



University Information
Technology Services

D2L Brightspace

Student Guide

University Information Technology Services

Training, Outreach, Distance Learning and Video Production

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University Information Technology Services

D2L Brightspace

Student Guide

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Introduction

This document has been developed to introduce you to Kennesaw State University's learning management system, D2L Brightspace. This document will help you to learn how to use the different features within D2L Brightspace.

D2L Brightspace can be used as a small component of a traditional course, such as to submit papers and check grades, or it can be used in a course where everything occurs completely online.

Objectives

After reading this document, you will be able to:

- *Access D2L Brightspace.*
- *Understand the Home Page.*
- *Use the Calendar tool.*
- *Use the Email tool to read and send messages.*
- *Use the Content tool.*
- *Understand the features of the Dropbox tool.*
- *Participate in class discussions via the Discussions tool.*
- *Take an online assessment via the Quiz tool.*
- *Check your grades in the Grades tool.*
- *Use the Locker tool to store files.*
- *Log out of D2L Brightspace.*
- *Understand the system requirements of D2L Brightspace.*

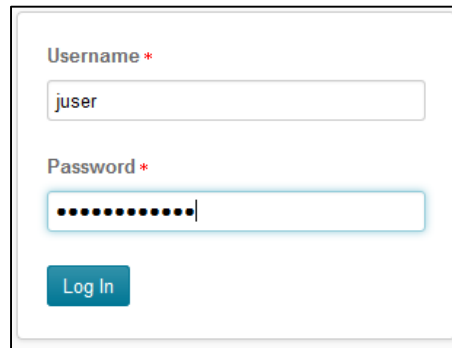
D2L Brightspace: Student Guide for Mobile Devices

D2L Brightspace includes a mobile interface, accessible from an iPad, Android, or other mobile devices. Please see our booklet [D2L Brightspace: Student Guide for Mobile Devices](#) for more information about mobile access.

Accessing D2L Brightspace

The following instructions explain how to access D2L Brightspace.

1. Go to the following website: <http://d2l.kennesaw.edu>
2. Click the **Log In to KSU D2L Brightspace** link.
3. In the *Username* field enter your **NetID**, and in the *Password* field, enter your **NetID Password**.



Username *

juser

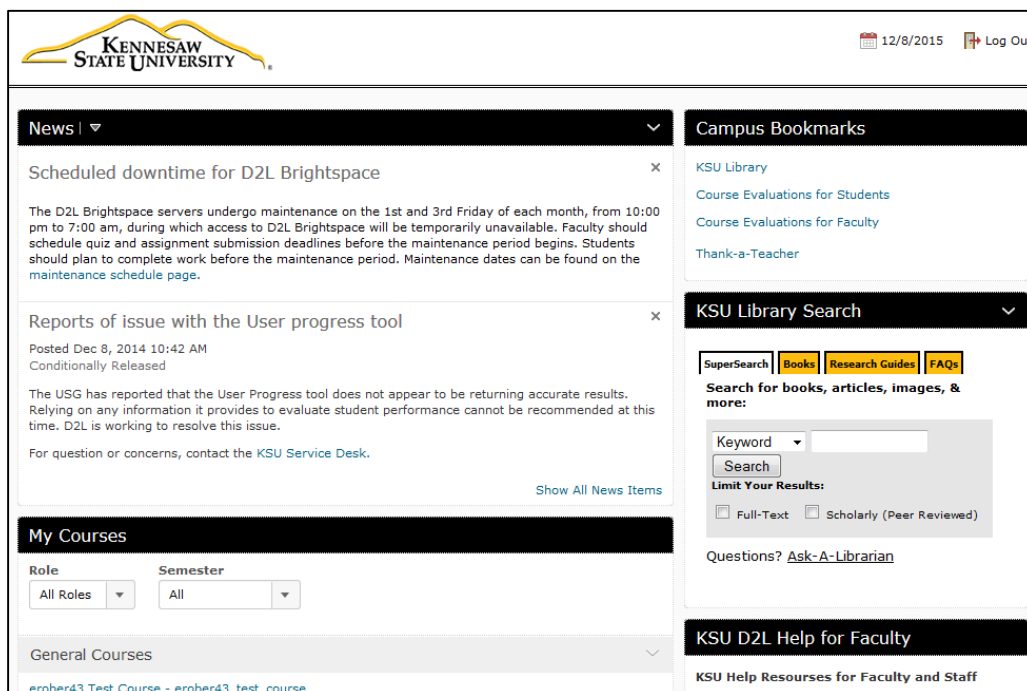
Password *

.....

Log In

Figure 1 - Login

4. Click the **Log In** button.
5. When you have logged in to D2L Brightspace, the *My Home* page will appear on your screen.



KENNESAW STATE UNIVERSITY

12/8/2015 Log Out

News | ▾

Scheduled downtime for D2L Brightspace

The D2L Brightspace servers undergo maintenance on the 1st and 3rd Friday of each month, from 10:00 pm to 7:00 am, during which access to D2L Brightspace will be temporarily unavailable. Faculty should schedule quiz and assignment submission deadlines before the maintenance period begins. Students should plan to complete work before the maintenance period. Maintenance dates can be found on the [maintenance schedule page](#).

Reports of issue with the User progress tool

Posted Dec 8, 2014 10:42 AM
Conditionally Released

The USG has reported that the User Progress tool does not appear to be returning accurate results. Relying on any information it provides to evaluate student performance cannot be recommended at this time. D2L is working to resolve this issue.

For question or concerns, contact the [KSU Service Desk](#).

Show All News Items

My Courses

Role: All Roles ▾ Semester: All ▾

General Courses

erob43 Test Course - erob43_test_course

Campus Bookmarks

[KSU Library](#)
[Course Evaluations for Students](#)
[Course Evaluations for Faculty](#)
[Thank-a-Teacher](#)

KSU Library Search

SuperSearch Books Research Guides FAQs

Search for books, articles, images, & more:

Keyword ▾

Search

Limit Your Results:

Full-Text Scholarly (Peer Reviewed)

Questions? [Ask-A-Librarian](#)

KSU D2L Help for Faculty

KSU Help Resources for Faculty and Staff

Figure 2 – My Homepage

The Home Page

On the *My Home* page, you will find the *MiniBar* and many options such as the *Profile*, *Account Settings*, and *Notifications*.

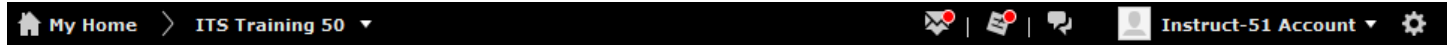


Figure 3 – Mini Bar

The MiniBar

The *MiniBar* provides consistent access to courses, alerts, and personal settings, no matter where you are in D2L Brightspace (See Figure 4). The following explains the available features on the *MiniBar*:



Figure 4 – MiniBar in Detail

- a) **My Home:** Clicking *My Home* will take you back to the main homepage (See Figure 4).
- b) **Select a course:** The course selector drop-down provides access to your courses. The list displays ten courses, but clicking on **Load more courses** will expand the list by ten courses at a time. You can switch between courses from the drop-down without returning to My Home. You can also pin courses so they remain at the top of the list (See Figure 5).

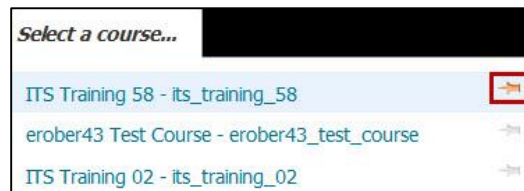


Figure 5 - Select a course

c) Alerts



New Emails Alert - Gives direct access to new emails and your mailbox. A red dot on the *Message alerts* icon indicates new emails.



Updates Alert – A red dot on the *Update alerts* icon indicates you have new news items, a new grade has been posted, and upcoming due dates for items not completed.



Subscriptions Alert – A red dot on the *Subscriptions alert* icon indicates that there are new posts to topics and forums that you have subscribed to in Discussions.

- d) **User Settings:** Clicking your **name** on the far right of the Minibar expands the user settings menu. This menu lets you set up your personal profile, email and text notifications, and account settings. You can also go here to logout (See Figure 6).

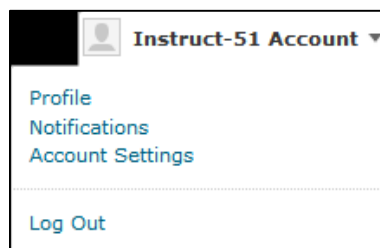


Figure 6 - User Settings

Profile

The following explains how to adjust your profile.

1. From the D2L Brightspace *My Home* page Minibar, click the **User Settings** drop-down.



Figure 7 - Select User Settings

2. Click on **Profile** from the drop-down list.

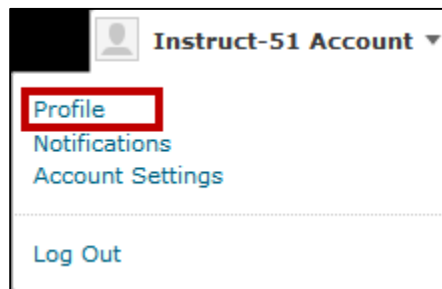


Figure 8 – Select Profile

3. The *Edit My User Profile* screen will appear.

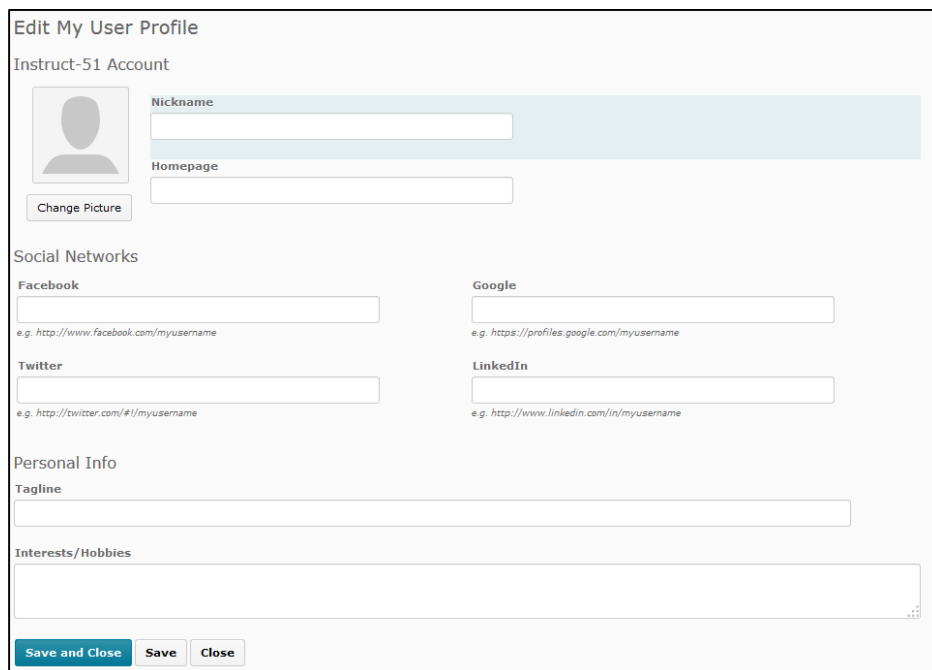
A screenshot of the "Edit My User Profile" screen. The screen is titled "Edit My User Profile" and "Instruct-51 Account". It features a profile picture placeholder with a "Change Picture" button below it. There are input fields for "Nickname" and "Homepage". Below these are sections for "Social Networks" with input fields for "Facebook", "Google", "Twitter", and "LinkedIn", each with a small example URL below it. There are also input fields for "Personal Info" (Tagline) and "Interests/Hobbies". At the bottom left, there are three buttons: "Save and Close" (highlighted with a red border), "Save", and "Close".

Figure 9 - Edit My User Profile

4. Enter any information that you wish to share with others.
5. Click the **Save and Close** button in the lower-left area of the screen to return to the D2L Brightspace *My Home* page.



Figure 10 - Save and Close

Notifications

The following explains how to locate the settings for *Notifications*.

1. From the D2L Brightspace *My Home* page Minibar, click the **User Settings** drop-down.



Figure 11 - Select User Settings

2. Click on **Notifications** from the drop-down list.

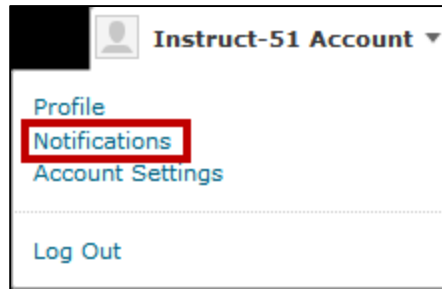


Figure 12 – Select Notifications

3. The *Notifications* settings screen appears. Here you can do the following.
 - a. Have notifications sent to your email by clicking **Change your email settings** (See **Error! Reference source not found.**).
 - b. Have notifications sent to your mobile device by clicking **Register your mobile** (See **Error! Reference source not found.**).
 - c. Adjust the settings for notifications in the following three categories located on the screen: *Summary of Activity*, *Instant Notifications*, *Customize Notifications*, and *Exclude Some Courses* (See **Error! Reference source not found.**).

Figure 13 - New Screenshot

4. Click the **Save** button in the lower-left area of the screen to return to the *My Home* page.

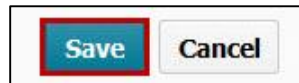


Figure 14 -- Save

Account Settings

The following explains how to locate the *Account Settings* from the *MiniBar*.

1. From the *MiniBar*, click the **User Settings** drop-down.



Figure 15 - User Settings

2. Click on **Account Settings**.

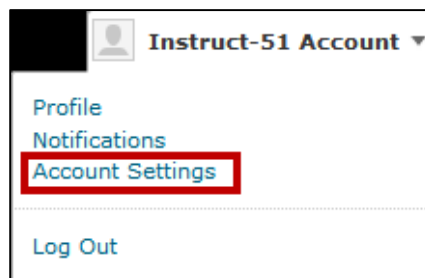


Figure 16 – Select Account Settings

3. The *Account Settings* screen will appear with options to adjust the *Font*, *Dialog*, *HTML Editor*, *Reading Content*, *Video*, and *Locale & Language* settings.

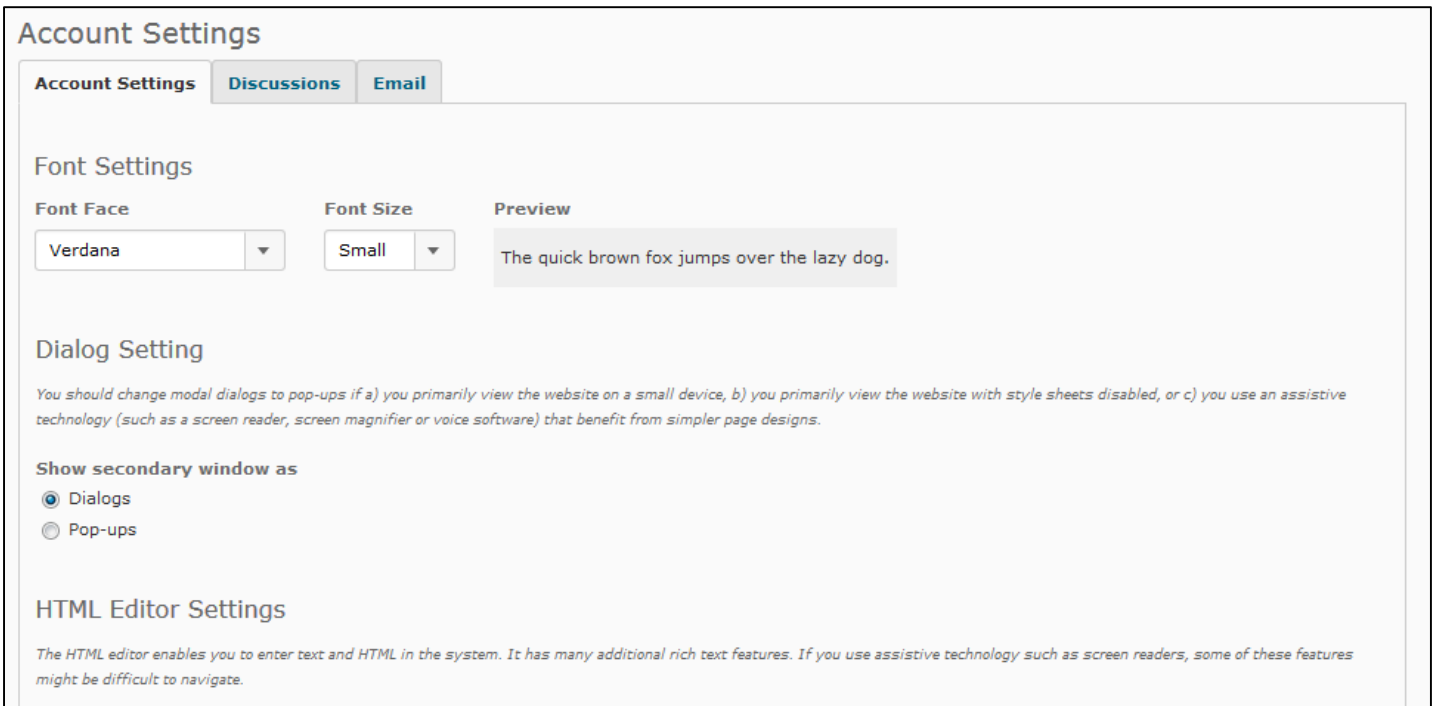


Figure 17 - Account Settings

4. Click the **Save and Close** button in the lower-left area of the screen to return to the *My Home* page.



Figure 18 - Save and Close

News

Any information (e.g. system downtime, updates, announcements, etc.) about the D2L Brightspace system will be provided in the *News* area.

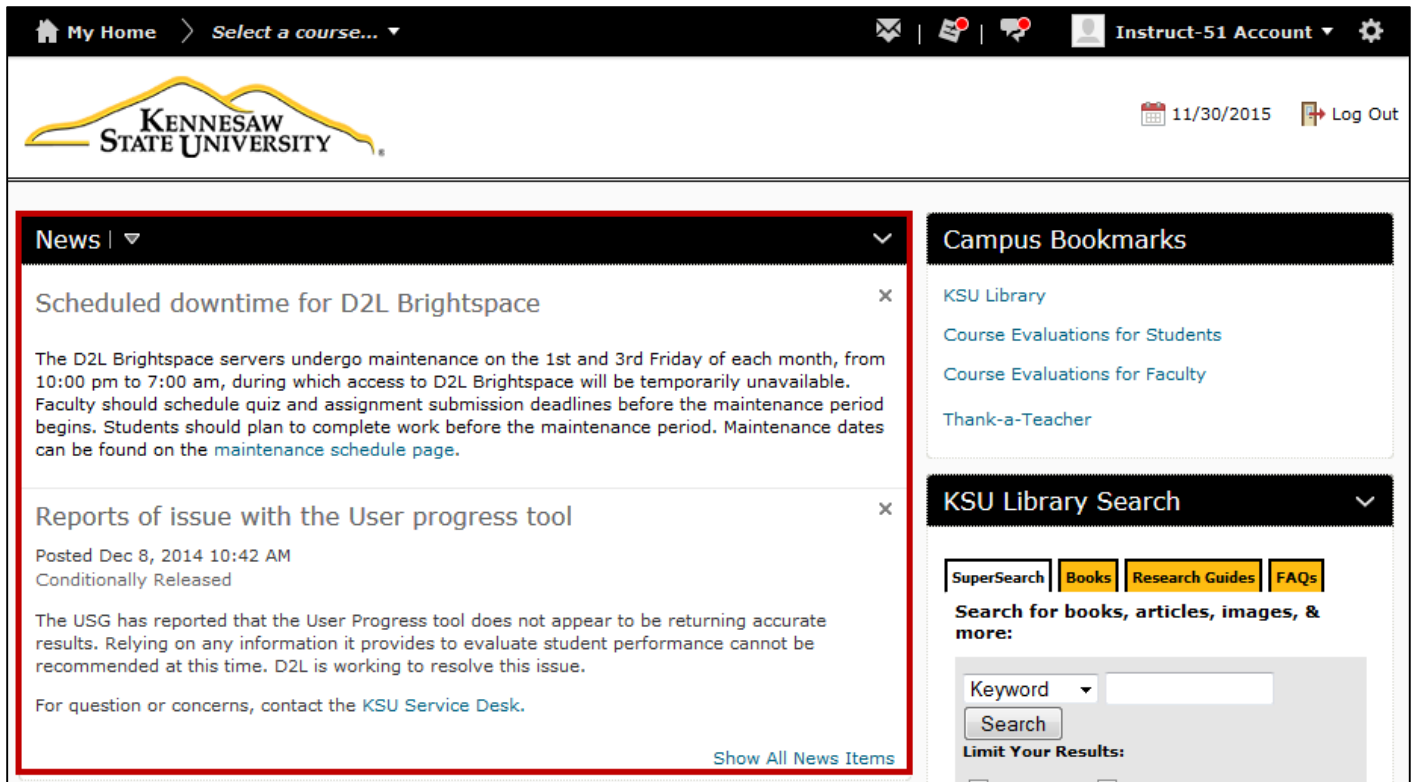


Figure 19 - News

Dismissing News Items

1. To dismiss a news item, click the **X** in the *upper-right* corner of the news item.

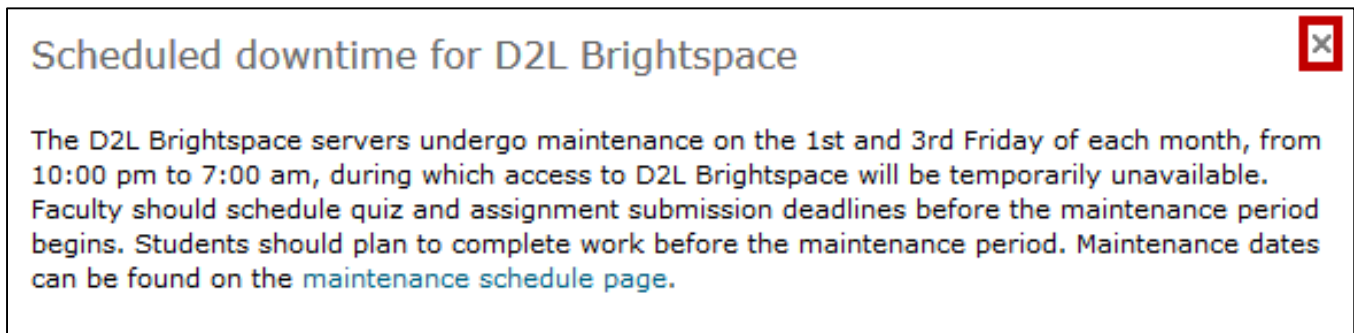


Figure 20 - Dismiss News Items

2. The news item will be dismissed.

Restore Dismissed News Items

1. Click on **News** to enter the news tool.



Figure 21 - Entering News Tool

2. The *News Tool* will appear and display all active and dismissed news items. Click on the **drop-down arrow** next to a *dismissed news item* to access the *Restore* option.

