HUNTER
The City University of New York

Brightspace: Student Tutorial

CUNY The City University of New York

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System Requirements:

- Compatible on desktops, laptops, and mobile devices.
- Latest up to date web browsers: Google Chrome (recommended for optimal experience), Firefox, Edge, and Safari.

What is Brightspace?

Brightspace is a cloud-based learning management system (LMS) that runs blended and fully online courses. It comprises three integrated platforms: learning environment, learning repository, and ePortfolio. It was developed by D2L and designed to provide the tools necessary for content creation, assignment submissions, communication, and assessment by combining a collaborative and interactive virtual learning environment.

How to log into Brightspace

You can access Brightspace by entering your CUNY (City University of New York) credentials, including your username and password, on the login page at https://brightspace.cuny.edu.

This secure authentication process grants student's entry to an integrated online learning platform where you can engage with course content, communicate with instructors, and track their academic progress. The straight-forward login procedure ensures quick and convenient access to the educational resources provided by Brightspace within the City University of New York (CUNY) system.

Need Additional Assistance?

For additional assistance and information on Brightspace, please contact Student Helpdesk at: studenthelpdesk@hunter.cuny.edu. For information about our campus, please visit the link below: https://www1.cuny.edu/mu/cunyverse/2023/05/04/introducing-cunys-new-learning-management-system-d2l-brightspace/

Brightspace Home Page

A. **Mini Bar:** Handy tool located at the top of the screen, allows quick access to key features such as notifications, course home, content, discussions, and grades.

B. **Announcements:** Your college and CUNY will share important information and reminders under this section.

C. **My Courses:** Module where you will find a comprehensive list of the courses you have enrolled in.

D. **Work To Do:** Centralized area where you can view and manage pending assignments, assessments, and other academic tasks of outstanding work across all enrolled courses.

Getting Started

You can access essential features such as the course content, your user profile, upcoming deadlines, and calendar from the course homepage. Brightspace's intuitive design facilitates seamless navigation, allowing you to effortlessly explore modules. The dashboard is not only informative but also interactive, providing quick links to quizzes, grades, and other vital components of your academic journey.

A. **Navigation Menu:** Where you will find the main components such as content, assignments, and Brightspace Help – there is a drop-down menu for activities and tools where assignments, discussions, quizzes , surveys, and more are located. **Note**: The navigation bar may vary by instructor.
B. **Visual Table of Contents:** Area designated to course content, modules and resources embedded directly onto course homepage.
C. **Single Profile Widget:** Area where you can find a summary about your professor and any other information about themselves, they would like you to know.
D. **Work to Do:** Section where your upcoming assignment deadlines will appear.
E. **Calendar:** A calendar with upcoming events.

Course Home   Content   Grades   Activities ⌄   Tools ⌄   Brightspace Help ⌄

These may be some of the main components visible on your course navigation bar:

- **Course Home:** Click this link to return to the main home page of your course.
- **Content:** Centralized repository which contains links to different areas of the course. Content links may not appear if there are no items included.
- **Grades:** You can view your grades and feedback from this link.
- **Activities:** The activities drop down menu will contain tabs of the tasks that you will be expected to complete during your course namely:
  - Assignments: You will find your assignments due within the link.
  - Discussions: Contains the Discussion Board.
  - Quizzes: A dedicated section where you can access quizzes and exams.
  - Self-Assessments: Is a formative assessment tool that enables an instructor to provide learners with a series of questions and give immediate feedback to their responses.
  - Surveys: You can find surveys that need to be completed within the course here
- **Tools:** The tools drop down menu will contain tabs with different functions that you utilize throughout the course namely:
  - Announcements: Where instructors will post important messages for the course.
  - Calendar: Where you will be able to view all upcoming events for the course in one spot. Such as due dates for projects, office hours, in-class assignments and more.
  - Class Progress: Section where you can track your grades, submissions, and feedback for your course.
  - Classlist: You can see a list of all students in your class here. You can also use this section to communicate with other students in your class.
  - Glossary: The glossary tool provides you with definitions of key terms in the module/unit/course that your instructor is teaching.
  - Groups: If your instructor sets up groups for course work, you can view information about groups here.
- **Brightspace Help**: The Brightspace Help drop down menu contains tabs that can help assist you when you are having trouble in Brightspace:
  - Brightspace Community: Is a hub of collective knowledge and expertise, featuring forums, knowledge bases, user groups, and more.
  - Brightspace System Check: Checks to ensure that your browser is properly configured to use the system.

