

GETTING STARTED WITH D2L



brightspace™
by D2L



HAVE A PREVIOUS COURSE IN MOODLE OR D2L?

You can transfer that content to your new D2L course shell!

Several thin, white, parallel diagonal lines are positioned in the bottom right corner of the slide, extending from the right edge towards the center.

If you are currently using Moodle

(or have an old Moodle course you want to use in D2L)

1. *In Moodle*: Backup your Moodle course and then download that file to your computer.
2. *In D2L*: Go to **Course Tools** → **Course Admin** → **Import/Export/Copy Component**
3. Select “**Import Components**” and choose “**from a course package**”
4. Upload the Moodle backup file and then click “**Import all Components**”

See this video illustrating this process: <https://youtu.be/-zCNuo4pYp0>

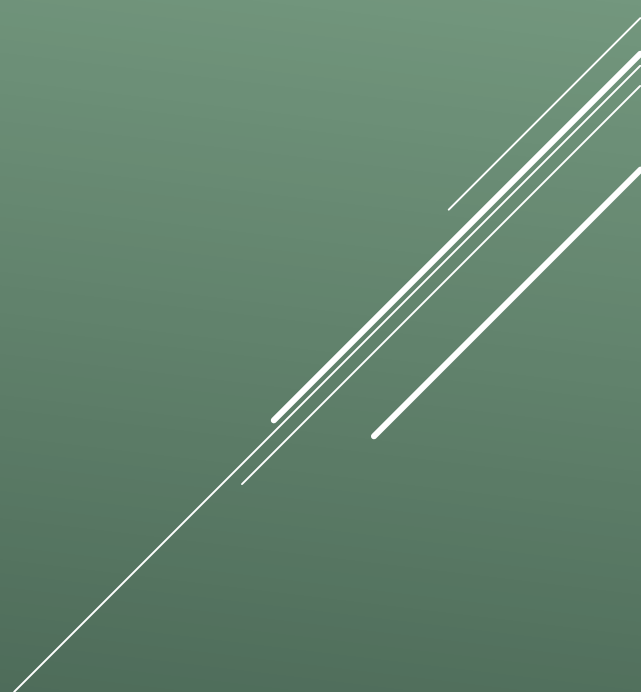
If you have a D2L course from Fall you want to use in Spring

1. *In D2L*: Go to **Course Tools** → **Course Admin** → **Import/Export/Copy Components**
2. Choose “**Copy Components from another Org Unit**” and select “**Search for offering**”
3. Type in your course ID (for example: BIO) and hit enter
4. From the search list chose the course you want to copy
5. Click “**Copy All Components**”

See this D2L YouTube video for an example: <https://youtu.be/Brp6v3oovXc>

OVERVIEW OF D2L | BRIGHTSPACE

From “Brightspace Getting Started Manual for Instructors”



Overview of Brightspace

My Home

You can click on the **D2L** logo whenever you need to go back to the initial landing page. If you hover over the icon, you will notice that it even says **My Home!**

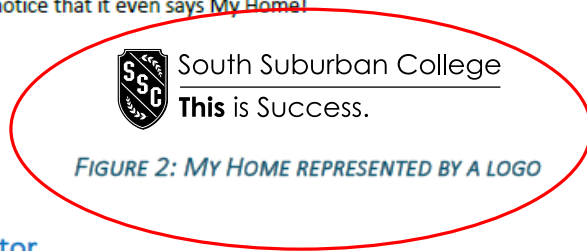


FIGURE 2: MY HOME REPRESENTED BY A LOGO

Course Selector

When you click on this, you'll see a list of all of the courses that you are either enrolled in or have been assigned to. You can pin any courses that you want to show up first on this list, but remember to refresh your page after doing so!



FIGURE 3: COURSE SELECTOR AND ALERTS

Alerts (Message, Subscription, Update)

Message Alerts: an orange dot will appear when you receive a new Instant Message from someone else in Brightspace who is currently online

Subscription Alerts: if you've subscribed to a Discussion, an orange dot will appear here whenever someone adds a new post there

Update Alerts: an orange dot will appear whenever there is a new or updated announcement, piece of content, grade, etc. or when you're approaching the due date or end date of an assessment

View As

Clicking on your name will let you view Brightspace through the eyes of a generic student, if you have been given the appropriate permissions by your administrators. This helps to give you an idea of how

your students will see the organization homepage and your courses. When you test this out, be sure to click the X beside "Viewing as Student" in order to return to your own view. You will know that you are back to your own view when you see either your photo or your initials to the left of your name.