Title	Start Date
Scheduled downtime for D2L Brightspace ⌵ (dismissed)	
<p>The D2L Brightspace servers undergo maintenance on the 1st and 3rd Friday of each month, from 10:00 pm to 7:00 am, during which access to D2L Brightspace will be temporarily unavailable. Faculty should schedule quiz and assignment submission deadlines before the maintenance period begins. Students should plan to complete work before the maintenance period. Maintenance dates can be found on the maintenance schedule page.</p>	

Figure 22 - Dismissed News Items

3. Click on **Restore**. The news item will be restored and viewable from your *My Home* page.

Scheduled downtime for D2L Brightspace ⌵ (dismissed)
↺ Restore
<p>The D2L Brightspace servers undergo maintenance on the 1st and 3rd Friday of each month, from 10:00 pm to 7:00 am, during which access to D2L Brightspace will be temporarily unavailable. Faculty should schedule quiz and assignment submission deadlines before the maintenance period begins. Students should plan to complete work before the maintenance period. Maintenance dates can be found on the maintenance schedule page.</p>

Figure 23 - Restore News Item

Note: News items in your Course can be dismissed and/or restored using the same process.

Accessing Your Courses

The following explains how to access your courses in D2L Brightspace.

1. From the *MiniBar*, click the **Select a course** drop-down.

Figure 24 - MiniBar: Select a Course

2. The course(s) that you are currently enrolled in this semester will appear. Click on the **course** of your choice.

Figure 25 - Select a course

3. The *Course Home Page* will appear.

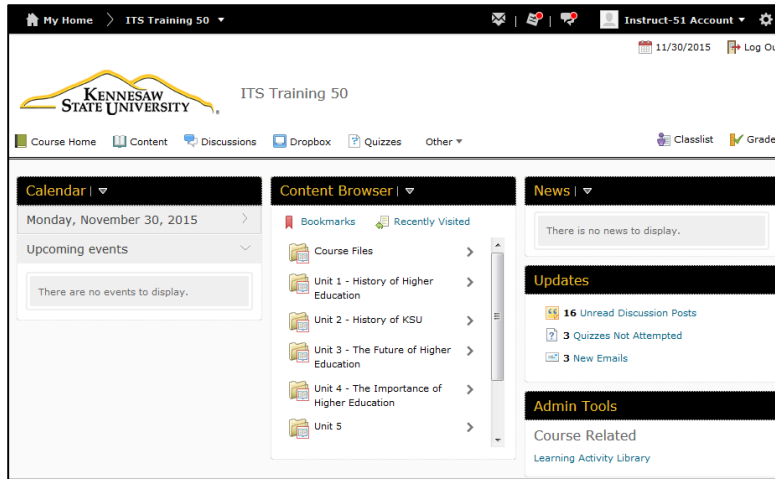


Figure 26 - Course Home Page

Important Information about Course Access:

- Even if you registered during Early Registration, your courses will not be visible in D2L Brightspace until the official start date of the semester.
- During Add/Drop, after you register, it will take 24-48 business hours for your course access to become available in D2L Brightspace.
- If you Drop a course, that course will remain in your list of courses in D2L Brightspace until you contact the instructor of the dropped course to have him/her remove your name from the Claslist.

Calendar

You can use the calendar in D2L Brightspace to view important dates for your class. If your instructor chooses to do so, they may include to show events on the calendar, such as *exams, due dates for important papers, office hours, etc.* You can also keep a “to-do list” in the task area to help you stay organized throughout the semester. The following explains how to use the calendar in D2L Brightspace.

Finding the Calendar

The calendar is located on your *Course Home Page* (See Figure 27). To open, click the **expand** button to the right of the calendar date.

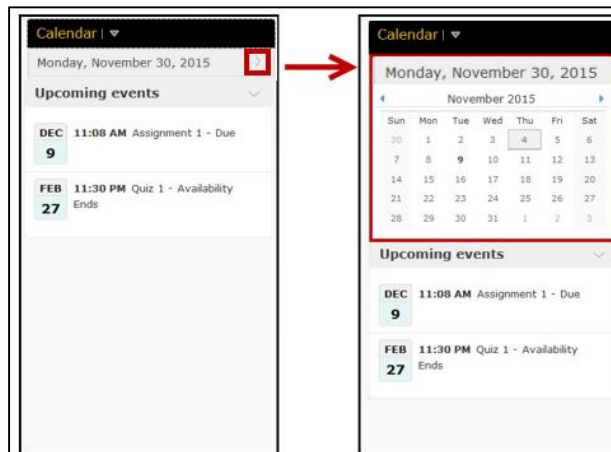


Figure 27 - Accessing Calendar

Viewing Events on the Calendar

Your instructor(s) may choose to post important dates to the calendar. The following explains how to find these events on the calendar.

1. Click on a **bolded day** on the calendar to view events. For example, if you want to view events for *Tuesday, December 1*, click on **December 1st** (See Figure 28).

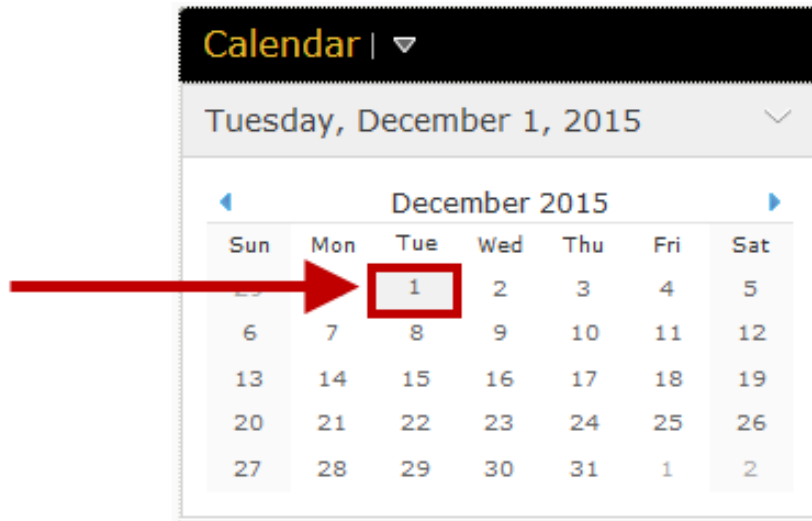


Figure 28 - Viewing Events

Note: Any day that has an event on the calendar will appear as bold.

2. The events for the day chosen will appear underneath the *Calendar*.
3. To enter the *Calendar* tool, click the **drop-down arrow** next to *Calendar*.



Figure 29 - Calendar Drop-Down Arrow

4. Click on **Go to Calendar**.

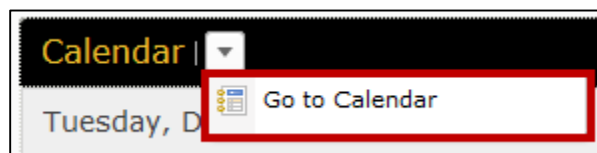


Figure 30 - Go to Calendar

- The calendar will appear on your screen showing events for the current date. To view events for a different date, select a **day** from the mini calendar to the right of your screen.

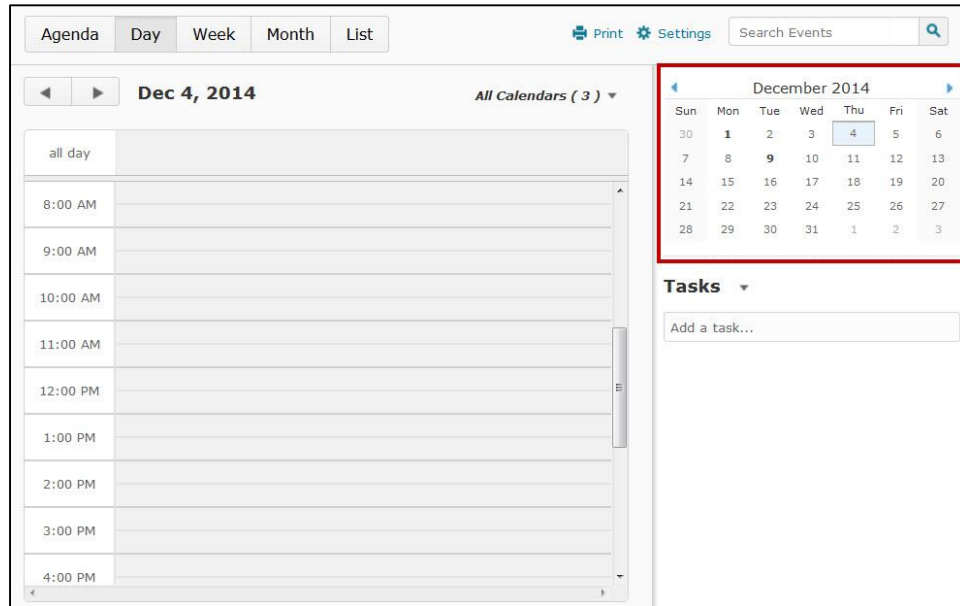


Figure 31 - Mini-Calendar

- To change the view of the *calendar*, click any of the **options** shown in Figure 32.

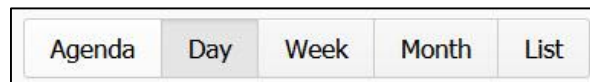


Figure 32 - Change Calendar View

- Click on the **Course Home** button in the *Navigation Bar* to return to the *Course Home Page*.



Figure 33 - Course Home

Adding Tasks

D2L Brightspace allows you to post tasks to help you stay organized. Your tasks are only visible to you. To create a task:

- Click the **drop-down arrow** next to *Calendar*.



Figure 34 - Calendar Drop-Down Arrow

- Click on **Go to Calendar**.

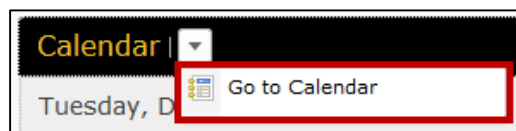


Figure 35 - Go To Calendar

3. The *Calendar Tool* will open. Click on **Add a task**.

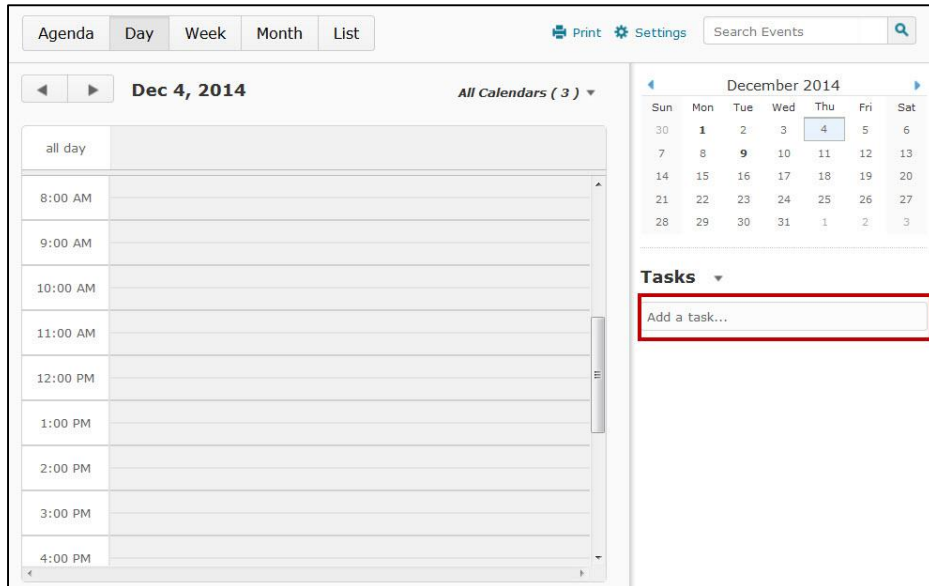


Figure 36 - Add a Task

4. In the *Add a task...* field, type in a **name for your task**.

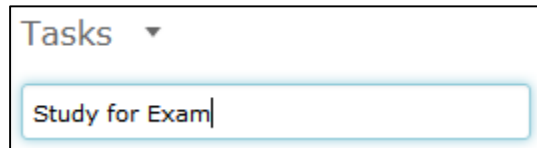


Figure 37 - Name of your Task

5. Press the **Enter** key on your keyboard to confirm your task.

6. Click the **task** in the *Tasks* list to set a *due date*.

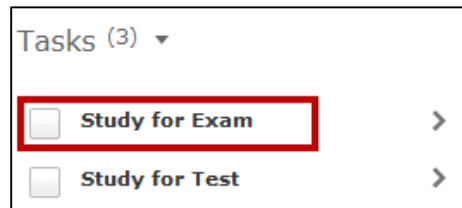


Figure 38 - Study for Exam Task

7. Click on **No due date**.

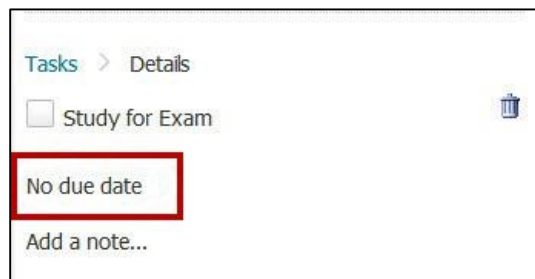


Figure 39 - No Due Date

8. Enter a **date** when the task should be complete.

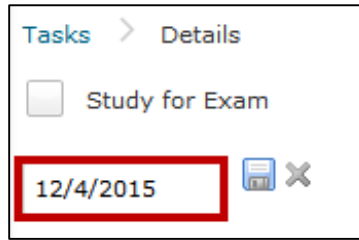


Figure 40 - Enter Due Date

9. Click the **Save** button.

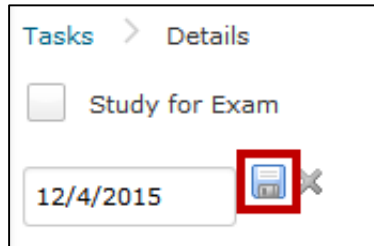


Figure 41 - Save

10. The task will be added and the due date will be set.

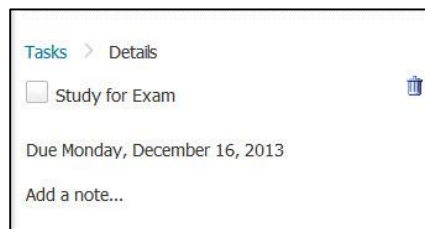


Figure 42 - Task Added

11. Click the **Course Home** button on the *Navbar* to return to your *Course Home Page*.



Figure 43 - Return to Course Home Page

Email

The *Email* tool can be used to send and receive emails within D2L Brightspace. This email tool is separate from your student email account. The following explains more about using the email tool within D2L Brightspace.

Opening Email

The following explains how to open the email tool.

1. From the *Minibar*, click the **Email Alerts** icon.



Figure 44 - Email Alerts

2. Click on **Go to Email**.

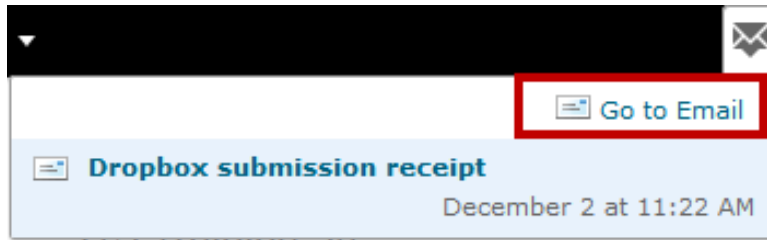


Figure 45 - Go to Email

3. The *D2L Brightspace Inbox* will appear on your screen.

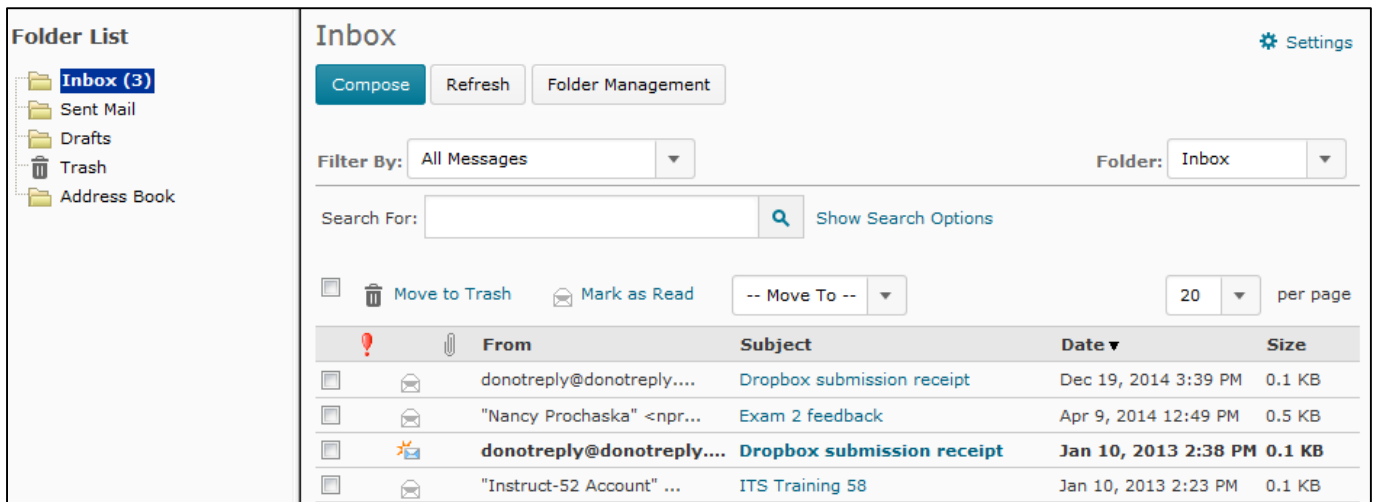


Figure 46 - Email

Reading Your Email Messages

The following explains how to check your email messages.

1. If you are enrolled in multiple classes, you can use the *Filter By* option as shown in Figure 47 to select the class of your choice.

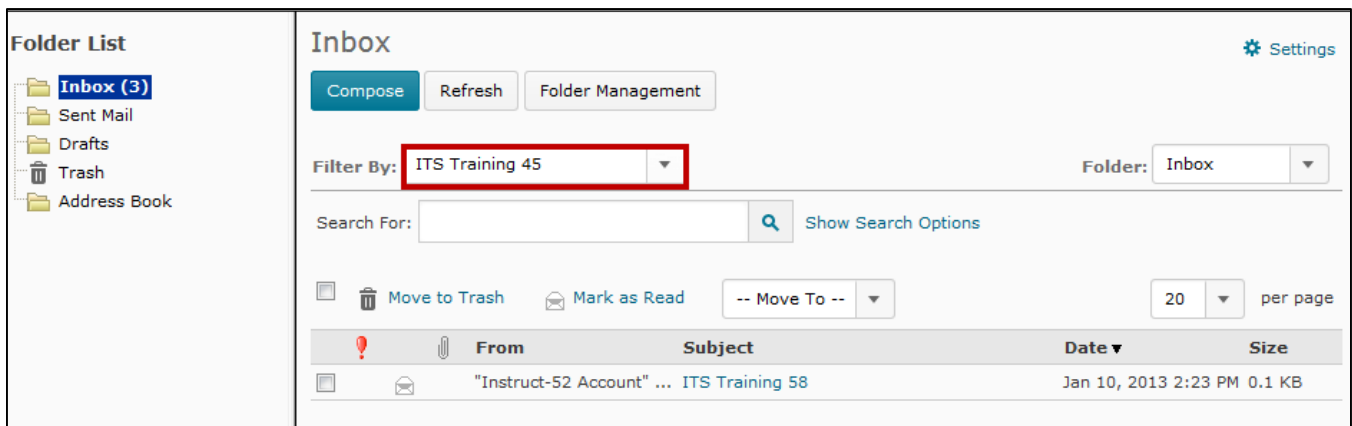


Figure 47 - Filter Emails by Course

- If a number appears next to the *Inbox* folder, it will indicate the number of unread emails that you have received (The number 3 next to *Inbox* indicating that there are three unopened emails).