- D2L Youtube Playlists for Learners: Youtube videos that help you navigate Brightspace as a student.
- Student Getting Started Guide: A printable student tutorial on how to use Brightspace.

Assignment Types

Your instructors can create assignments in one of four submission types:

- **File submission:** You can upload an assignment file from your computer. Common file types include documents, PDFs, presentations, spreadsheets, and other files depending on the settings your instructor has set.
- **Text submission:** You can directly type your assignment as text or link to your assignment within the text editor.
- **On paper submission:** This option allows you to submit your assignment as a physical copy. Your instructor can provide feedback within your Grades.
- **Observed in person:** Your instructor allows you to work on your assignment during in- person lecture. They can provide feedback for the assignment.

Submitting an Assignment

A. From the Activities drop-down menu, choose the appropriate course content or assignments area.
B. Click on the title of the assignment to open the submission area.
   Note: *Assignment submissions can vary by instructor.*

File Submission

A. Click on **Add a File** to add attach a file.

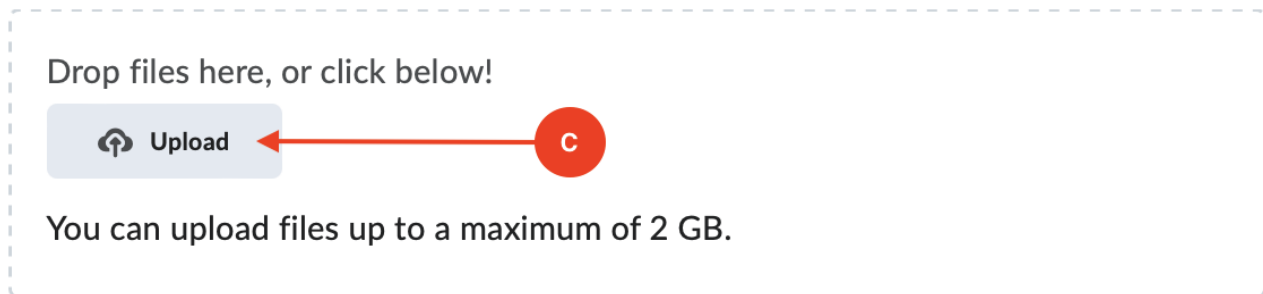**Note:** *A maximum of 2 GB allowed.*

B. Click on My Computer.

Add a File - LMS 101 - Introduction to BrS - City University of New York   ✕

B

🖼 My Computer   ›

📱 My Locker   ›
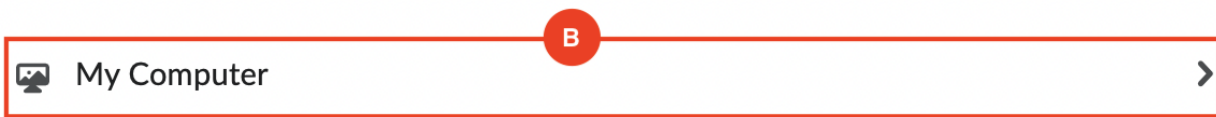
C. Click on **Upload** and locate your assignment.

Drop files here, or click below!

⌂ Upload   ←   C

You can upload files up to a maximum of 2 GB.

D. Click on **Add o**nce the file uploads.

Add   ~~Back~~   ~~Cancel~~   ←   D

E. You must click the **Submit** button after uploading your file. You will receive a confirmation message upon successful submission.

Submit

Text Submission

You can type your assignment directly as text within the text editor. You can also add links to your submission if preferred. If the assignment type permits it, you can record audio or video.

On Paper Submission

This option allows you to submit your assignment as a physical copy. Your instructor can provide feedback within your Grades.