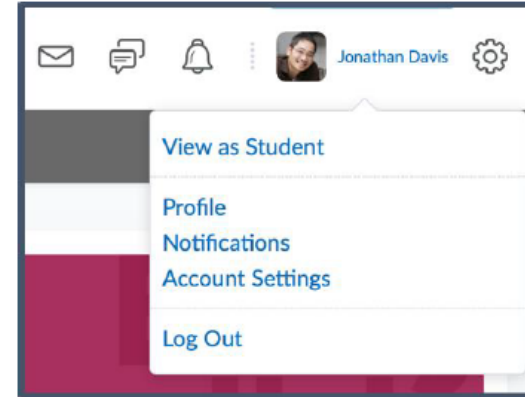


FIGURE 4: PERSONAL MENU

Profile and Notifications

These also appear when you click on your name. You can fill out an optional profile with information about yourself and/or a photo (click on Profile), and you can sign up for a daily or weekly email summary of what's been happening in your courses (click on Notifications). You can also specify which aspects of those courses you would like to be instantly notified about by email.



Trainer Tip

If you live in North America, tell your students to register their mobile number in Notifications to receive text message alerts about your course updates!

Account Settings

This is the place to make Brightspace feel like home! Customize the look of system text, change your date or number formats, or set a different time zone. Most importantly, if you're using assistive technology (such as a screen reader), this is also where you can optimize those settings in Brightspace.

Org Level Navigation

When you first log into Brightspace, you'll be taken to the organization landing page (pictured below), which may look slightly different for each person who logs in, depending on his or her role. We will soon see how this page differs from the landing page for your course(s).

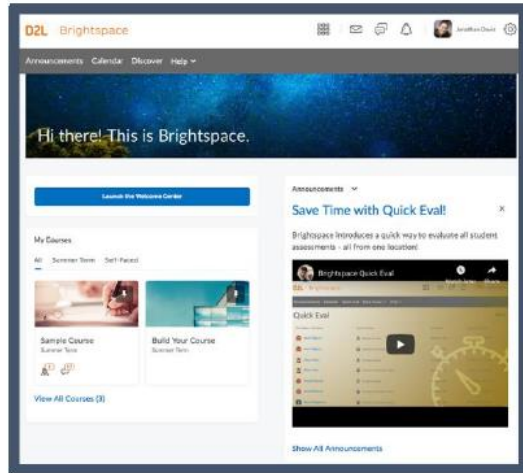


FIGURE 5: ORG LEVEL LANDING PAGE

Navbar (Navigation Bar)

This can include internal links within Brightspace, and/or external links to other websites. You will see a navbar with different links when you are inside of a course (internal links will take you to other parts of the course). As an instructor, you may see more links than your students do, and this is because of the permissions that your administrators have given to you.

Org Level Homepage

This is what takes up the rest of the organization landing page (below the navbar). It is made up of widgets, such as My Courses and Announcements. You will see a similar homepage at the course level, but it will have some different widgets in it.

My Courses Widget

In this widget, you'll find all of the courses that you are enrolled in or have been assigned to, and these can be filtered by terms/semesters, depending on your organization's configuration. If you pin any courses (we recommend it!), once you have refreshed your page, then those courses will appear first, starting from the left side of the widget.



Trainer Tip

Pin the courses you visit most often by clicking on the pin icon in either the Course Selector or the My Courses widget!

Announcements Widget (Org Level)

This is where you will find announcements about what is happening in your organization. Once you've read an announcement, you can dismiss it by clicking on the X at the top right corner of the entry.

Course Level Navigation

It's time to jump into a course! Either click on a course from the list in your Course Selector (remember, it looks a bit like a waffle), or click on a tile in the My Courses widget. You will then be taken to that course's homepage, which will look similar to your org level homepage, but with a few key differences. Feel free to navigate to a course of your own, but if you are following along in the same environment as us, then the examples provided are located in the "Sample Course."



