



KENNESAW STATE
UNIVERSITY
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

D2L Brightspace – Daylight Experience

Student Guide

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Published by Kennesaw State University – UITs 2020

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University Information Technology Services

D2L Brightspace – Daylight Experience

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 – Daylight Experience. This document will help you to learn how to use the different features within D2L Brightspace.

D2L Brightspace – Daylight Experience 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 – Daylight Experience
- 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 *Assignments* 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

Accessing D2L Brightspace

The following instructions explain how to access D2L Brightspace – Daylight Experience:

1. In an Internet browser, go to the following website: <http://d2l.kennesaw.edu>.
2. Click **Login to KSU D2L Brightspace**.
3. Type your **NetID Credentials** (See Figure 1).
4. Click **Log In** (See Figure 1).

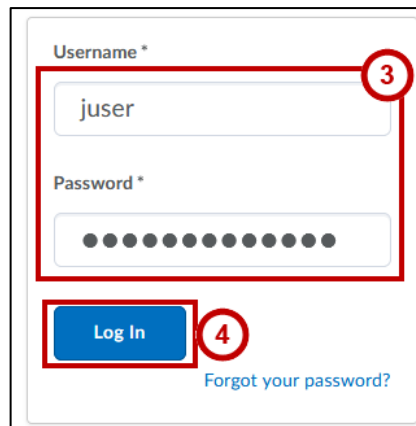
A screenshot of the D2L Brightspace login form. It features a 'Username *' field with the text 'juser' and a 'Password *' field with masked characters. A red rectangular box highlights both the username and password fields, with a red circle containing the number '3' next to it. Below the password field is a blue 'Log In' button, which is also highlighted with a red rectangular box and a red circle containing the number '4' next to it. A link for 'Forgot your password?' is located below the 'Log In' button.

Figure 1: Click Log In

5. You will be taken to the *My Home* page.

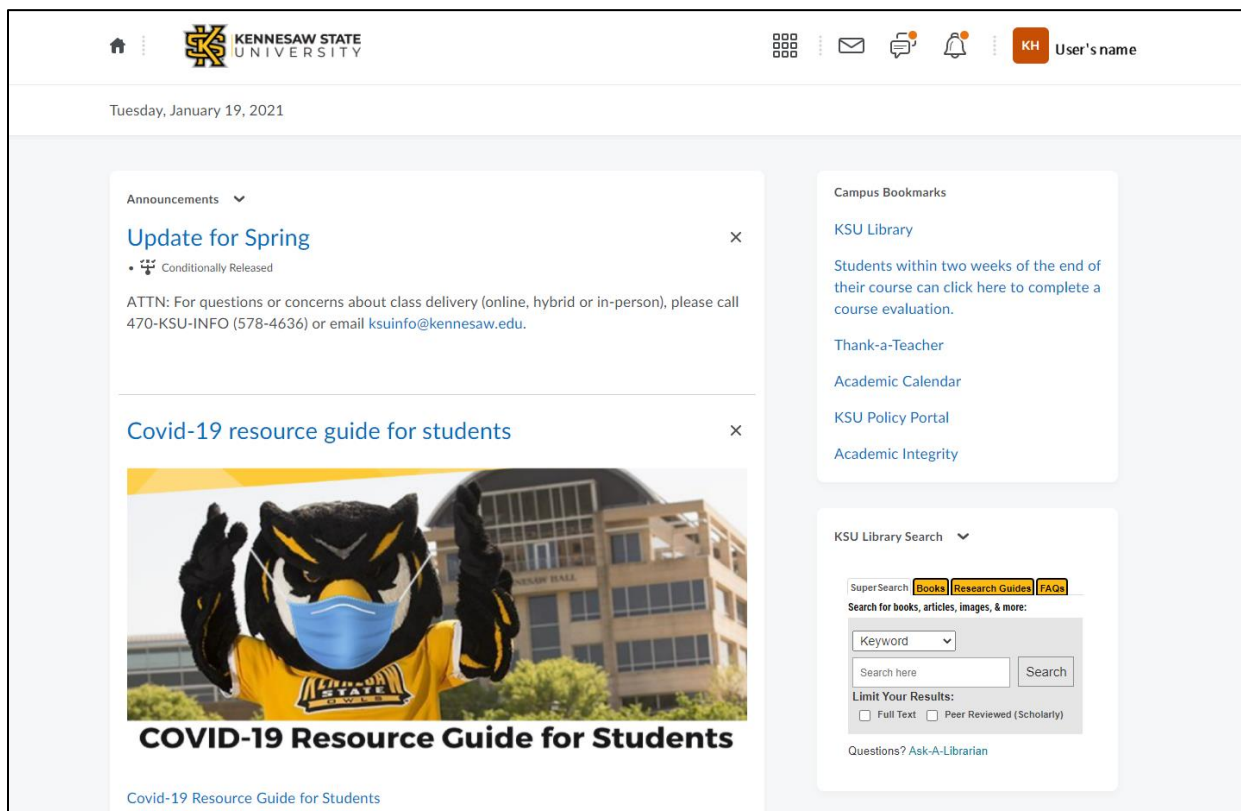
A screenshot of the Kennesaw State University (KSU) My Home page. The header includes the KSU logo, navigation icons, and a user profile section with the text 'KH User's name'. The main content area is divided into several sections: 'Announcements' with a 'Update for Spring' notice, 'Covid-19 resource guide for students' featuring a mascot wearing a mask, 'Campus Bookmarks' with links to KSU Library, course evaluations, and other resources, and a 'KSU Library Search' section with a search bar and filters. The date 'Tuesday, January 19, 2021' is displayed at the top.

Figure 2: The My Home Page

The Home Page

The *My Home* page is the main landing page for D2L Brightspace. The following section walks you through the various features of the *My Home* page:

The MiniBar

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



Figure 3: The MiniBar

1. **My Home:** Clicking **My Home** will take you back to the main homepage (See Figure 3).
2. **Course Selector:** The course selector drop-down provides access to your courses. (See Figure 3).
3. **New Email Alert:** Gives direct access to new emails and your mailbox. An orange dot on the *Message alerts* icon indicates new emails (See Figure 3).
4. **Update Alerts:** Indicates you have new announcement items, a new grade has been posted, and upcoming due dates for items not completed (See Figure 3).
5. **Subscription Alerts:** Indicates that there are new posts to topics and forums that you have subscribed to in *Discussions* (See Figure 3).
6. **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 3).
7. When click the **Course** Selector, you can also pin courses so they remain at the top of the list by clicking the **Pin** icon.



Figure 4: Click the Pin icon

Profile

The following explains how to adjust your profile:

1. From the D2L Brightspace *My Home Page Minibar*, click **User Settings**.



Figure 5: Click User Settings

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

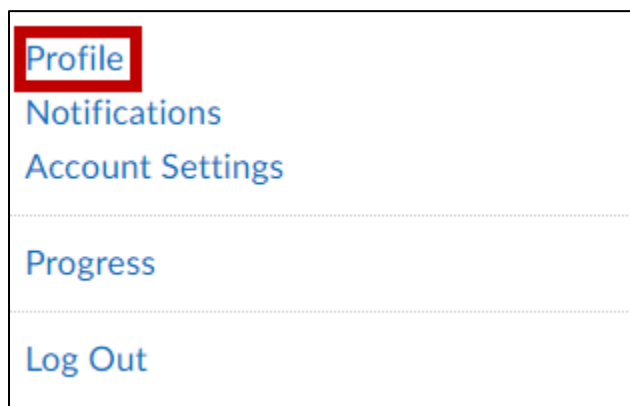


Figure 6: Click Profile

3. The *Edit My User Profile* screen will appear. Enter any information that you wish to share with others.

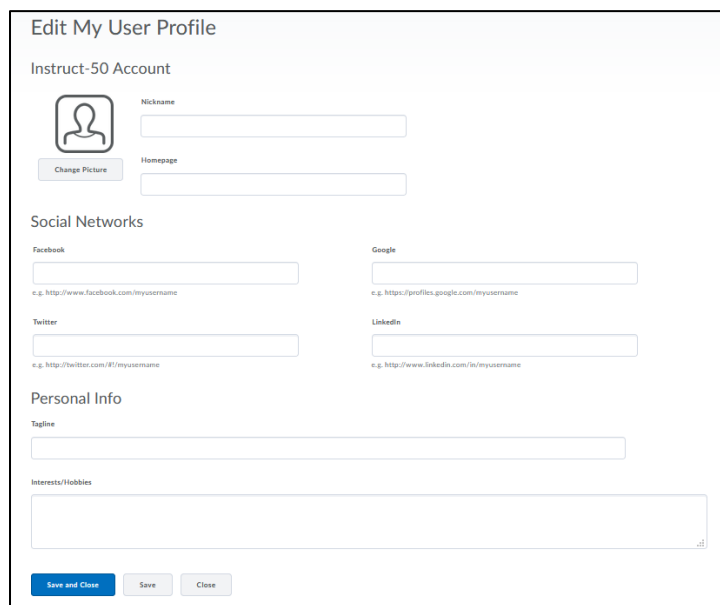
A screenshot of the 'Edit My User Profile' screen. The page has a light blue header with the title 'Edit My User Profile'. Below the header, there is a section for 'Instruct-50 Account' with a profile picture placeholder and a 'Change Picture' button. To the right of the profile picture are input fields for 'Nickname' and 'Homepage'. Below this is a 'Social Networks' section with input fields for 'Facebook', 'Google', 'Twitter', and 'LinkedIn'. Each field has a small example URL below it. Below the social networks is a 'Personal Info' section with a 'Tagline' input field and a larger 'Interests/Hobbies' input field. At the bottom of the form are three buttons: 'Save and Close', 'Save', and 'Close'.

Figure 7: Edit My User Profile

4. Click **Save and Close** in the lower-left area of the screen to return to the D2L Brightspace *My Home* page.

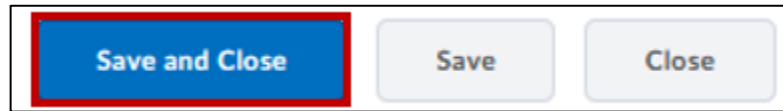


Figure 8: Click Save and Close

Notifications

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

1. From the D2L Brightspace *My Home Page* Minibar, click **User Settings**.



Figure 9: Click User Settings

2. Click **Notifications**.

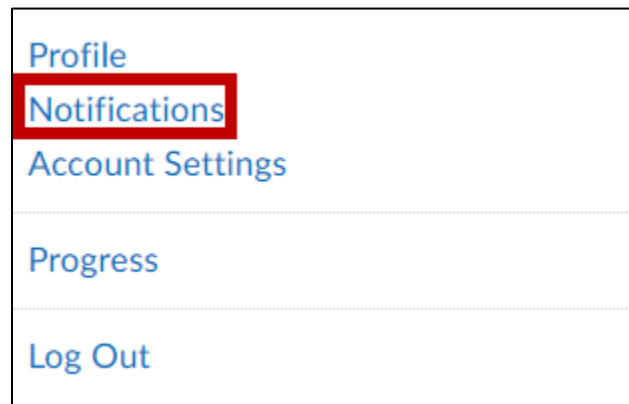


Figure 10: Click Notifications

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 (a)**(See Figure 11).
 - b. Have notifications sent to your mobile device by clicking **Register your mobile (b)** (See Figure 11).
 - c. Adjust the settings for **Instant Notifications (c)** for *Activity, Announcements, Assignments, Content, Discussions, Grades, and Quizzes* (See Figure 11).

Figure 11: Notification Settings

4. Click **Save** to return to the *My Home* page.

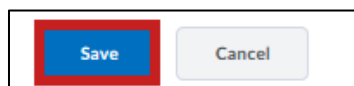


Figure 12: Click Save

Account Settings

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

1. From the *MiniBar*, click the **User Settings**.

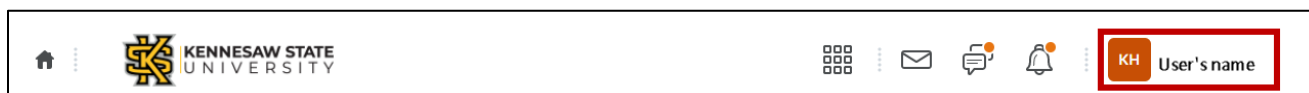


Figure 13: Click User Settings

2. Click **Account Settings**.

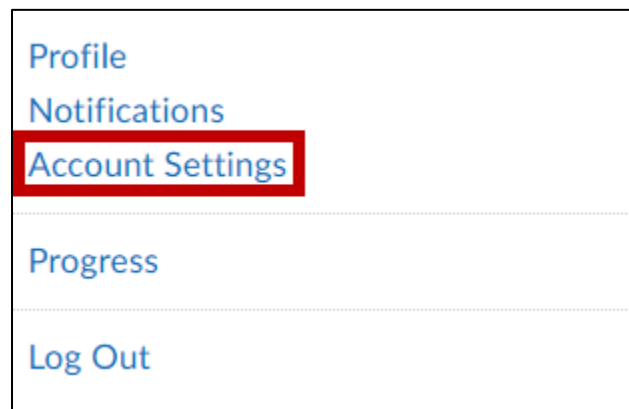


Figure 14: Click Account Settings

3. The *Account Settings* screen will appear with options to adjust the *Font*, *Dialog*, *HTML Editor*, *Reading Content*, *Video*, *Locale & Language*, *Time Zone* and *Application* settings. Make your desired changes.

