



CUNY SCHOOL OF LABOR AND URBAN STUDIES

Brightspace: Student Tutorial CUNY The City University of New York

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System Requirements:

- Compatible on desktops, laptops, and mobile devices.
 - Latest up to date web browsers: Google Chrome (recommended for optimal experience), Firefox, Edge, and Safari.
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What is Brightspace?

Brightspace is a cloud-based learning management system (LMS) that runs blended and fully online courses. It was developed by D2L and designed to provide the tools necessary for content creation, assignment submissions, communication, and assessment by combining a collaborative and interactive virtual learning environment.

How to log into Brightspace

You can access Brightspace by entering your CUNYFirst credentials (e.g., FIRST.LASTNAMEXX@login.cuny.edu), including your username and password, on the login page at <https://brightspace.cuny.edu>.

Need Additional Assistance?

For additional assistance and information on Brightspace, please contact your campus Brightspace support center. For information on your campus, please visit the link below: <https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/helpsupport/student/>

Brightspace Home Page

The screenshot shows the Brightspace Home Page for a user at CUNY. At the top left is the CUNY logo. To the right is a 'Mini Bar' (A) with icons for notifications, course home, content, discussions, and grades. Below the logo is a navigation bar with 'Awards', 'Brightspace Help', and 'CUNY Resources'. A large banner image with the text 'Welcome to Brightspace!' is below the navigation bar. The main content area is divided into two columns. The left column is labeled 'My Courses' (B) and contains a grid of course cards, including 'Brightspace for students', '404 PAGE NOT FOUND', 'NYT01 - Testing Course Offering', and 'City Tech Test Course 01'. The right column contains 'Announcements' (D) with a message 'There are no announcements to display.', 'Work To Do' (E) for the period 'January 4 - January 17' showing an assignment 'Observed in person', and a 'Calendar' section showing 'Thursday, January 4, 2024'. At the bottom left is a 'BrowseAloud' (C) button.

- A. **Mini Bar:** handy tool located at the top of the screen, allows quick access to key features such as notifications, course home, content, discussions, and grades.
- B. **My Courses:** Module where you will find a comprehensive list of the courses you are enrolled in.
- C. **BrowseAloud:** text-to-speech tool designed to improve accessibility by enabling users, including those with different learning needs, to have course materials read aloud.
- D. **Announcements:** your college and CUNY will share important information and reminders under this section.
- E. **Work To Do:** centralized area where you can view and manage pending assignments, assessments, and other academic tasks of outstanding work across all enrolled courses.

Getting Started

You can access essential features such as the course content, your user profile, upcoming deadlines, and calendar from the course homepage. Brightspace's intuitive design facilitates seamless navigation, allowing you to effortlessly explore modules. The dashboard is not only informative but also interactive, providing quick links to quizzes, grades, and other vital components of your academic journey.

The screenshot displays the Brightspace course homepage dashboard. At the top, a navigation bar includes links for Content, Assignments, Discussions, Quizzes, Grades, Class Progress, Awards, Groups, Classlist, Virtual Classroom, and More. The main header features a banner titled "Why Brightspace Demo Course" with a red circle 'A' highlighting a hand pointing to a chart. Below the banner is a "Visual Table of Contents Widget" (labeled 'B') containing four progress cards: "Overview" (0% of 2 topics), "What is Accessibility and Universal..." (55% of 11 topics), "D2L Accessibility Philosophy" (70% of 10 topics), and "Brightspace Accessibility" (0% of 10 topics). To the right is a "Single Profile Widget" (labeled 'C') for "Demo Instructor" with a profile picture and an "About Me" section. Below the profile is an "Updates" section. The "Work To Do" widget (labeled 'D') shows "2 weeks clear!" and "You have no activities with due or end dates available." with a "View All Work" button. At the bottom left is an "Announcements" section (labeled 'E') with a welcome message from the Demo Instructor. The "Calendar" widget (labeled 'E') shows the date "Friday, March 15, 2024" and states "There are no events to display."

- A. **Navigation Menu:** where you will find the main components such as course content, assessments - assignments, discussions, quizzes or tests, and grades. Note: The navigation bar may vary by instructor.
- B. **Visual Table of Contents:** area designated to course content, modules and resources embedded directly onto course homepage.
- C. **Single Profile Widget:** area where you can add a summary about yourself.
- D. **Work to Do:** section where your upcoming assignment deadlines will appear.
- E. **Calendar:** a calendar with upcoming events.