Trainer Tip

You can always tell whether you're currently working at the org level or at the course level from the top of your page – look for the name of your course (versus a blank space) just to the right of the D2L logo!

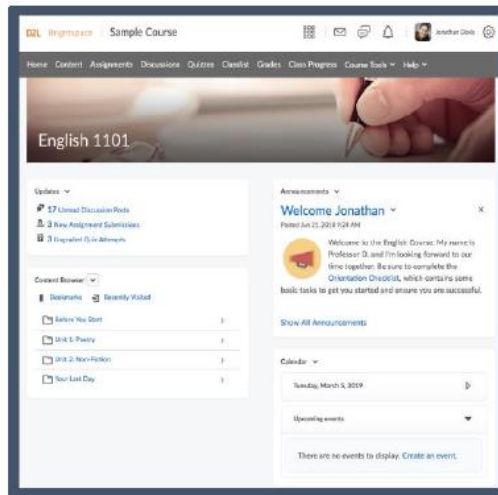


FIGURE 6: COURSE LEVEL LANDING PAGE

Course Navbar

You will see a navbar with different links than at the org level since users typically have different needs when they are navigating within an actual course. As an instructor, you may see more links than your students do, and this is because of the permissions that your administrators have given you.

Course Homepage

This is what takes up the rest of the course page (below the navbar). It is made up of widgets, such as Calendar, Activity Feed, and Announcements. Again, you will notice some different widgets than on your org level homepage.

Banner

Location, location, location! The banner is a central spot of real estate that you can customize on your course homepage. Click on the [...] symbol at the top right of the banner to choose one of our other images (or upload your own), customize the banner's text with messages for your students that you can easily replace throughout the course, or remove the banner altogether if you prefer.

Calendar Widget

The Calendar widget is a great place to view all of the upcoming events for your course at a glance. As an instructor, you have the ability to create events directly from this widget for your students to see in their own Calendar widgets.

Updates Widget

The Updates widget is your one-stop-shop upon accessing your course to view any outstanding items, such as unread discussion posts, new assignment submissions, or ungraded quiz attempts. Consult this simple widget regularly to keep on top of your marking and other tasks!

Announcements Widget (Course Level)

This is where your students will find announcements about what is happening in your course. This widget differs from the org level Announcements widget in that you will be posting announcements that only your students will see.

Activity Feed Widget

The Activity Feed is a great tool for class communication, whether it be instructor to student, student to instructor, or peer to peer. It is similar to Announcements, in that you can share important information with your students, but different because they can comment on posts, or even create their own posts to share resources with each other. You may or may not see the Activity Feed widget on your own course homepage. Speak to your administrator if you are interested in enabling it.

Announcements

Announcements are a great communication tool that can be used to share course updates, news, and reminders with your students in order to reduce anxiety by keeping them in the know at all times! Remember that you will only be creating Announcements at the course level (which only your students will see), and not at the higher org level, so make sure that you haven't navigated away from your course offering.



Trainer Tips

Save yourself time by scheduling multiple Announcements at once about any events or assessments that you already know will be coming up at a later date!

Recording audio and video announcements is a fantastic way of personalizing your instructor presence within the online space. Your students will highly appreciate the effort!

Creating an Announcement

1. From the **Announcements** widget's drop-down menu on your course homepage, click **New Announcement**.

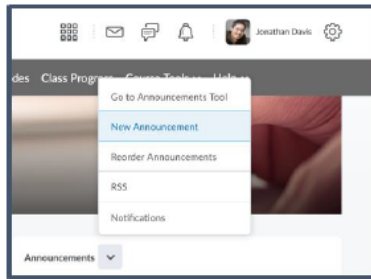


FIGURE 7: ANNOUNCEMENTS CONTEXT MENU

2. Enter a **Headline** and your **Content**.
3. By default, an Announcement's start date and time will appear below the headline when displayed in the Announcements widget. Uncheck **Always show start date** if you wish to hide this.
4. In the **Start Date** and **End Date** fields, select a posting availability date, if desired. Announcements publish immediately unless you specify an alternate Start Date. You can also

remove an Announcement on a specific date by checking **Remove announcement based on end date**.

