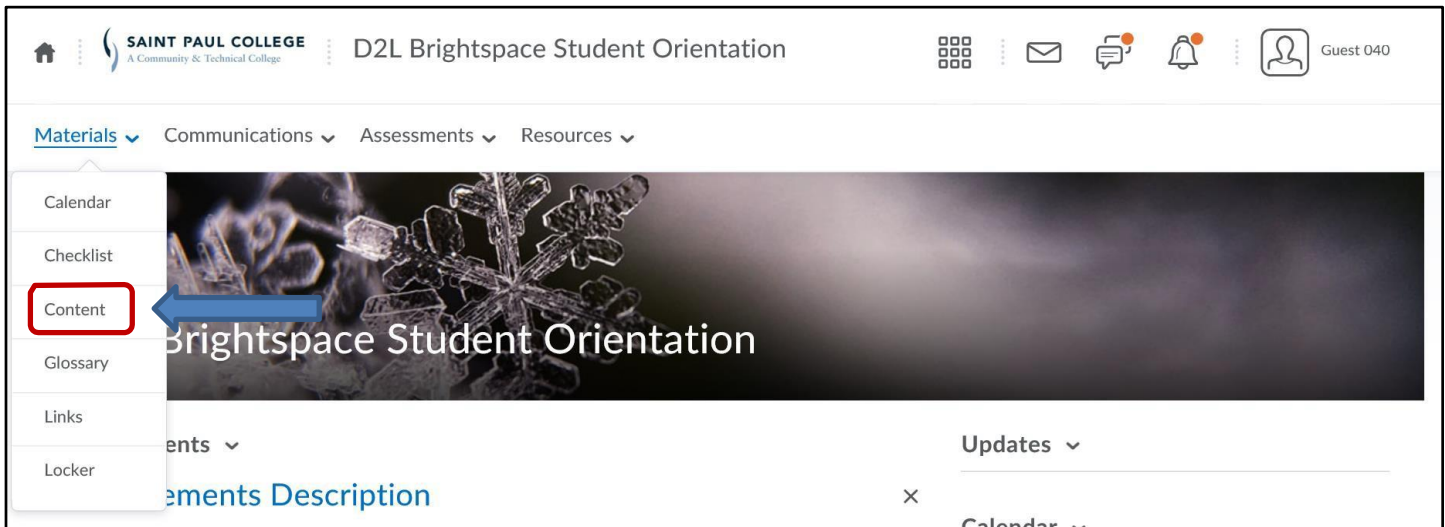
Upcoming events ▶

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

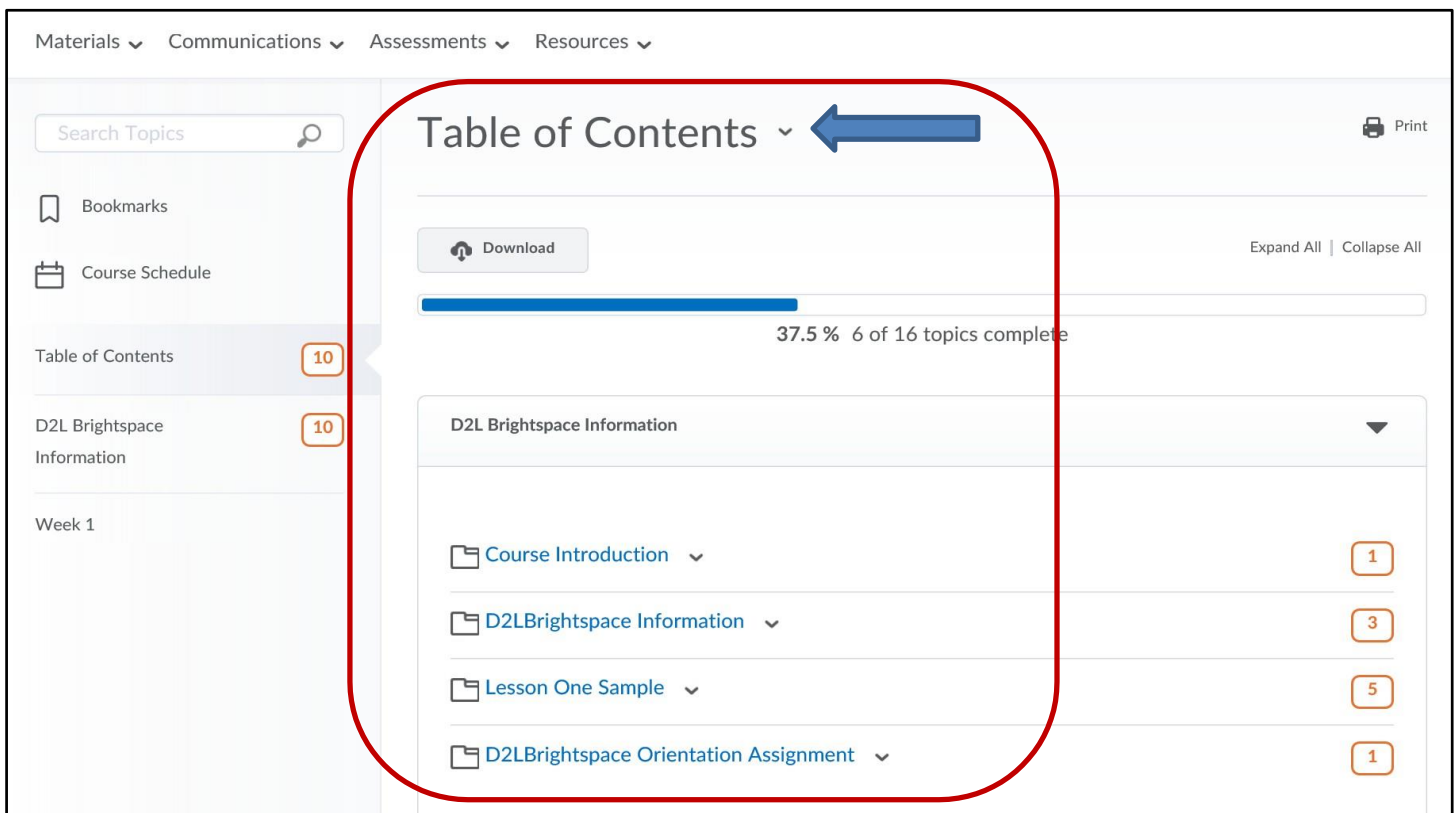
2. COURSE CONTENT

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

The screenshot shows the D2L Brightspace course interface. The left sidebar contains a 'Table of Contents' with the following items:

- Course Introduction (1)
- D2LBrightspace Information (3)
- Lesson One Sample (5)
- D2LBrightspace Orientation Assignment (1)

The main content area is titled 'D2L Brightspace Information' and features a progress bar indicating '37.5 % 6 of 16 topics complete'. Below the progress bar, the 'Course Introduction' section is expanded, showing a list of topics:

- Course Outline / Syllabus (Word) ✓
- Getting Started ✓
- Helpful Hints How To's •

A red box highlights the 'Course Outline / Syllabus (Word)' link. The 'D2LBrightspace Information' section is also visible below the list.

- 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.

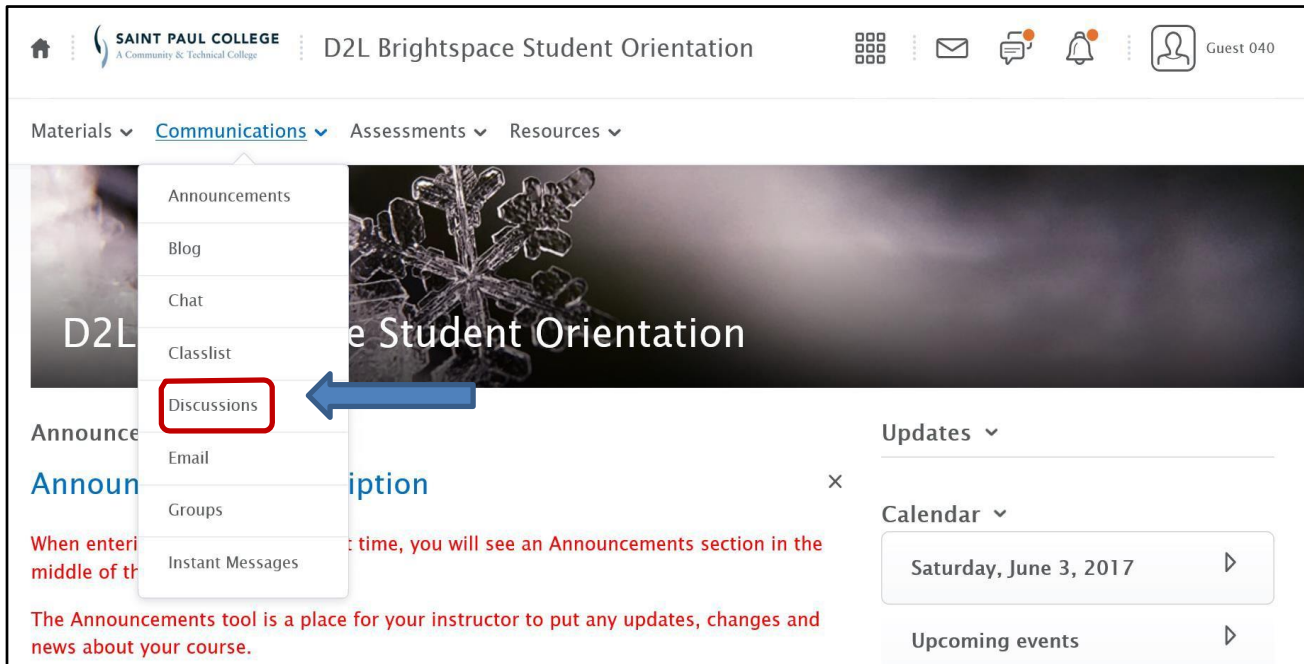
Topic links may consist of the following:

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

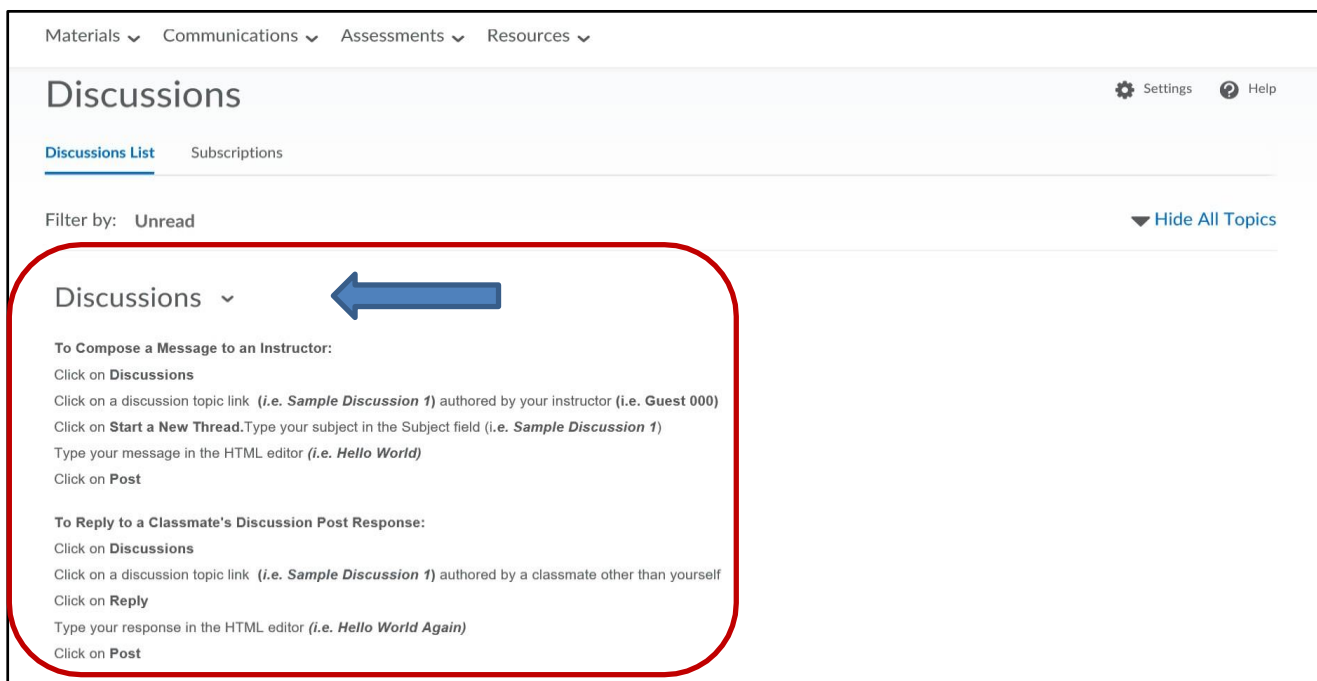
3. DISCUSSIONS

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.

This screenshot shows a table of discussion topics. The first row is highlighted with a red box around the topic name 'Sample Discussion 1' and a blue arrow pointing to it. The table has columns for Topic, Threads, Posts, and Last Post.

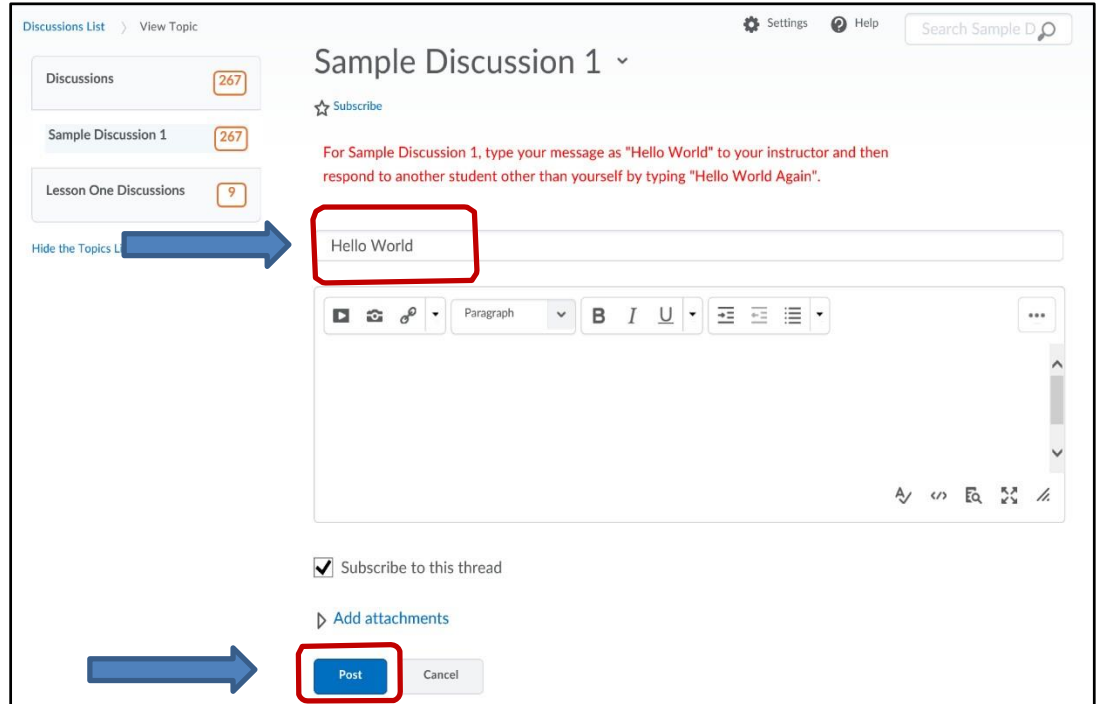
Topic	Threads	Posts	Last Post
Sample Discussion 1 For Sample Discussion 1, type your message as "Hello World" to your instructor and then respond to another student other than yourself by typing "Hello World Again".	189	402 (267)	Guest 035 April 27 at 10:24 AM
Lesson One Discussions Post your responses to the weekly lesson activities here...			
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

This screenshot shows the 'View Topic' page for 'Sample Discussion 1'. At the top, there are links for 'Discussions List' and 'View Topic', along with 'Settings' and 'Help' icons and a search bar. Below the topic name, there is a 'Subscribe' button. A red box highlights the 'Start a New Thread' button, with a blue arrow pointing to it. The main content area contains the same instruction as the first screenshot: '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".'