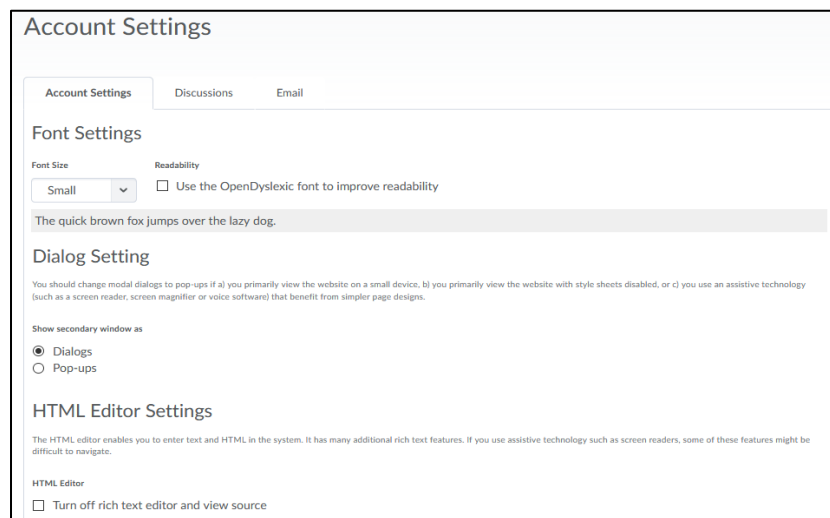


Figure 15: Account Settings

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

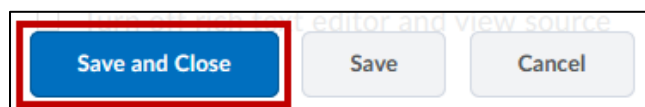


Figure 16: Click Save and Close

Announcements

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

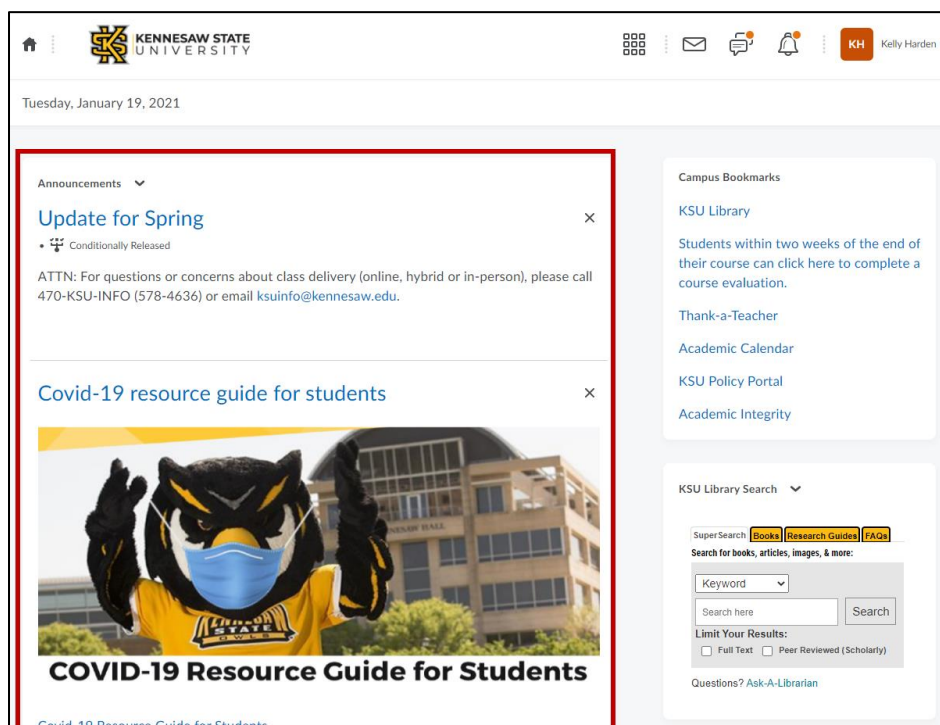


Figure 17: The Announcements

Dismissing Announcement Items

You may dismiss *Announcements* by clicking the **X**, located at the top right corner of the announcement.

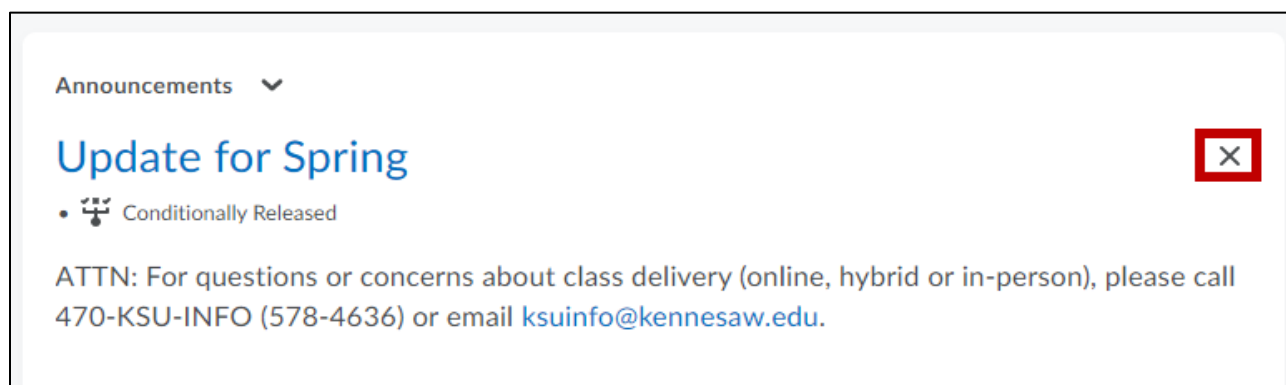


Figure 18: Dismissing Announcements

Restore Dismissed Announcement Items

The following explains how to restore an *Announcement* item that has been deleted:

1. Click **Announcements** to enter the *Announcements* tool.

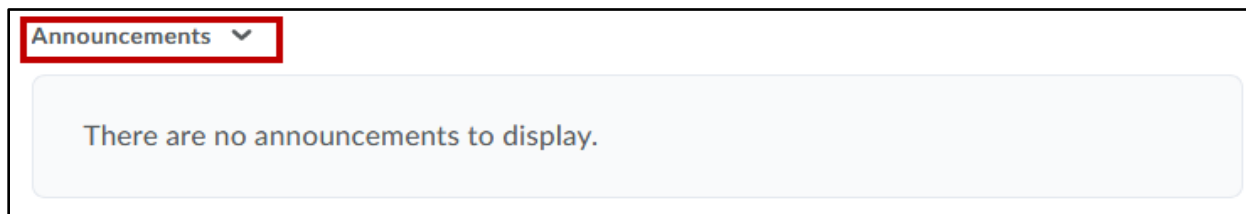


Figure 19: Entering Announcements Tool

2. The *Announcements* tool will appear and display all active and dismissed *Announcement* items. Click the **drop-down arrow** next to a *dismissed Announcement item* (See Figure 20).
3. Click **Restore**. The *Announcement* item will be restored to the *My Home* page (See Figure 20).

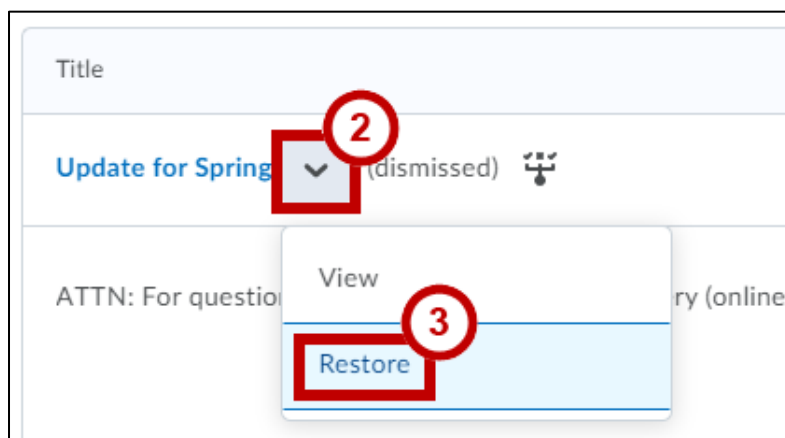


Figure 20: Restoring an Announcement Item

Note: Announcement 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 **Course Selector** (See Figure 21).
2. A list of courses will appear. Click the **course** of your choice (See Figure 21).

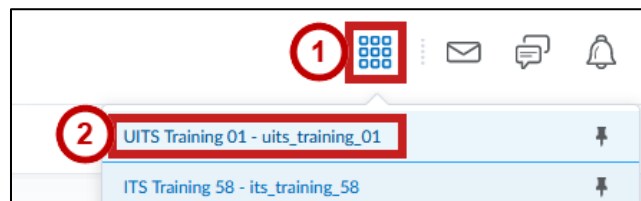


Figure 21: The Course Selector

3. You will be taken to the *Course Home Page*.

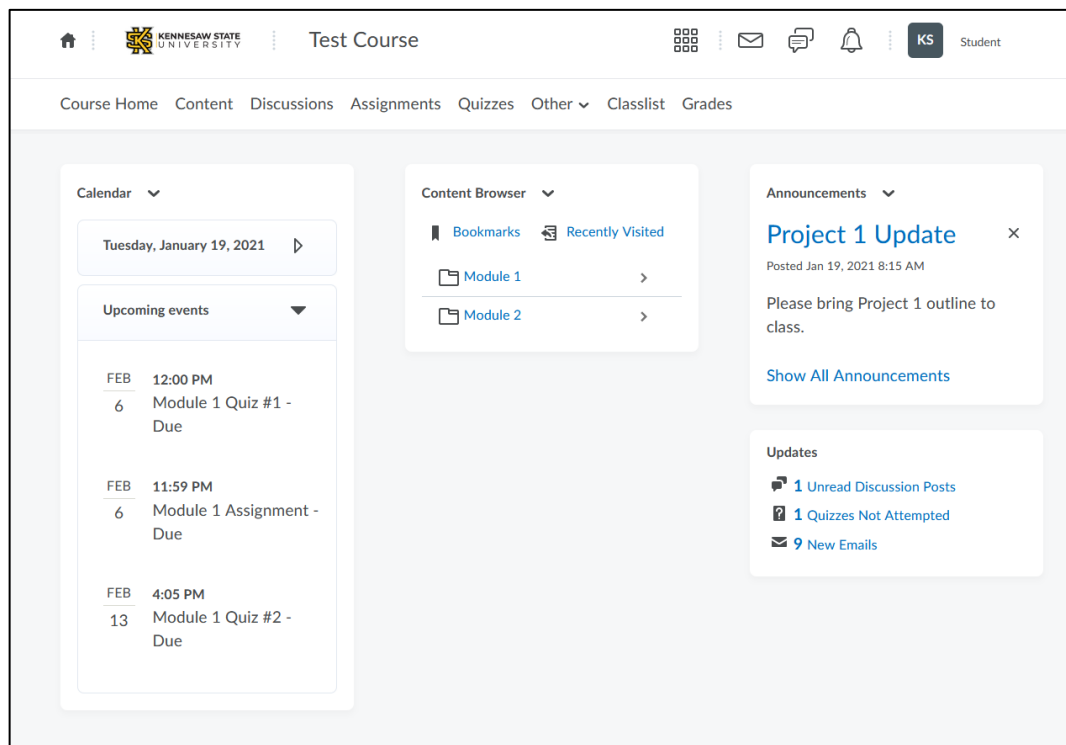


Figure 22: Course Home Page

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 for a few days before you are removed automatically.

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*. To open, click the **expand** button to the right of the calendar date.

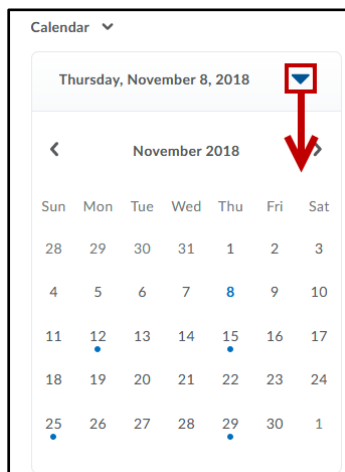


Figure 23: Click Expand

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 a **day** on the calendar to view events. For example, if you want to view events for *Thursday, November 8th*, click **8**.

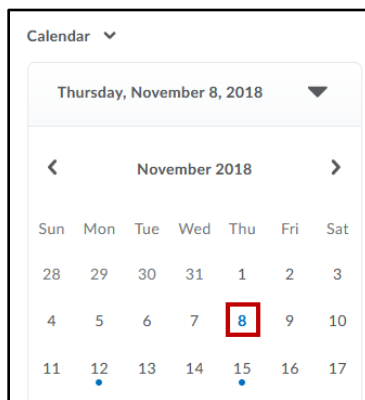


Figure 24: Click a day

Note: Any day that has an event on the calendar will have a blue dot under it.

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* (See Figure 25).
4. Click **Go to Calendar** (See Figure 25).

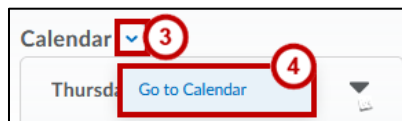


Figure 25: Click Go to Calendar

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 (See Figure 26).

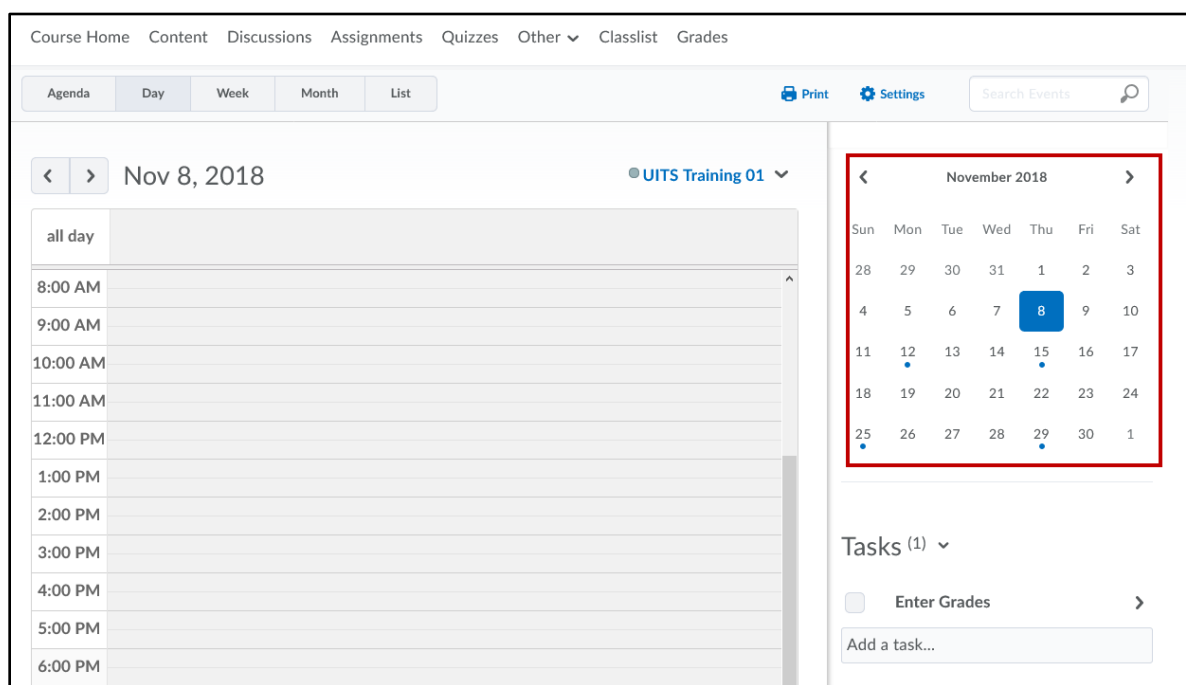


Figure 26: The Mini-Calendar

5. To change the view of the *calendar*, click any of the **options** shown.



Figure 27: Changing Calendar Views

6. Click the **Course Home** button in the *Navbar* to return to the *Course Home Page*.



Figure 28: 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:

1. Click the **drop-down arrow** next to *Calendar* (See Figure 29).
2. Click **Go to Calendar** (See Figure 29).

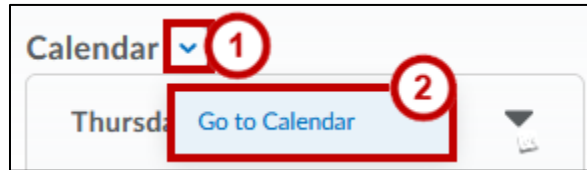


Figure 29: Go to Calendar

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

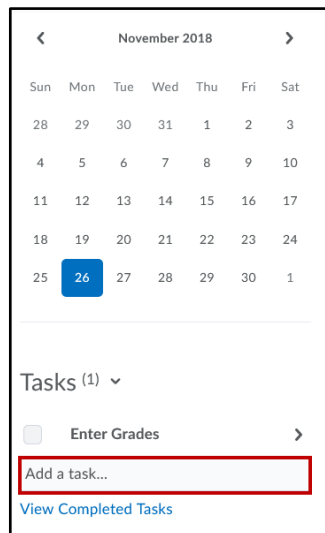


Figure 30: Add a Task

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

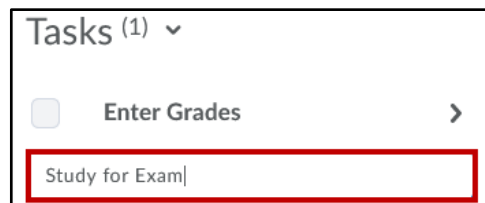


Figure 31: Enter a Task Name

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*.