5. Under the **Attachments** section, feel free to **Add a File**, **Record Audio** of up to one minute, or **Record Video** of up to three minutes.
6. To continue editing your Announcement later, click **Save as Draft**. Students will not see draft Announcements. To release Announcements to students (including those with a specified Start Date in the future), click **Publish**.
7. Ready to come back to your drafted Announcement? From the **Announcements** widget's drop-down menu on your course homepage, click **Go to Announcements Tool**. Click on the drop-down menu beside your Announcement, and choose **Edit**, or other options.



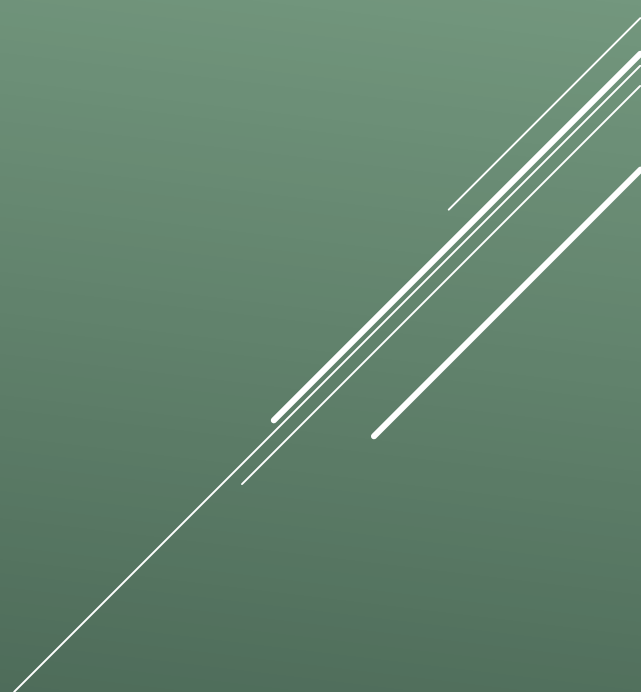
Trainer Tips

If you have an announcement that you only want certain users to see (ex: those who haven't submitted their assignment yet), then you can create and attach a Release Condition.

If you want your students to be notified by email or text message (North America only) when there is a new announcement, remind them to visit the Notifications menu.

SETTING UP YOUR SPRING COURSE

Suggestions on How to Approach Building Your Course



- ▶ Setup Your Content Modules
 - ▶ How do you want to organize content?
 - ▶ How will students find course materials, assignment, quizzes, etc.?
- ▶ Add Materials to Your Content Modules
 - ▶ Upload/Create: Files, links, discussions, assignment, quizzes, etc.
- ▶ Setup Virtual Classroom Sessions
- ▶ Setup Gradebook
 - ▶ We will cover this another session

TIPS ON GETTING STARTED

CONTENT IN D2L



brightspace™
by D2L



Adding Existing Content

The Content tool is used to create, edit, and organize course materials such as syllabi, lecture notes, video, audio, and readings. It allows students to navigate through course material and activities all from one area. We will begin by exploring ways to bring your existing resources into Brightspace, then move on to look at creating files from scratch.

Creating Modules and Sub-Modules

The first step to working in the Content tool is building out your structure. You may choose to organize your course chronologically or thematically, for example. You must first create a Module before you can add any topics. You can also create Sub-Modules to establish a deeper hierarchy.

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, in the **Add a module** field at the bottom, enter the name of your new module, then hit your **Enter** key.

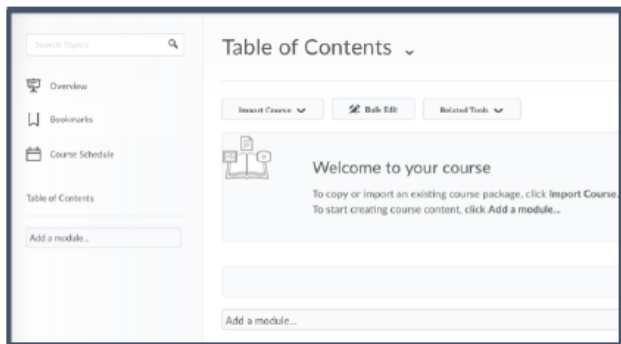


FIGURE 11: TABLE OF CONTENTS IN THE CONTENT TOOL

3. To add a Sub-Module, first click into your new Module. In the **Add a Sub-Module** field, enter the name of your new Sub-Module, then hit your **Enter** key.