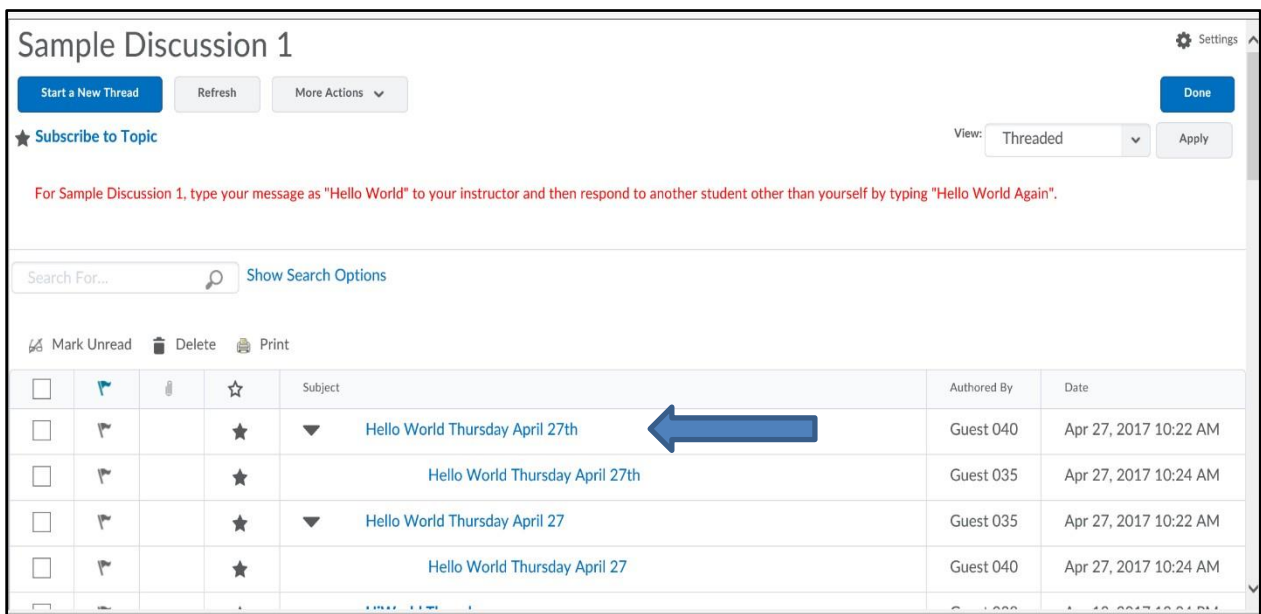
This screenshot shows the 'Discussions Settings' page, specifically the 'Personal Settings' section. Under 'Display Settings', there is a checkbox for 'Always show the Discussions List pane'. The 'Default View' section has two radio button options: 'Grid View' and 'Reading View'. The 'Reading View' option is selected and highlighted with a red box and a blue arrow. Below this are 'Reply Settings' with a checked checkbox for 'Include original post in reply', and 'Subscription Settings' with a checked checkbox for 'When creating a new thread, subscribe to the thread by default'.

- Type "Sample Discussion 1" in Subject Field

- Click **Post** located in the lower left corner.

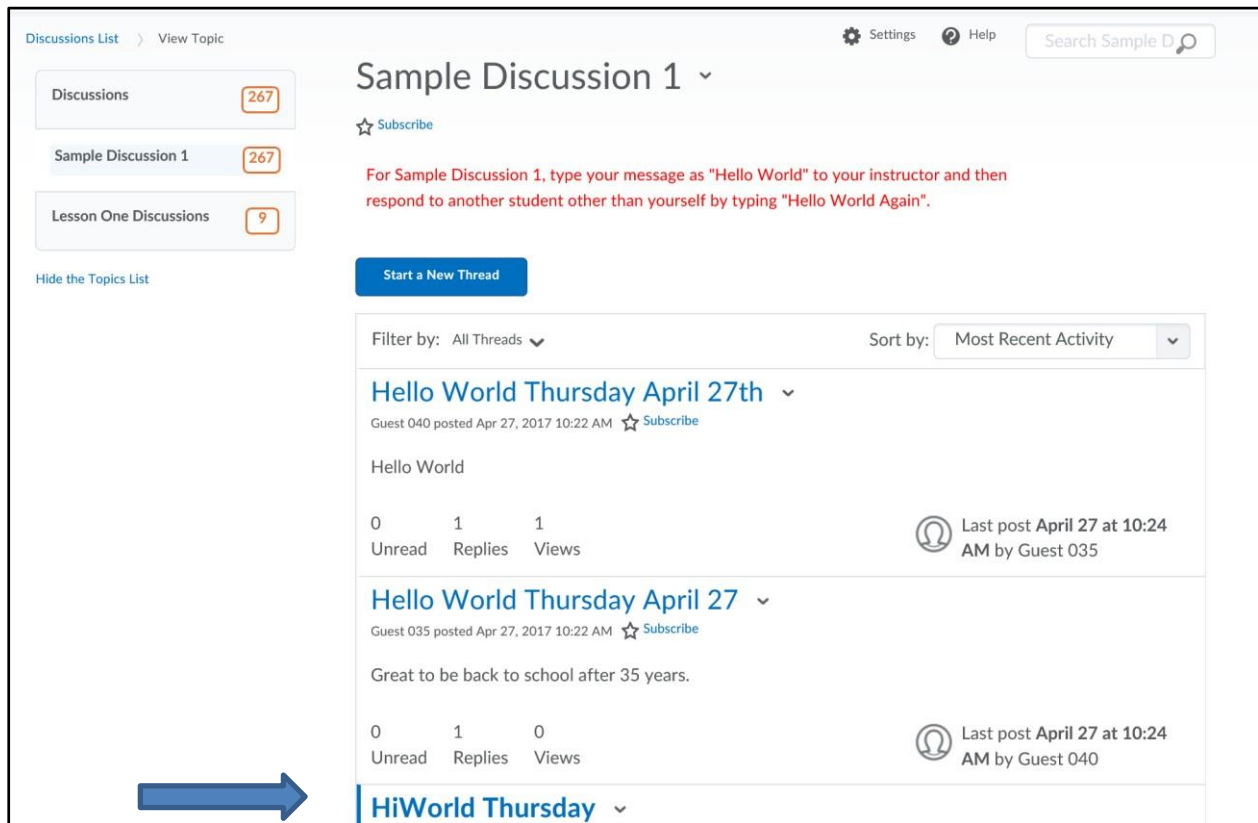


- This view is called Grid View.
- To read a posting you click on the subject. If it has not been read by you it will be in **bold** letters.
- This view will open the postings and allow you to reply just as it does in Reading View.



Reply to response posted by another student

- 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.