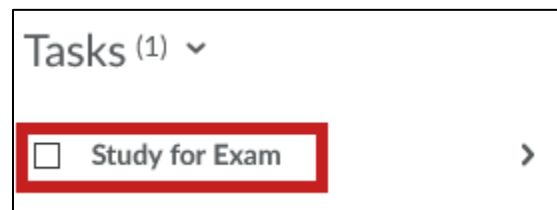


Figure 32: Study for Exam Task

7. Click **No due date**.

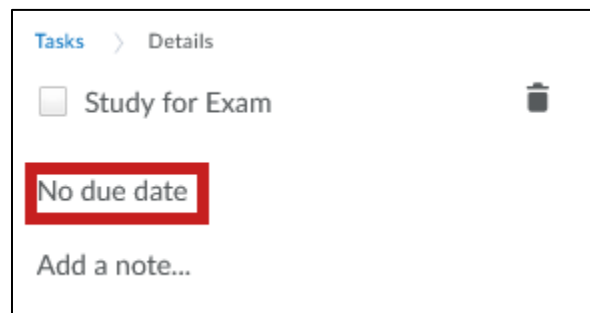


Figure 33: No due date

8. Enter a **date** when the task should be complete (See Figure 34).
9. Click the **Save** button (See Figure 34).



Figure 34: Click the Save button

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

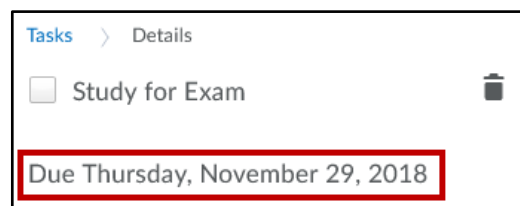


Figure 35: Task Added

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



Figure 36: 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 (See Figure 37).
2. Click **Email** (See Figure 37).



Figure 37: Go to Email

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

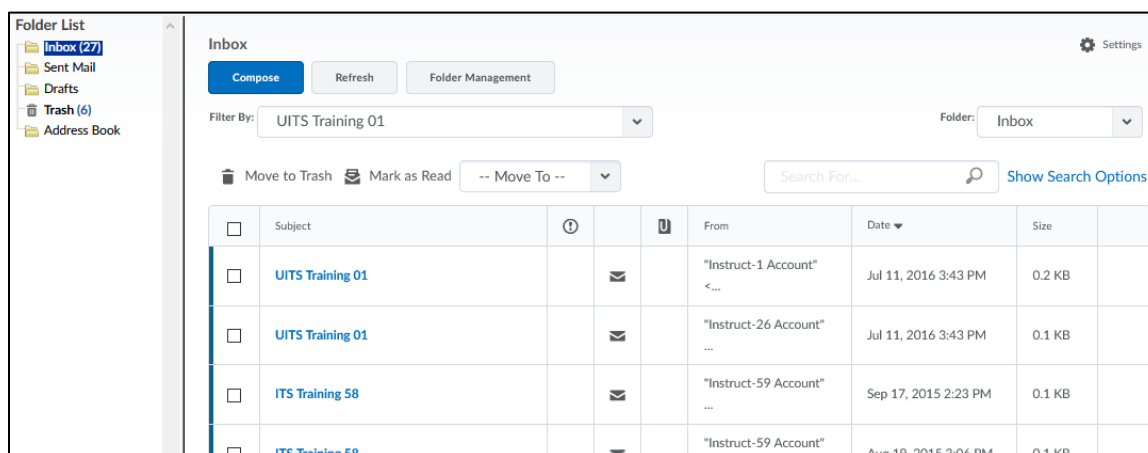


Figure 38: Email

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** drop-down to select the class of your choice.

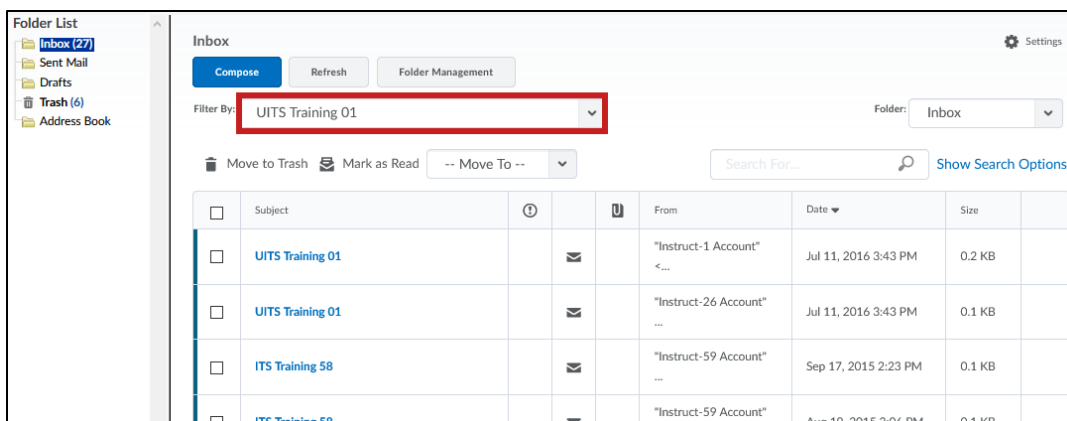


Figure 39: Filter Emails by Course

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

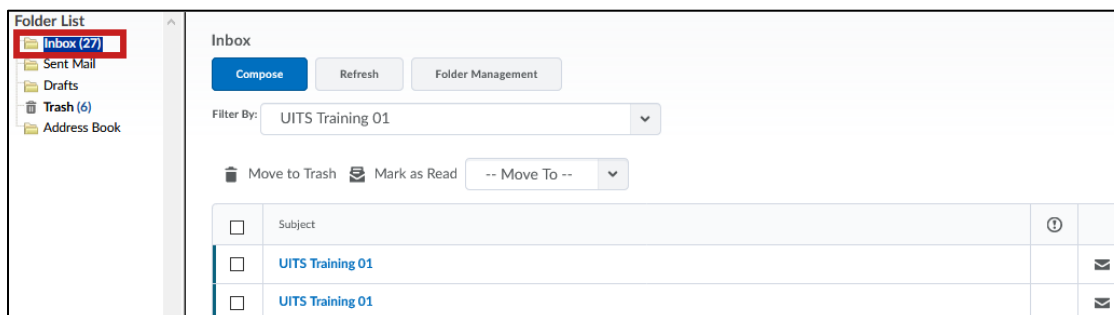


Figure 40: Inbox Folder

3. To open the email, click the **subject** of the email.

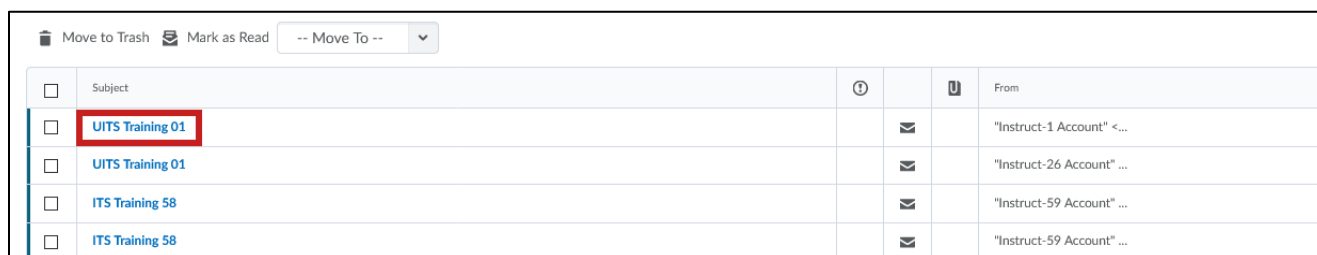


Figure 41: Click the Subject of the Email

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

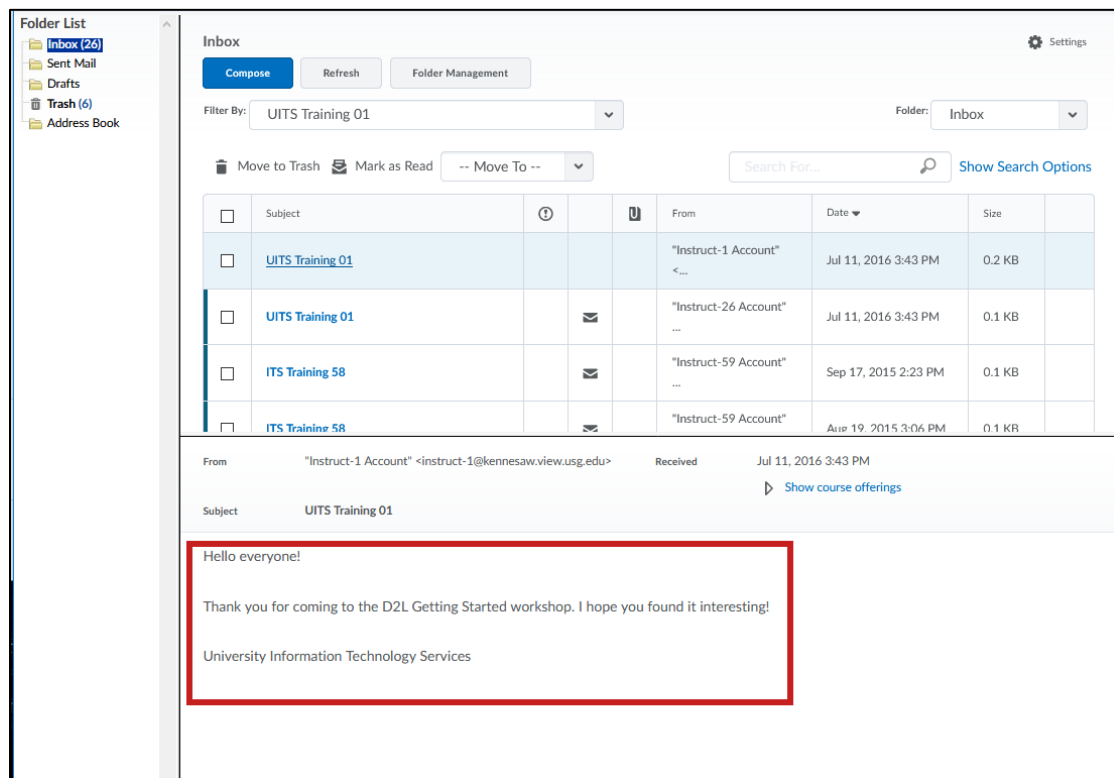


Figure 42: Message Preview

Sending an Email to your Class through the Classlist

When sending emails, it is recommended that you utilize the *Classlist*. The following section walks through how to email from the *Classlist*

1. From the *Course Home* page, click **Classlist**.



Figure 43: Click Classlist

2. The *Classlist* will appear. Click **Email Classlist**.

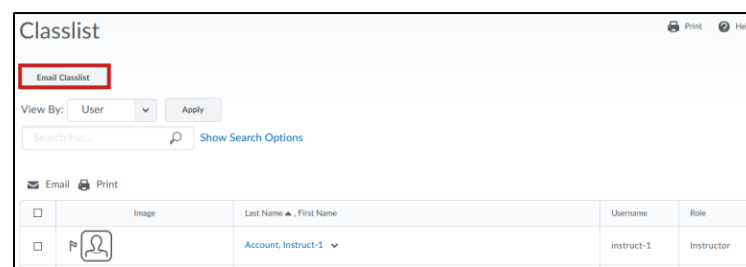


Figure 44: Emailing the Classlist

3. You will be taken to the *Email Classlist* page. Click **Send Email**, located on the bottom of the page.

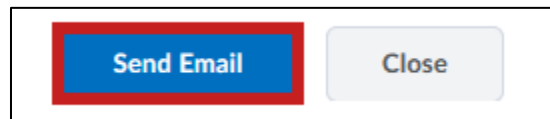


Figure 45: Click Send Email

4. A window will appear where you can compose your message. By default, your class will appear in the *Bcc* field.

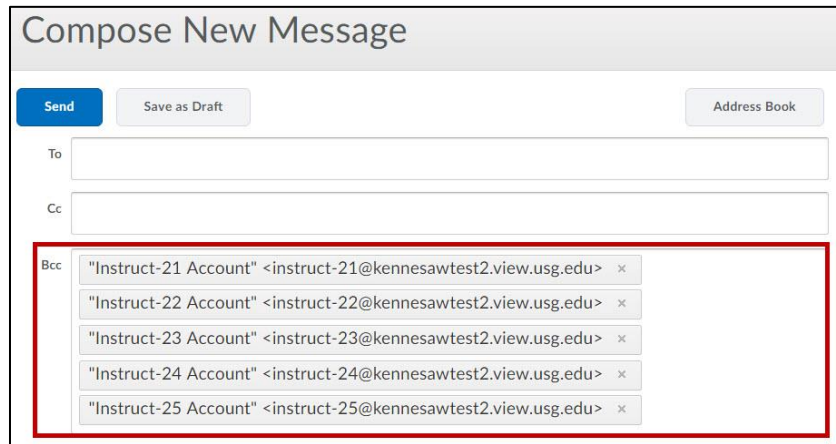


Figure 46: The Bcc Field

5. After you have composed your message, click the **Send** button.

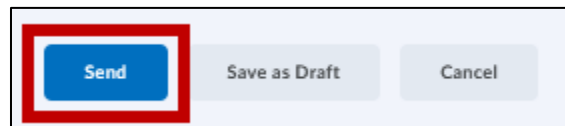


Figure 47: Click Send

Sending an Email to One or More people

D2L Brightspace gives you the ability to send an email to one or student or a group of students.