Content Assignments Discussions Quizzes Grades Class Progress Groups Classlist Virtual Classroom Video Assignment

These may be some of the main components visible on your course navigation bar:

- **Content:** centralized repository which contains links to different areas of the course. Content links may not appear if there are no items included.
- **Assignments:** you will find your assignments due within the link.
- **Discussions:** contains the Discussion board.
- **Quizzes:** dedicated section where you can access quizzes, assessments, and exams.
- **Grades:** you can view your grades and feedback from this link.
- **Class Progress:** section where you can track your grades, submissions, and feedback for your course.
- **Groups:** if your instructor set up groups for course work, you can view information about groups here.
- **Classlist:** you can see a list of all students in your class here. You can also use this section to communicate with other students in your class.
- **Virtual Classroom:** a room where you can remotely interact with your instructors in real-time.
- **Video Assignment:** you can create videos and submit them to your instructors within this link.

Assignment Types

Your instructors can create assignments in one of four submission types:

- **File submission:** you can upload an assignment file from your computer. Common file types include documents, PDFs, presentations, spreadsheets, and other files depending on the settings your instructor has set.
- **Text submission:** you can directly type your assignment as text or link to your assignment within the text editor.
- **On paper submission:** this option allows you to submit your assignment as a physical copy. Your instructor can provide feedback within your Grades.
- **Observed in person:** your instructor allows you to work on your assignment during in-person lecture. They can provide feedback for the assignment.

Submitting an Assignment

Content **Assignments** Discussions Quizzes Grades Class Progress Groups Classlist Virtual Classroom Video Assignment

Assignments Help

View History

Assignment	Completion Status	Score	Evaluation Status
Module Reflections			
Module 1 Reflection Due on Nov 16, 2023 11:59 PM Oct 16 - Nov 16	Not Submitted	- / 10	
Module 2 Reflection Due on Nov 20, 2023 11:59 PM Oct 23 - Nov 24	Not Submitted	- / 10	
Final			
Final Project Due on Dec 31, 2023 11:59 PM Oct 30 - Dec 31	Not Submitted	- / 100	

- From the menu, choose the appropriate course content or assignments area.
- Click on the title of the assignment to open the submission area.

Note: Assignment submissions can vary by instructor.

File Submission

- Click on **Add a File** to add attach a file.

Submit Assignment

Files to submit *

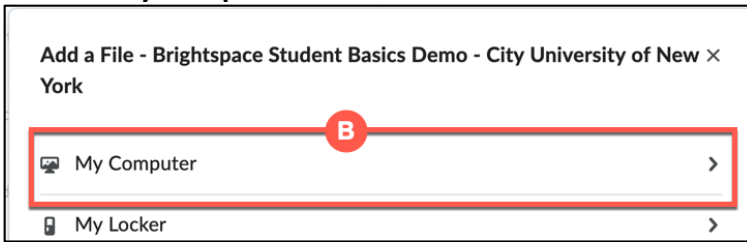
(0) file(s) to submit

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

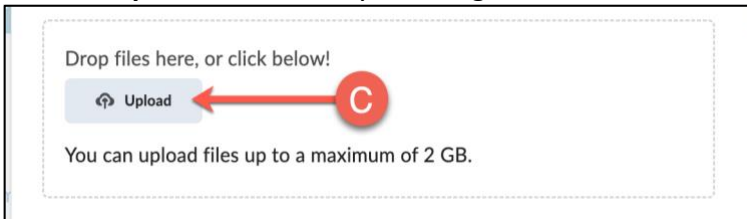
Add a File Record Audio Record Video

Note: A maximum of 2 GB allowed.

- B. Click on **My Computer**.



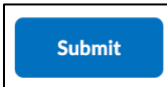
- C. Click on **Upload** and locate your assignment.



- D. Click on **Add** once the file uploads.



- E. You must click the **Submit** button after uploading your file. You will receive a confirmation message upon successful submission.



Text Submission

You can type your assignment directly as text within the text editor. You can also add links to your submission if preferred. If the assignment type permits it, you can record audio or video.

On Paper Submission

This option allows you to submit your assignment as a physical copy. Your instructor can provide feedback within your Grades.

Observed in person

This option allows you to work on your assignment during in-person lectures. Your instructor can provide feedback within your Grades.

Note: Your instructor determines the type of assignment you will be submitting in the course, i.e., Observed in person, File, Text, and On Paper Submissions.