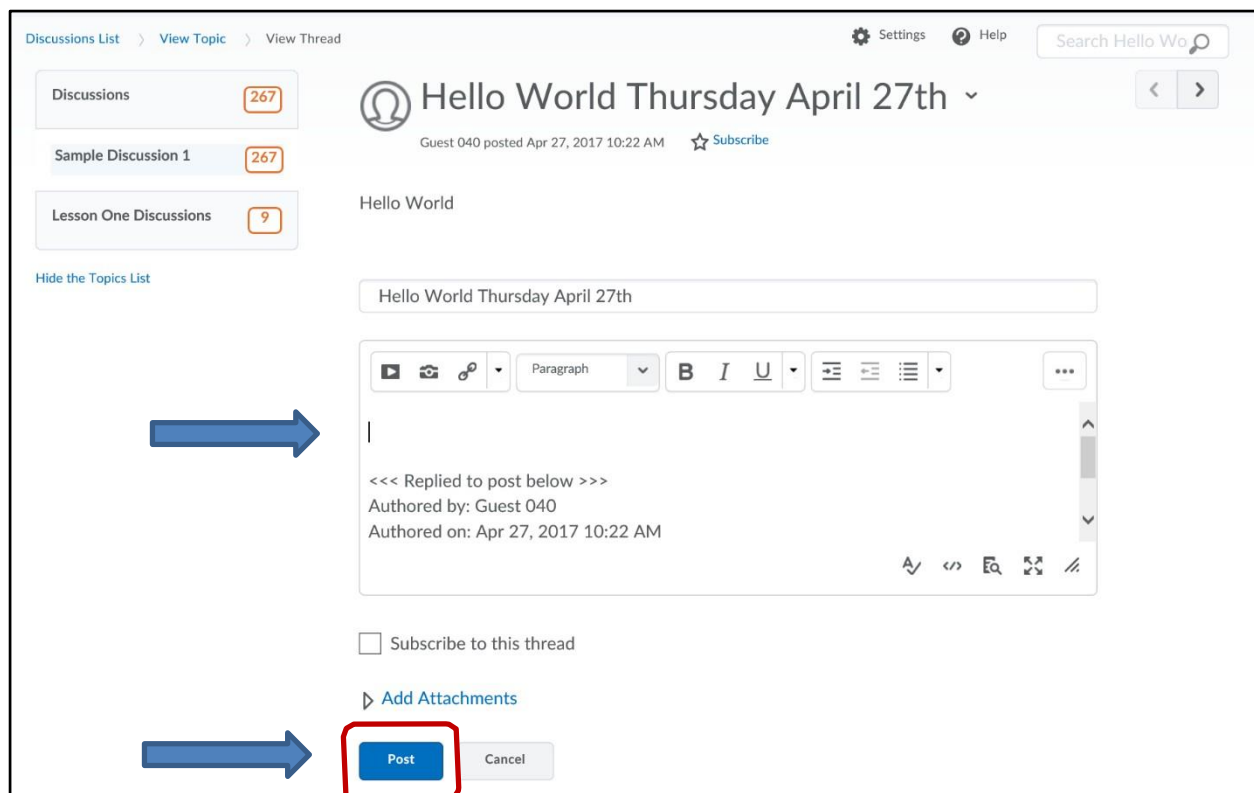


The screenshot shows a discussion forum interface. On the left, there is a sidebar with a 'Discussions List' and three topic categories: 'Discussions' (267), 'Sample Discussion 1' (267), and 'Lesson One Discussions' (9). A 'Hide the Topics List' link is below the sidebar. The main content area is titled 'Sample Discussion 1' and includes a 'Subscribe' link and a red instruction: '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"'. Below this is a 'Start a New Thread' button. The thread list is filtered by 'All Threads' and sorted by 'Most Recent Activity'. The first post is 'Hello World Thursday April 27th' by Guest 040, with 0 unread, 1 reply, and 1 view. The second post is 'Hello World Thursday April 27' by Guest 035, with 0 unread, 1 reply, and 0 views. A blue arrow points to the 'HiWorld Thursday' link at the bottom of the thread list.

- 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

The screenshot shows the top navigation bar of the D2L Brightspace Student Orientation page. The 'Assessments' dropdown menu is open, with 'Assignments' highlighted by a red box and a blue arrow. The page also features a 'D2L Brightspace Orientation' banner, an 'Announcements' section with a red box around the text, and a 'Calendar' section showing 'Saturday, June 3, 2017'.

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

The screenshot shows the 'Assignment Submission Folders' page. A table lists the submission folders with columns for 'Submission Folder', 'Score', 'Submissions', 'Feedback', and 'Due Date'. The 'Hello World Assignment' is highlighted with a red box and a blue arrow.

Submission Folder	Score	Submissions	Feedback	Due Date
Assignments				
Check-In Assignment	- / 10	69	-	Mar 9, 2016 8:56 AM
Hello World Assignment	- / -	0	-	Jun 10, 2017 6:46 PM

Uploading a file using Assignments

- 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

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

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

My Computer
My Locker
Group Locker

Drop files here, or click below!

Upload ←

Hello World.docx (11.21 KB)

Add ←

- Click **Add**

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) X

Source: My Computer

Submit Cancel

Click **Submit**

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).