1. From the *My Home Page*, click the **Course Selector**.

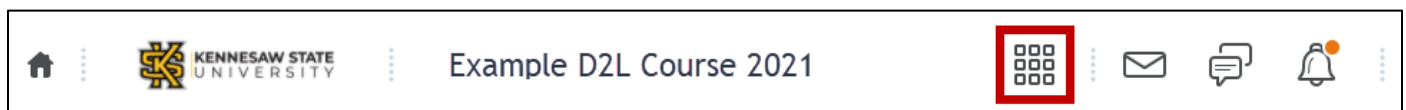


Figure 48: Click the Course Selector

2. Select the **course** that contains the people who will be receiving your email message.

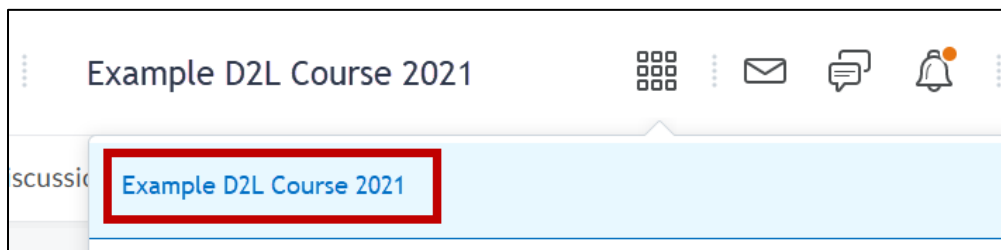


Figure 49: Selecting Your Course

3. Click **Classlist**.



Figure 50: Click Classlist

4. You will see a list of people in your class. Click the **checkbox next** to the person(s) whom you wish to message.

<input checked="" type="checkbox"/>		Account, Instruct-61 ▾	instruct-61	Student	Apr 4, 2018 3:00 PM
<input checked="" type="checkbox"/>		Account, Instruct-62 ▾	instruct-62	Student	Aug 17, 2016 11:23 AM
<input checked="" type="checkbox"/>		Account, Instruct-63 ▾	instruct-63	Student	Aug 17, 2016 11:26 AM
<input type="checkbox"/>		Account, Instruct-64 ▾	instruct-64	Student	Aug 23, 2016 2:54 PM
<input checked="" type="checkbox"/>		Account, Instruct-65 ▾	instruct-65	Student	Oct 16, 2017 1:09 PM

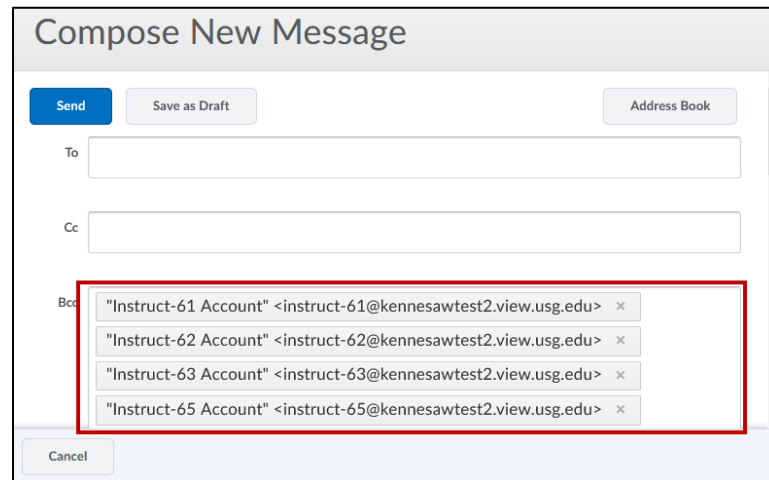
Figure 51: Selecting a student(s)

5. Click the **Email** button.



Figure 52: Click the Email Button

6. A window will appear where you can compose your message. By default, people that you selected will appear in the **Bcc** field.



The screenshot shows a 'Compose New Message' window. At the top, there are three buttons: 'Send' (blue), 'Save as Draft' (light gray), and 'Address Book' (light gray). Below these are three input fields: 'To', 'Cc', and 'Bcc'. The 'Bcc' field is highlighted with a red rectangle and contains four email addresses, each with a small 'x' icon to its right: 'Instruct-61 Account' <instruct-61@kennesawtest2.view.usg.edu>, 'Instruct-62 Account' <instruct-62@kennesawtest2.view.usg.edu>, 'Instruct-63 Account' <instruct-63@kennesawtest2.view.usg.edu>, and 'Instruct-65 Account' <instruct-65@kennesawtest2.view.usg.edu>. At the bottom left, there is a 'Cancel' button.

Figure 53: The Bcc Field

7. After you have composed your message, click the **Send** button.



Figure 54: The Send Button

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:

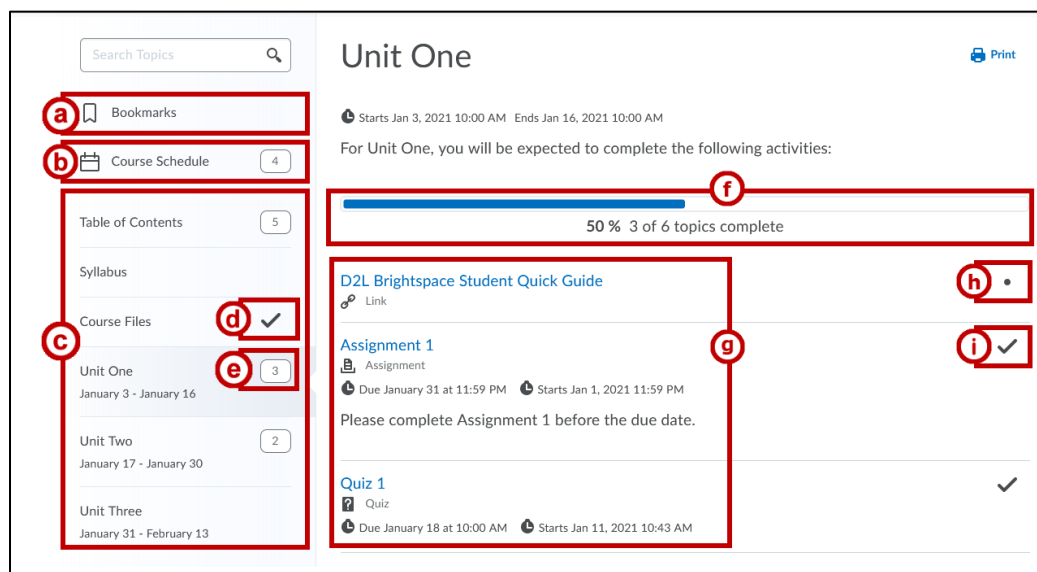


Figure 55: Course Content

- a. **Bookmarks:** Access the course overview, topics you have bookmarked, and upcoming events (See Figure 55).
- b. **Course Schedule:** View your upcoming events, provides a full schedule of events as well as overdue items (See Figure 55).
- c. **Modules:** Allows you to view the modules and topics associated with the course (See Figure 55).
- d. A **checkmark** means that all topics within a module have been viewed (See Figure 55).
- e. The **number** next to each module heading indicates the number of unviewed items there are within that module (See Figure 55).
- f. **Course Topics:** Click a course topic to view its contents (See Figure 55)
- g. **Completion Tracking:** Shows an overview of your progress for the selected module (See Figure 55).
- h. A **checkmark** beside a topic indicates that you have completed it (See Figure 55).
- i. A **dot** beside a topic indicates that it has not been completed yet (See Figure 55).

Accessing the Course Schedule

D2L Brightspace 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. From *Contents*, click **Course Schedule**.

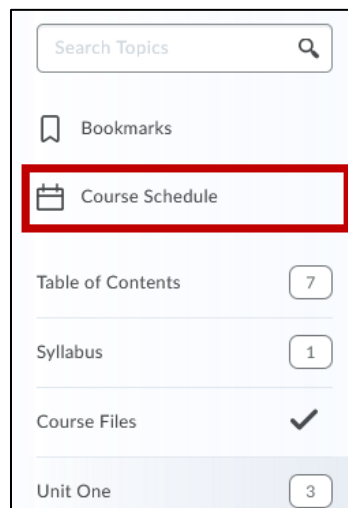


Figure 56: Click Course Schedule

2. You will be taken to the *Course Schedule*.

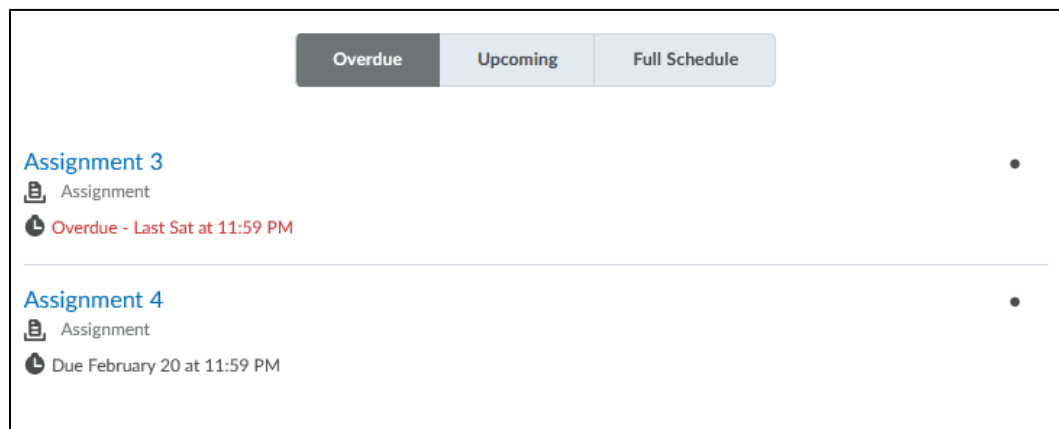


Figure 57: The Course Schedule Page

Note: By default, the page loads on the **Overdue** tab. This tab only displays if there are overdue items or upcoming items that you have not viewed.

3. To explicitly view *Upcoming* items, click the **Upcoming** tab.



Figure 58: Click Upcoming Items

4. To view a *Full Schedule* of events, click **Full Schedule**.



Figure 59: Click Full Schedule

Accessing Content Materials

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

1. From *Contents*, click a **Module** to view the topics.

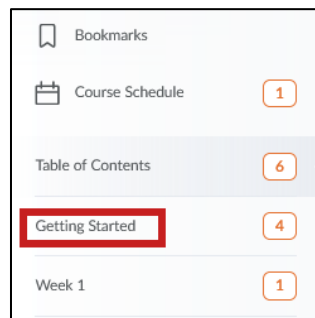


Figure 60: Accessing Modules

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

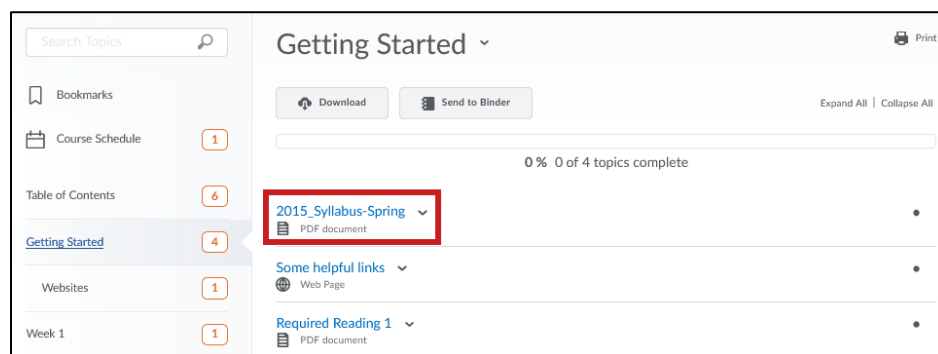


Figure 61: Viewing Topics

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

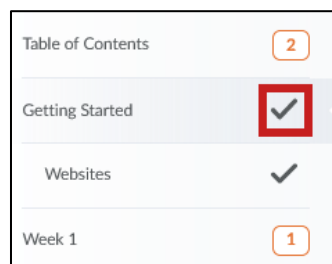


Figure 62: Completed Topics

Navigating within a Topic

Once you access a topic, there are several navigation buttons that you will encounter while viewing a topic. The following explains the functionality of the navigational buttons:

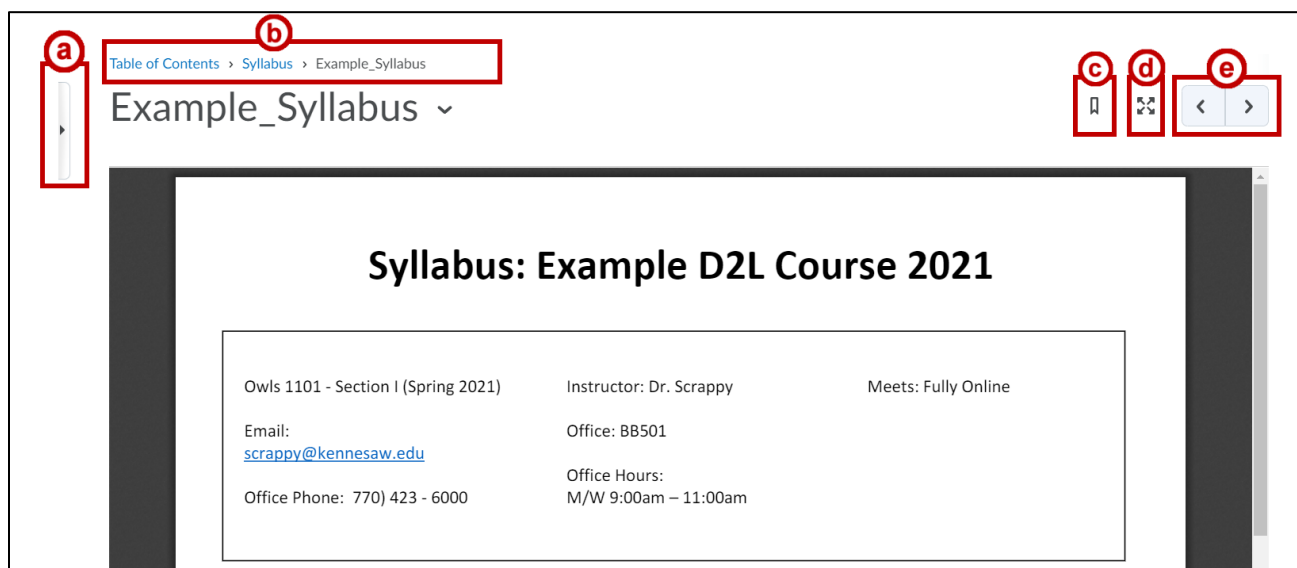


Figure 63: Navigating within a Topic

- a. **Slide Out Panel:** Select the slide out panel tab for access to the *Table of Contents* (See Figure 63).
- b. **Breadcrumb Trail:** Move backwards to the *Table of Contents* (See Figure 63).
- c. **Bookmark:** Bookmark the content displayed on the screen (See Figure 63).
- d. **View Content in New Window:** Opens the content in a new window (See Figure 63).
- e. **Arrow buttons:** Move through topics using the arrow buttons (See Figure 63).

Note: Additional navigation options are available within the *Slide Out Panel* (See Figure 64).

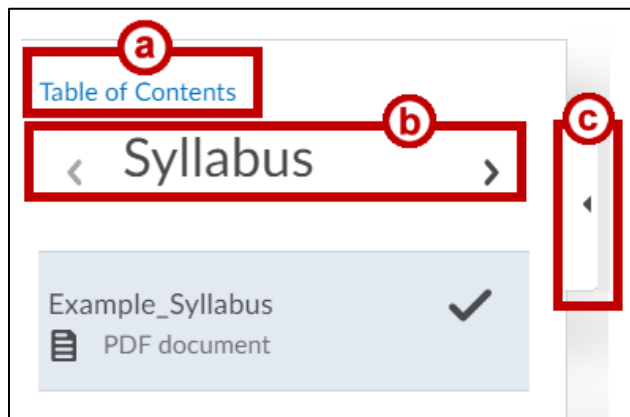


Figure 64: Slide Out Panel Navigation Buttons

- a. **Table of Contents:** Go to the *Table of Contents* (See Figure 64).
- b. **Navigation Arrows:** Moves backwards/forwards through the modules (See Figure 64).
- c. **Slide Out Panel Tab:** Closes the Slide Out Panel (See Figure 64).