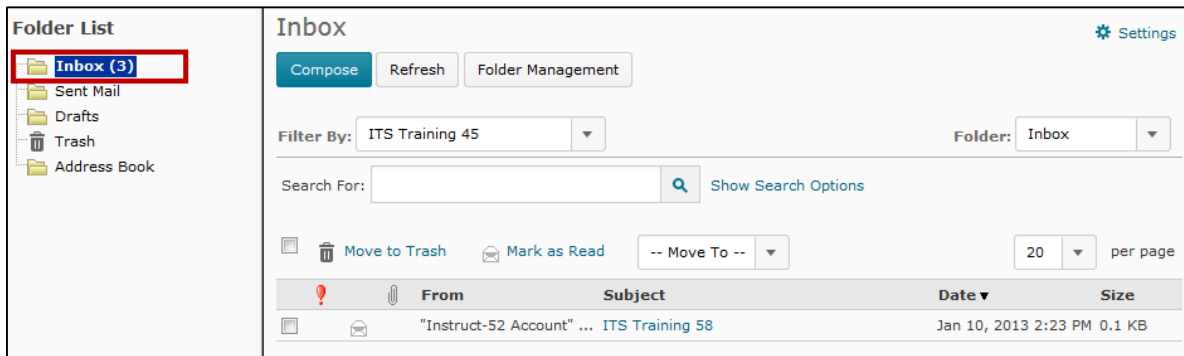


Figure 48 - Inbox Folder

- To open the email, click the **Subject** of the email.

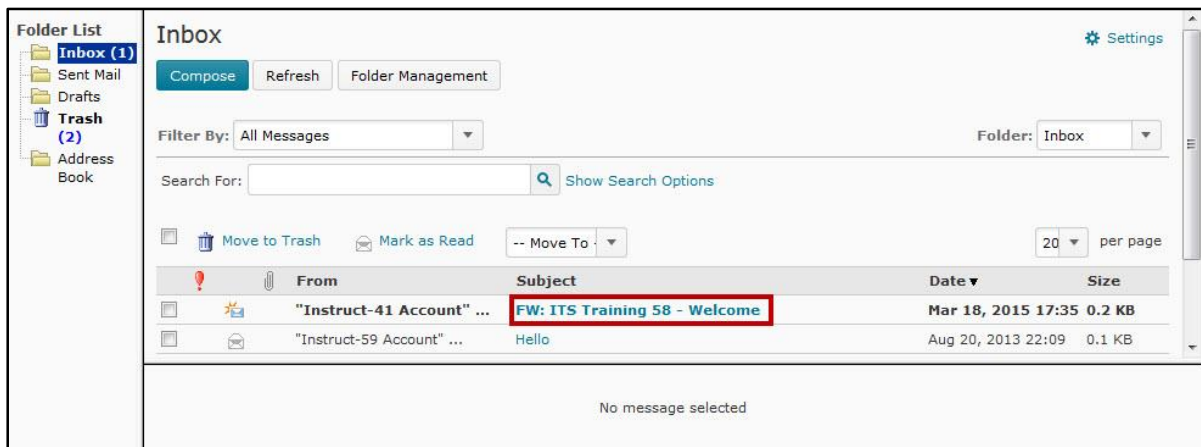


Figure 49 - Click the Subject of the Email

- The message will appear on your screen below your *inbox*.

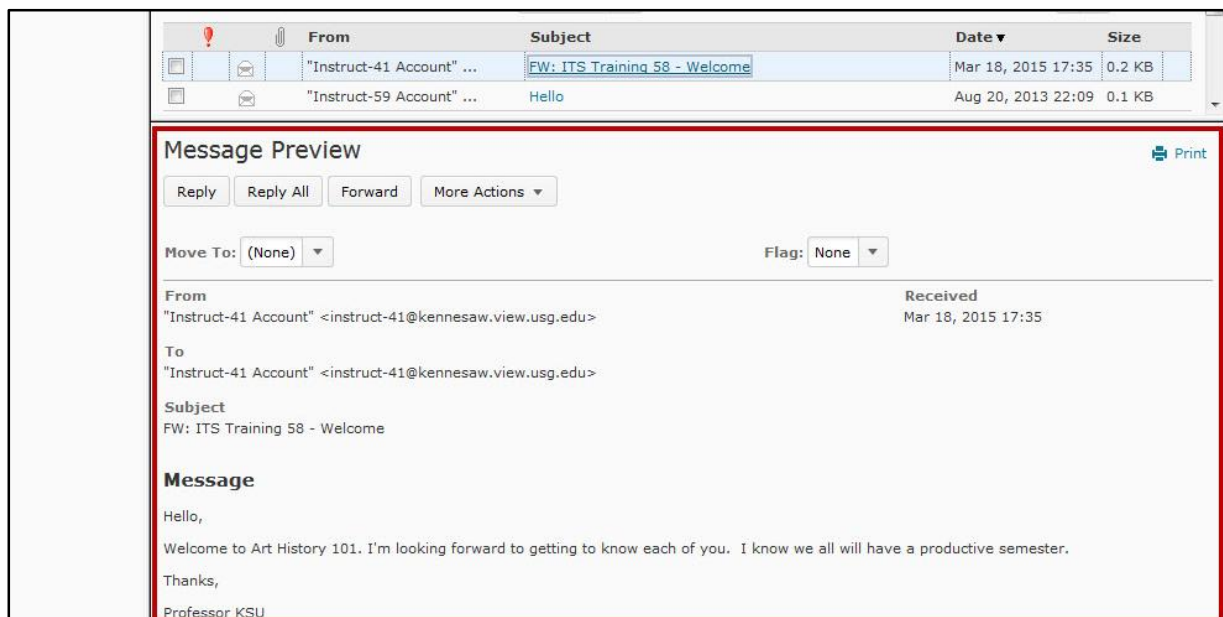


Figure 50 - Message Preview

Sending an Email

The following explains how to send an email to your instructor or classmate.

1. From within your *Email Inbox*, click the **Compose** button.

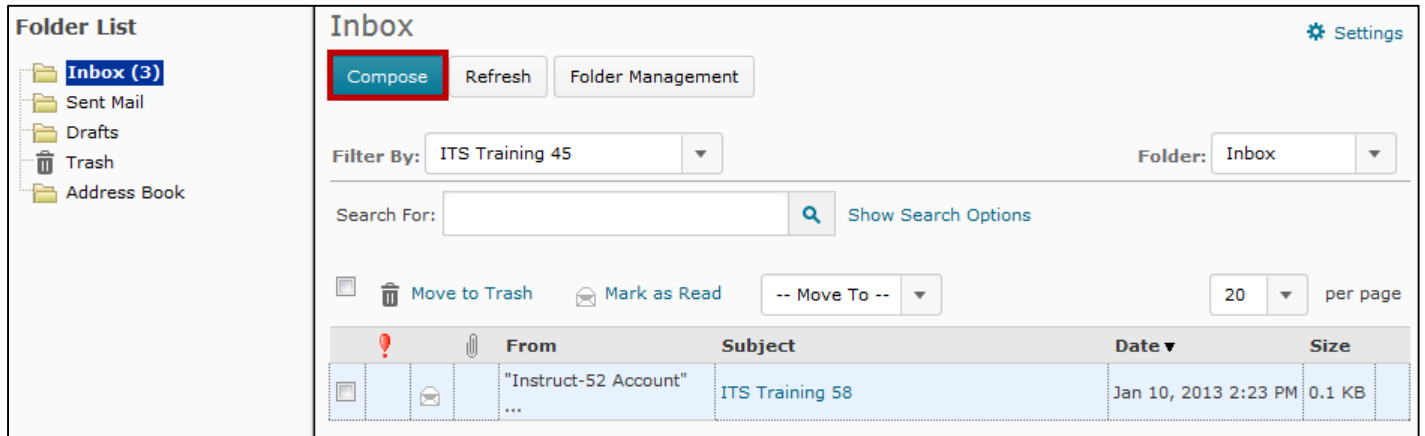


Figure 51 - Compose Message

2. The *Compose New Message* window will appear on your screen. To send an email, click the **Address Book**.

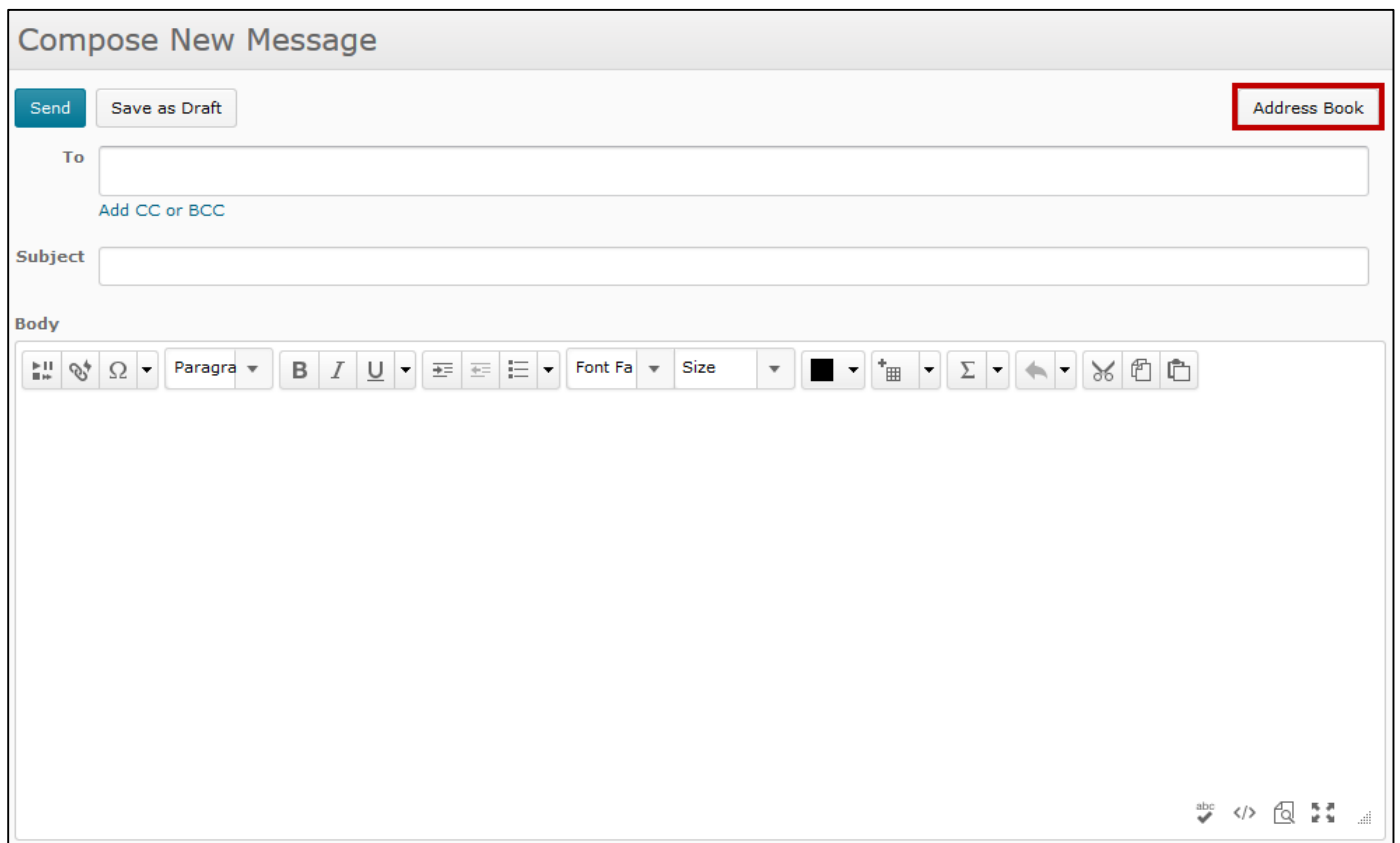


Figure 52 - Compose New Message

3. The *Address Book* window will appear on your screen, displaying the names of the people in your class.

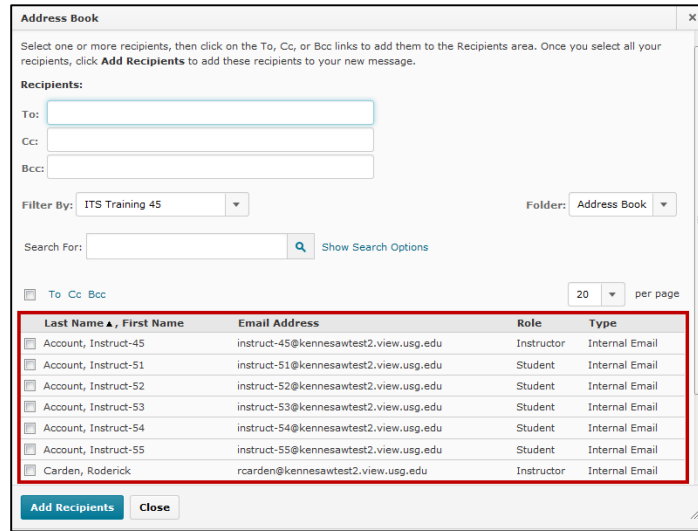


Figure 53 - Address Book

4. If you are enrolled in multiple classes, you can use the *Filter By* option to display user information for your class of choice.

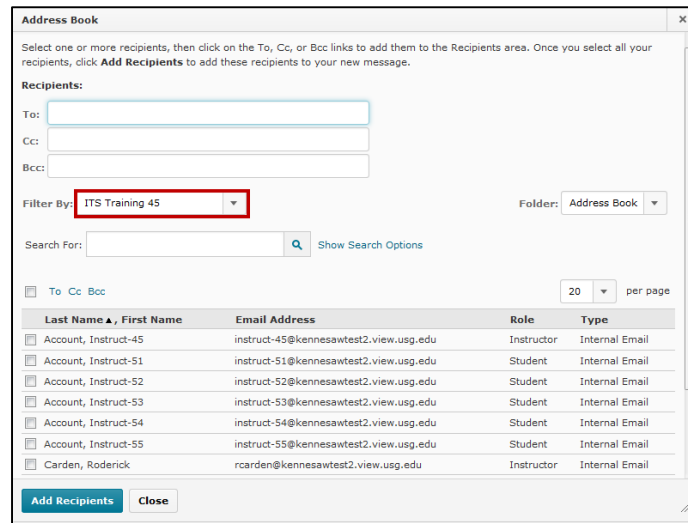


Figure 54 - Filter By

5. Click the **checkboxes** to select the name(s) of the recipients that you want to send an email to.

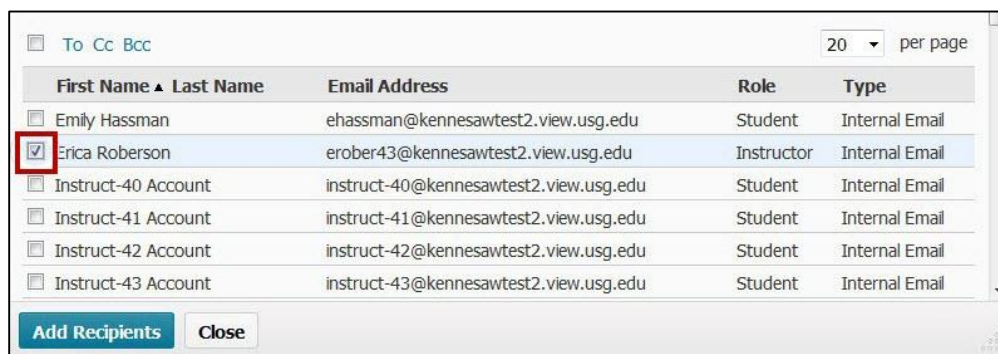


Figure 55 - Selecting Recipients

6. Click on one of the following:

To – Select this option if the recipient is directly affected by this email (See Figure 56).

Cc – Select this option if the recipient should know about the email, but is not directly involved (See Figure 56).

Bcc – Select this option if the recipient should know about the email, but others listed in the *To* area and *Cc* area do not need to know that they received a copy of the email (recommended when sending to a large audience) (See Figure 56).

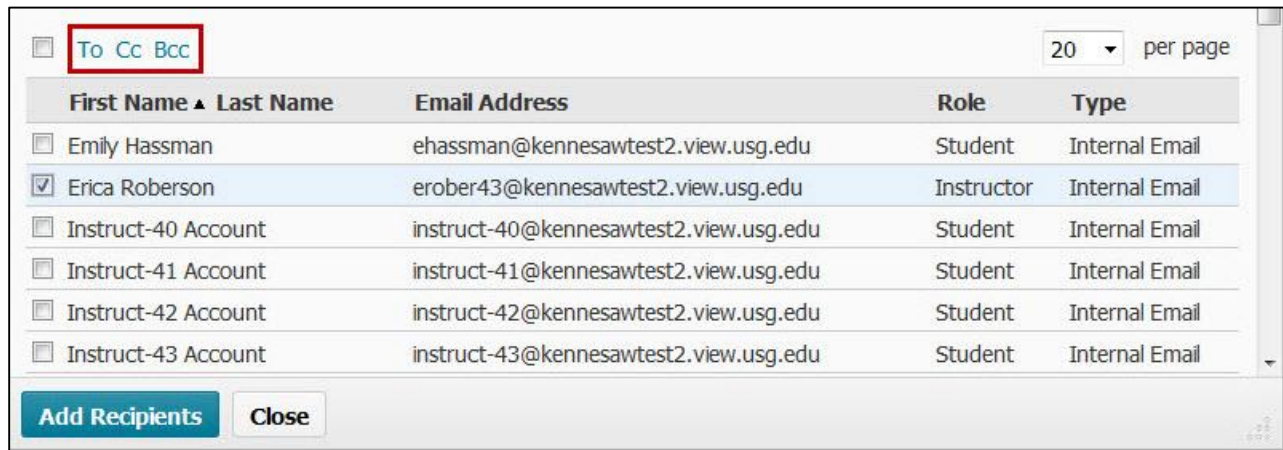


Figure 56 - To, Cc, or Bcc

7. After you have selected your recipients, click the **Add Recipients** button in the *lower-left corner*.

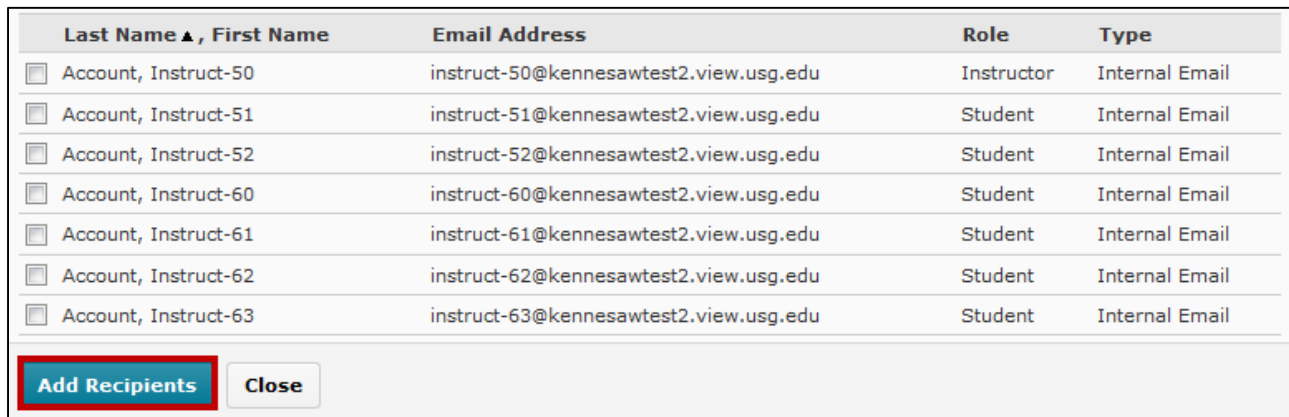


Figure 57 - Add Recipients

8. You will be directed back to the *Compose New Message* window. Enter a **Subject** and your **Message**.



Figure 58 - Complete your Email

9. Click the **Send** button. Your message will be sent and you will be redirected back to the *Inbox*.

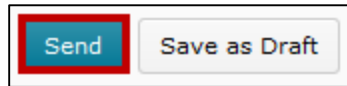


Figure 59 - Send Message

Content

The *Content* tool is where you will find course materials such as the *syllabus*, *lecture slides*, *assignments*, etc. The following explains how to use the *Content* area.

Accessing and Viewing the Content

The following explains how to access the *Content* area.