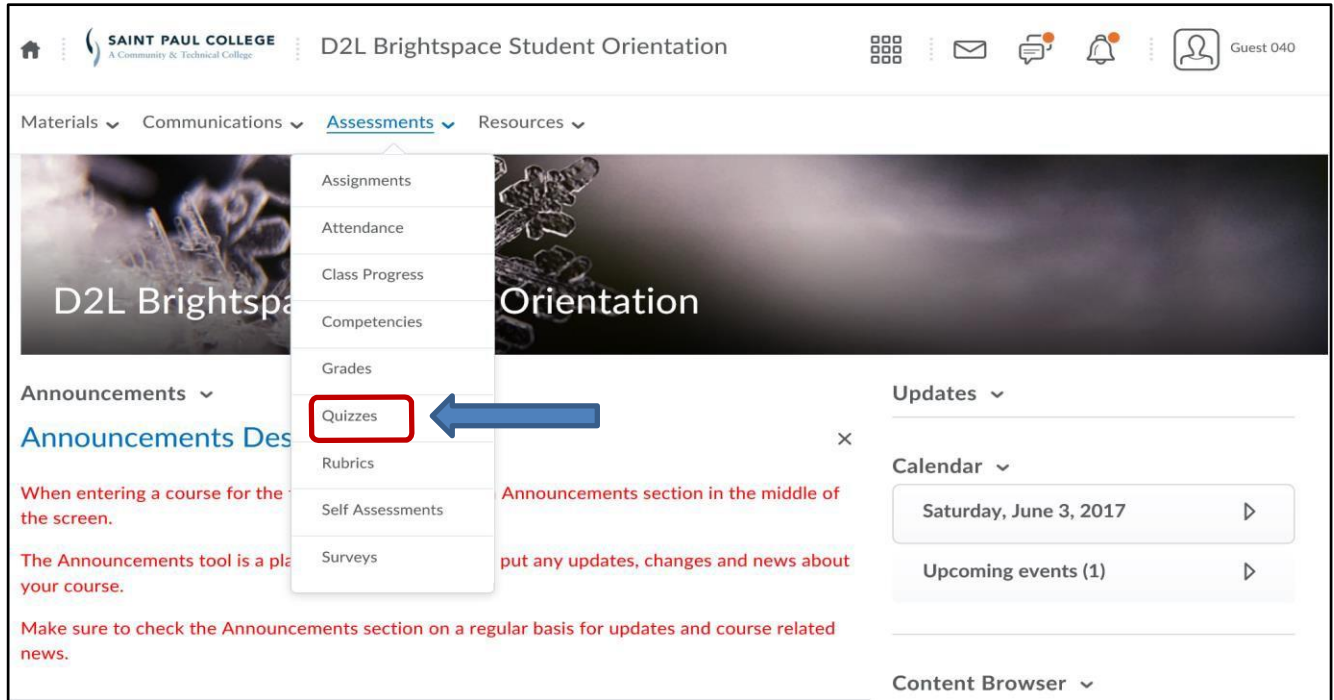
When naming your word document, please follow the same naming convention you would in naming any other file. That is, do not use any special characters and avoid using spaces in the file name.

Don't use these symbols in naming documents: ` -= [] \ ; ' , . / ~ ! @ # \$ % ^ & * () _ + { } | : " < > ? ()

5. QUIZZES

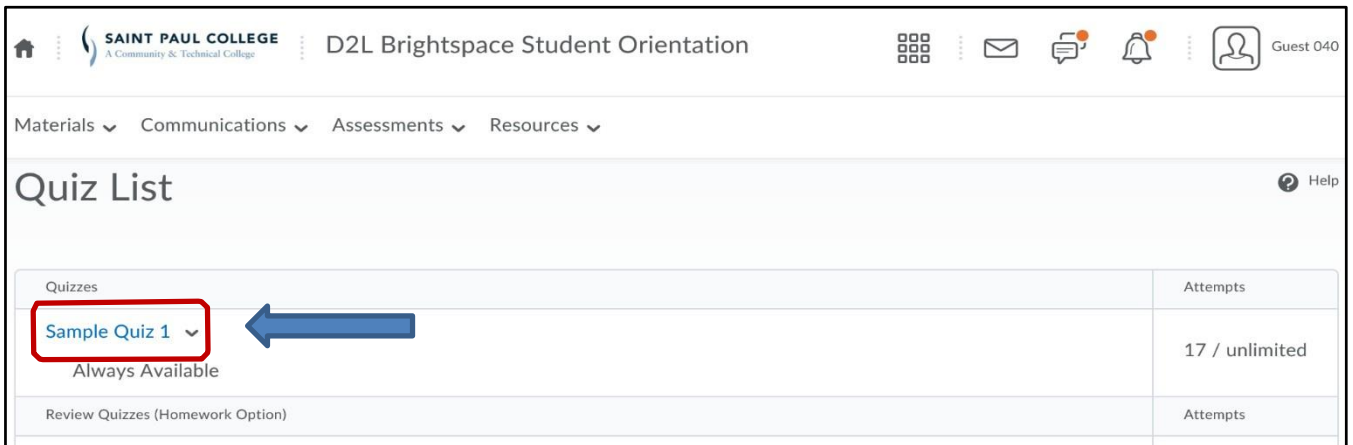
The Quizzes tool is primarily used to complete quizzes, midterms and exams online.

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



The screenshot shows the D2L Brightspace Student Orientation page. The top navigation bar includes the Saint Paul College logo, the page title "D2L Brightspace Student Orientation", and user information "Guest 040". Below the navigation bar, there are tabs for "Materials", "Communications", "Assessments", and "Resources". The "Assessments" dropdown menu is open, showing options: Assignments, Attendance, Class Progress, Competencies, Grades, Quizzes (highlighted with a red box and a blue arrow), Rubrics, Self Assessments, and Surveys. The "Announcements" section is visible on the left, and the "Updates" and "Calendar" sections are on the right. The calendar shows "Saturday, June 3, 2017" and "Upcoming events (1)".

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



The screenshot shows the "Quiz List" page in D2L Brightspace. The page title is "Quiz List" and it includes a "Help" icon. Below the title, there is a table with the following data:

Quizzes	Attempts
Sample Quiz 1 Always Available	17 / unlimited
Review Quizzes (Homework Option)	Attempts

The "Sample Quiz 1" entry is highlighted with a red box and a blue arrow.

- 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!



When you start 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.