The Content Browser

Another place where you can find the content for your course is in the *Content Browser*. Simply click the **folders** in the *Content Browser* to access the various course content.

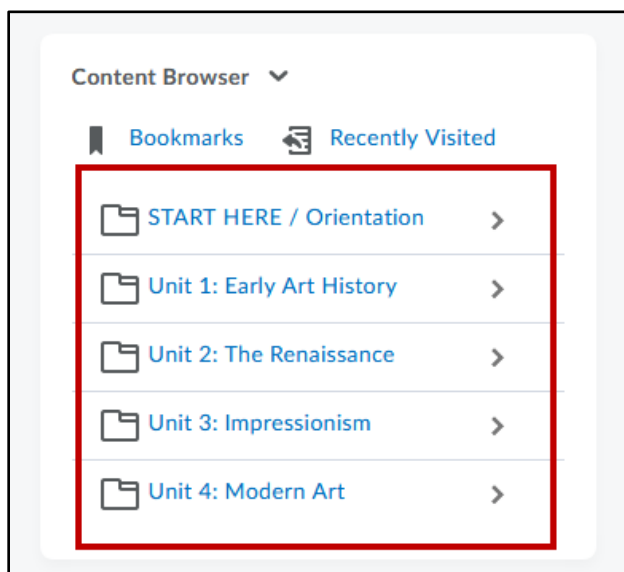


Figure 65: Content Browser

Assignments

The *Assignments* tool allows you to submit assignments to your instructor. The following explains how to use the *Assignments* tool:

1. Click **Assignments** from the *NavBar*.

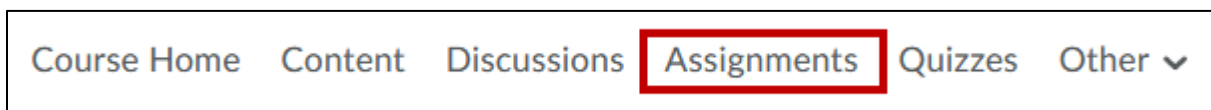
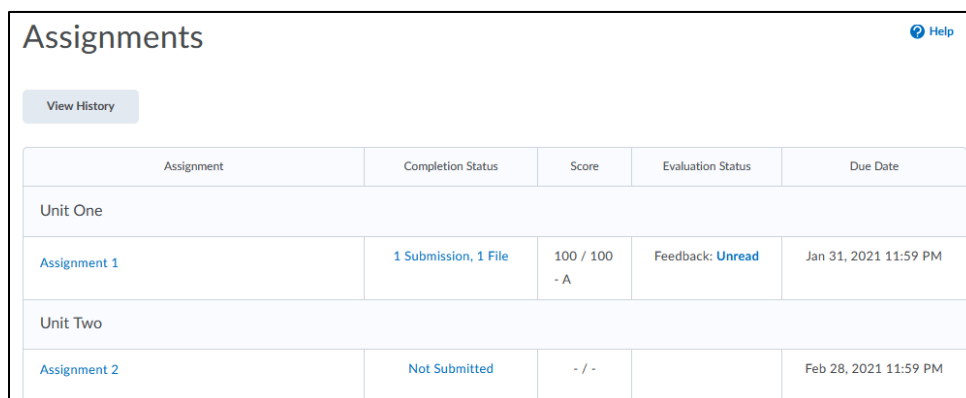


Figure 66: Click Assignments

2. The *Assignments* tool will appear on your screen.

The image shows the 'Assignments' tool interface. At the top, there's a title 'Assignments' and a 'Help' link. Below the title is a 'View History' button. The main part of the interface is a table with columns: 'Assignment', 'Completion Status', 'Score', 'Evaluation Status', and 'Due Date'. The table is organized into two sections: 'Unit One' and 'Unit Two'. Under 'Unit One', there is one assignment: 'Assignment 1' with a completion status of '1 Submission, 1 File', a score of '100 / 100 - A', feedback status of 'Unread', and a due date of 'Jan 31, 2021 11:59 PM'. Under 'Unit Two', there is one assignment: 'Assignment 2' with a completion status of 'Not Submitted', a score of '- / -', and a due date of 'Feb 28, 2021 11:59 PM'.

Assignment	Completion Status	Score	Evaluation Status	Due Date
Unit One				
Assignment 1	1 Submission, 1 File	100 / 100 - A	Feedback: Unread	Jan 31, 2021 11:59 PM
Unit Two				
Assignment 2	Not Submitted	- / -		Feb 28, 2021 11:59 PM

Figure 67: Assignments Folders

Submitting an Assignment

The following explains how to submit an assignment:

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

Assignment	Completion Status	Score	Evaluation Status	Due Date
Unit One				
Assignment 1	1 Submission, 1 File	100 / 100 - A	Feedback: Unread	Jan 31, 2021 11:59 PM
Unit Two				
Assignment 2	Not Submitted	- / -		Feb 28, 2021 11:59 PM

Figure 68: Click the Assignment

2. Click **Add a File**.

Submit Files

Files to submit *

(0) file(s) to submit

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

Add a File

Record Audio

Figure 69: Click Add a File

3. The *Add a File* window will appear. Click **My Computer** to upload a file from your computer.

Add a File - UITS Training 01 - Kennesaw State University

My Computer

My Locker

Group Locker

Figure 70: Click My Computer

4. In the *Drop files here* section, click **Upload**.

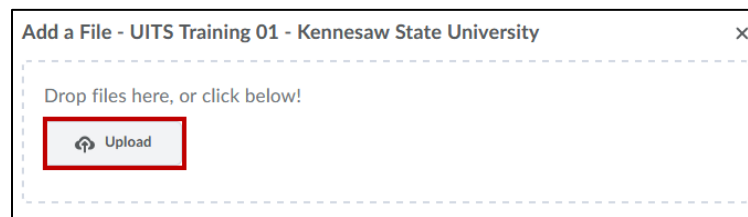


Figure 71: Click Upload

5. The *File Upload* window will appear. Navigate to and click the **file** that you wish to upload.

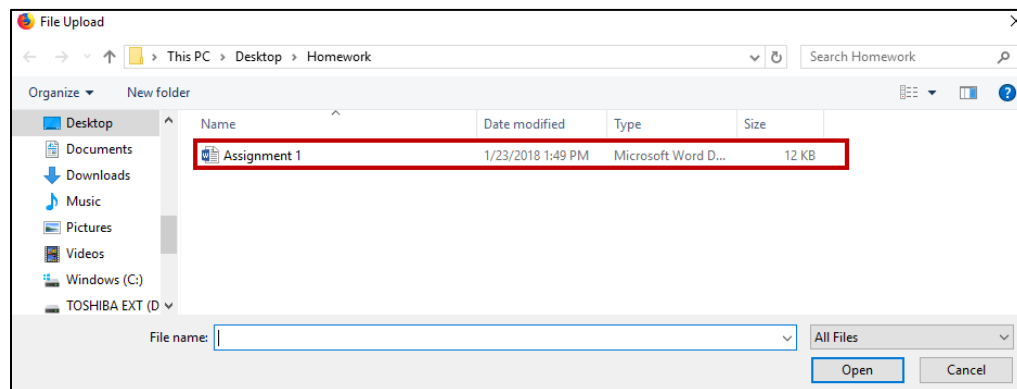


Figure 72: Click the file you wish to upload

6. Click **Open**.

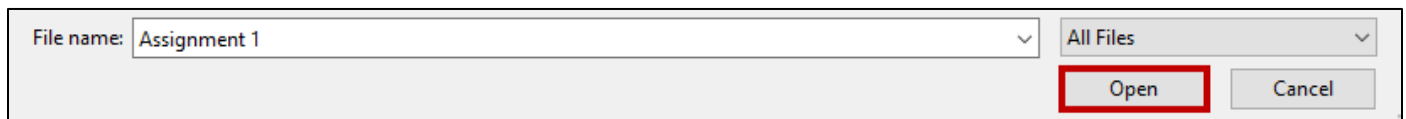


Figure 73: Click Open

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

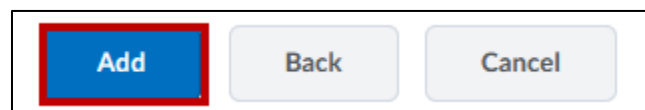


Figure 74: Adding a File to the Assignments Tool

8. Your file will be ready to upload. If desired, enter any comments about the assignment in the *Comments* field (See Figure 75).

- Click the **Submit** button to submit the assignment and comments to your instructor (See Figure 75).

Comments

Here is my assignment!

Submit Cancel

Figure 75: Submitting Comments and Assignment

- The window will appear on your screen indicating the status of your submission. Click the **Done** button to return to the *Assignments Folders* screen.

Email Status

Confirmation Email Sent Successfully

Instructions

Done View History Upload More Files

Figure 76: File Upload Results

Submission History

The following explains how to review the submission history in the *Assignments*:

- In the *Assignments* area, click **View History**.

Assignments

View History

Assignment	Completion Status	Score	Evaluation Status	Due Date
Unit One				
Assignment 1	1 Submission, 1 File	100 / 100 - A	Feedback: Unread	Jan 31, 2021 11:59 PM

Figure 77: View History

2. Select the **Folder** of your choice (See Figure 78).
3. Click **Apply** (See Figure 78).

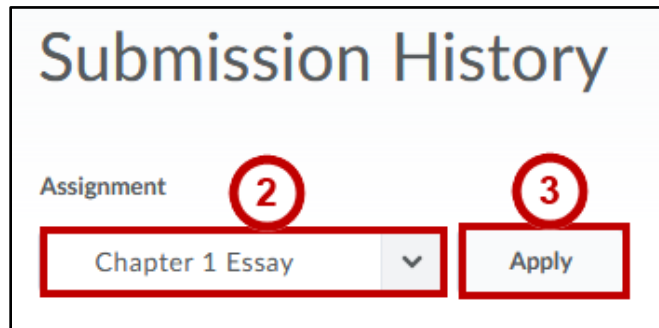


Figure 78: Select an Assignments Folder

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


Submission ID	Submission(s)	Date Submitted ▼
24198059	 D2L Brightspace Student Quick Guide.pdf (922.78 KB)	Feb 15, 2021 10:43 AM

Figure 79: Information about Submitted Files

Instructor Feedback


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

1. In the *Assignments Submission Folders*, if feedback is available from your instructor, the *Evaluation Status* column will populate. Click **Unread** to view any new feedback from your instructor.

Assignment	Completion Status	Score	Evaluation Status	Due Date
Unit One				
Assignment 1	1 Submission, 1 File	100 / 100 - A	Feedback: Unread	Jan 31, 2021 11:59 PM

Figure 80: Click View

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 *Assignments Submission Folders*.



Assignments > View Feedback

Feedback for Assignment 1

Submission Feedback

Overall Feedback

Good work.
-2 for late submission.

Score
13 / 15 - B

Feedback Date
Feb 15, 2021 11:01 AM

Assignment
Assignment 1

Submission ID	Submission(s)	Date Submitted ▼
24197808	 collab-recording.mp4 (15.53 MB)	Feb 15, 2021 10:32 AM 14 days late

Done

Figure 81: 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 **Discussions** in the *NavBar*.



Figure 82 – Discussions

2. The *Discussions List* will appear on your screen. The *Discussions List* consists of *Forums* and *Topics*. Forums organize discussion topics into categories (See Figure 83).
3. *Topics* are where students will start new threads (or conversations) and reply to existing threads (See Figure 83).

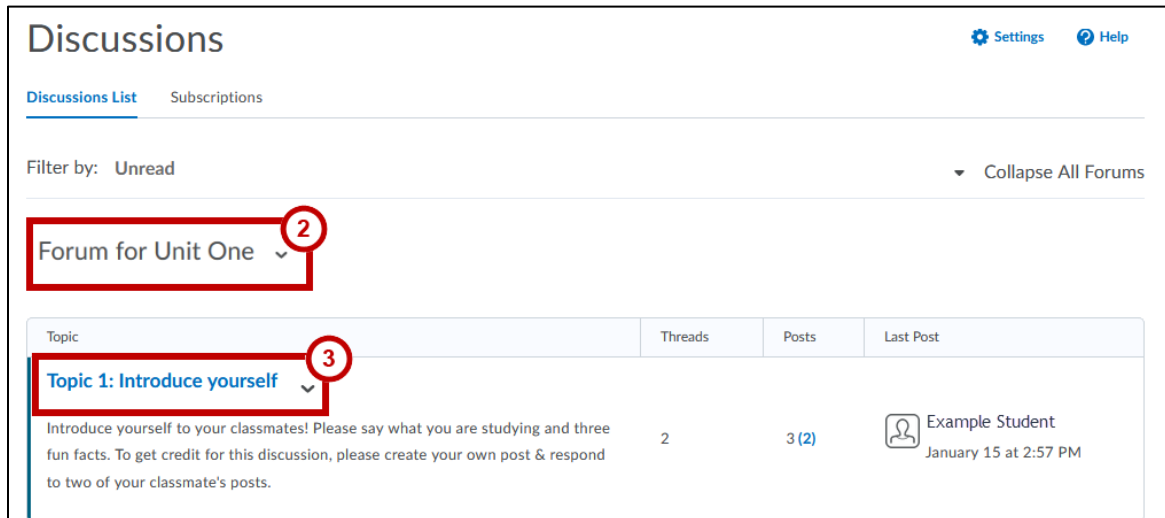


Figure 83: Discussions List

Creating a Message

The following explains how to create a thread in the *Discussions* area:

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

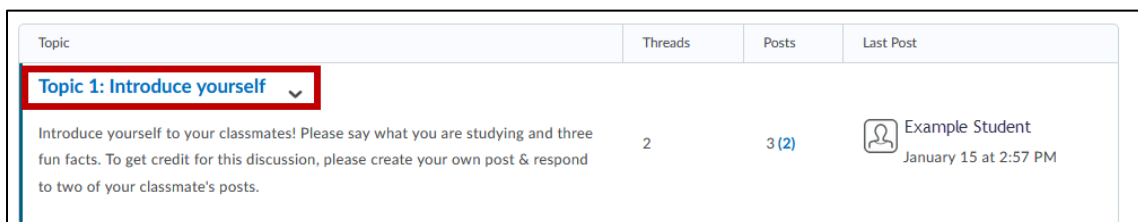


Figure 84: Create a Posting in a Topic

2. Click **Start a New Thread**.

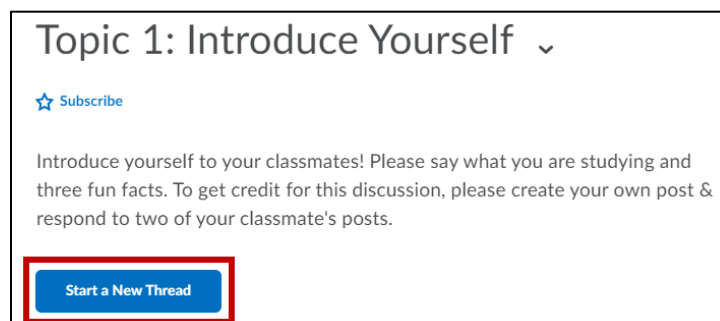


Figure 85: Click Start a New Thread

3. Type the **Subject** of your thread in the *Subject* field (See Figure 86).
4. Type the **body** of your thread in the *body* field (See Figure 86).
5. Click **Post** to post your thread (See Figure 86).