1. From the *Course Homepage*, click **Content** on the *NavBar*.



Figure 60 - Content

2. The *Table of Contents* will appear on your screen.

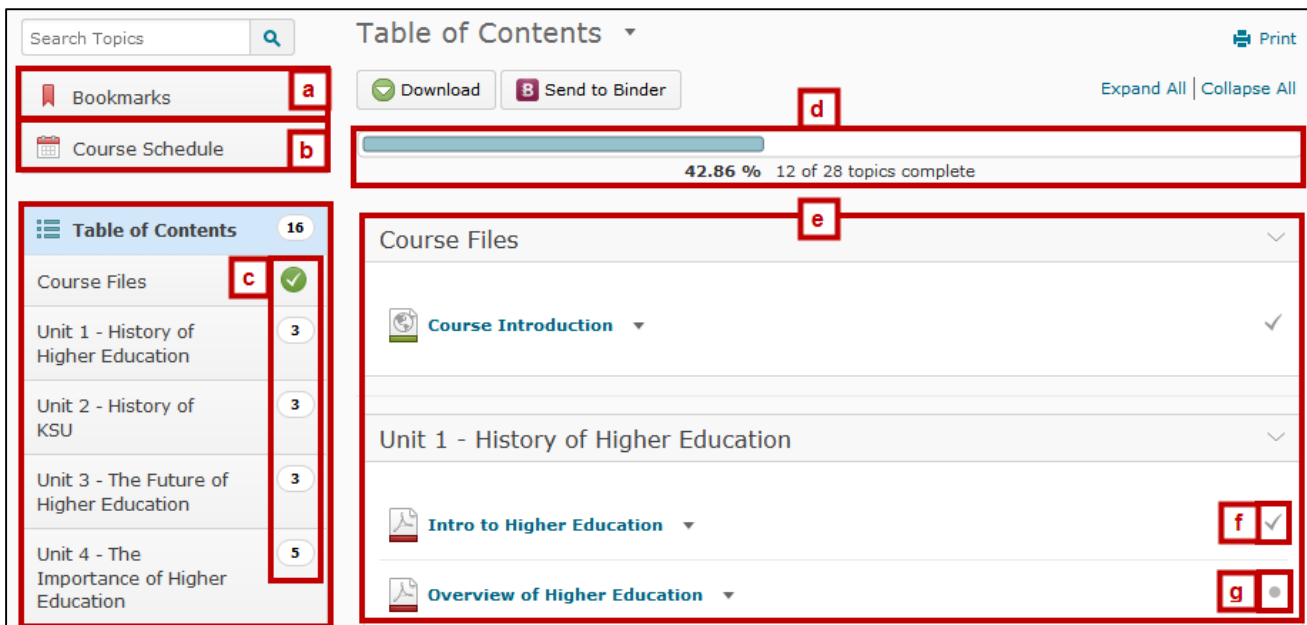


Figure 61 - Table of Content Screen

- a) **Bookmarks** - Access topics that you have bookmarked.
- b) **Course Schedule** – Access a list of upcoming events, a full schedule of events, as well as a list of overdue items linked to your D2L Brightspace content.
- c) **Table of Contents** – Contains the course modules as well as a number of incomplete items within the modules.

- d) **Completion Tracking** – Shows an overview of your progress for the selected module (See Figure 61).
- e) **Course Topics** – Material that you will need to complete for the selected module (See Figure 61).
- f) **Checkmark** - Indicates that you have completed the topic (See Figure 61).
- g) **Dot** – Indicates that the topic has not been completed yet (See Figure 61).

Accessing the Course Schedule

D2L Brightspace now provides a more robust tool allowing you to view events related to your course. With the **Course Schedule**, you may access a list of upcoming events, a full schedule of events, as well as a list of overdue items linked to your D2L Brightspace content. The following explains how to access your course schedule.

1. Click on **Course Schedule**.

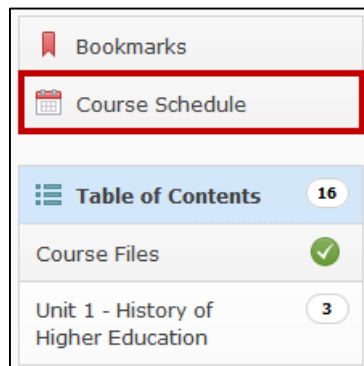


Figure 62 - Course Schedule

2. You will be taken to the *Course Schedule*. Here you will view a list of upcoming events, a full schedule of events, as well as the option to view overdue items.

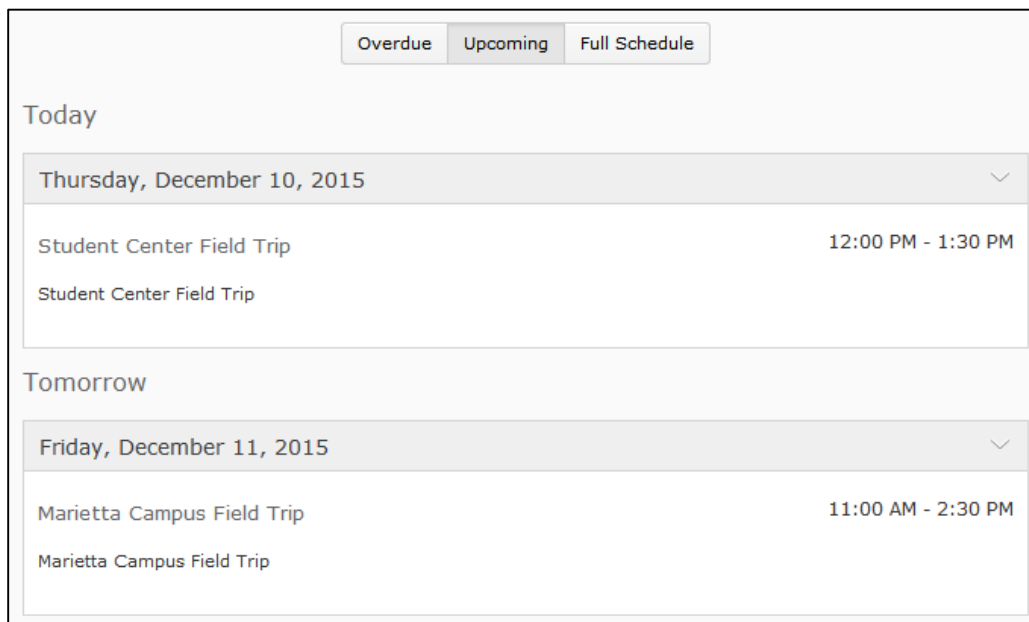


Figure 63 - Course Schedule Page

3. To view a list of *Overdue* items, click on the **Overdue** tab.

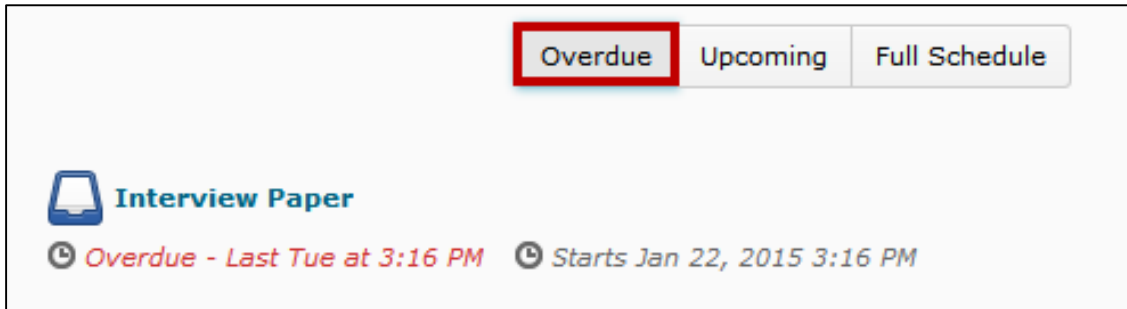


Figure 64 - Overdue Items

4. To view *Upcoming* items, click on the **Upcoming** tab.

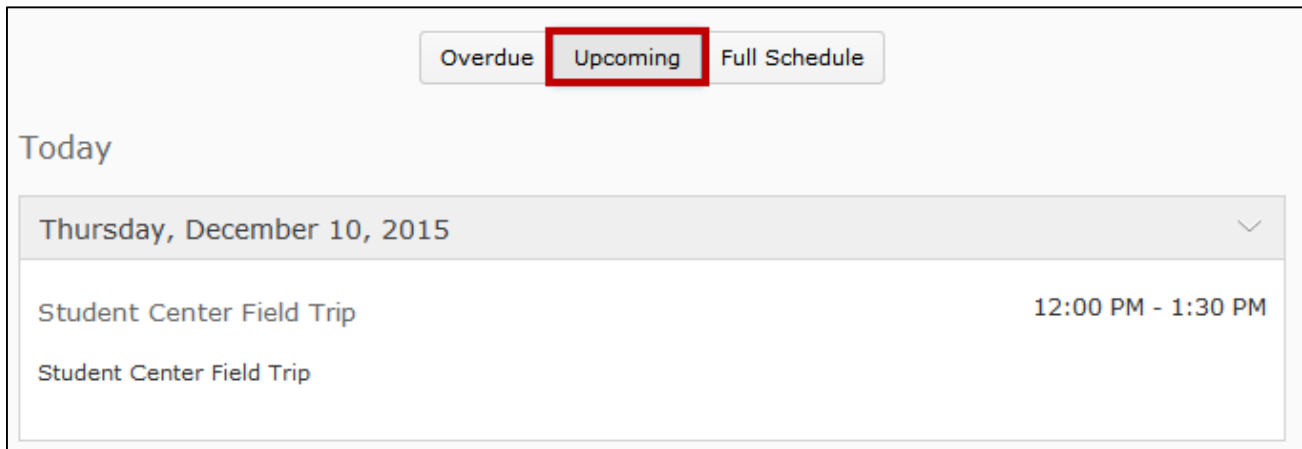


Figure 65 - Upcoming Items

5. To view a *Full Schedule* of events, click on **Full Schedule**.

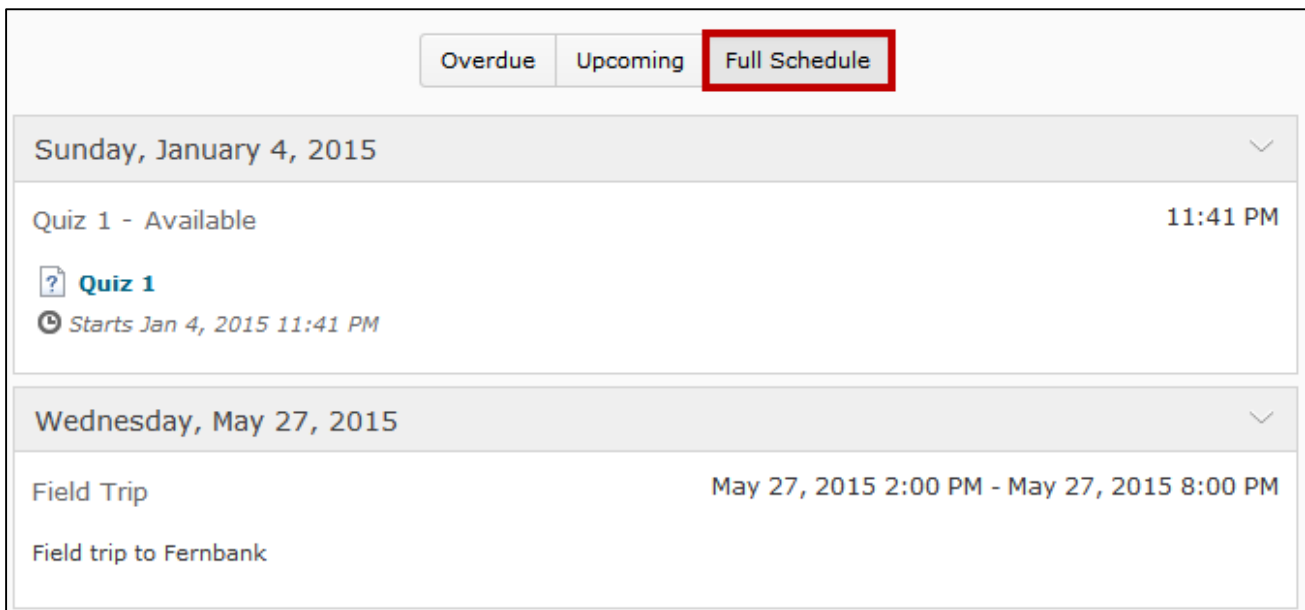


Figure 66 - Full Schedule

Accessing Content Materials

The following explains how to access your content material that has been provided by your instructor.

1. Click on a **Module** heading to view the topics within.

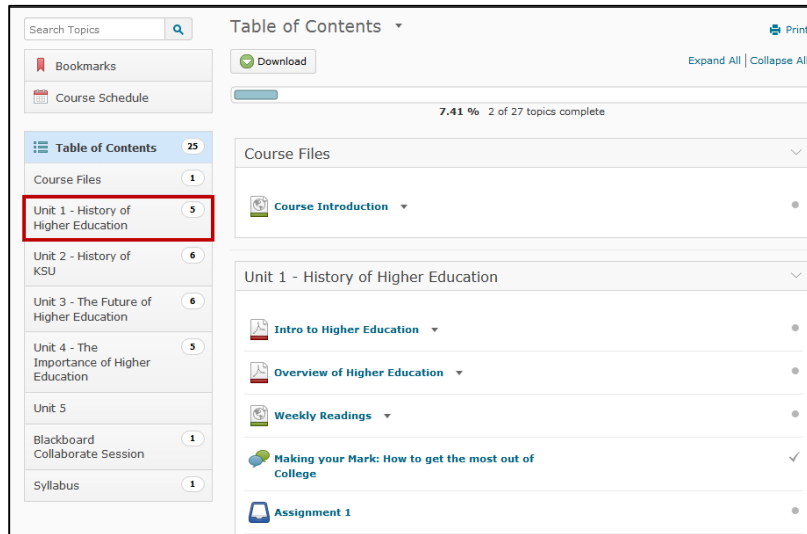


Figure 67 – Accessing Modules

2. Click on a **topic** to view its *contents*.

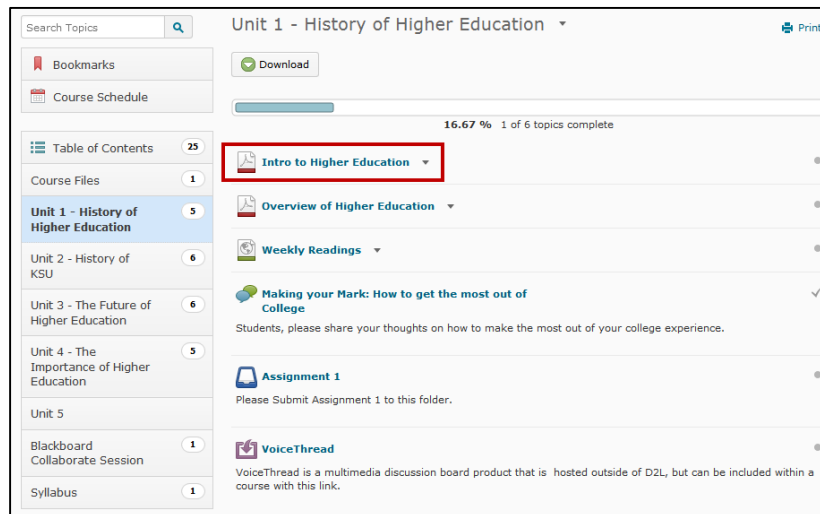


Figure 68 - Viewing Topics

3. Once you have completed all topics within a module, a *green checkmark* will appear next to the module heading within the *Table of Contents*.

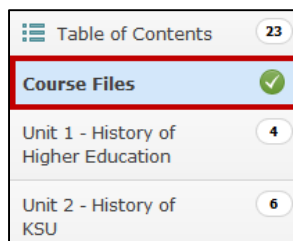


Figure 69 – Green Checkmark

Navigating within a Topic

Once you access a topic, there are several navigation buttons that you will encounter while viewing a topic.

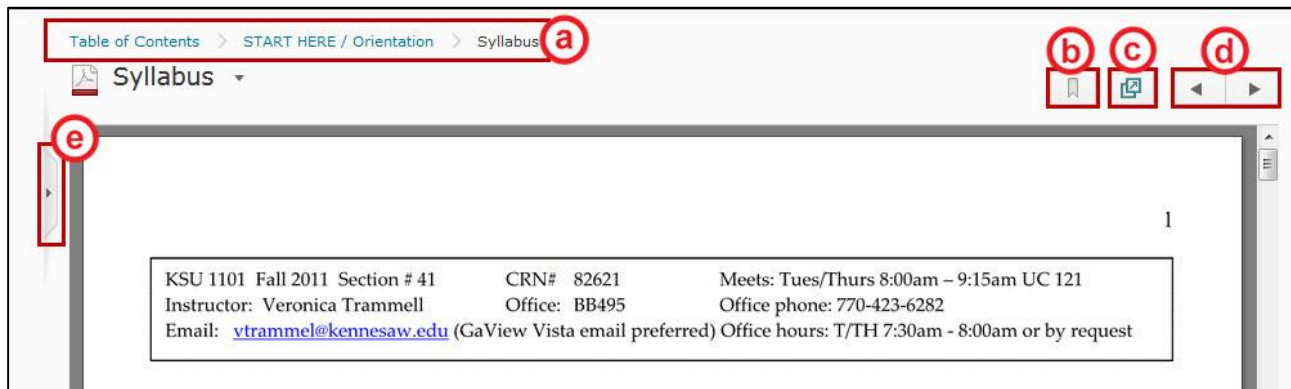


Figure 70 - Navigating within a Topic

- a) **Breadcrumb Trail** - Use the breadcrumb trail to move backwards to the *Table of Contents*.
- b) **Bookmark** – Bookmark the content displayed on the screen.
- c) **View Content in New Window** – Opens the content displayed on the screen in a new window.
- d) **Arrow buttons** - Move through topics using the arrow buttons.
- e) **Slide Out Panel** - Select the slide out panel tab for access to the *Table of Contents*.
Note: Additional navigation options are available within the *slide out panel* (See Figure 71).

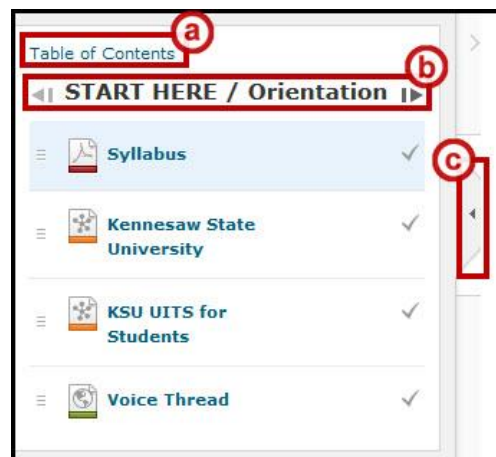


Figure 71 - Slide Out Panel Navigation Buttons

- a) **Table of Contents** - Go to the Table of Contents.
- b) **Navigation Arrows** - Moves backwards/forwards through the modules.
- c) **Slide Out Panel Tab** - Closes the Slide Out Panel.

The Content Browser

Another place where you can find the content for your course is in the *Content Browser*. Simply click on the **folders** in the *Content Browser* to access the various materials that has been provided by your instructor.

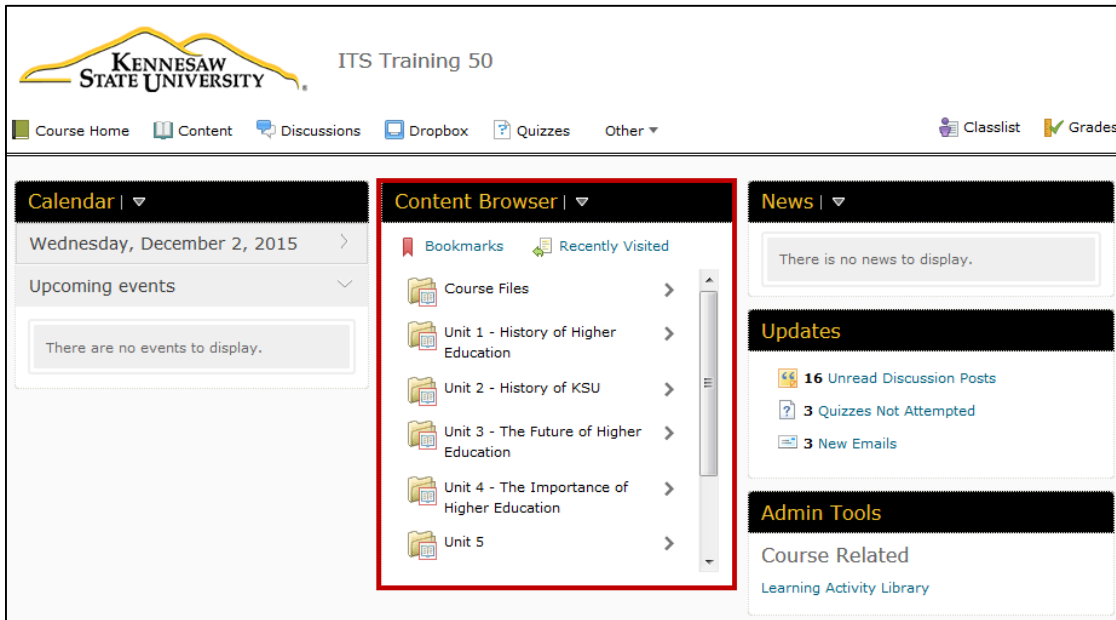


Figure 72 - Content Browser

Dropbox

The *Dropbox* allows you to submit assignments to your instructor. The following explains how to use the *Dropbox*.

Accessing the Dropbox

The following explains how to access the *Dropbox*.

1. Click on **Dropbox** from the *NavBar*.

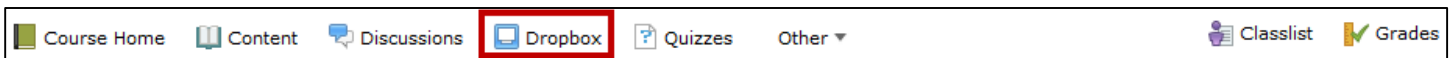


Figure 73 - NavBar

2. The *Dropbox* will appear on your screen.

The screenshot shows the Dropbox Folders page. It has a 'View History' button and a '20 per page' dropdown. The table below lists assignments with columns for Folder, Score, Submissions, Feedback, and Due Date.

Folder	Score	Submissions	Feedback	Due Date
Essays				
Chapter 1 Essays Attachments: Sample_Essay.docx (20.61 KB)	- / 50	1	-	Dec 6, 2013 11:59 PM
Chapter 2 Essays Attachments: Audio_2012-09-24_1547.wav (153.54 KB)	- / 50	0	-	Dec 6, 2013 11:59 PM
Chapter 3 Essays Opens Dec 9, 2013 8:00 AM	- / 50	-	-	Dec 27, 2013 11:59 PM

Figure 74 - Dropbox Folders

Submitting an Assignment

The following explains how to submit an assignment.