Sample Quiz 1
 Time Limit: 0:35:00 Time Left:0:21:39 cindibraun Student: Attempt 1

Page 1:

1 ✓ 2 ✓ 3 ✓

4

Question 1 (1 point) ✓ Saved ←

Desire2Learn is now known as D2L Brightspace.

a) True ←

b) False

Question 2 (1 point)

Typically students are required to submit their assignments to the _____ .

a) Discussions

b) Quizzes

c) Assignments

d) Grades

Click **Submit Quiz**

Sample Quiz 1
 Time Limit: 0:35:00 Time Left:0:07:09 cindibraun Student: Attempt 1

Page 1:

1 ✓ 2 ✓ 3 ✓

4 ✓

Quiz Submission Confirmation

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the **Quiz Info** menu.

Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz

The screen print below shows the Attempt Score and Overall Grade

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A University of St. Thomas College

CindiB - Demo

Materials ▾ Communications ▾ Assessments ▾ Resources ▾

Quiz Submissions - Sample Quiz 1 ▾

cindibraun Student (username: cindibraun.Student)

Attempt 2
Written: Oct 30, 2018 3:16 PM - Oct 30, 2018 3:17 PM
Submission View

Your quiz has been submitted successfully.

Question 1 1 / 1 point

Desire2Learn is now known as D2L Brightspace.

✓ a) True
 b) False

Question 2 0 / 1 point

Typically students are required to submit their assignments to the ____ .

a) Discussions
✗ b) Quizzes
➔ c) Assignments
 d) Grades

Question 3 1 / 1 point

In D2L, Grades contain the official grades of students.

a) True
✓ b) False

Question 4 1 / 1 point

You can ____ when using the Discussions tool.

a) view other students' posts
 b) share ideas, opinions & information
 c) communicate from anywhere, any place and at any time
✓ d) All of these.

Attempt Score: 3 / 4
Overall Grade (last attempt): 3 / 4

Done

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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A Community & Technical College

D2L Brightspace Student Orientation

Materials ▾ Communications ▾ **Assessments ▾** Resources ▾

Grades

Announcements ▾
Announcements Description
When entering a course for the first time, you will see an Announcements section in the middle of the screen.
The Announcements tool is a place for you to put any updates, changes and news about your course.

Updates ▾
Calendar ▾
Saturday, June 3, 2017
Upcoming events (1)

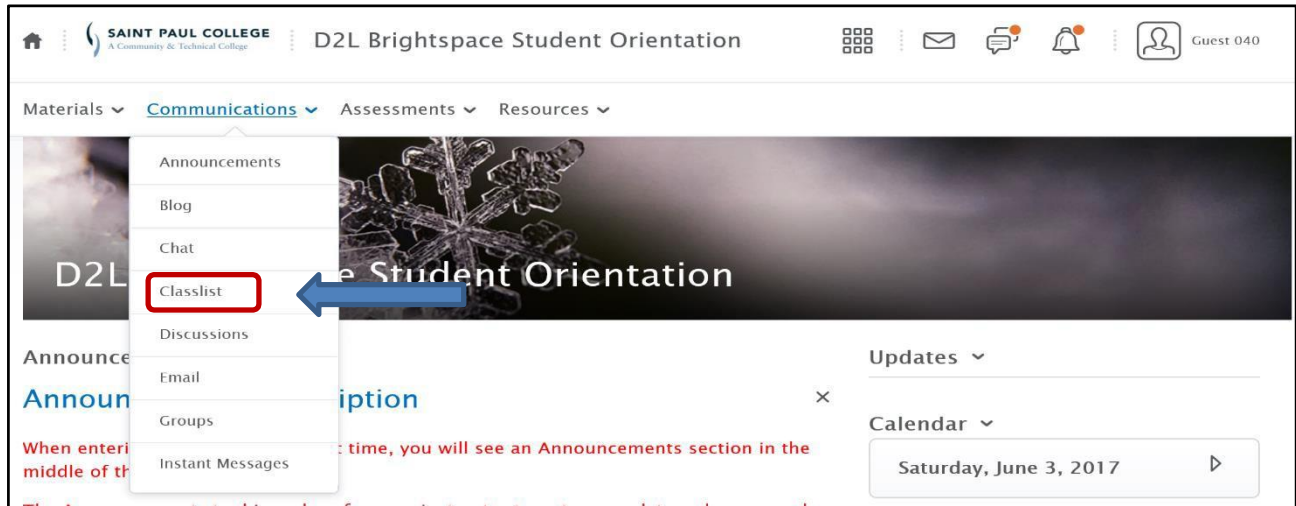
Grades

Grade Item	Points	Grade
Discussions		
Sample Discussion 1	9 / 10	
Assignments		
Hello World Assignment	0 / 10	
Check-In Assignment	10 / 10	
Quizzes and Tests		
Sample Quiz 1	3 / 4	
Participation		
Actively contributes to class discussions, arrives on time, attends entire class period, provides regular feedback, completes weekly assignments and participates in group activities. 		
Lesson One	10 / 10	
Lesson Two	10 / 10	
Lesson Three	10 / 10	
Lesson Four	0 / 10	

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.