Topic 1: Introduce yourself ▾

☆ Subscribe

Introduce yourself to your classmates! Please say what you are studying and three fun facts. To get credit for this discussion, please create your own post & respond to two of your classmate's posts.

3 My name is Tina!

4 Hello all! My name is Tina and I grew up in Kennesaw, GA! I love eating burgers and spending time with my family. I am here studying Business so that one day I can take over my family's business!

39 Words

☒ Subscribe to this thread

▸ Add attachments

5 **Post** Cancel

Figure 86: Posting a thread

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**.

Topic	Threads	Posts	Last Post
Topic 1: Introduce yourself ▾			
Introduce yourself to your classmates! Please say what you are studying and three fun facts. To get credit for this discussion, please create your own post & respond to two of your classmate's posts.	2	3 (2)	Example Student January 15 at 2:57 PM

Figure 87: Clicking a topic

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

My name is John ▾

Instruct-1 Account posted Apr 18, 2018 10:48 AM ☆ Subscribe

Welcome to the course. I am from Texas. I enjoy drawing. I would love to visit Japan.

0 Unread 0 Replies 2 Views

Figure 88: Respond to a Message

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



Figure 89: Reply to Thread

4. A window will open for you to type your reply. Enter your text in the *text* field (See Figure 90).
5. Click **Post** (See Figure 90).

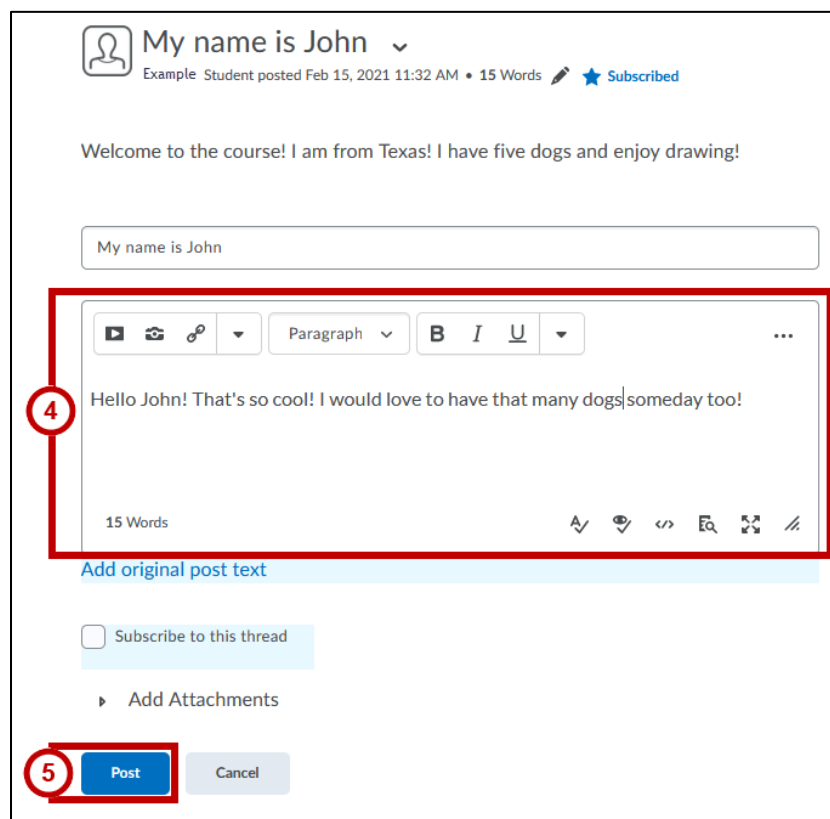


Figure 90: Posting a Reply

Quizzes

The following explains how to access quizzes in D2L Brightspace:

Taking a Quiz

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

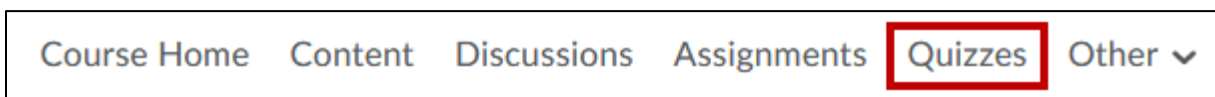


Figure 91: Quizzes on the NavBar

2. The *Quiz List* will appear. From within the *Quiz List*, click the **quiz** that you want to open.

Current Quizzes	Evaluation Status	Attempts
Quiz 2 ▼ Due on Feb 19, 2021 5:42 PM		0 / unlimited
Test 2 ▼ Due on Feb 26, 2021 3:38 PM	Feedback: On Attempt	1 / unlimited

Figure 92: Quiz List

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

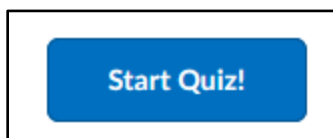


Figure 93: Read Instructions and Start Quiz

4. The quiz will display in your web browser.

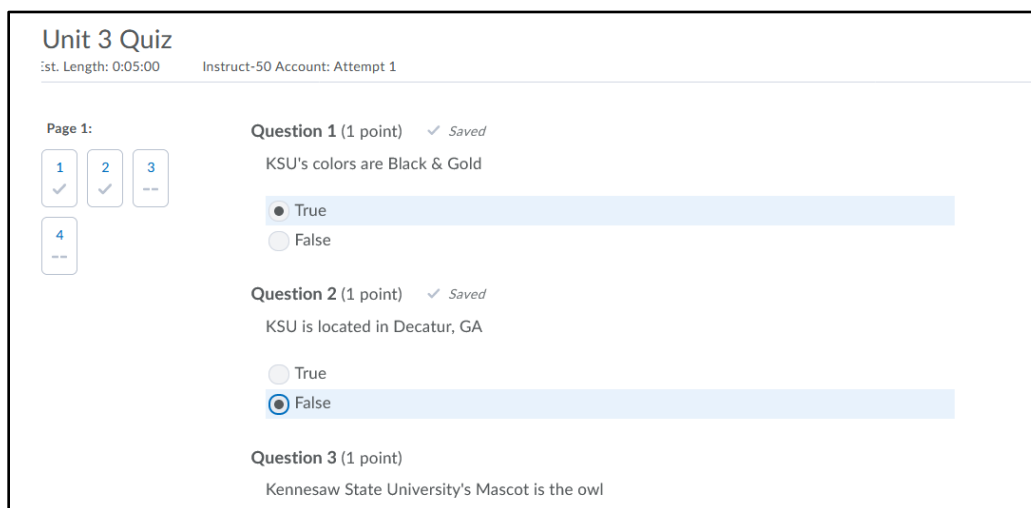
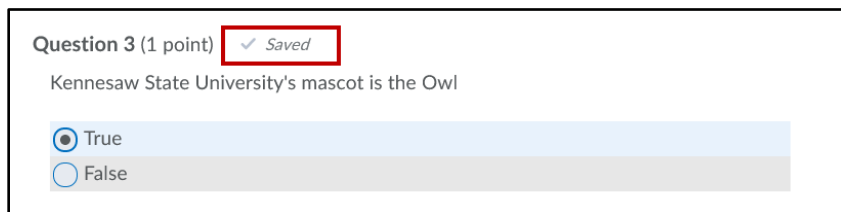
A screenshot of the 'Unit 3 Quiz' interface. At the top, it says 'Unit 3 Quiz' and 'Est. Length: 0:05:00'. Below this, there's a sidebar on the left with question numbers 1, 2, 3, and 4. Question 1 is selected and shows the text 'KSU's colors are Black & Gold' with radio buttons for 'True' (selected) and 'False'. Question 2 shows 'KSU is located in Decatur, GA' with radio buttons for 'True' and 'False' (selected). Question 3 shows 'Kennesaw State University's Mascot is the owl'. The interface is clean and modern with a light blue and white color scheme.

Figure 94: Quiz Displayed

5. As you take your quiz, your answers will be auto saved.



Question 3 (1 point) ✓ Saved

Kennesaw State University's mascot is the Owl

☒ True

☐ False

Figure 95: Answer Questions and Save

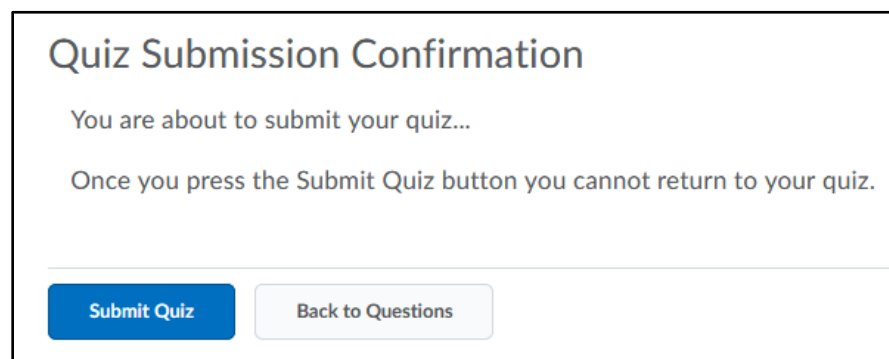
6. When you are finished taking the quiz and want to submit your answers, click **Submit Quiz**



Submit Quiz 6 of 6 questions saved

Figure 96: Finished with Quiz

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



Quiz Submission Confirmation

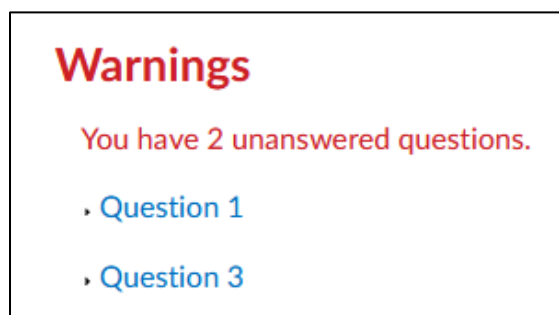
You are about to submit your quiz...

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

Submit Quiz Back to Questions

Figure 97: Final Submit Quiz

Note: If you attempt to submit a quiz that has unanswered questions, a **warning message** will appear above your *Quiz Submission Confirmation*. This warning message will not prevent you to submitting your quiz. You will instead be provided with a list of **links** that will redirect you to the unanswered questions (See Figure 98).



Warnings

You have 2 unanswered questions.

- Question 1
- Question 3

Figure 98: Warning – Unanswered Questions

8. Click **Done**.

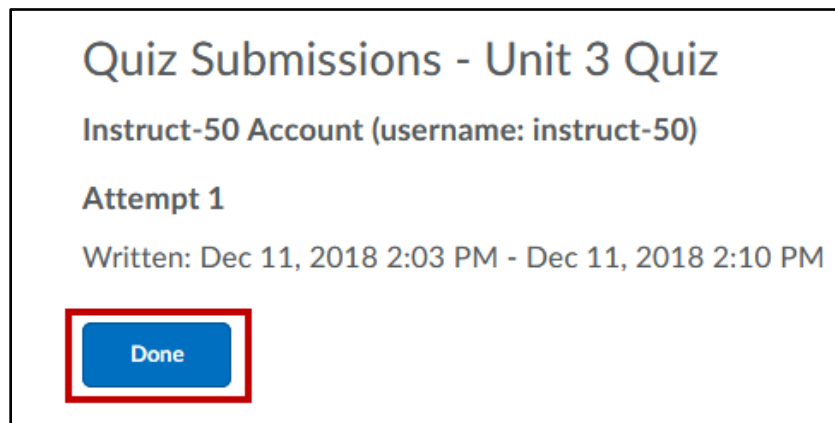


Figure 99: Quiz Submission Confirmation

Information on Timed Quizzes

Most instructors will set a time limit for quizzes. If your quiz has a time limit, it will be displayed in the instructions section and at the top of your quiz once you have started. This will be displayed with the *Time Limit*, followed by the *Time Left*, as it appears below:



Figure 100: Timed Quizzes

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

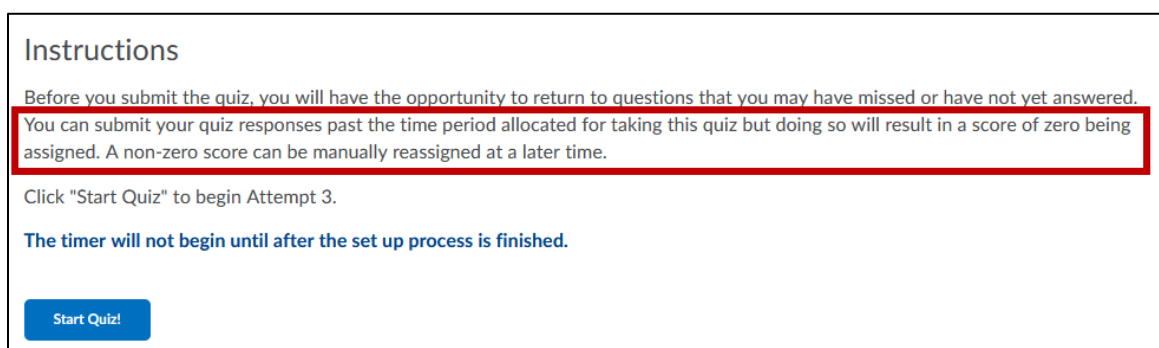


Figure 101: Zero after Time Limit

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

Instructions

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. Once the allocated time period that was set for this quiz expires, you are required to submit your quiz responses.

Note: Any responses entered after the time limit expires will not be submitted.

Click "Start Quiz" to begin Attempt 9.

The timer will not begin until after the set up process is finished.

Start Quiz!

Figure 102: Prevent Continuation of Quiz

Respondus Lockdown Browser

Some instructors may have you take the quiz using *Respondus Lockdown Browser*. When you access a quiz with *Lockdown Browser* enabled, the *Quiz Requirements* section on the instructions screen will inform you that *LockDown Browser* is required. More information on downloading the browser can be found in the *Respondus LockDown Browser for D2L Brightspace – Student Guide*, located on the UITS documentation center at <http://uits.kennesaw.edu/cdoc>.