1. In the *Dropbox*, click the **assignment** that you are ready to submit to your instructor.

Folder	Score	Submissions	Feedback	Due Date
No Category				
Assignment 1	- / -	1	-	Dec 9, 2015 10:29 AM
Assignment 2	- / 50	1	-	Dec 17, 2015 10:29 AM

Figure 75 - Access Dropbox Folder

2. Click the **Add a File** button.

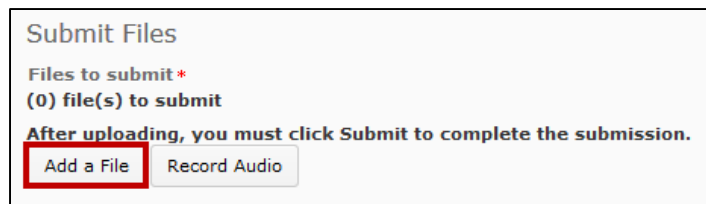


Figure 76 - Submitting Files to Dropbox

3. The *Add a File* window will appear. Click the **Upload** button.

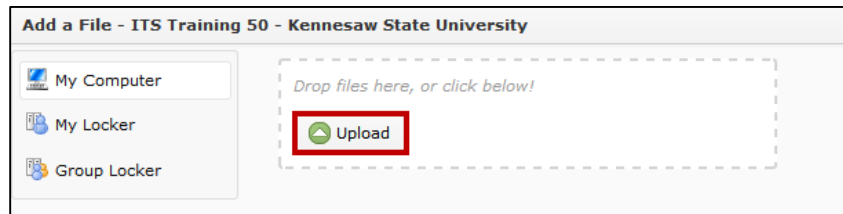


Figure 77 - Upload

4. The *File Upload* window will appear. Locate the file on your computer that you want to submit to your instructor and click on the **file you wish to upload**.

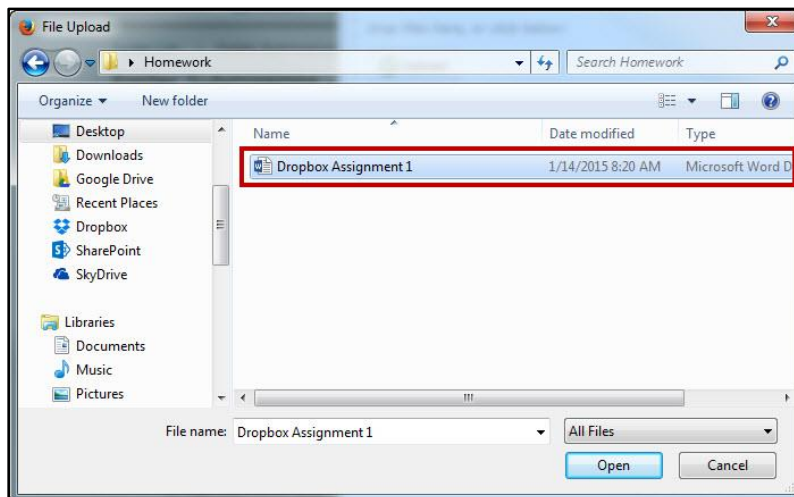


Figure 78 - File Upload

5. Click the **Open** button.

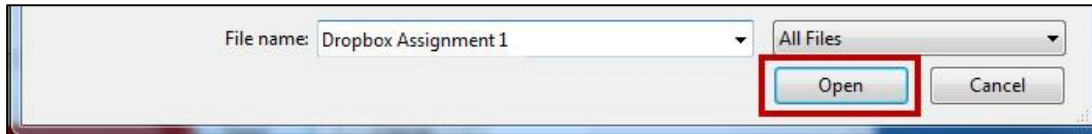


Figure 79 - Open Button

6. The file is now ready for upload. Click the **Add** button in the *Add a File* window to add your file to your assignment.

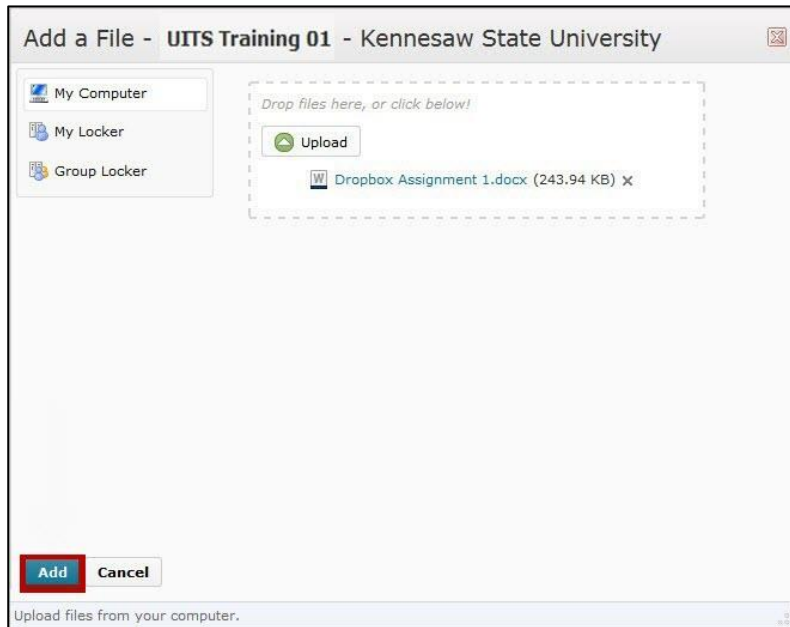


Figure 80 - Add File to Dropbox

7. Your file will be ready to upload. If desired, enter any comments about the assignment in the *Comments* field.

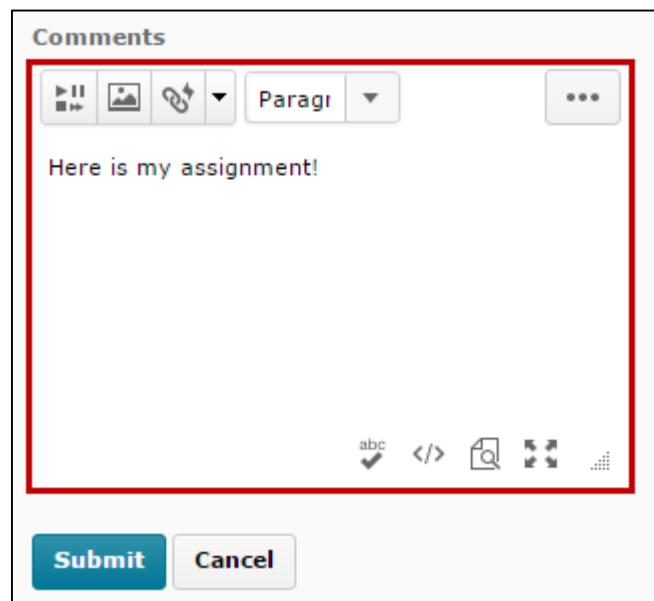


Figure 81 - Submit Comments

8. Click the **Submit** button to submit the assignment and comments to your instructor.

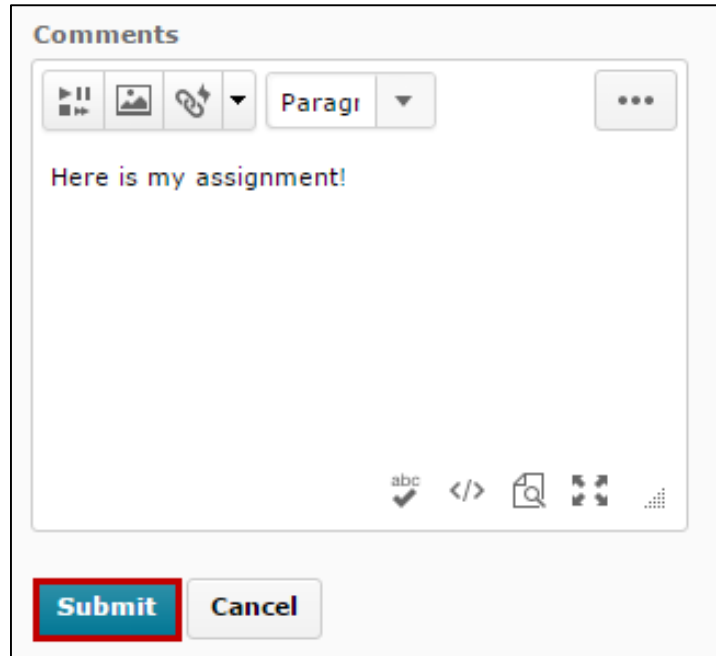


Figure 82 - Submit Comments and Assignment

9. The *File Upload Results* window will appear on your screen indicating the status of your submission. Click the **Done** button to return to the *Dropbox Folders* screen.

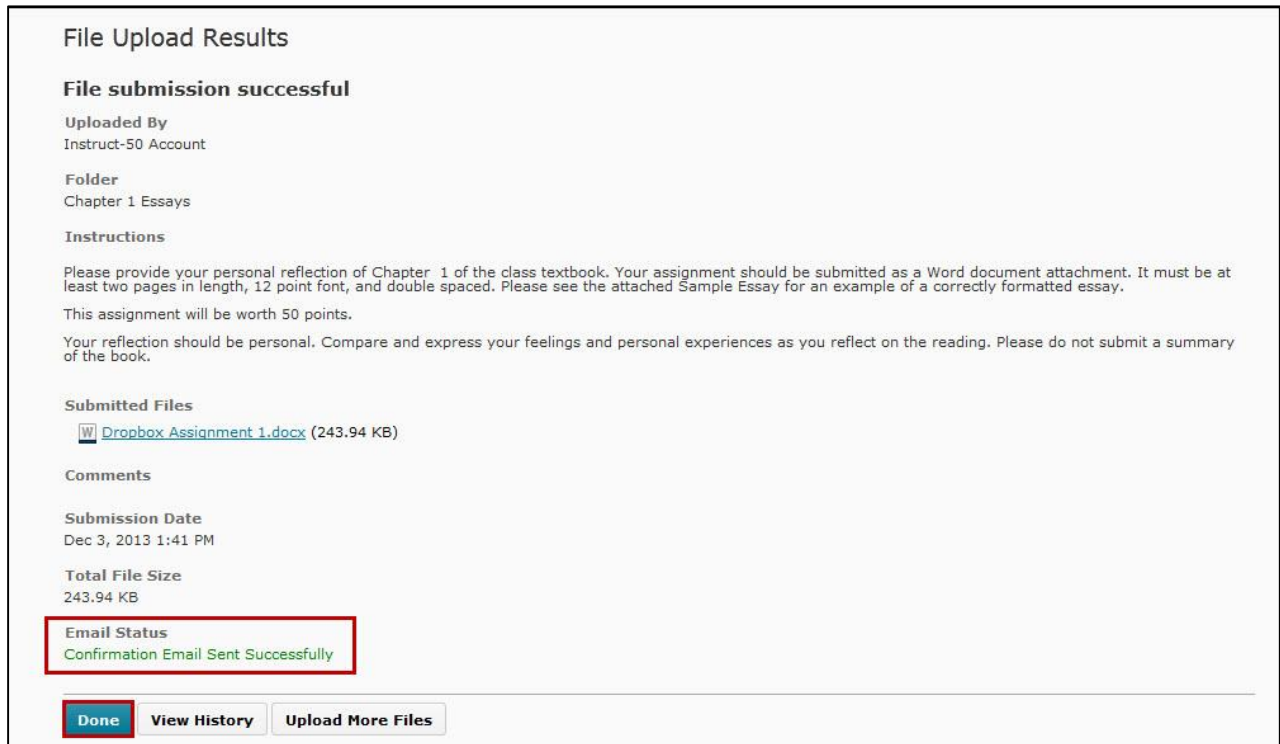
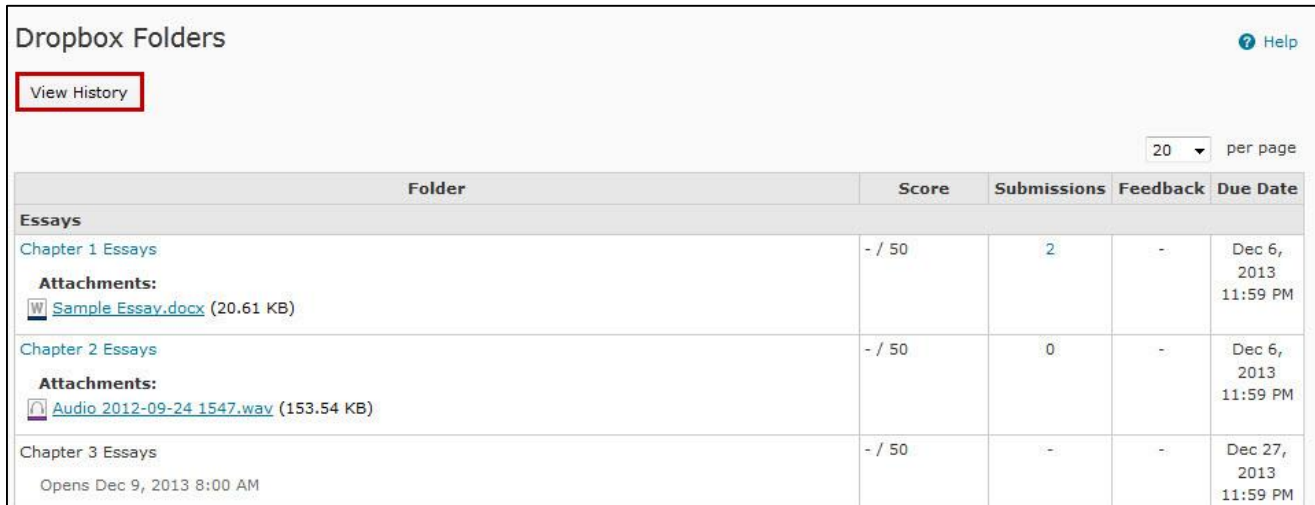


Figure 83 - File Upload Results

Submission History

The following explains how to review the submission history in the *Dropbox*.

1. In the *Dropbox* area, click **View History**.

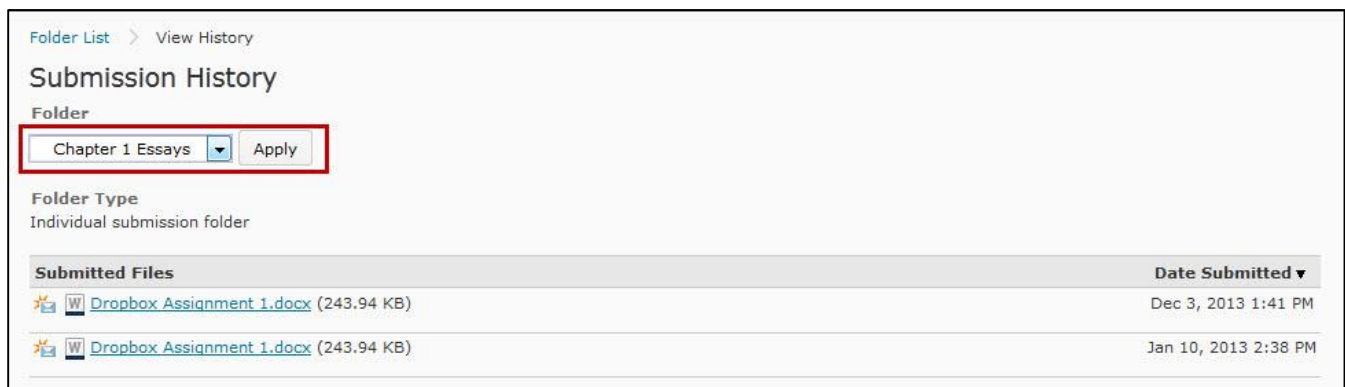


The screenshot shows the 'Dropbox Folders' interface. A 'View History' button is highlighted with a red box. Below it is a table with columns: Folder, Score, Submissions, Feedback, and Due Date. The table lists three folders: Chapter 1 Essays, Chapter 2 Essays, and Chapter 3 Essays. Each folder has an 'Attachments' section with file names and sizes. A '20 per page' dropdown is visible in the top right.

Folder	Score	Submissions	Feedback	Due Date
Essays				
Chapter 1 Essays	- / 50	2	-	Dec 6, 2013 11:59 PM
Attachments:				
Sample Essay.docx (20.61 KB)				
Chapter 2 Essays	- / 50	0	-	Dec 6, 2013 11:59 PM
Attachments:				
Audio 2012-09-24 1547.wav (153.54 KB)				
Chapter 3 Essays	- / 50	-	-	Dec 27, 2013 11:59 PM
Opens Dec 9, 2013 8:00 AM				

Figure 84 - View History

2. Select the *Folder* of your choice and click **Apply**.



The screenshot shows the 'Submission History' interface. A 'Folder' dropdown menu is highlighted with a red box, showing 'Chapter 1 Essays' selected and an 'Apply' button next to it. Below the dropdown, the 'Folder Type' is listed as 'Individual submission folder'. A table titled 'Submitted Files' shows two entries for 'Dropbox Assignment 1.docx' (243.94 KB) with submission dates of Dec 3, 2013 1:41 PM and Jan 10, 2013 2:38 PM. Each entry has a small icon to its left.

Submitted Files	Date Submitted
Dropbox Assignment 1.docx (243.94 KB)	Dec 3, 2013 1:41 PM
Dropbox Assignment 1.docx (243.94 KB)	Jan 10, 2013 2:38 PM

Figure 85 - Select a Dropbox Folder

3. Information about the submitted file(s) will appear on your screen.



This is a close-up of the 'Submitted Files' table from the previous screenshot. It shows two rows of data with file names and submission dates.

Submitted Files	Date Submitted
Dropbox Assignment 1.docx (243.94 KB)	Dec 3, 2013 1:41 PM
Dropbox Assignment 1.docx (243.94 KB)	Jan 10, 2013 2:38 PM

Figure 86 - Information about Submitted Files

Note: You can determine if the file has been read by your instructor by the following icons, located to the left of the filename:

Unread – The file has not been read by your instructor.

Read – The file has been read by your instructor.

Instructor Feedback

The following explains how to review instructor feedback for assignments that you have submitted to the *Dropbox*.

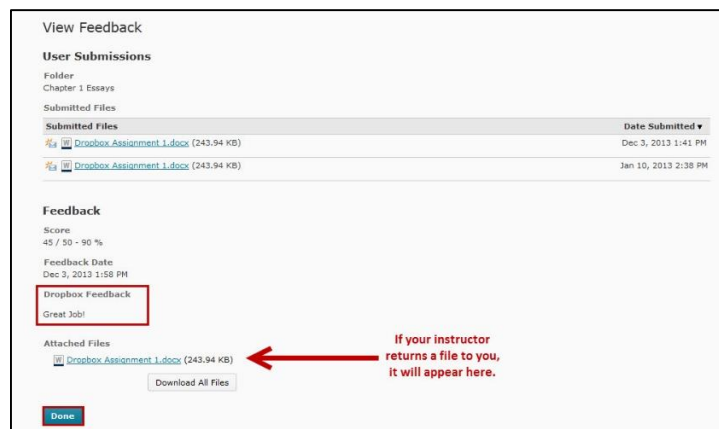
1. In the *Dropbox Folders*, if feedback is available from your instructor, the *feedback* icon will appear. Click the **Feedback Icon** to view any feedback from your instructor.



Folder	Score	Submissions	Feedback	Due Date
Essays				
Chapter 1 Essays Attachments: Sample Essay.docx (20.61 KB)	45 / 50 - 90 %	2		Dec 6, 2013 11:59 PM
Chapter 2 Essays Attachments: Audio 2012-09-24 1547.wav (153.54 KB)	- / 50	0	-	Dec 6, 2013 11:59 PM
Chapter 3 Essays	- / 50	0	-	Dec 27, 2013 11:59 PM

Figure 87 - Feedback Icon

2. The *View Feedback* window will appear. Any feedback from your instructor, and/or files returned, will be displayed here. Click **Done** to return to the *Dropbox Folders*.



View Feedback

User Submissions

Folder
Chapter 1 Essays

Submitted Files

Submitted Files	Date Submitted
Dropbox Assignment 1.docx (243.94 KB)	Dec 3, 2013 1:41 PM
Dropbox Assignment 1.docx (243.94 KB)	Jan 10, 2013 2:38 PM

Feedback

Score
45 / 50 - 90 %

Feedback Date
Dec 3, 2013 1:58 PM

Dropbox Feedback
Great Job!

Attached Files

Dropbox Assignment 1.docx (243.94 KB)

Download All Files

Done

If your instructor returns a file to you, it will appear here.

Figure 88 - View Feedback Window

Discussions

The *Discussions* area allows you to participate in discussions with other people in your class. The following explains how to *Read*, *Post*, and *Reply* to messages.

Accessing Discussions

The following explains how to access the *Discussions* area in D2L Brightspace.

1. Click on **Discussions** in the *NavBar*.

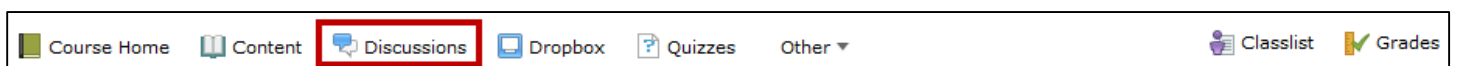


Figure 89 - Discussions

- The *Discussions List* will appear on your screen. The *Discussions List* consists of *Forums* and *Topics*. *Forums* organize discussion topics into categories. *Topics* are where students will start new threads (or conversations) and reply to existing threads.

