

## Brightspace Quick Reference Guide

### What is Brightspace?

Brightspace is an instructional/course management software package that allows students and instructors to work with materials via the Internet. To access Brightspace, you need a computer, Internet connection, and Internet browser.

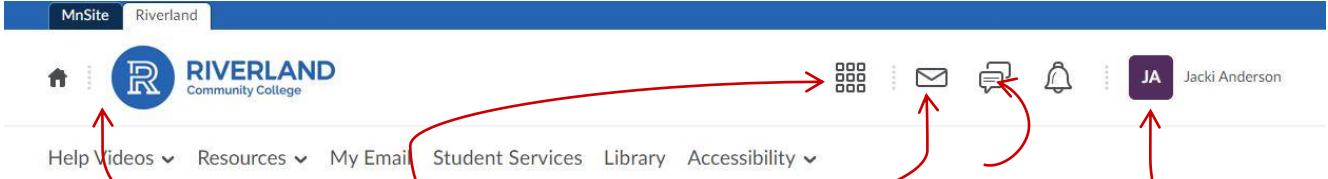
If you need assistance with anything within Brightspace, please submit a ticket at <https://desk.zoho.com/portal/riverland/newticket>.

## 1. Login

- Connect to the Internet and enter <https://riverland.learn.minnstate.edu/> in the address field
- Enter your StarID username and password. Click **Sign on with StarID**.
- Access your username and password via the College webpage at <http://www.riverland.edu/current-students/starid-access>

## 2. The Minibar

Minibar is located at the top of the page and stays there whether you are at your my Home page, in a course or if you scroll down. When there is a new Email/Instant Message, Notifications or Discussion Board alert, a red dot will appear on that icon.



The Minibar contains the following elements and callouts:

- Home:** Click here to return to your Brightspace Home page
- Courses:** Click here to see the courses you can access
- Email:** Click here to access the Instant Message and to send email
- Notifications:** Click here to see notifications from Discussion Boards
- Account Settings:** Click here to manage your account settings and to log out

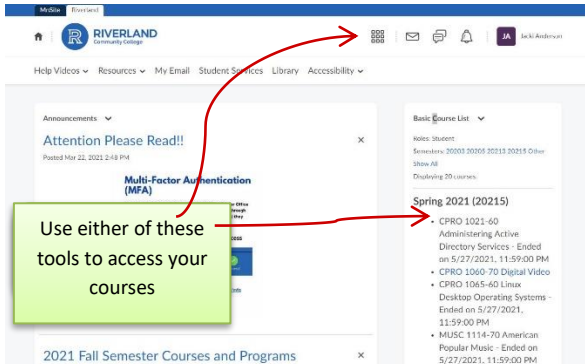
**Account Settings Menu:**

- Click Profile to change your profile image and other personal information.
- Click Notifications to control how you receive notifications about activity in your courses.
- Click Account Settings to manage your global Brightspace settings: font, video, discussion and email.
- Click Log Out to exit Brightspace.

## 3. Home Page

When you first log into Brightspace, you will see this screen. You can use the "Select a course" or "My Courses" tools to enter the courses you are registered for. While all online and hybrid courses use Brightspace, not all on-campus courses do.

You will also see Announcements for all Riverland students, no matter what courses you are enrolled in.