Midterm Exam- Requires Respondus LockDown Browser ▼		0 / unlimited
Due on Apr 30, 2021 5:15 PM		

Figure 103: Respondus LockDown Browser enabled quiz

Reviewing Your Quiz Results

The following explains how to review your quiz results:

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

Quiz 1 ▼

Available on Aug 10, 2016 1:08 PM until Nov 16, 2018 6:39 PM

Respondus Quiz- Requires Respondus LockDown Browser ▼

Available on Sep 14, 2016 2:20 PM

Figure 104: Quiz List - Drop-down

2. Click **Submissions**.

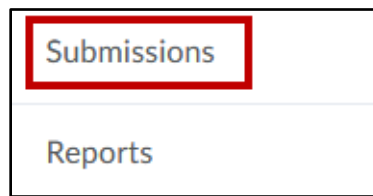


Figure 105: Quiz Submissions

3. The results will appear on your screen.

Quiz Submissions - Quiz 3 ▾	
Instruct-50 Account (username: instruct-50)	
Individual Attempts	Score
Attempt 1	5 / 5 - 100 %
Overall Grade (highest attempt): 5 / 5 - 100 %	

Figure 106: Quiz Results

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

Checking Grades

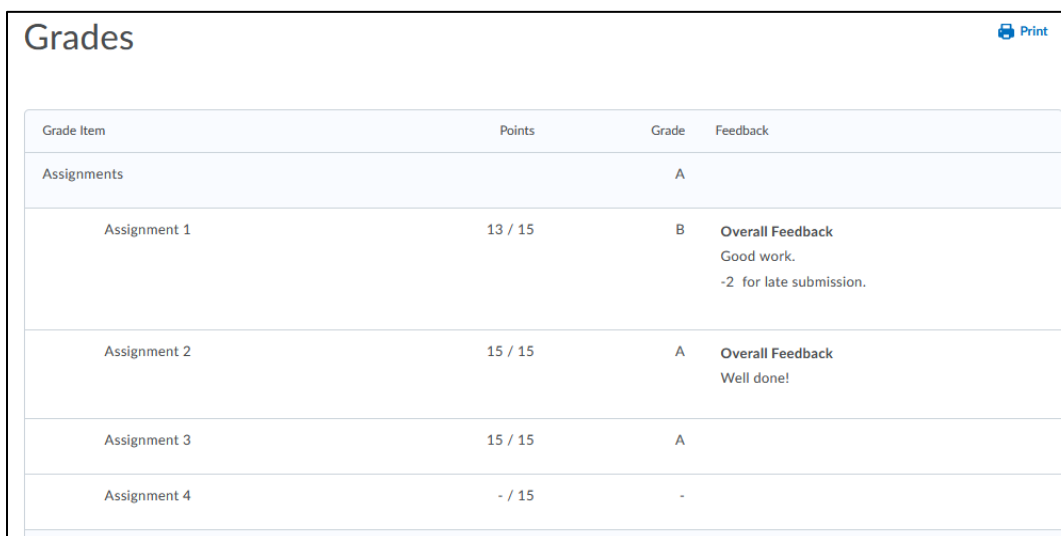
The following explains how to check your grades in D2L Brightspace:

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



Figure 107: Grades on the NavBar

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



Grade Item	Points	Grade	Feedback
Assignments		A	
Assignment 1	13 / 15	B	Overall Feedback Good work. -2 for late submission.
Assignment 2	15 / 15	A	Overall Feedback Well done!
Assignment 3	15 / 15	A	
Assignment 4	- / 15	-	

Figure 108: 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 109: Other

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

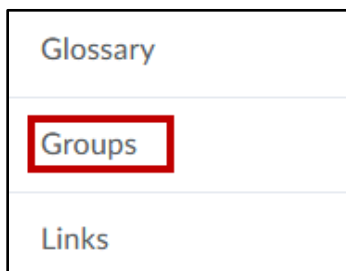


Figure 110: Accessing Groups

- 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 *Assignments*, *Discussion board*, and/or *Locker*, they will also be displayed.

Groups	Members	Assignment Submission Folder	Discussions	Locker	Email	Actions
Project 1 Groups						
Group 20	1/3		Project 1 Grou...	Group Files		

Figure 111: Groups you are assigned to

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

Groups	Members	Assignment Submission Folder	Discussions	Locker	Email	Actions
Project 1 Groups						
Group 20	1/3		Project 1 Grou...	Group Files		

Figure 112: Viewing Group Members

Enrolling in a Group

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

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

Course Home	Content	Discussions	Assignments	Quizzes	Other ▾	Classlist	Grades
-------------	---------	-------------	-------------	---------	---------	-----------	--------

Figure 113: Other

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

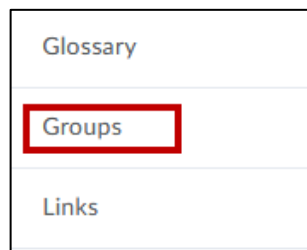


Figure 114: Select Groups from Other

- The *Groups* page will appear. Click **View Available Groups**.



Figure 115: Choose Group

- 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 **Join Group** next to a group to enroll in that group.

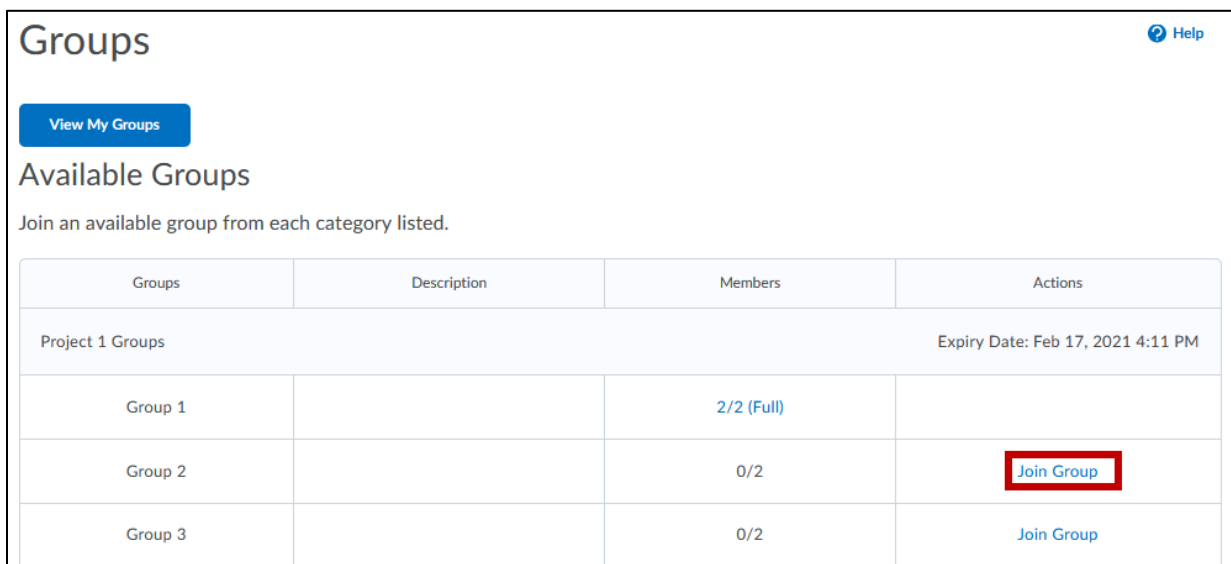


Figure 116: Enrolling in a Group

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*.

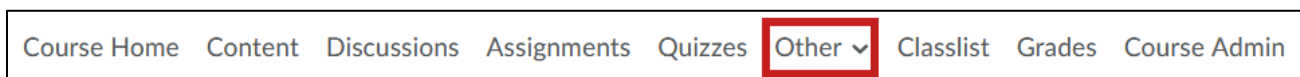


Figure 117: Access My Home from the MiniBar

2. Click the **Locker** tool.

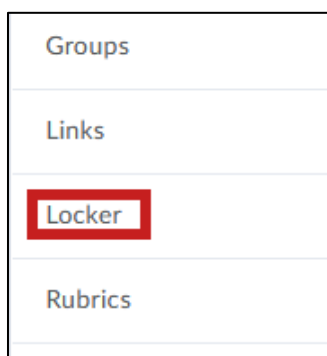


Figure 118: Accessing Locker from your Settings

3. The first time you access the *Locker*, it will be empty.

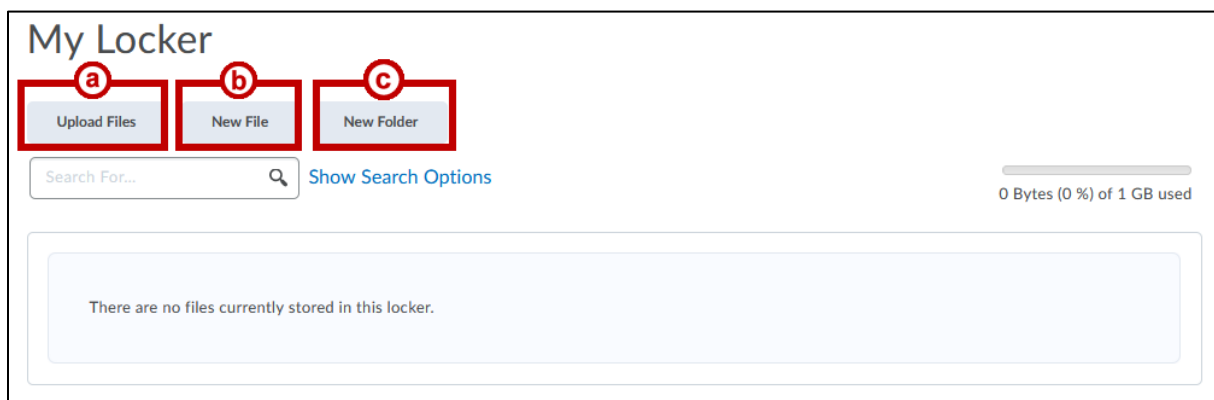


Figure 119: View My Locker

Within your locker, you can **Upload Files (a)** from your computer, create a **New File (b)** using an HTML editor, or create a **New Folder (c)** to organize your files. (See Figure 119).

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 **Upload Files**.

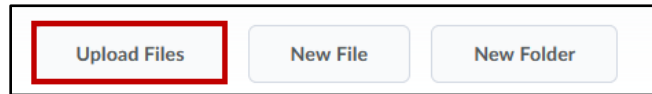


Figure 120: Upload Files to Locker

2. Click the **Upload** button.



Figure 121: Upload from Computer

3. Double click the **file** you wish to upload.

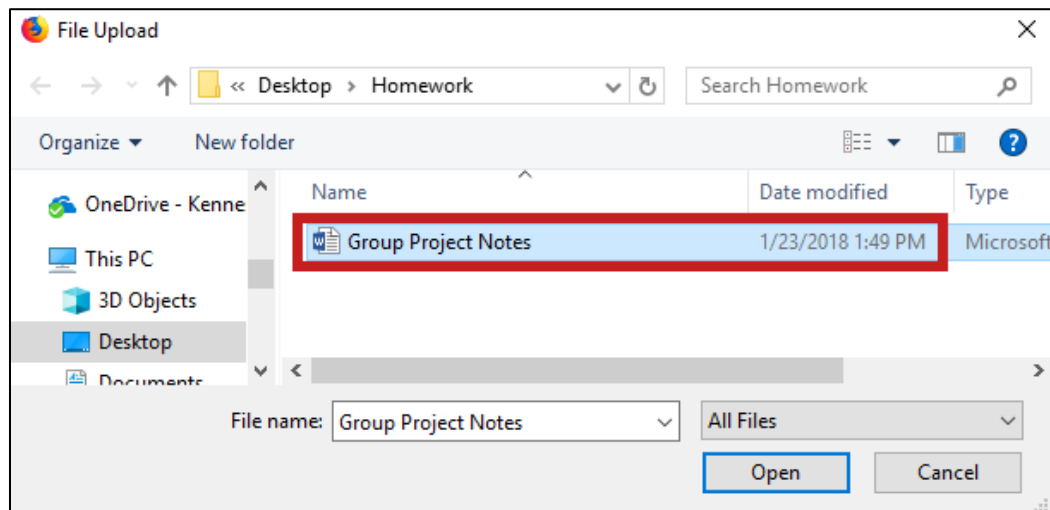


Figure 122: Select a File from your Computer

4. Click the **Save** button.



Figure 123: 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.

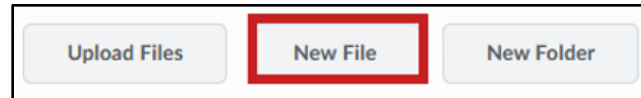


Figure 124: New File

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

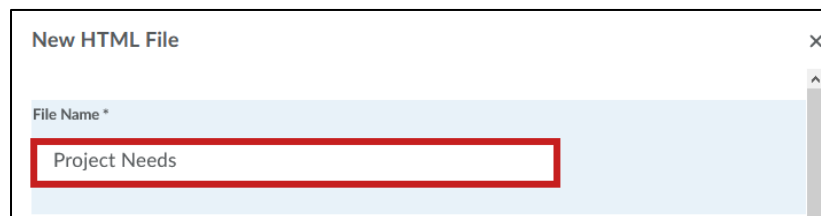


Figure 125: Name your file

3. Type your **text** in the *Edit Contents* box and use the *tools* to create the content for your HTML file (See Figure 126).
4. Click the **Create** button. Your HTML file will be created in your *Locker* (See Figure 126).

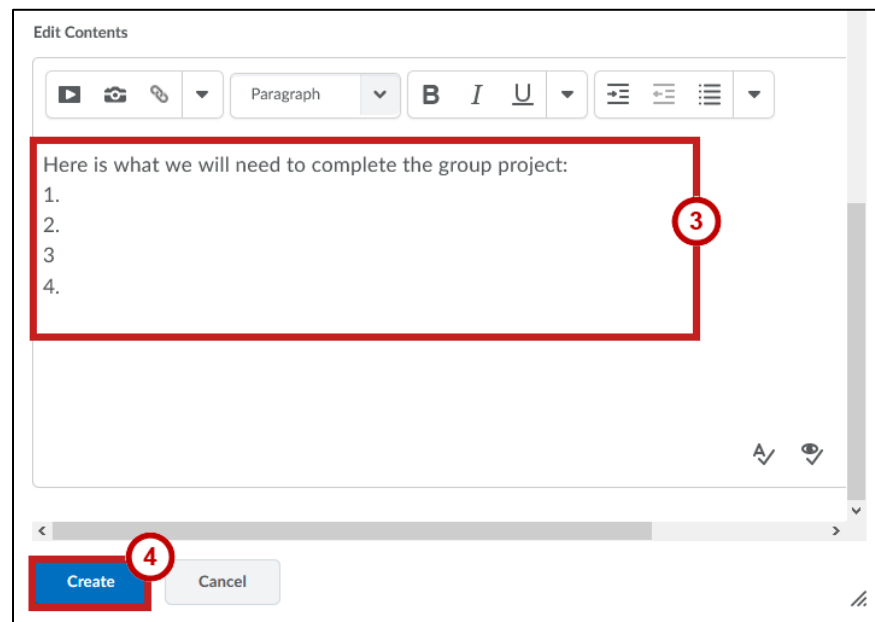


Figure 126: Create HTML File

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.

