D2L Brightspace Guide for Students at Northern Lakes College

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# Introduction

What is D2L Brightspace?

D2L Brightspace is the Learning Management System (LMS) used at Northern Lakes College. It is a place for you to communicate with your instructor and classmates outside of class. Your instructor can use D2L Brightspace to store class materials, discuss class topics with you, receive your assignments, and much more!

## When can I get access to D2L Brightspace?

Once you register and get accepted, you will be given a Northern Lakes College account which will provide you with full access to D2L Brightspace and the courses in your registered program.

How do I access D2L Brightspace?

1. Go to the College website: www.northernlakescollege.ca
2. Click on My NLC
3. Select D2L
4. You will automatically be taken to the login screen. Your username is your full email address.

Sign in

username@northernlakescollege.ca

Can't access your account?

Sign-in options

Next
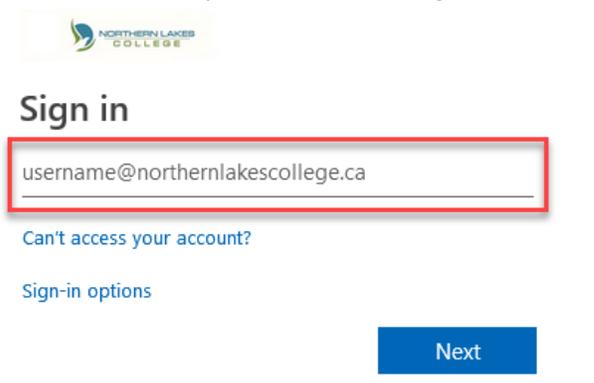
5. Type in your password. This is the same password that you use to log into the computers and check your email. Then click Sign in

← mouallemr@northernlakescollege.ca

Enter password

●●●●●●●●●●●●●●●●●●●●●●●●●●

Forgot my password

Sign in
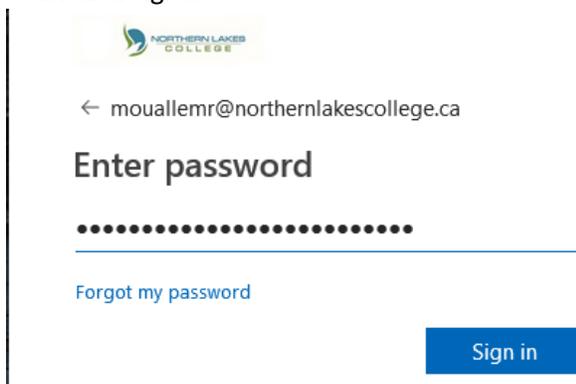
6. Click No to the question "Stay signed in?"

Who do I contact if I cannot log into D2L?

The most effective way to get help is to send an IT Help Desk ticket. You can do this by emailing helpdesk@northernlakescollege.ca or by using the NLC SERVICE DESK icon on your desktop. You should include your full name, student ID number, the best phone number to reach you at and a description of your problem. You may also call **780-751-3290** from Monday to Friday between 8:15am – 4:30pm!

If you have logged into D2L, but do not see your courses listed – please contact your instructor!

Navigating in D2L Brightspace

D2L Brightspace Home Page

Once you have logged into D2L Brightspace you will see tiles with the courses you are enrolled in. Enter a course site by selecting the name or picture for the course.

The waffle icon in the top toolbar provides you with a list of all of your courses. The envelope to the right of the waffle includes your instant messages and email. The chat bubble button is where you would go to access your subscription alerts (discussion forums). Finally, the bell is where you see update alerts – this is where you will receive notifications from your instructor.

Announcements   Calendar   Help ⌄

Welcome to Brightspace

Take a moment and explore the courses below to see how Brightspace can help you reach every learner

My Courses

All   Brightspace   Samples   Sandboxes

EDTECH101: Using Educational Technology at Northern Lakes College
EDTECH101

NLC101: Getting Started at Northern Lakes College
NLC101

Announcements ⌄

Brightspace in a Minute

Brightspace 101

Watch later   Share

Reach every learner

Course layout

The blue navigation bar will be your map of the course. Clicking on content takes you to a list of all of your course content and is sorted by the left by module, unit, topic, week, etc. You may also see assignment and forum details in the content areas. Another way you can access the assignments, quizzes, forums, etc. is by clicking on the appropriate item in the navigation bar at the top. Clicking assignments shows you all assignments in this course.