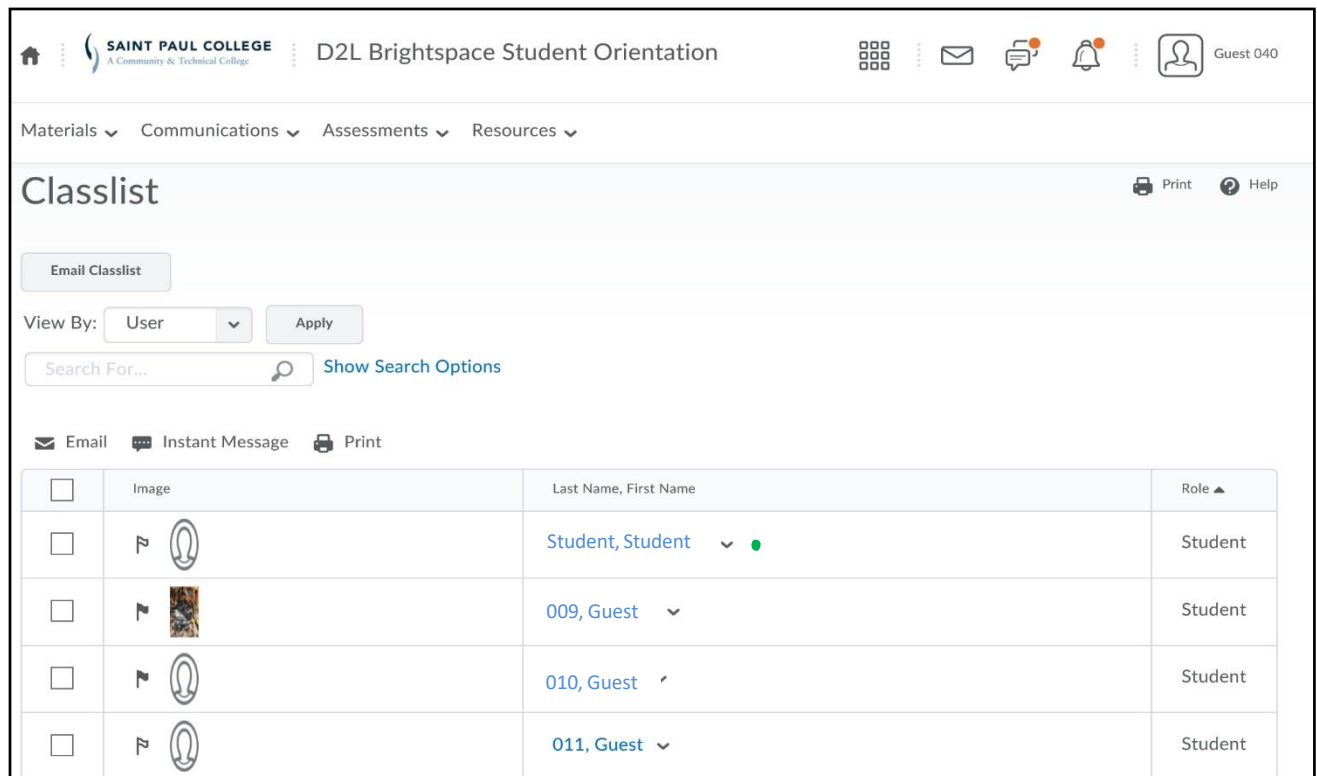




A screenshot of the D2L Brightspace Classlist page. The page title is 'Classlist' and it includes 'Print' and 'Help' icons. Below the title, there is an 'Email Classlist' button and a 'View By:' dropdown menu set to 'User' with an 'Apply' button. A search bar is present with the text 'Search For...' and a 'Show Search Options' link. Below the search bar, there are icons for 'Email', 'Instant Message', and 'Print'. The main content is a table with the following columns: 'Image', 'Last Name, First Name', and 'Role'. The table contains five rows of user information:

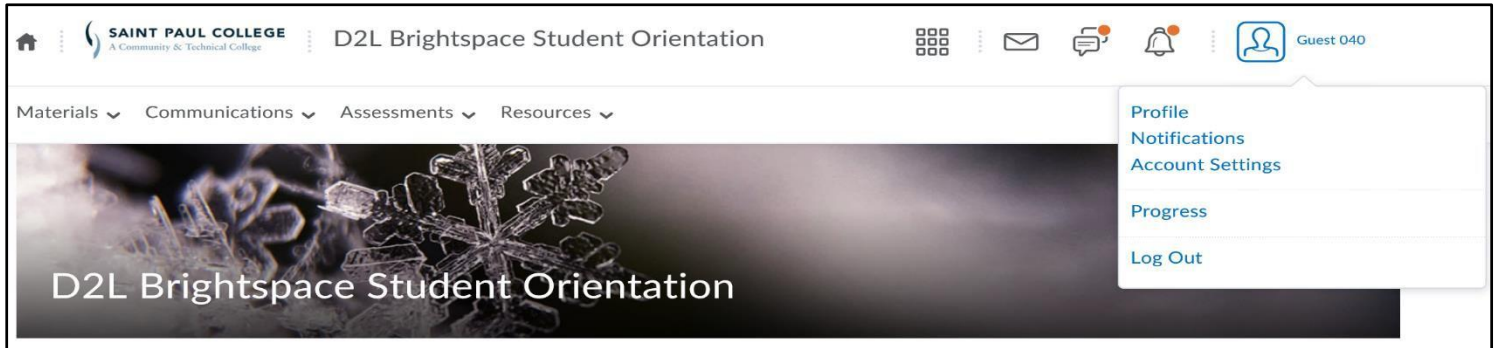
Image	Last Name, First Name	Role
<input type="checkbox"/> 	Student, Student ▼ ●	Student
<input type="checkbox"/> 	009, Guest ▼	Student
<input type="checkbox"/> 	010, Guest ▼	Student
<input type="checkbox"/> 	011, Guest ▼	Student

8. COURSE HOME and LOGGING OUT

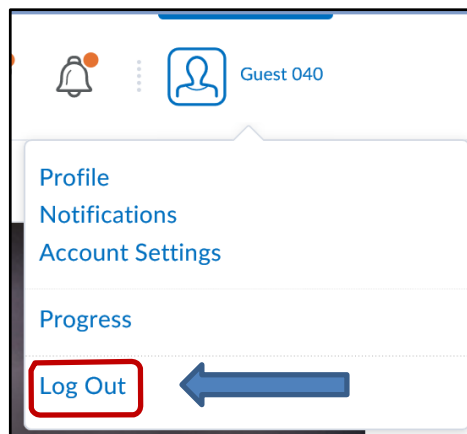
You can return to your “Course Home” from anywhere in your course by clicking on your course name.

- 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/student services/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.

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