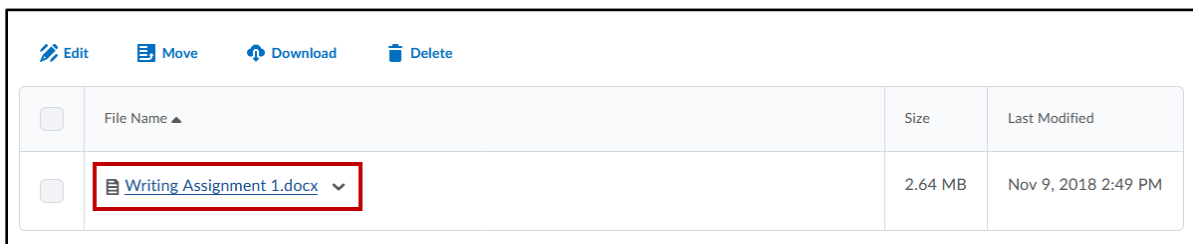


Figure 127: Download Files from Locker

3. To download multiple files, check the **box** next to the files to download (See Figure 128).
4. Click the **Download** button (See Figure 128).

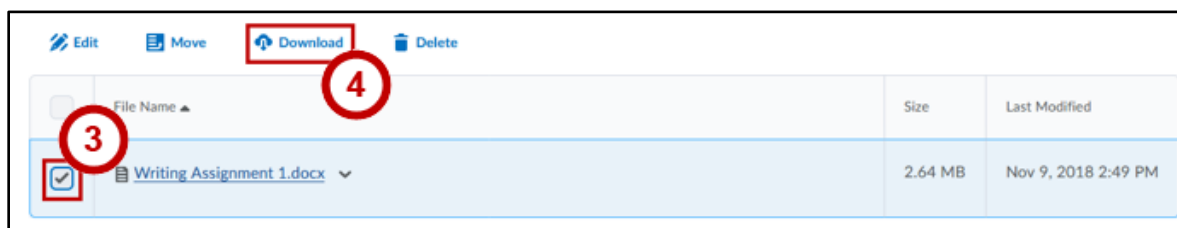


Figure 128: Download Multiple Files from Locker

Attach a File from the Locker

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

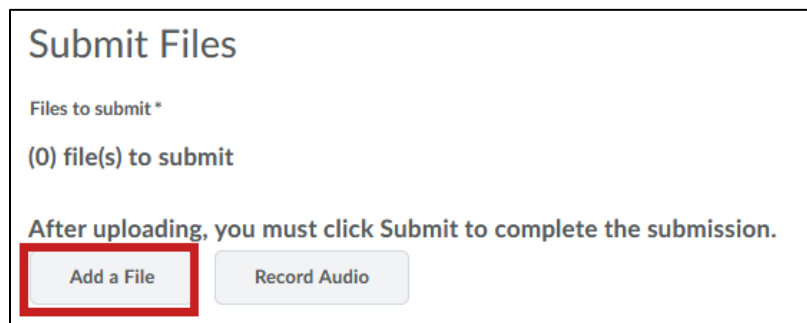
Adding a File to an Assignments Submission Folder

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

Assignment	Completion Status	Score	Evaluation Status	Due Date
Unit One				
Assignment 1	2 Submissions, 2 Files	13 / 15 - B	Feedback: Read	Jan 31, 2021 11:59 PM
Unit Two				
Assignment 2	Not Submitted	- / 15		Feb 28, 2021 11:59 PM

Figure 129: Assignment Submission Folder

2. Click **Add a File**.



Submit Files

Files to submit *

(0) file(s) to submit

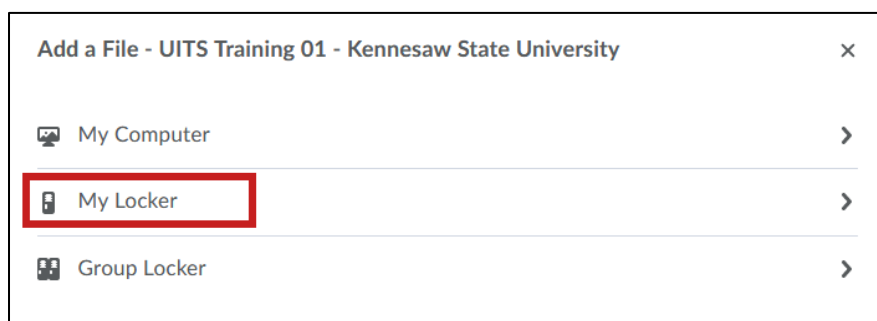
After uploading, you must click Submit to complete the submission.

Add a File Record Audio

The 'Add a File' button is highlighted with a red rectangle.

Figure 130: Add a File

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



Add a File - UITS Training 01 - Kennesaw State University

My Computer

My Locker

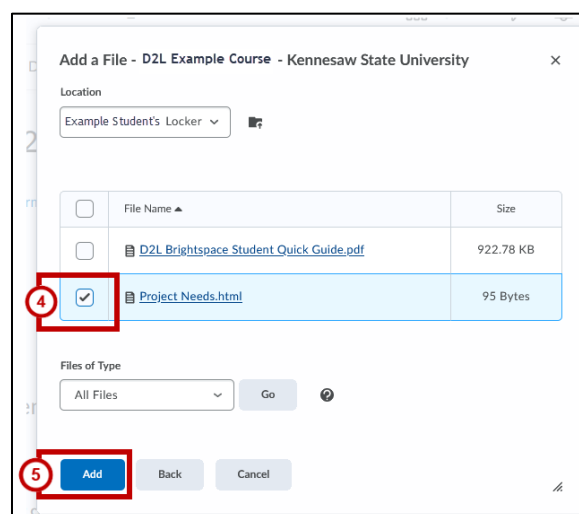
Group Locker

The 'My Locker' option is highlighted with a red rectangle.

Figure 131: Add a File - My Locker

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

4. The contents of your *Locker* will appear, displaying all files currently contained within. Click the **checkbox** next to all the files you want to submit (See Figure 132).
5. Click the **Add** button (See Figure 132).



Add a File - D2L Example Course - Kennesaw State University

Location

Example Student's Locker

<input type="checkbox"/>	File Name	Size
<input type="checkbox"/>	D2L Brightspace Student Quick Guide.pdf	922.78 KB
<input checked="" type="checkbox"/>	Project Needs.html	95 Bytes

Files of Type

All Files

Add Back Cancel

The 'Project Needs.html' checkbox is highlighted with a red circle and the number 4. The 'Add' button is highlighted with a red circle and the number 5.

Figure 132: Add a File – Select & Add

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



Figure 133: Submit File through Assignments

Adding a File to a Discussion Thread

1. Either create a new *Discussion Thread* or reply to an existing *Discussion Thread*.
2. Click the **arrow** next to *Add Attachments*.

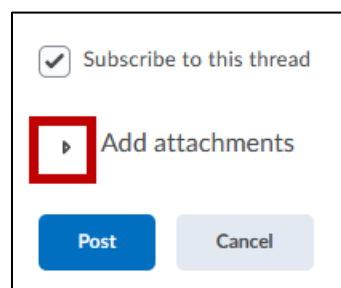


Figure 134: Add Attachments

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

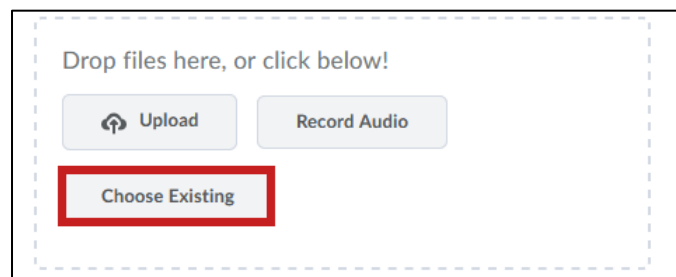


Figure 135: Add Attachments: Choose Existing

4. The *Add a File* window will appear. Click **My Locker** to view the contents of your locker.

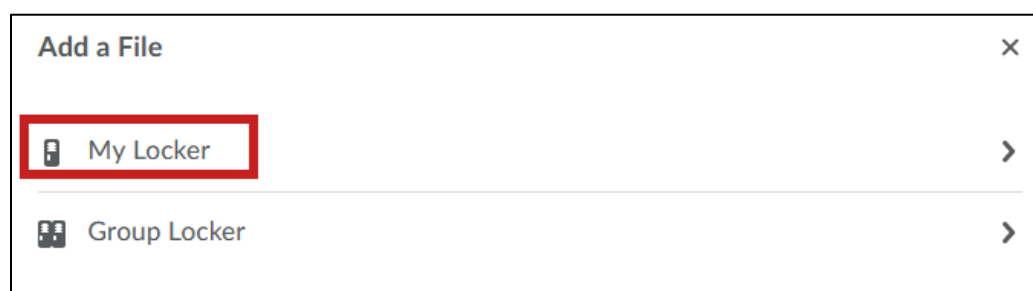


Figure 136: My Locker

5. Click the **checkbox** next to all the files you want to submit (See Figure 137).
6. Click the **Add** button (See Figure 137).

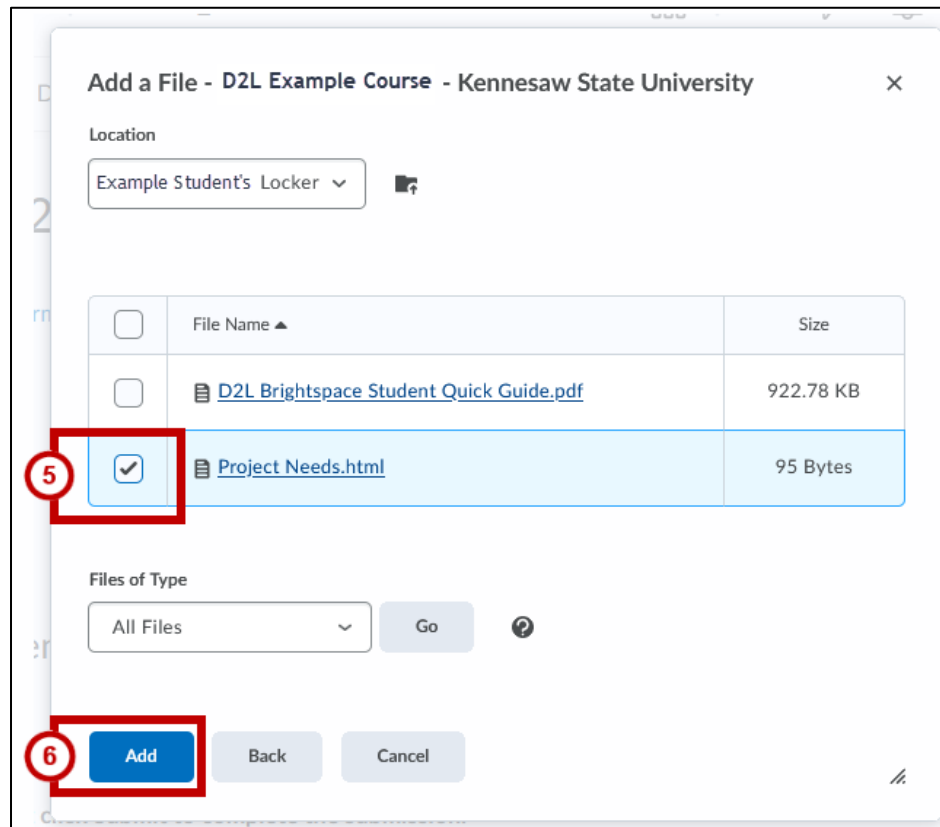


Figure 137: Add a File: Add Button

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

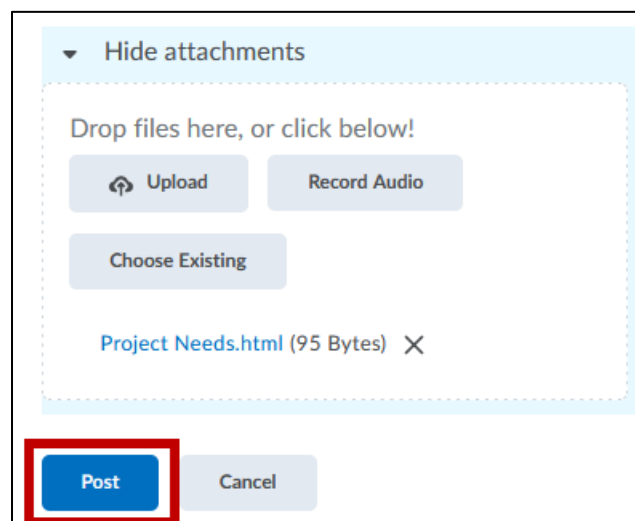


Figure 138: Post File to Discussion Board

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 139: Other

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

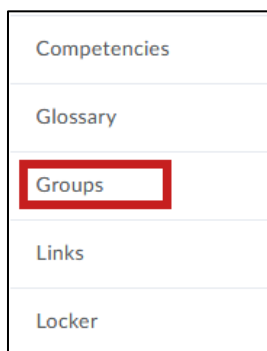


Figure 140: Select Groups from Other

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


Groups	Members	Assignment Submission Folder	Discussions	Locker	Email	Actions
Project 1 Groups						
Group 20	1/3		Project 1 Grou...	Group Files		

Figure 141: 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.

5. 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.

My Locker

Group Lockers

Upload Files

New File

New Folder

Email Group Members

Group 3

Search For...

Show Search Options

922.78 KB (0 %) of 200 MB used

Edit

Move

Download

Delete


<input type="checkbox"/>	File Name ▲	Size	Last Modified	Modified By
<input type="checkbox"/>	 D2L Brightspace Student Quick Guide.pdf ▼	922.78 KB	Feb 16, 2021 8:38 AM	Example Student

Figure 142: Group Locker

Logout

To log out of D2L Brightspace when you are finished using the application:

1. Click the **User Settings** button, located on the *Minibar* (See Figure 143).
2. Click **Logout** (See Figure 143).

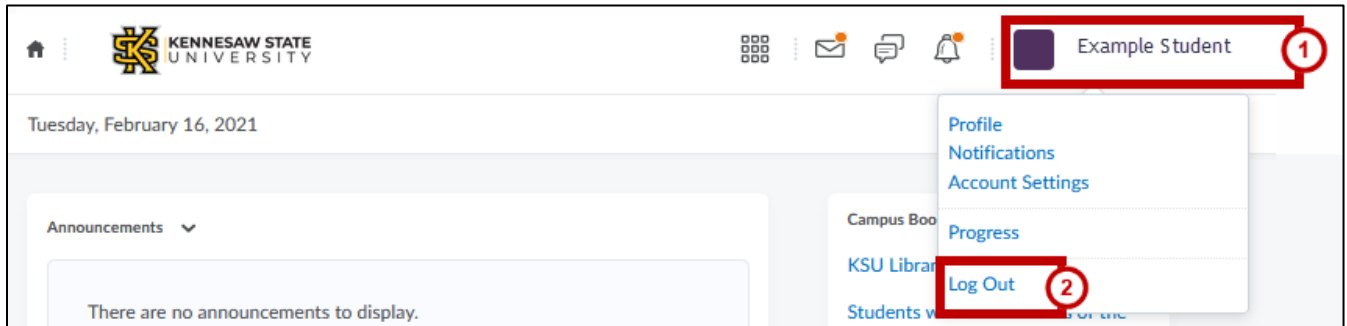


Figure 143: Logout

Additional Help

For additional support, please contact the KSU Service Desk from service.kennesaw.edu.