Trainer Tip

Quickly edit the title of your Module or Sub-Module by selecting it from the Table of Contents and clicking on its name at the top of the page. Simply make your changes there and hit your Enter key!

Organizing Modules

Did you know that you can easily move Modules, Sub-Modules, and Topics anywhere within the Content tool? Simply grab the handle (it looks like eight small squares) to the left of the item, and drag and drop it up or down into its new destination.

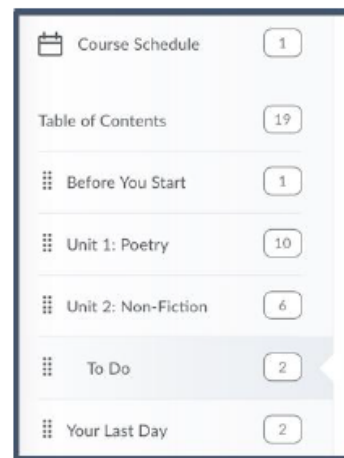


FIGURE 12: TABLE OF CONTENTS SHOWING MODULE REARRANGEMENT HANDLES

Adding Existing Content

Already have your course material ready to go? Now that our structure has been built out, this is where we will learn how to bring your existing resources into Brightspace. You can upload or drag and drop files directly from your device, and even add in external links to other websites.

1. On the course navbar, click **Content** (if you're not already there).
2. From the appropriate Module or Sub-Module, click the **Upload/Create** button and select **Upload Files**, then **My Computer**. Next, either drag and drop your file in, or upload it, then click **Add**.
3. If you're feeling comfortable, try adding an external link in the same **Upload/Create** area by selecting **Create a Link**, adding a title and the URL, then clicking on **Create**.

From "Brightspace Getting Started Manual for Instructors"

Creating New Content

Creating a New Topic

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new topic.
3. From the **Upload/Create** drop-down menu, click **Create a File**.
4. Enter a **Title** and your text.
5. Do one of the following:
 - o To publish your topic, click **Publish**.
 - o To save your topic for further edits, click **Save as Draft**.

Creating a New Topic using Insert Stuff

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new topic using Insert Stuff.
3. From the **Upload/Create** drop-down menu, click **Create a File**.
4. Enter a **Title** and your text.
5. In the text box (we call this the **HTML Editor**), click the **Insert Stuff** icon.



FIGURE 13: INSERT STUFF, INSERT IMAGE, INSERT QUICKLINK BUTTONS

6. In the **Insert Stuff** menu, select the tool that you want to select content from.



FIGURE 14: A PARTIAL LIST OF OPTIONS AVAILABLE IN INSERT STUFF

7. Select and insert the content you want to add into your course.
8. Preview the selected content if desired, then click **Insert**.
9. Do one of the following:
 - o To publish your topic, click **Publish**.
 - o To save your topic for further edits, click **Save as Draft**.



Trainer Tip

Videos, graphics, and audio files are great ways to generate interest in a topic and to present material from different perspectives. Provide text-only alternatives to help make these materials more accessible to students using assistive technology like screen readers.

Applying an HTML Template to a New Topic

1. On the course navbar, click **Content**.
2. Under the **Table of Contents** panel, click on the Module in which you want to create a new topic using an HTML template.
3. From the **Upload/Create** drop-down menu, click **Create a File**.
4. Enter a **Title** and your text.
5. From the drop-down list next to the title, click **Select a Document Template**.
6. Customize your topic according to your needs.



FIGURE 15: SAMPLE HTML TEMPLATE

7. Do one of the following:
 - o To publish your topic, click **Publish**.
 - o To save your topic for further edits, click **Save as Draft**.