Observed in person

This option allows you to work on your assignment during in-person lectures. Your instructor can provide feedback within your Grades.

Note: *Your instructor determines the type of assignment you will be submitting in the course, i.e., Observed in person, File, Text, and On Paper Submissions.*

Discussions

Responding to discussions in Brightspace can be achieved by following the steps below:

A. From the Activities drop-down menu, click on the link labeled as **Discussions**.
B. Click on the title of the topic you want to view or respond to.
C. Click on Start a New Thread.

D. Enter a subject and compose your response. You can enter your response into the text editor, format it, add attachments, or links.
E. Click on **Post** when you are satisfied with your response. You will be able to view and edit your response within the discussions thread.

Taking a Quiz

A. For this example, we will be selecting **Quizzes** from the Activities drop-down menu.
   Note: If you are unsure where your quizzes are in the course, contact your instructor.

B. Click on the quiz title to view the quiz information.
   Note: Read the instructions carefully. If the quiz or exam is a timed test, your answers will automatically be saved and submitted.

C. Click on the **Start Quiz** icon to begin.
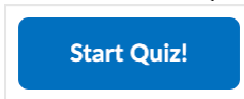
D. Once you are done, select **Submit Quiz**. You will receive a submission confirmation along with your attempted score.
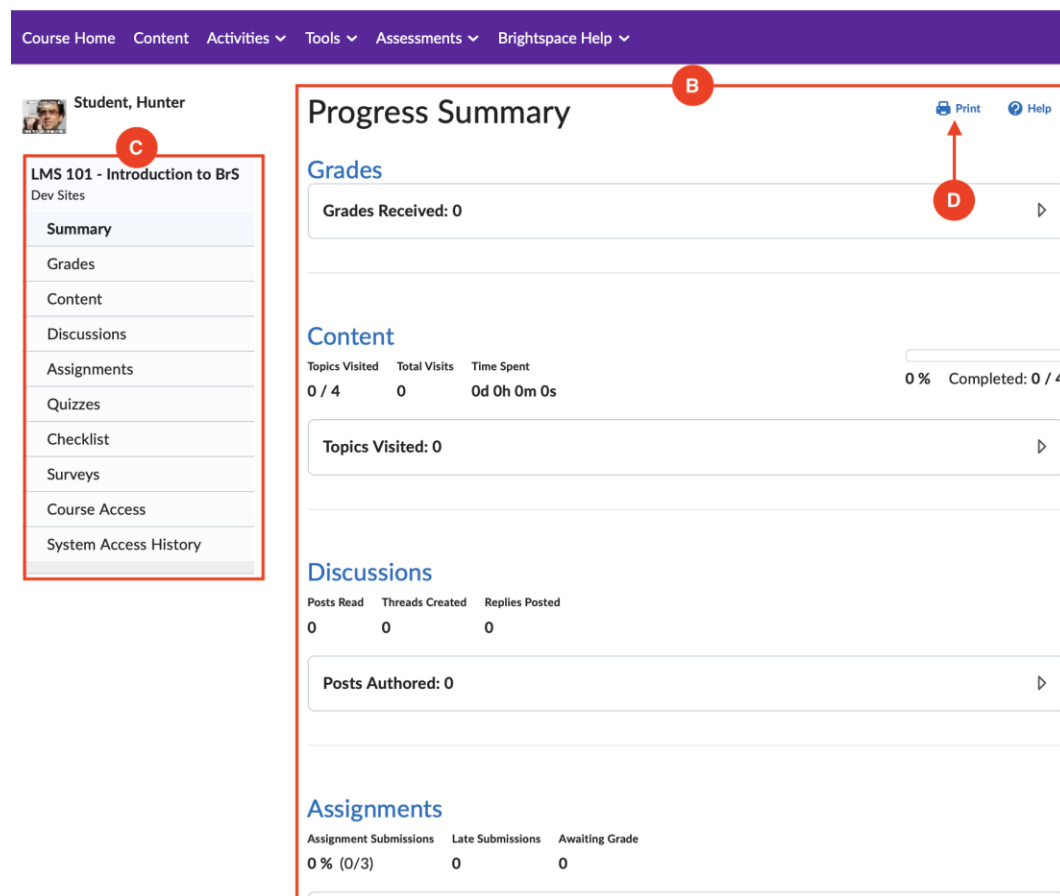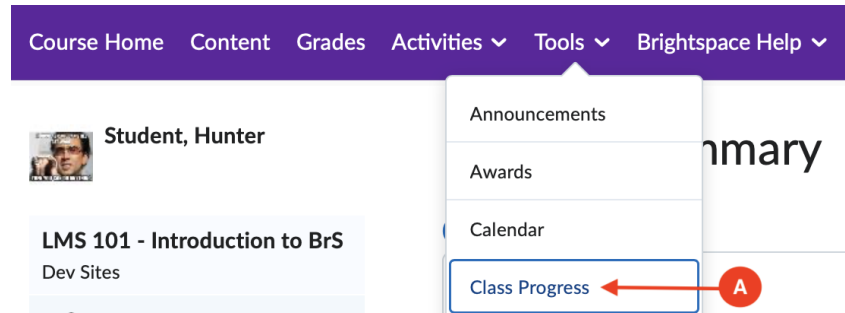
Class Progress