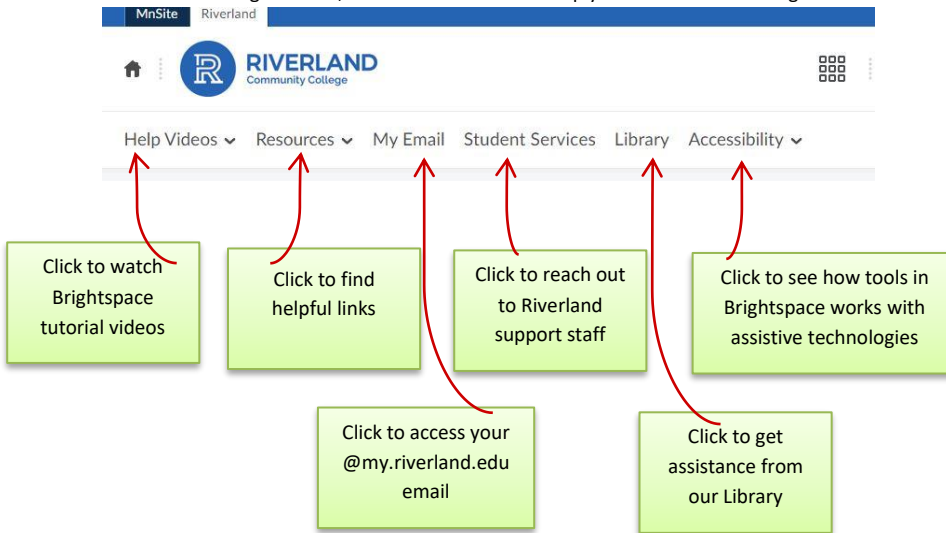


The Home Page includes:

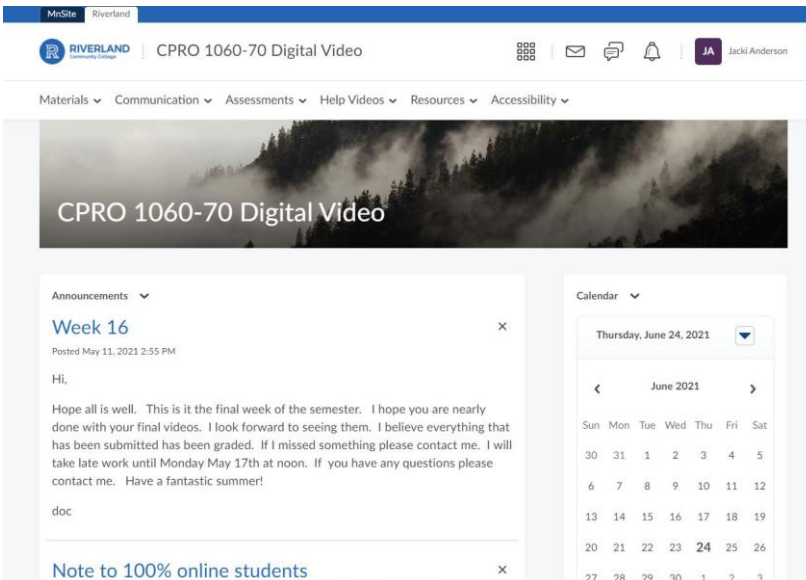
- Announcements: Attention Please Read!!
- Multi-Factor Authentication (MFA)
- 2021 Fall Semester Courses and Programs
- Basic Course List: Spring 2021 (20215)
  - CPRO 1021-60
  - Administering Active
  - Directory Services - Ended on 5/27/2021, 11:59:00 PM
  - CPRO 1060-70 Digital Video
  - CPRO 1065-60 Linux Desktop Operating Systems - Ended on 5/27/2021, 11:59:00 PM
  - MUSC 1114-70 American Popular Music - Ended on 5/27/2021, 11:59:00 PM

Use either of these tools to access your courses

In the main Navigation Bar, there are resources to help you with online learning:



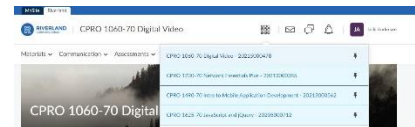
## 4. Course Home Page



From the Course Home page, you will see **Announcements** related only to the course you are in, **Upcoming events** for the course – such as Assignments, Quiz and Discussion due dates – and your **Calendar**, if your instructor has made this available.

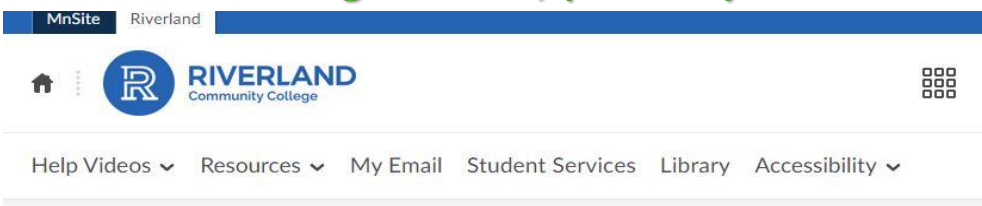
You can access your **Brightspace Home** page by clicking the My Home link at the top left of the page.