From "Brightspace Getting Started Manual for Instructors"

ORGANIZING AND ADDING CONTENT



- ▶ Add a Module
 - ▶ Add submodules
- ▶ Upload/Create Content
 - ▶ OR use existing activities

The screenshot shows the 'Table of Contents' view in a learning management system. The top navigation bar includes links for Course Home, Content, Assignments, Discussions, Quizzes, Grades, Virtual Classroom, Tutoring, Course Tools, and Help. The left sidebar contains a search bar and navigation links for Overview, Bookmarks, Course Schedule, and a Table of Contents list. The Table of Contents list shows 'Module 1' selected, with a count of 1 item. Below the list is an 'Add a module...' input field. The main content area displays 'Module 1' with a dropdown arrow. It includes options to 'Add dates and restrictions...', 'Add a description...', and buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A sub-module 'figure 54.1' is listed with a count of 1 and a checkmark. Below this is an 'Add a sub-module...' input field.

Course Home Content Assignments Discussions Quizzes Grades Virtual Classroom Tutoring Course Tools ▾ Help ▾

Search Topics 🔍

Overview

Bookmarks

Course Schedule

Table of Contents

- Module 1 1
- Module 2
- Module 3

Add a module...

Module 1 ▾

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

figure 54.1 ▾
Image ✓

Add a sub-module...

TABLE OF CONTENTS VIEW

Course Home Content Assignments Discussions Quizzes Room Tutoring

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

Module 1

Module 2

Module 3

Add a module...

Module 1

Add dates and restrictions

Add a description...

Upload / Create

figure 54.1

Image

COMPREHENSIVE

PDF document

Add a sub-module...

View Topic

Edit Properties In-place

Hide from Users

Change File

Download

Move Up

Move To

Edit Metadata

Bulk Edit

Edit Properties in Place: Allows you to edit name, set dates and add a description

1 2

COMPREHENSIVE

PDF document

Start Date Due Date End Date

Add start date... Add due date... Add end date...

Release Conditions

Create Browse

Update Cancel

Paragraph B I U

Update Cancel

Pulldown options include

Edit content

Edit properties in place

Hide from users/Make visible

Delete Module/

Move content

Hide module/topic

The screenshot displays the 'Virtual Class Sessions' interface. At the top, there's a title 'Virtual Class Sessions' with a dropdown arrow. To the right are 'Print' and 'Settings' icons. Below the title, there are two input fields: 'Add dates and restrictions...' and 'Add a description...'. A blue button labeled 'Upload / Create' with a dropdown arrow is next to a grey button labeled 'Existing Activities' with a dropdown arrow. A dropdown menu is open from the 'Upload / Create' button, showing options: 'Hide from Users', 'Set Default Path', 'Set All Completion', 'Move Down', 'Move To', 'Edit Metadata', 'Publish to LOR', and 'Delete Module' (highlighted in light blue). Below the buttons, there's a section titled 'Virtual Class Sessions' with a list of sessions. Each session entry includes a title, a date, a status icon (a checkmark), and a dropdown arrow. The sessions listed are 'Tuesday Virtual Class Sessions (8/25)' and 'Thursday Virtual Class Sessions (8/27)', both marked as 'External Learning Tool'.

Virtual Class Sessions

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create Existing Activities

Hide from Users

Set Default Path

Set All Completion

Move Down

Move To

Edit Metadata

Publish to LOR

Delete Module

Expand All Collapse All

Virtual Class Sessions

Upload / Create Existing Activities

Tuesday Virtual Class Sessions (8/25) ✓

Thursday Virtual Class Sessions (8/27) ✓

External Learning Tool

EDITING OPTIONS FOR CONTENT

Search Topics

Overview

Bookmarks

Course Schedule2

Table of Contents209

Virtual Class Sessions30

Course Syllabus and Office Hours2

Orientation Module (START HERE)10

LECTURE EXAM I MATERIALS23

Chapter 1 Materials6

Chapter 3 Materials2

LECTURE EXAM I MATERIALS

Print

Settings

Add dates and restrictions...

Add a description...