Course Resources and Activities

D2L Brightspace supports a range of resource types which teachers can add to their courses. Students can read but do not interact with course resources. Some examples of resources are links, Word documents, PowerPoint files. Activities could be assignments, quizzes and forums.

Search Topics 🔍	**Week 4 September 25** ⌄ 🖨 Print
🔖 Bookmarks	
📅 Course Schedule	*Review Research Assignment + get started with Practice Assignment*
Table of Contents [165]	⬇ Download
Introduction [4]	
Read Me First [15]	**0 %** 0 of 3 topics complete
Course Components and Other Resources [19]	**Practice research article - click here to access it** ⌄ •
Week 1 September 4 [2]	🔗 Link
Week 2 September 11 [9]	In case I am still ill tomorrow morning here is a link to locate your practice research study. (After clicking on it look for the full-text pdf box on the left hand side. Click here to open the entire article.) Between this class and next pls read over this study several times. Take as many notes as you need to make sense of the study. Later this week when I am back to work I will post a mini lecture reviewing the exercise questions so you have an understanding of what is expected. After listening to this recording pls do your best to answer these questions. (This work will assist you in getting ready for your upcoming Research Assignment.) The format doesn't have to be perfect, just understandable to you. During next week's class we will go over your answers and your explanations. At that time I will also coach you in locating research studies using NLC's library database system.
Week 3 September 18 [14]	
Week 4 September 25 [3]	
Week 5 October 2 [2]	**Mini lecture on Practice exercise** ⌄ •
Week 6 October 9 [12]	🎥 Video
Week 7 October 16	Explanations on the various questions. The recording is 15 mins and a wee bit in length.
	Research assignment learning journal ⌄ •
	📄 Assignment
	🕐 Due October 1 at 8:40 AM

Course Navigation

After clicking on content in the blue navigation bar, you will see a list of topics down the left. Each topic or unit will have a title and description to provide you with information on what is being covered as well as any activities or content related to that topic. To access a topic's content, simply click the title on the left and the content of that topic will appear to the right.

You can navigate between topics using the links down the left. You can also navigate between content, assignments, quizzes, etc. by using the links in the blue navigation bar.

You can navigate between courses by using the waffle in the top middle of the screen.

Participating in Course Activities

Discussions

The discussion activity module enables participants to have discussions that take place over an extended period of time outside of the live class (Collaborate). Discussion have many uses, such as: being a social space for students to get to know each other, for course announcements (using a news forum with forced subscription) or for discussing course content or reading materials.

To post in a discussion:

1. Click on the word **Discussions** in the blue navigation bar, and scroll until you find the discussion you wish to participate in. In the example below, I am opening the discussion called Student Lounge Discussion Forum.

2. Click the **Start a New Thread** button
3. Fill out the required fields

To reply to a forum:

1. If you see a topic that you would like to view, simply click on the title of the Discussion, in this case it is My one wish by Randah Mouallem

2. You can then view the discussion and reply by clicking the word **Reply to thread**.

Assignments

To upload files and submit an assignment:

1. Navigate to the assignments page by clicking on Assignments in the blue navigation bar
2. Click the title of the assignment you wish to complete

3. Click the **Add a file** button.

After uploading, you must click Submit to complete the submission.

Add a File   Record Audio

4. Select **My Computer**

Add a File - EDTECH101: Using Educational Technology at ✕
Northern Lakes College - Northern Lakes College