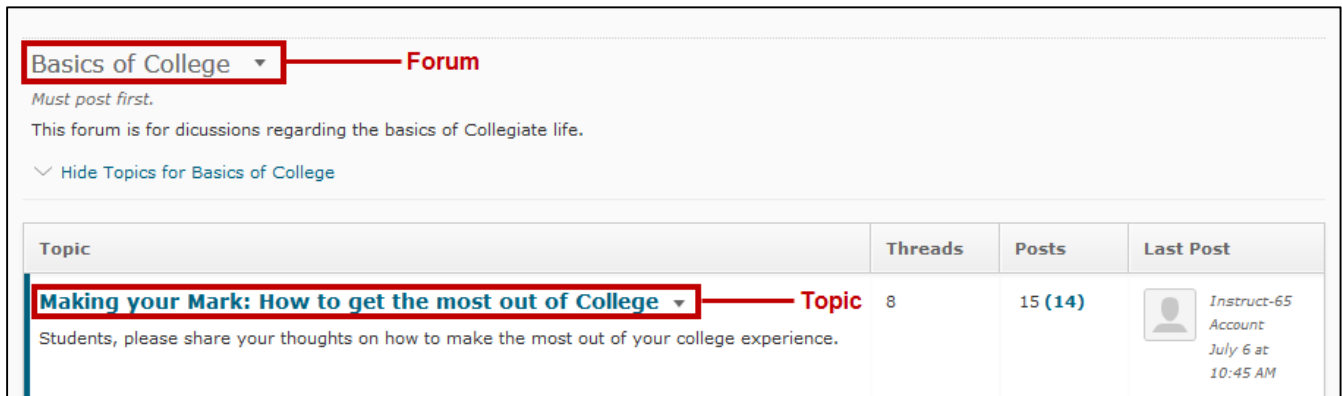


Figure 90 - Discussions List

Creating a Message

The following explains how to create a message in the *Discussions* area.

- In the *Discussions* area, click the **Topic** where you want to create a message for others to read.

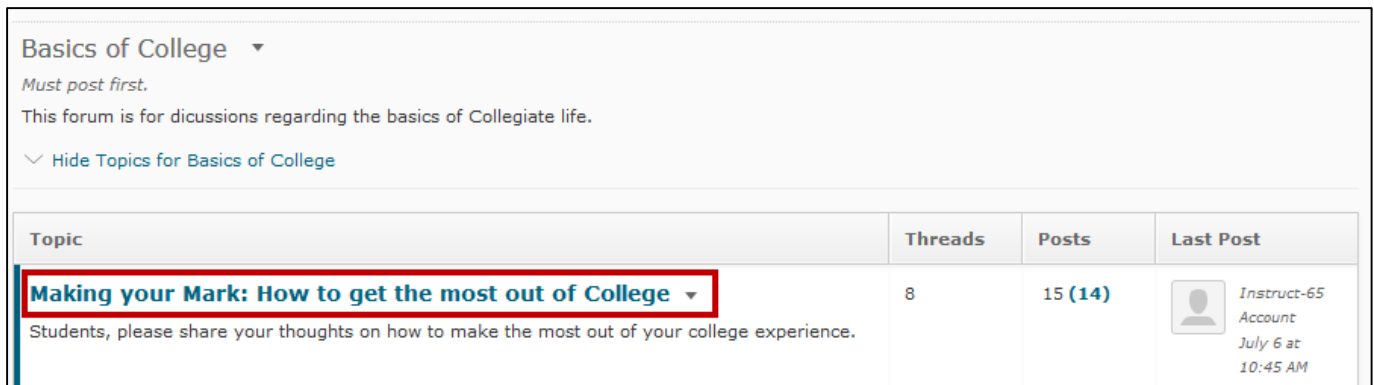


Figure 91 - Create a Posting in a Topic

- Click on **Start a New Thread**.

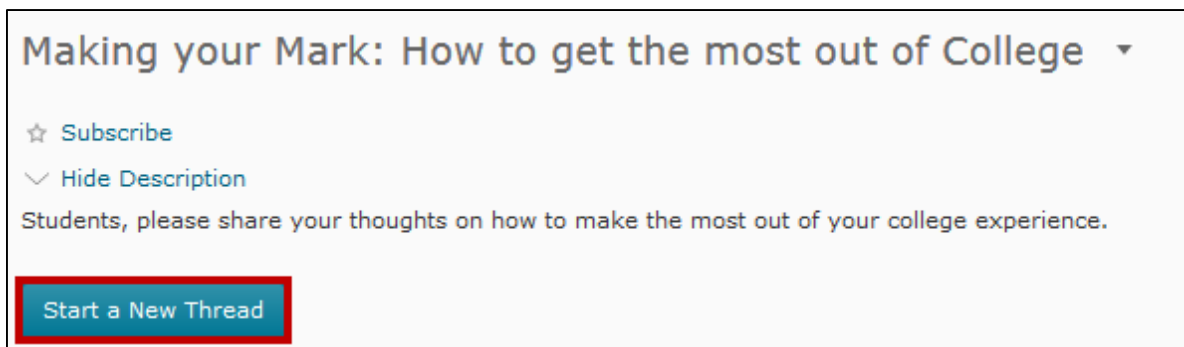


Figure 92 - Start a New Thread

3. Enter a **Subject** and **Message**.

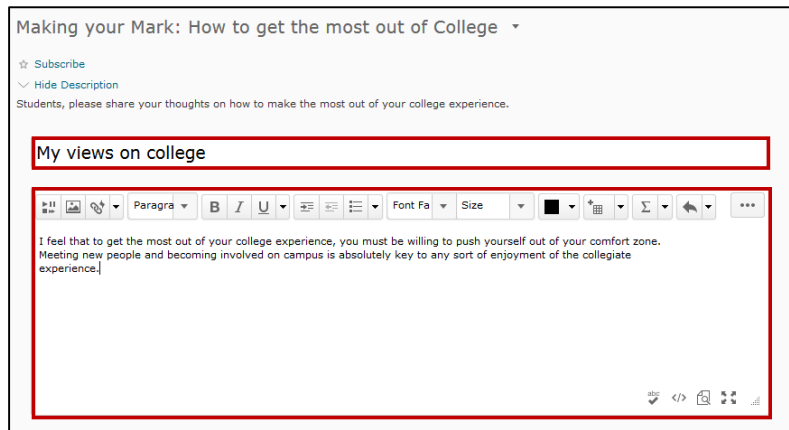


Figure 93 - Type your Subject and Message

4. Click **Post** in the bottom-left corner.

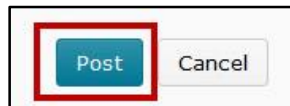


Figure 94 - Post a Subject and Message

5. The message will appear for other people in your class to read.

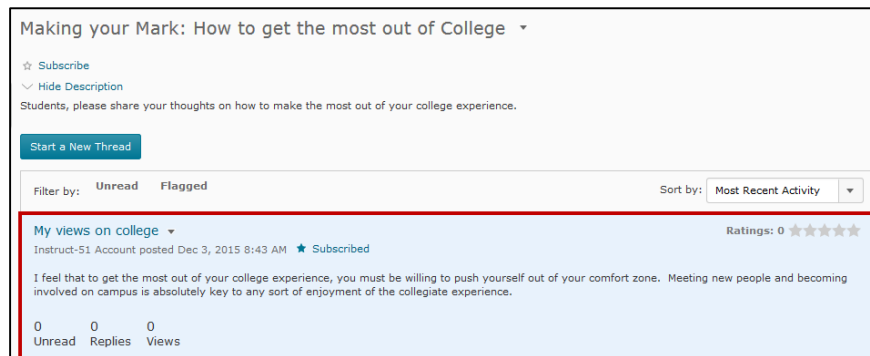


Figure 95 - Thread Displayed

Reading and Replying to Discussions Posted by Others

The following explains how to read and reply to messages posted by other people in the class.

1. From the *Discussions list*, click the **topic of your choice**.

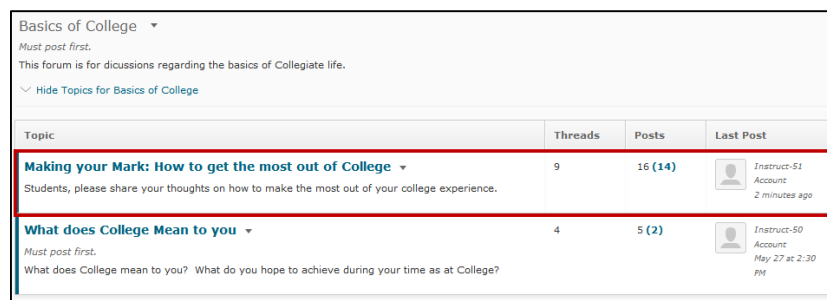


Figure 96 - Select Topic

- The message(s) will appear on your screen. Messages that are unread will have a blue bar to the left of the message.

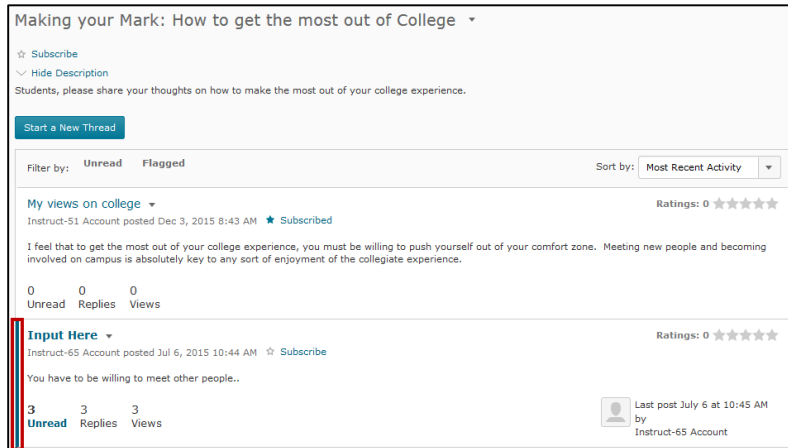


Figure 97 - Message Displayed

- If there is a message that you would like to respond to, click on the **Subject** of the message.

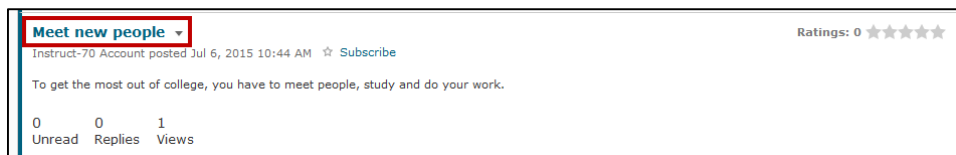


Figure 98 - Respond to a Message

- The *topic* will open and display all threads in the topic. To reply to a thread, click on **Reply to Thread**.

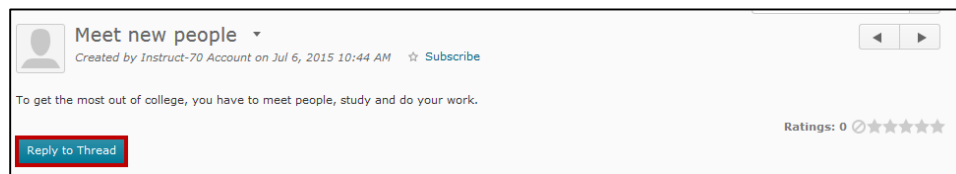


Figure 99 - Reply to Thread

- A window will open for you to type your reply. Write your response, and then click **Post**.

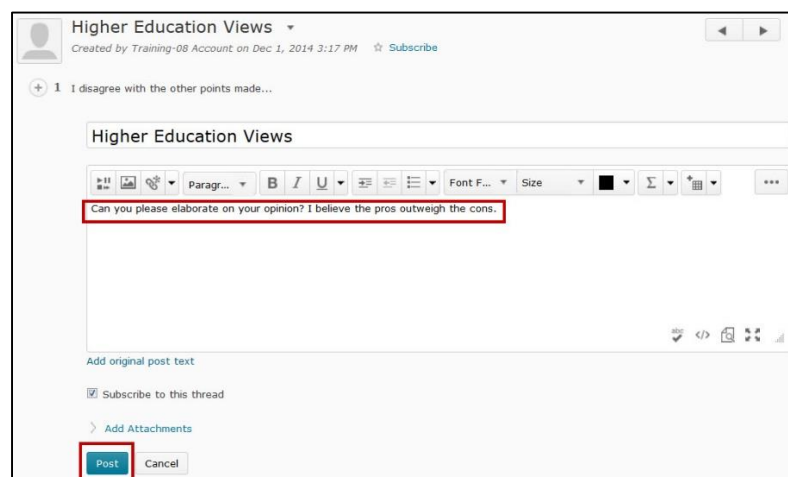


Figure 100 - Creating your Response

- Your reply will appear in the thread.

Quizzes

The following explains how to access quizzes in D2L Brightspace.

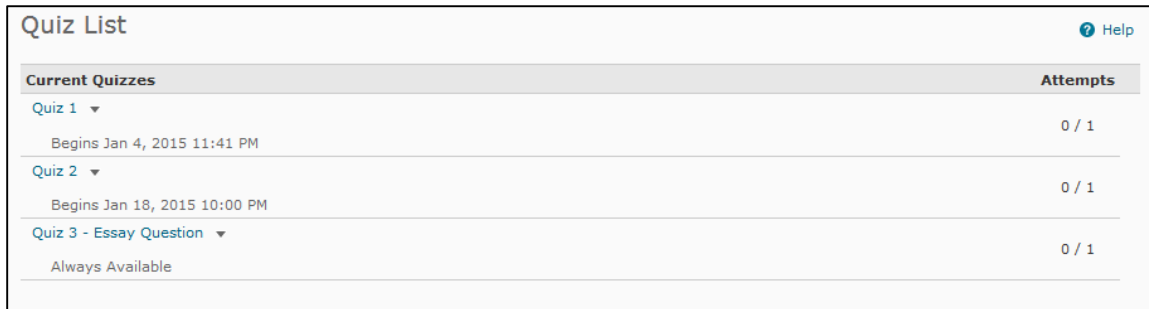
Taking a Quiz

1. From the Course Homepage, click **Quizzes** on the *NavBar*.



Figure 101 - Quizzes on the NavBar

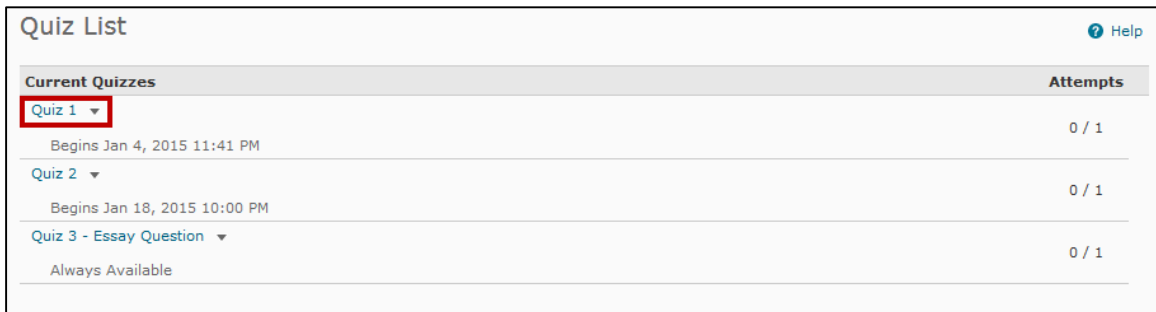
2. The *Quiz List* will appear on your screen.

A screenshot of the 'Quiz List' page. The page title is 'Quiz List' with a 'Help' icon to the right. Below the title is a table with two columns: 'Current Quizzes' and 'Attempts'. The table lists three quizzes:

Current Quizzes	Attempts
Quiz 1 ▾ Begins Jan 4, 2015 11:41 PM	0 / 1
Quiz 2 ▾ Begins Jan 18, 2015 10:00 PM	0 / 1
Quiz 3 - Essay Question ▾ Always Available	0 / 1

Figure 102 - Quiz List

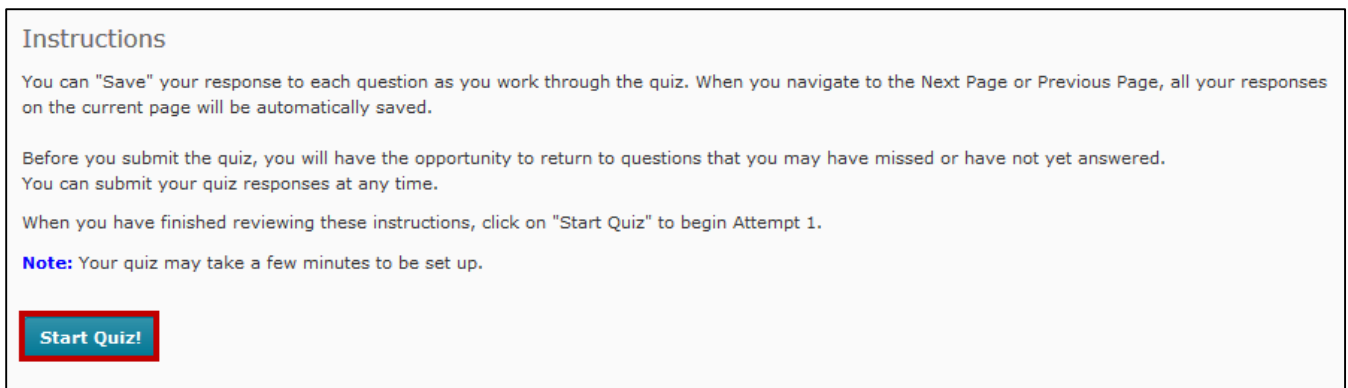
3. From within the *Quiz List*, click the **quiz** that you want to open.

A screenshot of the 'Quiz List' page, similar to Figure 102. In this version, the 'Quiz 1' entry in the 'Current Quizzes' column is highlighted with a red rectangular box, indicating it has been selected.

Current Quizzes	Attempts
Quiz 1 ▾ Begins Jan 4, 2015 11:41 PM	0 / 1
Quiz 2 ▾ Begins Jan 18, 2015 10:00 PM	0 / 1
Quiz 3 - Essay Question ▾ Always Available	0 / 1

Figure 103 - Select a Quiz

4. Thoroughly read the instructions on the screen and then click **Start Quiz** to begin.

A screenshot of the 'Instructions' page for a quiz. The page contains the following text:

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.

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 1.

Note: Your quiz may take a few minutes to be set up.

At the bottom of the page, there is a blue button with the text 'Start Quiz!' highlighted by a red rectangular box.

Figure 104 – Read Instructions and Start Quiz

5. A *Confirmation* window will appear on your screen. Read the instructions in the window, then click the **OK** button.

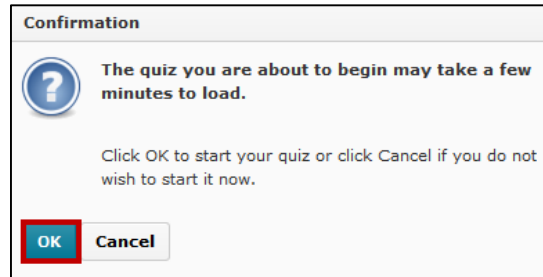


Figure 105 - Confirmation Window

6. The quiz will display in your web browser.

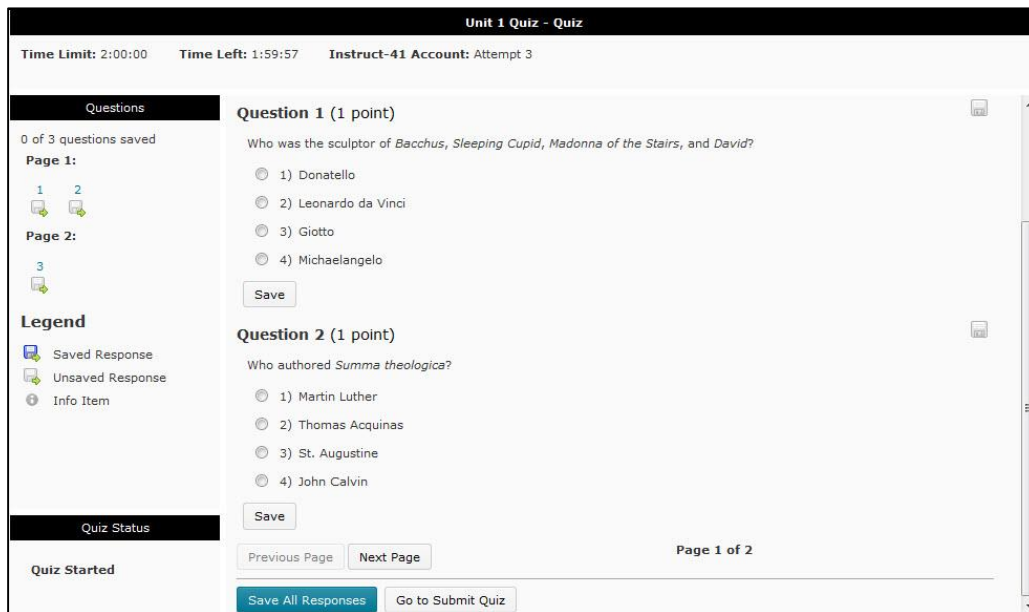


Figure 106 - Quiz Displayed

7. Answer each question and then click the **Save** button for each question.



Figure 107 - Answer Questions and Save

8. Some quizzes will have questions on multiple pages. To navigate to different pages, click the **Previous Page** and **Next Page** buttons at the bottom of the page.