Upload / Create

Existing Activities

Bulk Edit

Expand All | Collapse All

Chapter 1 Materials

Chapter 3 Materials

Chapter 10 Materials

Chapter 4 Materials

Lecture Exam I Module Assessments

2

209

30

2

10

23

6

Upload / Create

Existing Activities

Bulk Edit

Expand All | Collapse All

Chapter 1 Materials

Chapter 1 Notes

PDF document

Chapter 1 audio notes (1 of 4)

Link

Chapter 1 audio notes (2 of 4)

Link

EXAMPLE OF CONTENT ORGANIZATION

ADDING CONTENT: ASSIGNMENTS AND QUIZZES



- ▶ Upload/Create
 - ▶ Upload Files
 - ▶ Video or Audio
 - ▶ Create a File
 - ▶ Create a Link

The screenshot displays a course management interface. On the left is a 'TABLE OF CONTENTS' sidebar with a list of modules and their respective page counts:

Module	Page Count
(START HERE!)	
Module 1: An Introduction to Biology	18
Module 1 Content	9
Module 1 Assignments	8
Module 2: Cell Structure and Metabolism	23
Module 3: Genetics Begins September 30	31
Module 4: Evolution and Ecology Begins November 4	16

The main content area shows the details for 'Module 1 Learning Objectives', which is a 'Web Page'. Below this, the 'Module 1 Content' section is visible, featuring an 'Upload / Create' button and an 'Existing Activities' dropdown. A dropdown menu is open from the 'Upload / Create' button, listing the following options:

- Upload Files
- Video or Audio
- Create a File
- Create a Link
- Add from Manage Files
- Add Object from LOR

TABLE OF CONTENTS VIEW

- ▶ Upload/Create
 - ▶ New Assignment
 - ▶ New Discussion
 - ▶ New Quiz

The screenshot displays a course management interface. On the left is a 'Table of Contents' sidebar with a list of modules and their respective page counts:

Module	Page Count
(START HERE!)	
Module 1: An Introduction to Biology	18
Module 1 Content	9
Module 1 Assignments	8
Module 2: Cell Structure and Metabolism	23
Module 3: Genetics Begins September 30	31
Module 4: Evolution and Ecology Begins November 4	16

The main content area on the right shows the 'Module 1 Learning Objectives' section, which is a 'Web Page'. Below this, the 'Module 1 Content' section is visible. A dropdown menu is open under the 'Upload / Create' button, listing the following options:

- New SCORM/xAPI Object
- New Assignment
- New Checklist
- New Discussion
- New Quiz
- New Survey

TABLE OF CONTENTS VIEW

SCHEDULING A VIRTUAL CLASSROOM SESSION

Useful D2L links

Brightspace D2L YouTube Channel

Lots of videos on navigating and using D2L.

<https://www.youtube.com/c/BrightspaceTutorials/channels>

Brightspace D2L Documentation

This site provides information document for both faculty and students.

https://documentation.brightspace.com/EN/-/-/-/welcome_page.htm

Brightspace D2L Community Forums

Includes a FAQ page, various articles and a forum dedicated to D2L users.

<https://community.brightspace.com/s/>

Useful D2L links

Brightspace D2L 24/7 Support

Another site containing answers to common questions and includes a Live Chat feature. This is a good site to direct students to. A link to this is also located on the D2L landing page when you first login to D2L.

<https://community.brightspace.com/helpdesk/s/>

Brightspace D2L Subscription Training

This site provides on-demand training tutorials for instructors and should be one of the first things instructors view before developing and teaching your D2L course. Use your D2L login credentials to access this training.

<https://community.desire2learn.com/d2l/home/12987>

Brightspace Pulse app

<https://youtu.be/j4usk9E8Pww>

Changing the Default Language

. <https://www.ssc.edu/wp-content/uploads/2020/08/D2L-Language-Choice.mp4>

Useful Bongo links (Virtual Classroom)

BONGO Virtual Classroom Information

This site has a variety of resources for users of the Virtual Classroom in D2L.

<https://bongolearn.zendesk.com/hc/en-us/categories/360000374534-Virtual-Classroom>

Virtual Classroom Guide: YouTube Tutorial

This is one of a number of YouTube videos you can find that illustrates the use of the Virtual Classroom. This particular one is made by a faculty and a student and shows both perspectives.

<https://youtu.be/ml98AZzHpus>

SSC Technical Support: Teaching and Learning Center (TLC)

Noah Nowicki: Instructional Technology Specialist

M-F: 11:30am to 7pm

(708)225-5890 option #2

ssconline@ssc.edu

Jamie Welling: Faculty Technology Trainer

Life Sciences Faculty

Spring schedule coming soon. Available by appointment

ssconline@ssc.edu

Several white lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.