🖳 My Computer   ⟩

📱 My Locker   ⟩

📇 Group Locker   ⟩

💼 ePortfolio   ⟩

Cancel
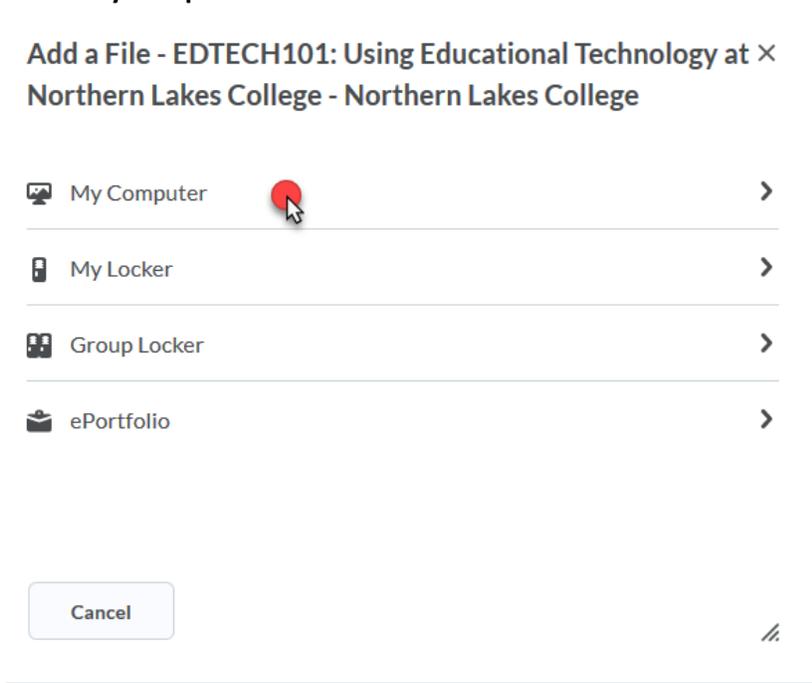
5. Click the **Upload** button, or click and drag your file into the window then click **Add**

Add a File - EDTECH101: Using Educational Technology at✕
Northern Lakes College - Northern Lakes College

Drop files here, or click below!

☁ Upload

You can upload files up to a maximum of 1 GB.

Add   Back   Cancel
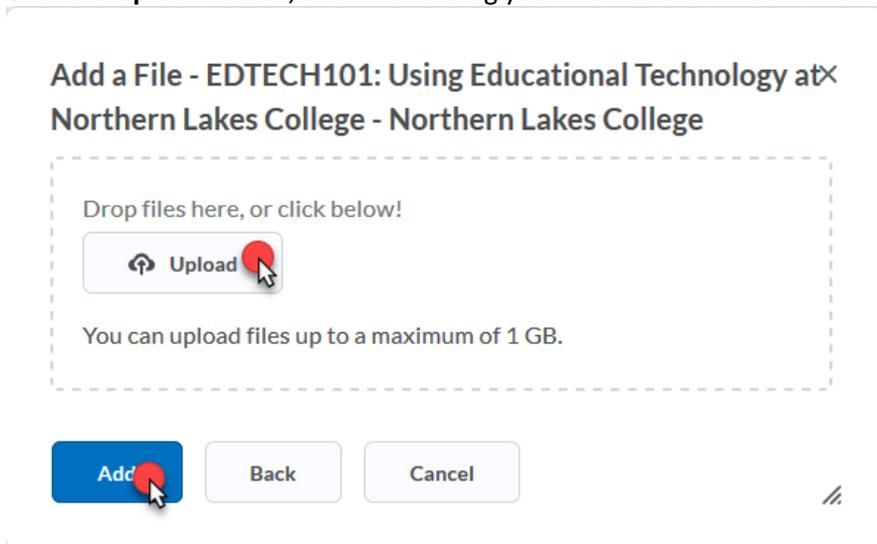
6. You will now see your file, as well as the source. You can add a comment if you wish. When you are ready to submit, be sure to press the **Submit** button at the bottom of the page.

Submit Assignment

Files to submit *

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File	Record Audio

📄 D2L Courses.docx (12.96 KB)   ✕
Source: My Computer

Comments

```
▶  📷  🔗  ▼   Paragra...  ⌄   B  I  U  ▼        ...

Comments are optional :)



                              A̷  ✎  </>  EQ  ⤢  ⁄⁄
```

Submit 🔴	Cancel

7. You will be taken to a page called **Review Assignment Submission**. This page lets you know if you were successful or not, which file you submitted, any comments you may have left, the submission date and more. Review this information and click **Done**.