Viewing the progress of your grades, submissions, and feedback:

    A.   Click on the **Class Progress** link from the Tools drop-down menu.

    B.   A Progress Summary Report will appear on the page containing your grades, content, discussions, assignments, quizzes, checklist, surveys, course access and system access history.

    C.   To view specific data about a category, you can click anywhere of interest by using the navigation bar on the left.

   D.   To print a summary report, click on **Print**.

Grades

Brightspace provides a comprehensive summary of your performance in the course.

A. From the menu, choose the link labeled as **Grades**.
B. You will be able to view the following:
    - Weighted Total Course Grade
    - Individual assessment grades
    - Feedback and comments
    - Grade Summary

Groups

You can collaborate with your peers, discuss, and submit assignments for a specific group project. Your instructor will need to enable and set specific settings to allow various functions such as assignment submissions and discussions.

Viewing the group, you are assigned to:
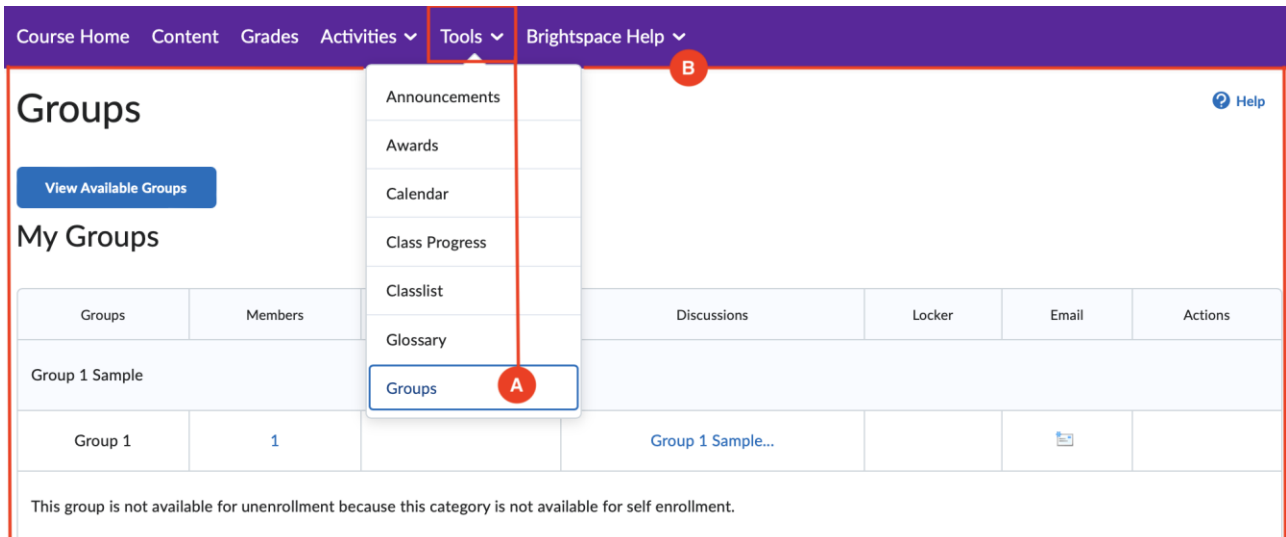
A. From the Tools drop-down menu, choose the link labeled as **Groups** or something similar.
B. You will see the group you are enrolled into.