Discussions

Responding to discussions in Brightspace can be achieved by following the steps below:

The screenshot shows the Brightspace interface. At the top, a navigation bar contains links for Content, Assignments, Discussions, Quizzes, Grades, Class Progress, Groups, Classlist, Virtual Classroom, and Video Assignment. The 'Discussions' link is highlighted with a red box and labeled 'A'. Below the navigation bar, the 'Discussions' page is displayed. It includes a 'Discussions List' and 'Subscriptions' tab. A filter for 'Unread' is shown, along with a 'Collapse All Forums' button. The main content area is titled 'Module Discussions' and contains two paragraphs of placeholder text. Below the text is a table with columns for 'Topic', 'Threads', 'Posts', and 'Last Post'. The 'Module 1 Discussion' topic is highlighted with a red arrow and labeled 'B'.

- A. From the menu, click on the link labeled as **Discussions**.
- B. Click on the title of the topic you want to view or respond to.
- C. Click on **Start a New Thread**.



- D. Enter a subject and compose your response. You can enter your response into the text editor, format it, add attachments, or links.
- E. Click on **Post** when you are satisfied with your response. You will be able to view and edit your response within the discussions thread.

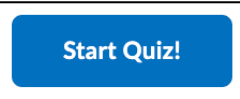
The screenshot shows the 'Sample Forum' page. At the top, there is a search bar and a 'Search Sample ...' button. Below the search bar, the 'Sample Forum' title is displayed. A 'Subscribe' button is visible. The main content area is a text editor with a subject field labeled 'Sample Response Subject'. The text editor contains the text 'This is my response to the Sample Forum.' and a word count of '8 Words'. Below the text editor, there is a 'Subscribe to this thread' checkbox and an 'Add attachments' button. At the bottom, a 'Post' button is highlighted with a red arrow and labeled 'E'.

Taking a Quiz

Content Assignments Discussions **Quizzes** Grades Class Progress Groups Classlist Virtual Classroom Video Assignment

Quiz List Help

Current Quizzes	Evaluation Status	Attempts
Knowledge Check: User Interface Knowledge Check: User Interface ▾ Due on Mar 18, 2024 11:59 PM Available on Mar 15, 2024 12:01 AM until Mar 19, 2024 12:01 AM		0 / 2
Past Quizzes	Evaluation Status	Attempts
Module 1 Exam ▾ Due on Nov 16, 2023 11:59 PM Available on Oct 16, 2023 12:01 AM until Nov 16, 2023 11:59 PM		0 / 1
Module 2 Exam ▾ Due on Nov 20, 2023 11:59 PM Available on Oct 30, 2023 12:01 AM until Nov 20, 2023 11:59 PM		0 / 1

- For this example, we will be selecting **Quizzes** from the menu.
Note: *If you are unsure where your quizzes are in the course, contact your instructor.*
- Click on the quiz title to view the quiz information.
Note: *Read the instructions carefully. If the quiz or exam is a timed test, your answers will automatically be saved and submitted.*
- Click on the **Start Quiz** icon to begin.

- Once you are done, select **Submit Quiz**. You will receive a submission confirmation along with your attempted score.

Sample Quiz 1:59:48 remaining ✕

Page 1: 1 ✓

Question 1 (1 point) ✓ Saved
There are seven days in a week.

True
 False

[Quiz Information](#)

D → [Submit Quiz](#) 1 of 1 questions saved

Class Progress

The screenshot displays the 'Class Progress' page. The navigation bar at the top includes 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Grades', 'Class Progress' (highlighted with a red box and letter 'A'), 'Awards', 'Groups', 'Classlist', 'Virtual Classroom', and 'More'. The sidebar on the left, labeled 'Training', contains a navigation menu with 'Summary' (highlighted with a red box and letter 'C'), 'Grades', 'Content', 'Discussions', 'Assignments', 'Quizzes', 'Checklist', 'Surveys', 'Course Access', and 'System Access History'. The main content area, titled 'Progress Summary' (highlighted with a red box and letter 'B'), features a 'Print' button (highlighted with a red box and letter 'D') and a 'Help' icon. The 'Grades' section shows 'Grades Received: 3'. The 'Content' section displays a progress bar for 'Topics Visited' (15 / 39) and 'Time Spent' (0d 0h 2m 17s), with a completion rate of 37% (14 / 38). The 'Discussions' section shows 'Posts Authored: 1'. The 'Assignments' section shows 'Assignment Submissions' (33% (1/3)), 'Late Submissions' (0), and 'Awaiting Grade' (0) with a 92% completion rate.