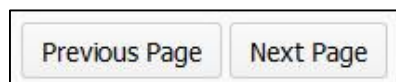


Figure 108 - Page Navigation

9. When you are finished taking the quiz and want to submit your answers:



Figure 109 - Finished with Quiz

- a. Click the **Save All Responses** button.
- b. Next, click the **Go to Submit Quiz** button.

10. The *Quiz Submission Confirmation* window will appear. Click the **Submit Quiz** button to submit your answers.

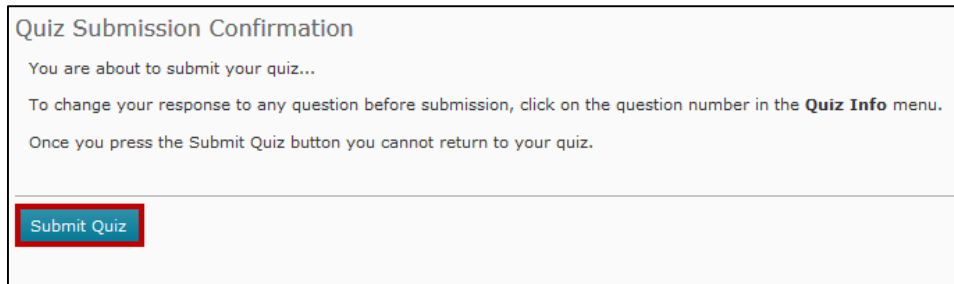


Figure 110 - Submit Quiz

Note: If you attempt to submit a quiz that has unanswered questions, a warning message will appear. Links to the unanswered questions will appear below the message. Clicking these **links** will return you to the unanswered question.

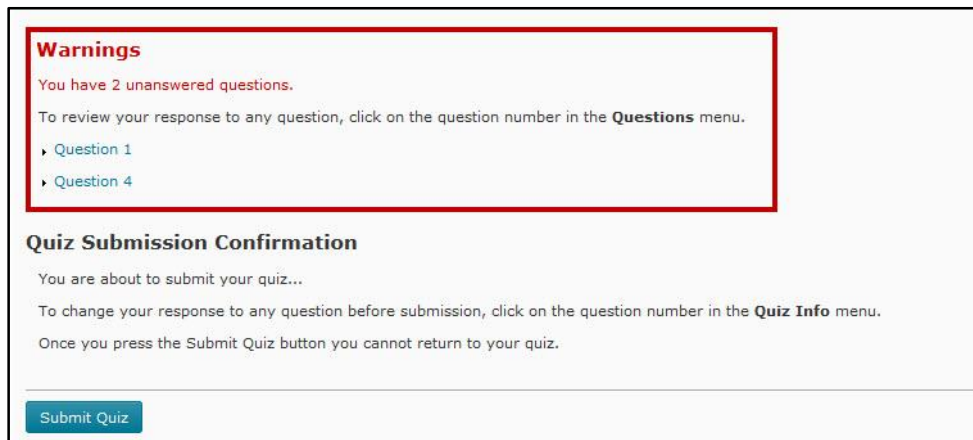


Figure 111 - Warning - Unanswered Questions

11. A *Confirmation* window will appear on your screen. Click the **Yes, submit quiz** button to submit your quiz.

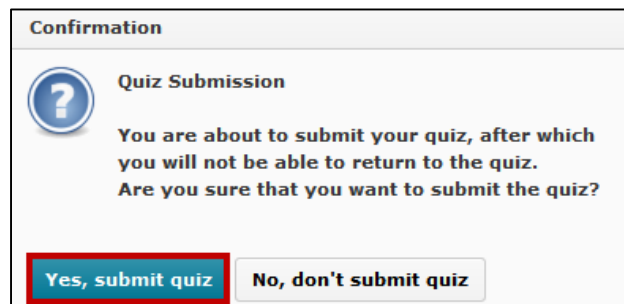


Figure 112 - Quiz Submission Confirmation

Information on Timed Quizzes

Most instructors will set a time limit for quizzes. If your quiz has a time limit, it will be displayed at the top of your quiz with the *Time Limit*, followed by the *Time Left*. Please be aware of the following:

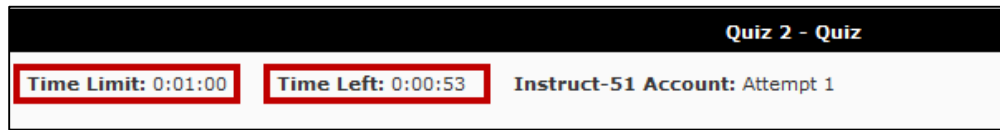


Figure 113 - Timed Quizzes

- Some quizzes that have a time limit have been set up and will result in a score of **zero points** if the quiz is submitted after the time limit.

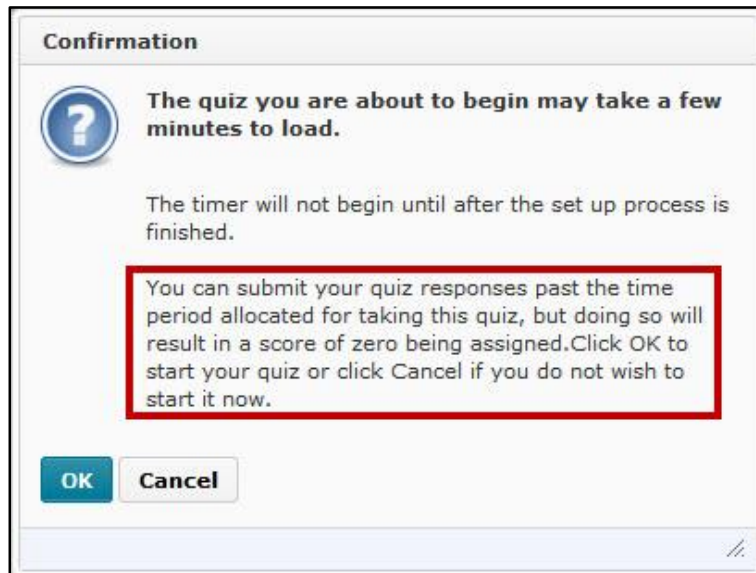


Figure 114 - Zero after Time Limit

- Some quizzes that have a time limit have been set up to **prevent** you from continuing your quiz after the time limit. Only the questions that you have saved will be submitted (questions that you have not saved will be not be submitted).

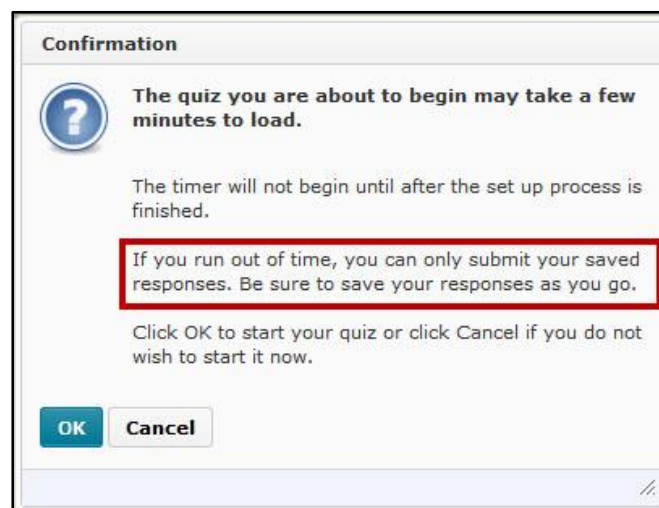


Figure 115 – Prevent Continuation of Quiz

Reviewing Your Quiz Results

The following explains how to review your quiz results.

1. From within the *Quiz List*, click the **drop-down** arrow next to the Quiz you want to review.

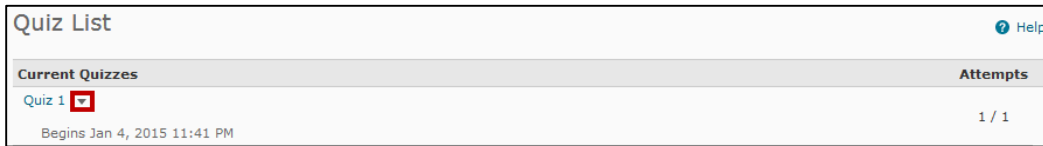


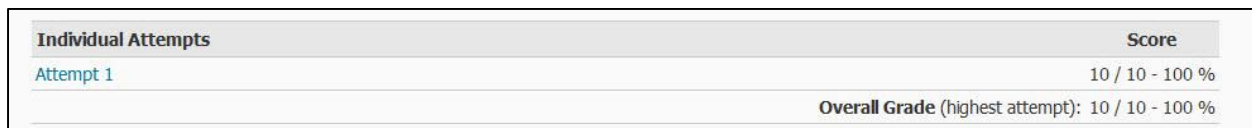
Figure 116 - Quiz List - Drop-down

2. Click on **Submissions**.



Figure 117 - Quiz Submissions

3. The results will appear on your screen.



Individual Attempts	Score
Attempt 1	10 / 10 - 100 %
Overall Grade (highest attempt): 10 / 10 - 100 %	

Figure 118 - Quiz Results

Note: Be aware that the quiz results only appear when they are released by your instructor, so your results may not be available immediately after taking the quiz.

Checking Grades

The following explains how to check your grades in D2L Brightspace.

1. Click on **Grades** in the *NavBar*.

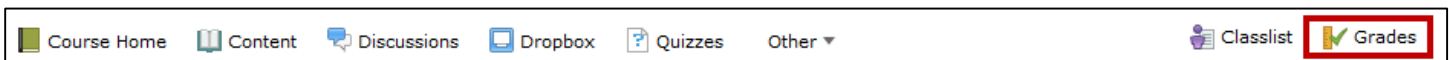
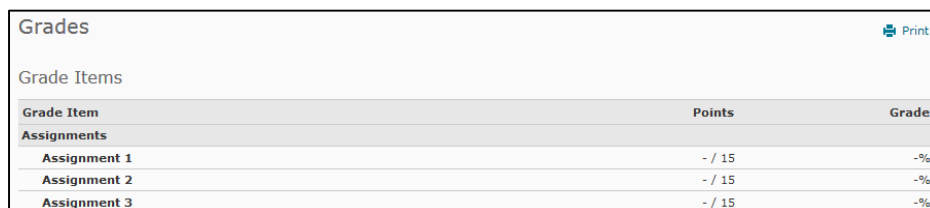


Figure 119 - Grades on the NavBar

2. The *Grades* window will appear on your screen.



Grade Item	Points	Grade
Assignments		
Assignment 1	- / 15	-%
Assignment 2	- / 15	-%
Assignment 3	- / 15	-%

Figure 120 - Grades

Note: The *Final Calculated Grade* area will not appear until your instructor releases this information. Often, this information will not be released until the end of the term.

Groups

Your instructor may place you in a group or ask you to sign up for a group. The following provides you with information about groups in D2L Brightspace.

Finding your Group

The following explains how to find your group.

1. Click the **Other** drop-down menu on the *NavBar*.

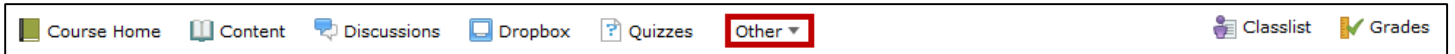


Figure 121 - Other

2. From the drop-down, click on **Groups**.

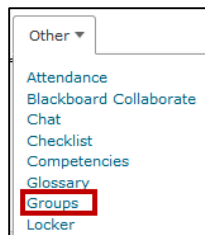


Figure 122 - Accessing Groups

3. Under the *Groups* column, you will see the group that you have been assigned to in the class. In the *Members* column, you will see how many people are in your group. If your group has been assigned its own *Dropbox*, *Discussion board*, and/or *Locker*, they will also be displayed.

My Groups						
Groups	Members	Dropbox	Discussions	Locker	Email	Actions
Course Groups						
Group 2	4/4 (Full)	Group Project	Group 2 Topic			

Figure 123 - Groups you are assigned to

4. To see the members of your group, click the **number** under the *Members* column.

My Groups						
Groups	Members	Dropbox	Discussions	Locker	Email	Actions
Course Groups						
Group 2	4/4 (Full)	Group Project	Group 2 Topic			

Figure 124 - Viewing Group Members

Note: An alternative way to find your group is by using the *Classlist* on the *NavBar*. Click the **drop-down** arrow next to your name, and click on **View group enrollments** to see your group assignment.

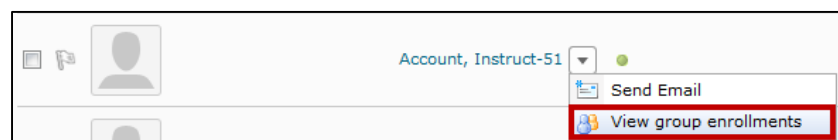


Figure 125 - Viewing Group Enrollments through the Classlist

This option will not allow you to enroll in a group. To enroll in a group, see the instructions in the *Enrolling in a Group* section.

Enrolling in a Group

The following explains how to enroll into a group in D2L Brightspace:

1. Click the **Other** drop-down menu on the *NavBar*.



Figure 126 - Other

2. From the drop-down, click on **Groups**.



Figure 127 - Select Groups from Other

3. The *Groups* page will appear. Click on **View Available Groups**.

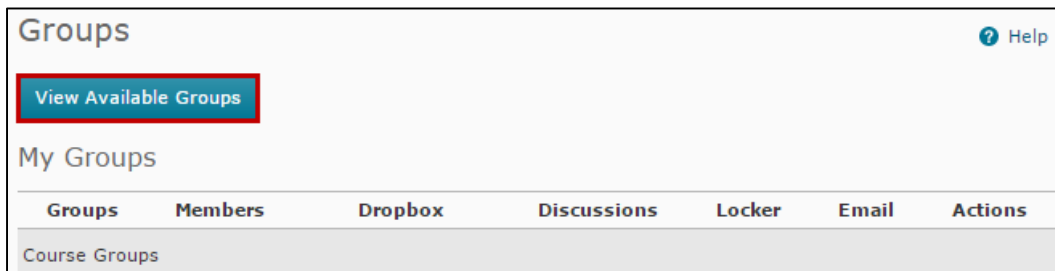


Figure 128 - Choose Group

4. The *Choose Group* page will appear. A list of available groups will be displayed, along with the number of students currently enrolled in that group. Click on **Join Group** next to a group to enroll in that group.

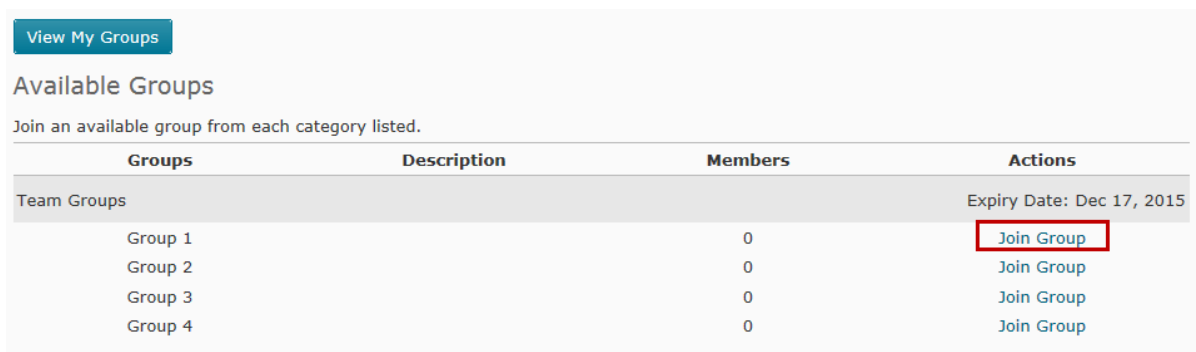


Figure 129 - Enrolling in a Group

Note: Click a **number** in the *Member* column to see a list of the people currently enrolled in the group.

Locker

The *Locker Tool* provides 1 GB of private storage space within D2L Brightspace for students. Files stored in the Locker cannot be accessed by other students or your professor, unless stored in a shared group locker

Accessing the Locker Tool

The following explains how to access the *locker tool*.

1. Access the *Locker tool* by clicking on the **Other** tool on your course *Navbar*.

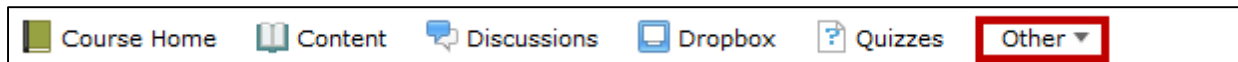


Figure 130 - Access My Home from the MiniBar

2. Click on the **Locker** tool.

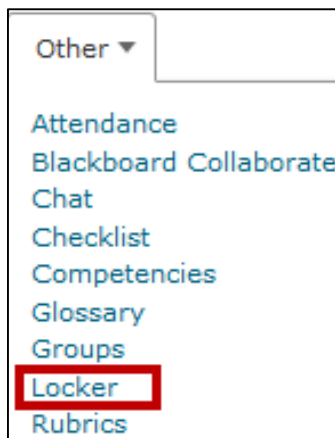


Figure 131 - Accessing Locker from your Settings

3. The first time you access the *Locker*, it will be empty. You can *Upload Files* from your computer, create a *New File* using an HTML editor, or create a *New Folder* to organize your files.

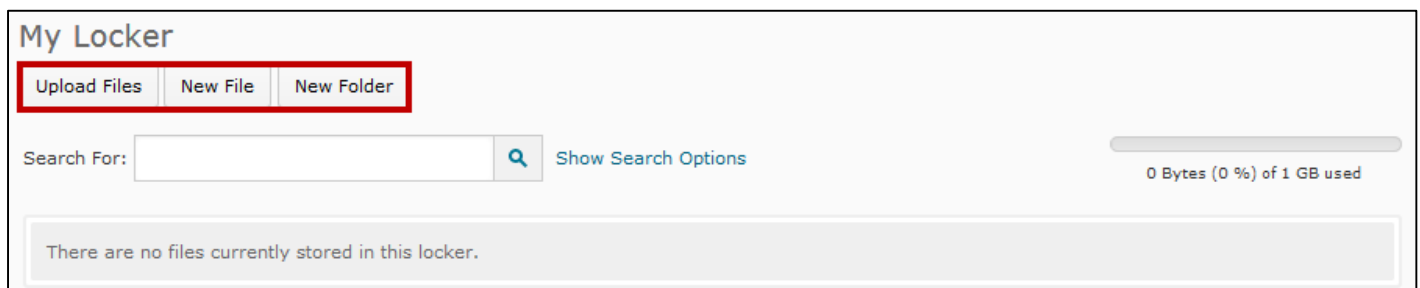


Figure 132 – Locker

Upload Files to the Locker

Use the *Upload Files* option to upload files to D2L Brightspace directly from your computer or USB drive.

1. After accessing the *Locker*, click on **Upload Files**.

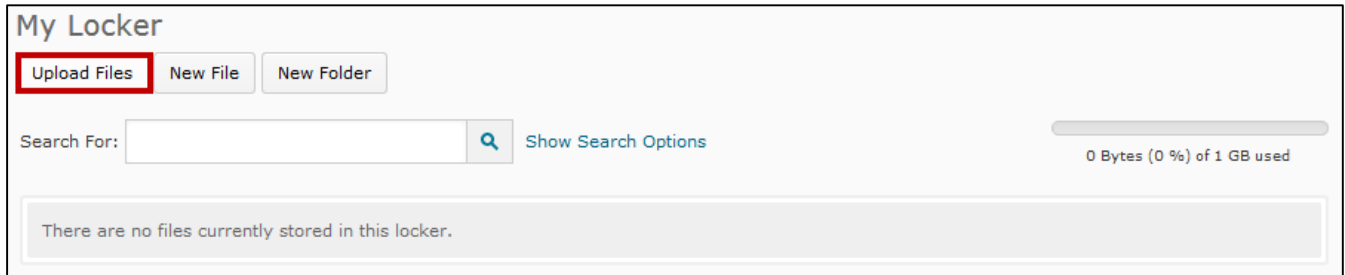


Figure 133 - Upload Files to Locker

2. Click the **Upload** button.



Figure 134 - Upload from Computer

3. Select a file from your computer and click on **Open**.

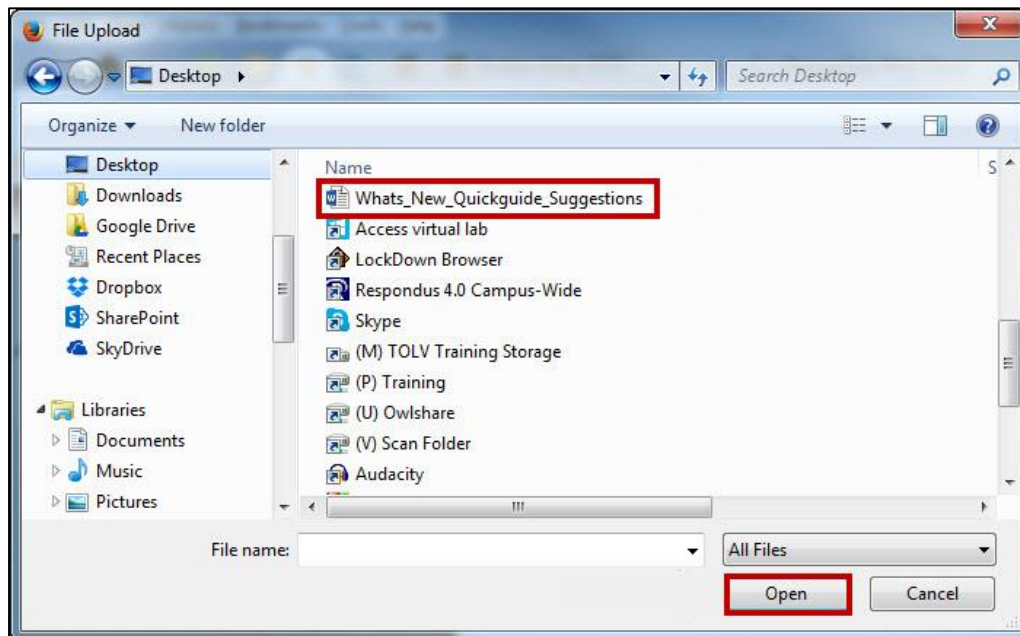


Figure 135 - Select a File from your Computer

4. Click the **Save** button.

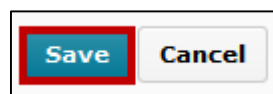


Figure 136 - Save Upload

Create a New File

Use the *New File* function to create a new HTML document in your locker.