Joining a Group

Join an available group from each category listed.

Groups	Description	Members	Actions
Sample Group			Start Date: Jun 25, 2024 12:00 AM Expiry Date: Jun 26, 2024 12:00 AM
Group 1		0/2	**E** → Join Group
Group 2		0/2	Join Group

You can join a group If your instructor has enabled self-enrollment.

C.   From the menu, choose the link labeled as **Groups** or something similar.

D.   Click on View Available Groups.

E.   Under Actions, click on **Join Group** to join your desired group.

Note: *To leave the group, click on* ***Leave Group*** *from the My Groups page.*

Submitting a Discussion

Groups	Members	Assignment	Discussions	Locker	Email	Actions
Group 1 Sample						
Group 1	1	**A** →	Group 1 Sample...		✉	

This group is not available for unenrollment because this category is not available for self enrollment.

A.   Click on the discussion thread under **Discussions**.

B.   Click on **Start a New Thread** to create a discussion.

Start a New Thread

C.   Select a group to post thread to from the drop-down menu.

Enter a subject **D**

| Paragraph ∨ | **B** | *I* | U ∨ | A̲ | ≡ ∨ | ☰ ∨ | ▶ | ∂ | 🖼 | Σ ∨ | ▦ ∨ | + ∨ | Lato (Recomm... ∨ | 17.1px ∨ | ··· | ⤢ |

E

0 Words

☑ Subscribe to this thread

▼ Hide attachments ← **F**

Drop files here, or click below!

🔾 Upload ← **G**   Record ∨

Choose Existing

Post ← **H**   Cancel

D.   Enter the subject of your post.

E. You can enter your post within the text editor or add an attachment.
F. To add an attachment, click the arrow next to **Add attachments**.
G. Click on the **Upload** button to upload your file.
H. When you are ready to post, select the **Post** button.

Submitting an Assignment within Groups

Instructors can allow you to submit an individual or a group assignment. Please follow the steps under Submitting an Assignment.

Submitting a Video Assignment

Your instructor can set up a video assignment and require you to submit video content as part of your course work. You can create or upload video presentations and other projects.

