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 the 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...

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/studentservices/Pages/studenthelp.aspx#starid.
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**
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.

- **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.

To Compose a Message to an Instructor:
Click on Discussions
Click on a discussion topic link (e.g. Sample Discussion 1) authored by your instructor (e.g. Guest 000)
Click on Start a New Thread, Type your subject in the Subject field (e.g. Sample Discussion 1)
Type your message in the HTML editor (e.g. Hello World)
Click on Post

To Reply to a Classmate’s Discussion Post Response:
Click on Discussions
Click on a discussion topic link (e.g. Sample Discussion 1) authored by a classmate other than yourself
Click on Reply
Type your response in the HTML editor (e.g. Hello World Again)
Click on Post
- 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.
- 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**

![Reply to Thread](image1)

• Type your reply in the message window

![Message Window](image2)

• Click **Post** located in the lower left corner

![Post Button](image3)
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”
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)```

- Click **Add**
Remember to submit your uploaded file

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

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: ` - = ] \ ; ' , / ~ ! @ # $ % ^ & * ( ) _ + { } : ; ” < > ? ( )
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.
- 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**

**Question 1 (1 point)**

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**

**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.
The screen print below shows the Attempt Score and Overall Grade

Quiz Submissions - Sample Quiz 1

Attempt 2
Submission View

Your quiz has been submitted successfully.

Question 1
Desire2Learn is now known as D2L Brightspace.
✓ a) True
○ b) False

Question 2
Typically students are required to submit their assignments to the ______.
○ a) Discussions
❌ b) Quizzes
⇒ c) Assignments
○ d) Grades

Question 3
In D2L, Grades contain the official grades of students.
○ a) True
✓ b) False

Question 4
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
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
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

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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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