1. From the *Locker* tool, click the **New File** button.

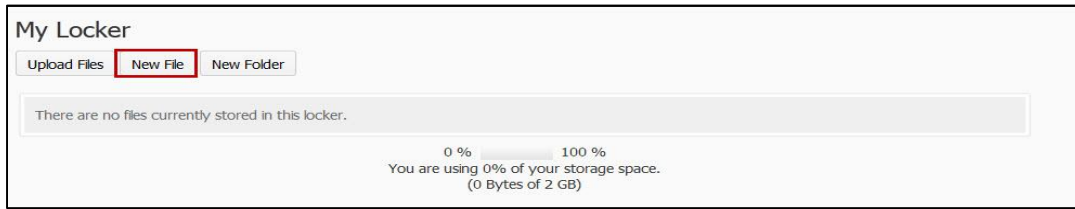


Figure 137 - New File

2. The *New HTML File* window will appear. In the *File Name* field, type a **name for your file**.

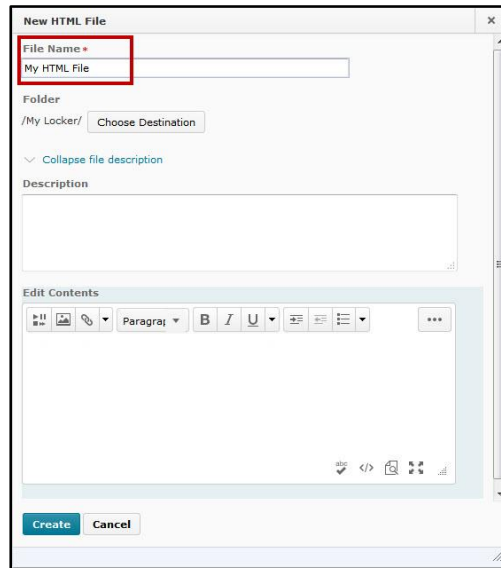


Figure 138 - Name for your File

3. Type your **text** in the *Edit Contents* box and use the *tools* to create the content for your HTML file.

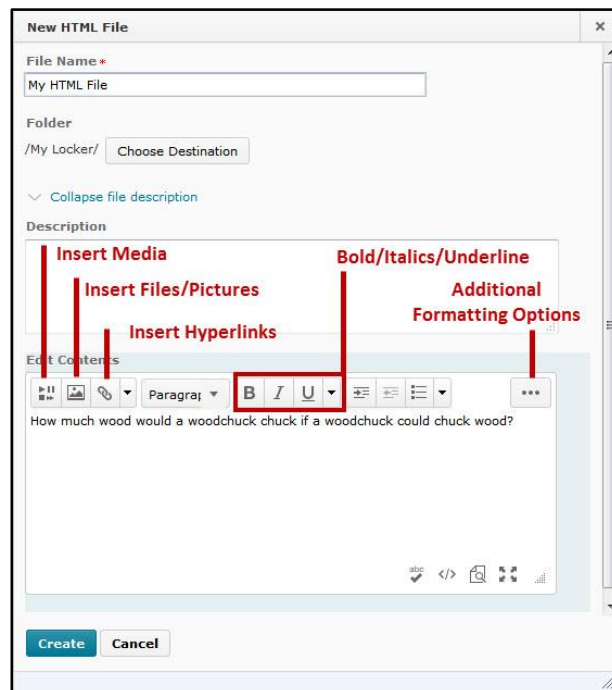


Figure 139 - Editing your HTML Document

4. Click the **Create** button. Your HTML file will be created in your Locker.

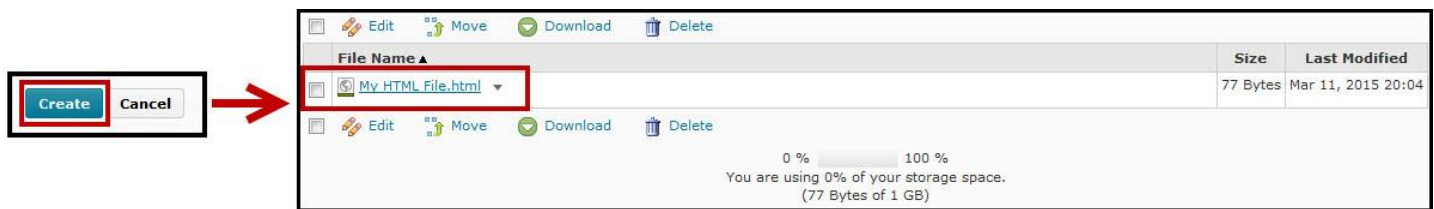


Figure 140 - Create HTML File

Download Files from the Locker

The following explains how to download files from the *Locker* in D2L Brightspace:

1. Access the **Locker** tool from your *Homepage* in D2L Brightspace (See Accessing the Locker Tool).
2. Click the **name of the file** you want to download.

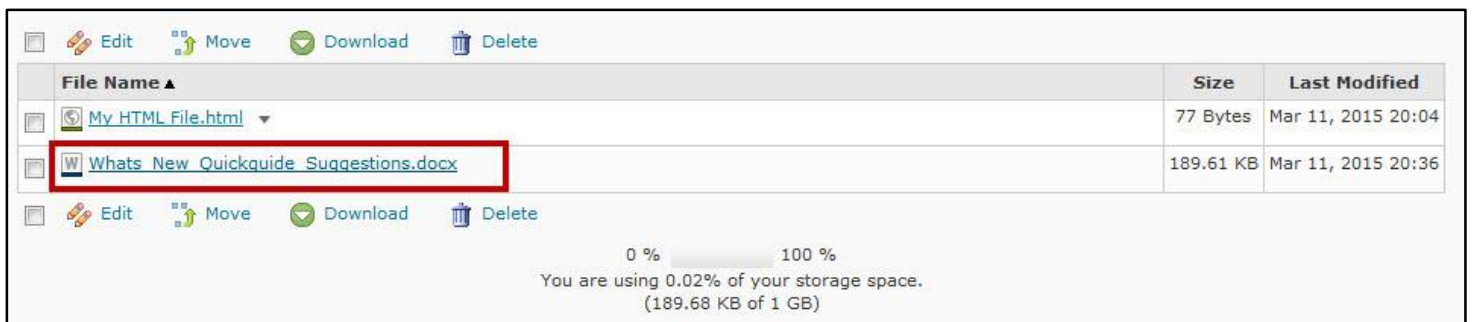


Figure 141 - Download Files from Locker

3. To download multiple files, check the **box** next to the files to download, then click the **Download** button.

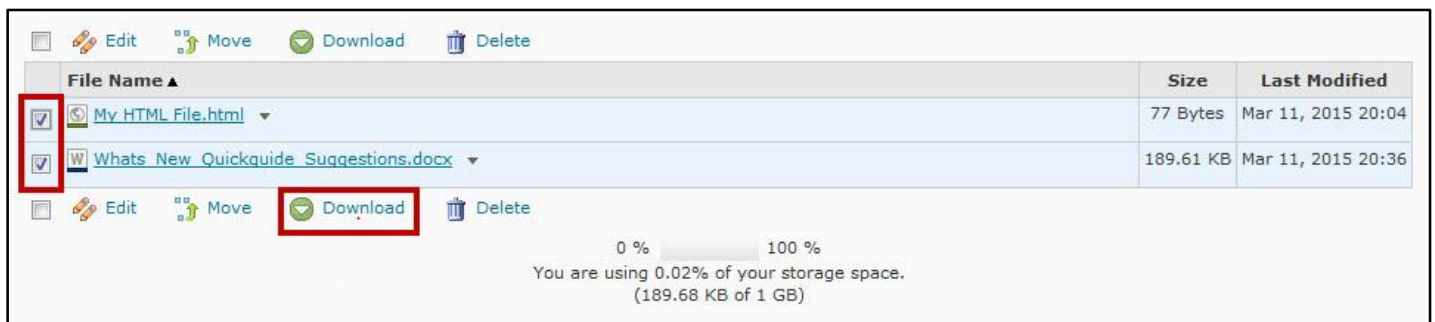


Figure 142 - Download Multiple Files from Locker

Attach a File from the Locker

After uploading or creating a file in the locker, you then attach the locker file to a Dropbox submission or a Discussion post. The following shows how to attach a locker file to a Dropbox submission.

To Add a File to a Dropbox Submission

1. Access the *Dropbox Folder* where you need to submit your file.

2. Click the **Add a File** button.



Figure 143 - Add a File

3. The *Add a File* window will appear. Click **My Locker** from the left side of the window.

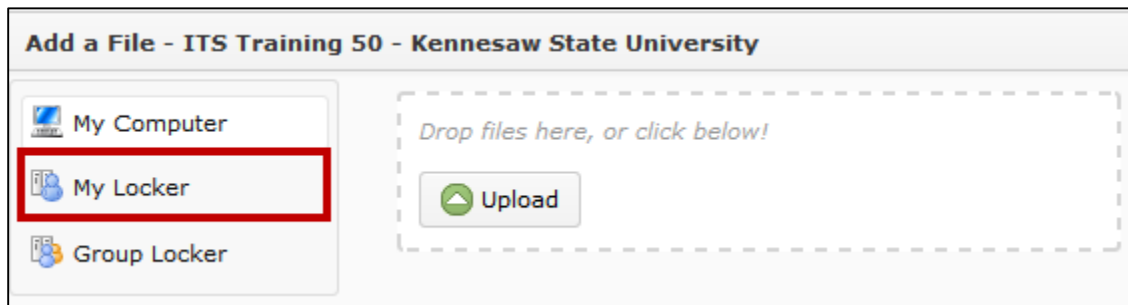


Figure 144 - Add a File: My Locker

Note: If you have a group locker, you can also access files from it by selecting **Group Locker**.

4. Your *Locker* will appear, displaying all files currently contained within. Click the **checkbox** next to all the files you want to submit.

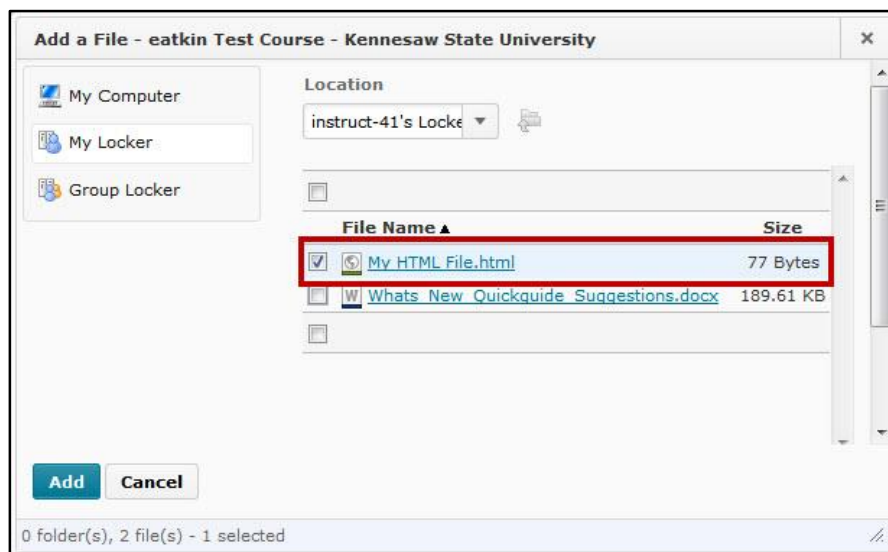


Figure 145 - Add a File: Select Files

5. Click the **Add** button.



Figure 146 - Add a File: Add Button

6. You will be returned to the *Dropbox* folder. Click **Submit** to submit the assignment.

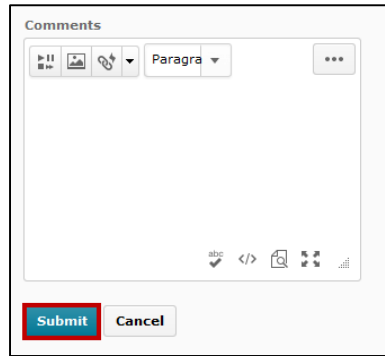


Figure 147 - Submit File through Dropbox

To Add a File to a Discussion Thread

1. Either create a new *Discussion Thread*, or reply to an existing *Discussion Thread*.
2. Click on **Add Attachments**.



Figure 148 - Add Attachments

3. *Add Attachments* will expand to show a list of options. Click on **Choose Existing**.



Figure 149 - Add Attachments: Choose Existing

4. The *Add a File* window will appear, displaying all files currently contained within your *Locker*. Click the **checkbox** next to all the files you want to submit.

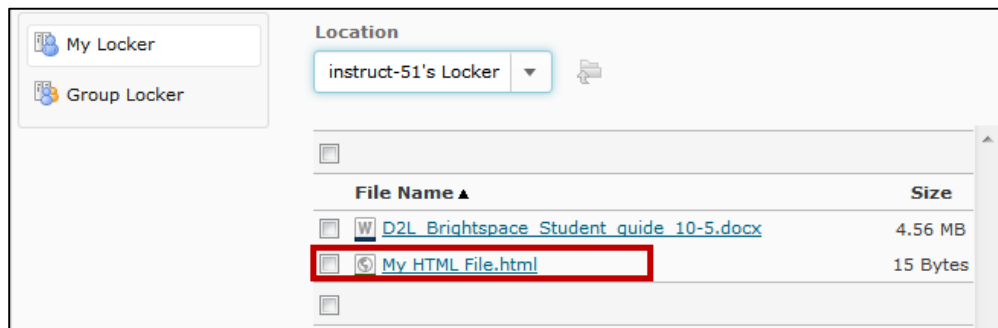


Figure 150 - Add a File: Select Files

5. Click the **Add** button.



Figure 151 - Add a File: Add Button

6. You will be returned to the *Discussion post*. Click **Post** to post your discussion and files.

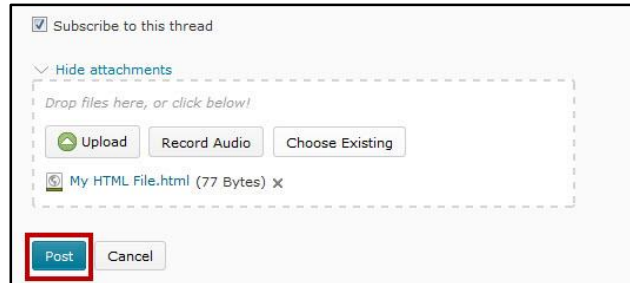


Figure 152 - Post File to Discussion Board

Group Lockers

Use the *Group Locker* to share files with your group members. However, there is some important information regarding *Group Lockers*:

- Group lockers are limited to 200 MB of storage space.
- Anything uploaded to the group locker area can be viewed by your instructor(s).
- The Group Locker feature is only available when configured by your instructor.

Accessing the Group Locker

The following explains how to access *Group Lockers* in D2L Brightspace:

1. In D2L Brightspace, access the **course** where you will be working with a group.

Note: The *Group Locker* is not available from the *My Home* page; it is only available from within the course where the group locker is active.

2. Click the **Other** drop-down menu on the *NavBar*.



Figure 153 - Other

3. From the drop-down, click on **Groups**.

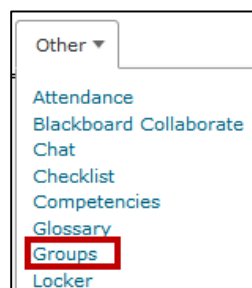


Figure 154 - Select Groups from Other

- The *Groups* page will appear, displaying the group you are currently enrolled in. Under the *Locker* column, click on **Group Files** for your group.

My Groups						
Groups	Members	Dropbox	Discussions	Locker	Email	Actions
Team Groups					Expiry Date: Dec 17, 2015	
Group 1	1	Team Assignment	Group 1 Topic	Group Files		Leave Group

Figure 155 - Group Files

Note: If you are enrolled in multiple groups with lockers, you will receive a list of groups. Click the **name** of the group to select it.

- Your group locker will open and display any files currently available to your group. From here you can *Upload Files*, create *New Files*, *Download* files, or *Attach Files* from the group space, as described in the *Locker* section.

Group 1

Search For: 14.91 KB (0 %) of 200 MB used

File Name ▲	Size	Last Modified	Modified By
<input type="checkbox"/> Meeting Notes - 7-7-14.docx Notes from our last team meeting	14.91 KB	Dec 16, 2015 7:53 AM	Instruct-60 Account

Figure 156 - Group Locker

Logout

To log out of D2L Brightspace when you are finished using the application, click on the **Logout** button located below the *MiniBar*.

My Home > Select a course... Instruct-51 Account

12/3/2015

Figure 157 - Logout

Additional Help

For additional help, please contact *the KSU Service Desk*:

- **Phone:** 470-578-3555
- **Email:** studenthelpdesk@kennesaw.edu

You can learn more about the *KSU Service Desk* by visiting the UITS website: <http://uits.kennesaw.edu>

Appendix A

Taken from the University System of Georgia D2L Help Center page at:

https://d2lhelp.view.usg.edu/knowledge.do?sysparm_document_key=kb_knowledge,80d6f09a94e3a000e6eb9ad8fcab2105

System & Software Requirements:

D2L Brightspace supports a wide range of popular computer configurations. However, upgrading to any newest browser version is not recommended, since it hasn't been evaluated for use with D2L Brightspace. If your current software configuration allows you to access D2L Brightspace as expected, you may wish to disable any "automatic updates" until you have completed your D2L Brightspace online coursework at the end of each semester.

For advice on any of the requirements below contact the KSU Service Desk, or the DHC Help desk.

KSU Service Desk: 470-578-3555 or studenthelpdesk@kennesaw.edu

DHC Help desk: Toll Free at 1-855-772-0423 or Toll Free for Hearing Impaired at 1-800-892-4315

Internet Connection Speed

- Although D2L Brightspace is useable over a 56K modem, the faster & more reliable your Internet connection speed, the better your experience with D2L Brightspace will be.
- *A hardwired Cable or DSL connection is recommended*, particularly for submitting assignments & quizzes.

Java Runtime Environment (JRE)

- JRE 6 update 31 (Required to run the Equation Editor)
- JavaScript & cookies must be enabled.

Desktop Support

- Your system must have *Adobe Flash Player 10.** to use the *Record Audio & Record Video* features. Ensure that your browser has both JavaScript & Cookies enabled. Popup windows will need to be permitted for D2L Brightspace to function as designed.

Supported Operating Systems

- D2L Brightspace is compatible with every version of Windows or Apple operating systems, capable of running any of the supported web browsers listed below.

Browser Support

- D2L Brightspace supports many popular web browser versions. However, upgrading to the newest version of any browser is not recommended *unless there is a compelling reason to do so, such as correcting some security vulnerability*. If your web browser seems to have problems completing certain tasks within D2L Brightspace, either downgrade to an older version of your browser, or download and use another supported browser. The DHC agents can assist you with these tasks.

Browser	Status
Internet Explorer 11	Supported
Internet Explorer 10	Supported
Internet Explorer 9	Supported
Internet Explorer 8	Unsupported
Firefox (newest)	Supported
Firefox 24.0	Long Term Support
Firefox (older)	Unsupported
Chrome (newest)	Supported
Safari 7.0	Supported
Safari 6.0	Supported
Safari 5.1	Supported
Safari (older)	Unsupported

Tablet Support for Desktop Web

Browser	Status
Android Browser (newest)	Supported
iOS Safari (newest)	Supported
Microsoft Surface Internet Explorer 10	Supported
Playbook Browser (newest)	Supported

Mobile Web Support

Operating System/Browser	Status
iOS (Newest)	Supported
iOS 7 (iPhone 3GS/4/4S/5/5C/5S, iPod Touch 4/5, iPad 2/3/4/mini)	Supported
iOS 6 (iPhone 3GS/4/4S/5, iPod Touch 4/5, iPad 2/3/4/mini)	Supported
iOS 5 (Safari 5.1)	Maintenance
iOS 4 (iPhone 3G, iPod Touch 2)	Unsupported

Mobile Web Support Continued	
Operating System/Browser	Status
iOS 3 (iPhone, iPod Touch 1)	Unsupported
Android (Newest)	Supported
Android 4.3 (Jelly Bean)	Supported
Android 4.2 (Jelly Bean)	Supported
Android 4.1 (Jelly Bean)	Supported
Android 4.0 (Ice Cream Sandwich)	Supported
Android 3.2 (Honeycomb)	Maintenance
Android 2.3 (Gingerbread)	Maintenance
Android 2.2 (Froyo)	Maintenance
Android 2.1 (Eclair)	Unsupported
Android 1.6 (Donut)	Unsupported
Android 1.5 (Cupcake)	Unsupported
Blackberry 10	Supported
Blackberry 7	Supported
Blackberry 6	Maintenance

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