Accessing a Video Assignment

To access a video assignment, click the link of the video assignment in the Module where it is located.
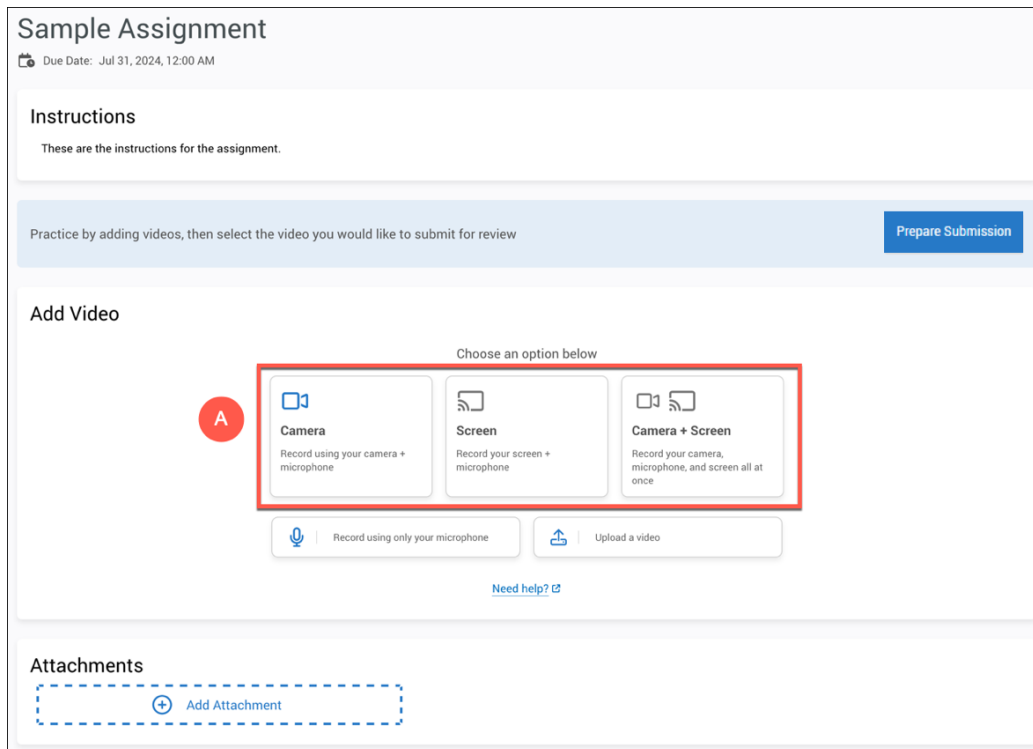
Uploading a Video Assignment
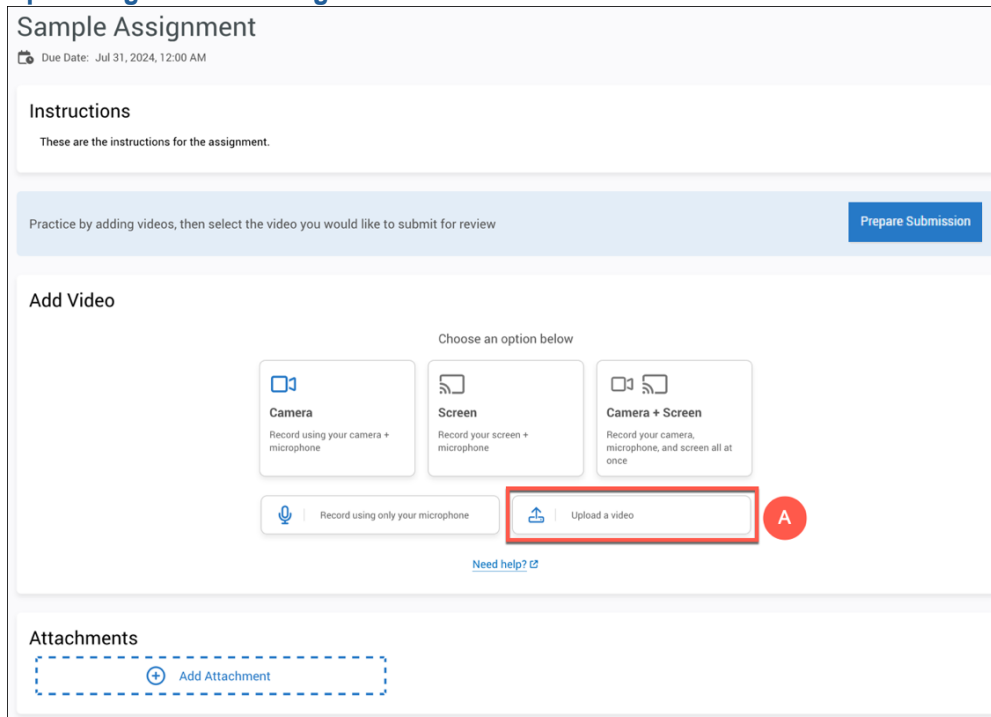
A. You can upload videos from your computer, or from one of the following cloud storage platforms: Google Drive, OneDrive, or Dropbox. *Maximum video file size is **8GB**. Acceptable formats are: asf, avi, flv, m4v, mov, mp4, m4a, 3gp, 3g2, mj2, wmv, mpg, mpeg, wma, mod, mp3, mts, qt, f4v, m2v, wepm, ogv, mxf, vob.*
B. Click Begin upload.

Recording a Video on Brightspace

A. Click either **Camera**, **Screen**, or **Camera & Screen**, depending on what you plan to record.

B. Be sure to allow your browser access to your camera and microphone.
C. Click Record to begin recording.
D. Click **Stop** when you've finished recording.
E. Click the **check mark** to upload your video. You can also restart recording if you aren't happy with the video by clicking the restart arrow.