You can get back to the **Course Home** page by clicking either the name of the course in the Minibar or in the Navigation bar.



Using the Select a course pull-down menu in the Minibar, courses can be "Pinned" to the top of the list. Use this feature to access courses directly without having to go to the "My Home" page.

## 5. The Course Navigation Bar, (Nav Bar)



Tools are grouped in menu lists. Click a menu then select a tool. To go to a different tool, click a menu list. Remember that not all Riverland faculty use all of the tools in the Nav Bar. If there is a tool that you see here that isn't in your other courses, please contact your faculty to inquire about incorporating it into the course.

## 6. Content

Click on Materials on the Nav Bar, then Content.

In Content, you will find a variety of material for your course. A **good place to start** is opening and reading your Syllabus. There could be a variety of file types including Microsoft Office files, .pdf files, videos and links to Web sites. You should check your computer hardware by navigating to <https://riverland.learn.minnstate.edu/d2l/systemCheck> to make sure your computer is BRIGHTSPACE ready.

If you are still experiencing trouble accessing the Content in your course, please contact the Office of Instructional Technology by visiting <https://desk.zoho.com/portal/riverland/newticket>.

Click the Module title to open additional Topics

Click the Topic title to open the file

## 7. Discussions

Click on Communications in the Nav Bar, then Discussions.

Click here to start a new conversation

Click here to read threads and replies

Click here to Subscribe to the thread and get notifications of new replies.

Threads with unread messages will have a dark blue edge

The Discussions tool is an area for you to share your thoughts, ask questions, or share files with your peers and instructors. If the message includes a file attachment, view that attachment by clicking on the paper clip icon.

Click here to reply to someone who already replied to the author

Click here to reply to the Thread's author

## 8. Assignments

Click on Assessments in the Nav Bar, then Assignments.

The screenshot shows the Brightspace interface for the 'Assignments' section. A table lists assignments with columns for Assignment, Completion Status, Score, Evaluation Status, and Due Date. Callout boxes provide instructions: 'Click here to see the work you have been assigned' points to the 'View History' button; 'Click here to verify you have submitted the correct file' points to the 'Final project' row; 'Pay attention to due dates and times' points to the 'Due Date' column; and 'Click here to see feedback from your instructor' points to the 'Feedback: Read' column.

Assignment	Completion Status	Score	Evaluation Status	Due Date
Final project	1 Submission, 1 File	0 / 50	Feedback: Read	May 13, 2021 11:59 PM
YouTube Channel Link	1 Submission	5 / 5	Feedback: Read	Nov 18, 2020 11:59 PM

In Assignments, you will see the work that is to be completed outside of Brightspace. Once you have finished that work, use the Assignments to upload and submit your work.

## 9. Quizzes

Click on Assessments in the Nav Bar, then Quizzes.

The screenshot shows the Brightspace 'Quiz List' page. A table lists quizzes with columns for Quiz Name, Due Date, Evaluation Status, and Attempts. Callout boxes provide instructions: 'Click here to begin your Quiz' points to the 'Quiz 1 Terms' row; 'Attempts you have taken' points to the 'Attempts' column; 'Pay attention to start and end dates' points to the 'Due on Jan 19, 2021 11:59 PM' date; and 'Attempts you have available' points to the '3 / 3' attempts value.

Current Quizzes	Evaluation Status	Attempts
Quiz 1 Terms Due on Jan 19, 2021 11:59 PM	Feedback: On Attempt	3 / 3
Quiz 2 Due on Feb 4, 2021 11:59 PM	Feedback: On Attempt	1 / 3

The Quiz page lists the past, current, and future Quizzes. You can see the date and time the quiz starts and the attempts available. Quiz deadlines are strictly enforced: make sure that you can complete the process before the posted deadline. When a Quiz becomes available, you may click the link to get started.

If you experience any problems as you are taking your Quiz, you may need to restart your browser or your computer.

If you:

- save your answers as you go,
- are still within the available start and end dates and times, and
- have time allowed left to take the Quiz, then you will be able to continue where you left off.

Please remember that once you start a Quiz, the time allowed continues to count down, whether you are logged into Brightspace or not.

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