8. You will now see under **Completion Status** that you have X number of submissions, and X number of files

Assignment	Completion Status	Score
No Category		
This is a file submission assignment	1 Submission, 1 File	- / 100

9. Clicking on the link 1 Submission, 1 File under completion status takes you to your **Submission History**

Submission ID	Submission(s)	Date Submitted ▼
1	✉📄 D2L Courses.docx (12.96 KB) Comments are optional :)	Aug 15, 2019 11:54 AM

Quizzes

Quizzes can be added to D2L Brightspace and can count towards your final grade or be used as a self-assessment. They could contain multiple choice, true/false, matching, essay or short answer questions.

1. Click the title of the exam which you would like to complete
2. Read the **quiz details** page. This is where your instructor will give you directions, time allowed, attempts allowed, etc.
3. Click the **Start Quiz!** Button
4. If the quiz comes with a time restriction, you will see that at the top. You will see how much time you are allowed, and how much time you have left. Keep an eye on the *time left* clock.
5. Down the left, you will see the question number, organized by page. Clicking on a question number will allow you to jump to that question. Alternatively, you can navigate using the Previous Page and Next Page buttons.

6. Your answers are automatically saved as you go along

7. When you're done, click the **Submit Quiz** button.
8. Confirm that you are ready to submit your quiz and once again, click the **Submit Quiz** button

Quiz Submission Confirmation

You are about to submit your quiz...

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

[Submit Quiz] [Back to Questions]

9. Check out your grade and then click Done

Quiz Submissions - This is a quiz

Randah Mouallem (username: mouallemr)

Attempt 1

Written: Aug 15, 2019 1:32 PM - Aug 15, 2019 1:39 PM

Submission View

Your quiz has been submitted successfully.

Attempt Score: 2 / 7 - 28.57 %

[Done]

Checking Grades

Click the word Grades in the blue navigation bar

Grade

91 %

Grade Item	Points	Weight Achieved	Grade
Quizzes			86 %
Just for Fun - A Practice Quiz	6 / 7		86 %
Assignments			99 %
Student Lounge Discussion Forum	5 / 5		100 %
Upload a File Assignment	98 / 100		98 %
Online Text Assignment	10 / 10		100 %

Edit your profile in D2L Brightspace

The quickest way to access your own profile is to click on your name in the top right hand corner, then click Profile. You can type in a tagline, some interests, and a profile picture!
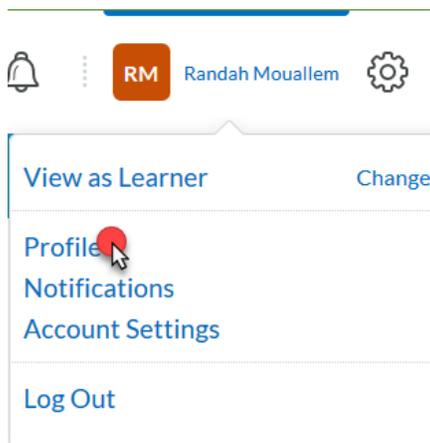
Edit My User Profile

Randah Mouallem

Change Picture

Awards Showcase

Personal Info

Tagline

Interests/Hobbies

Save and Close   Save   Close

Notifications

D2L Brightspace allows you to set your own custom notifications. You can be notified via the Pulse App, or through email and/or text message. Items included in the list of options include assignment grades being released, due dates nearing, forum posts, and more! Be sure to check this feature out.

To locate the notification settings, click on your name in the top right hand corner then select Notifications!

Instant Notifications

	SMS	Email
Activity Feed - new comments from others on a post	☐	☐
Activity Feed - new posts created by others	☐	☐
Announcements - announcement updated	☐	☐
Announcements - new announcement available	☐	☐
Assignments - assignment feedback released		☑
Assignments - assignment due date or end date is 2 days away	☐	☑
Assignments - assignment feedback updated		☐
Assignments - publish all feedback completion	☐	☐
Content - content item created		☐
Content - content item updated		☐
Content - content overview updated		☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications		☑
ePortfolio - feedback added to subscribed items	☐	☐