Submitting the Assignment

Once you've uploaded or recorded videos, you can submit your assignment.
A. Optional: To add an attachment such as a Word document, PDF, image, or link to a URL, click Add Attachment. Choose Upload File or Add Link as needed. Upload the file or enter the URL.

Communication

Brightspace offers a range of communication tools to facilitate the interaction between students, peers, and instructors.

- **Announcements**: Instructors will post valuable information via the Announcements module.
- **Discussions**: You can engage and interact with your peers and instructors via Discussions.
- **Email**: Email has been integrated within the Brightspace learning environment to facilitate communication among your peers and instructors from your courses. To send an email, follow the steps below:
    - Click on the **Envelope** icon located on the mini navigation bar.

    - Select **Email**.
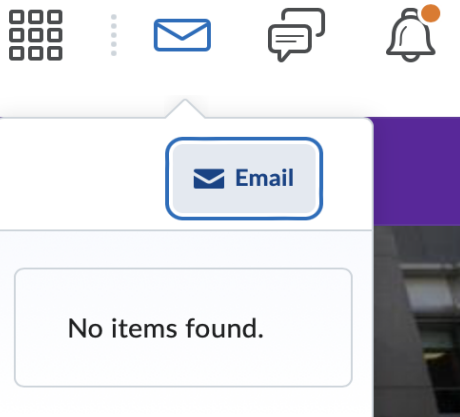
Compose New Message


- o Within the **To (B)** field, enter the email addresses of the recipients. You can select recipients from a course or enter email addresses manually.
- o Enter the subject and compose your message.
- o Click **Send (A)** when you are ready.

How do I download class content?

A. Log-in to **Brightspace**.
B. Click on the course you want to access content from.
C. Select the tab labeled **Content**, **Material**, or something similar.
   Note: Instructors can label their content differently.
D. Find the material you want to download and click on the arrow next to it.
E. Select the **Download** button.
F. **Note:** it is up to your instructor to make content downloadable.
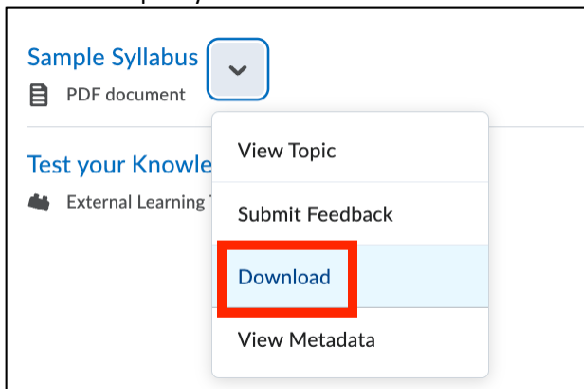
How do I edit my User Profile?
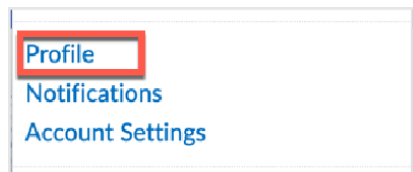
A. Click on your name located on the top right corner.
B. Select **Profile** and change the necessary information such as your profile picture, tagline, and interests/hobbies.

How do I get notifications sent to my mobile device?

A. Click on your name located on the top right corner.
B. Select Notifications.
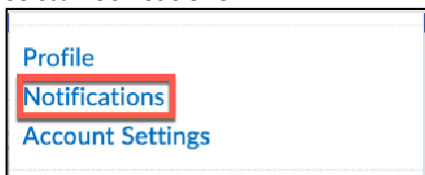
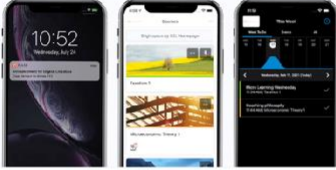C. Click on Register your mobile.

D. Select your country, mobile carrier and add your mobile number (carrier charges might apply to text messages you receive. Check your phone/data plan).
E. You can select which notifications to receive via SMS and Email.
F. Click on **Save**.