Viewing the progress of your grades, submissions, and feedback:

- A. Click on the **Class Progress** link.
- B. A Progress Summary Report will appear on the page of your grades, content, discussions, assignments, quizzes, checklist, surveys, course access and system access history.
- C. To view specific data about a category, you can click anywhere of interest by using the navigation bar on the left.
- D. To print a summary report, click on **Print**.

Grades

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Assignments		22.92 / 25	91.67 %	
Module 1 Reflection	9.17 / 10	22.92 / 25	91.67 %	View Graded Rubric
Module 2 Reflection	- / 10	- / -	-%	
Final Project	- / 100	- / -	-%	
Exams		35 / 50	70 %	
Module 1 Exam	3.5 / 5	35 / 50	70 %	
Module 2 Exam	- / 5	- / -	-%	
Discussions		22.92 / 25	91.67 %	
Module 1 Discussion	9.17 / 10	22.92 / 25	91.67 %	Overall Feedback Here is some feedback.

Brightspace provides a comprehensive summary of your performance in the course.

- A. From the menu, choose the link labeled as **Grades**.
- B. You will be able to view the following:
 - Weighted Total Course Grade
 - Individual assessment grades
 - Feedback and comments
 - Grade Summary

Groups

You can collaborate with your peers, discuss, and submit assignments for a specific group project. Your instructor will need to enable and set specific settings to allow various functions such as assignment submissions and discussions.

Viewing the group, you are assigned to:

Groups	Members	Assignment	Discussions	Locker	Email	Actions
Discussion Groups						
Group 2	2/3					

This group is not available for unenrollment because this category is not available for self enrollment.

- From the menu, choose the link labeled as **Groups** or something similar.
- You will see the group you are enrolled into.

Joining a Group

Groups	Description	Members	Actions
Project Groups			
Group 1		0/3	Join Group
Group 2		0/3	Join Group

You can join a group if your instructor has enabled self-enrollment.

- From the menu, choose the link labeled as **Groups** or something similar.
- Click on **View Available Groups**.
- Under Actions, click on **Join Group** to join your desired group.

Note: To leave the group, click on **Leave Group** from the *My Groups* page.

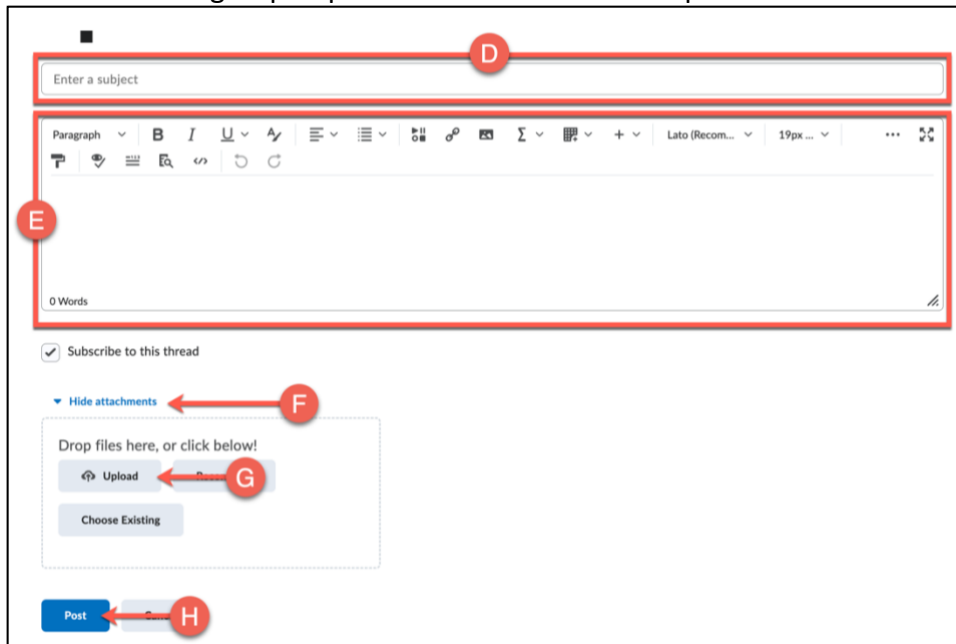
Submitting a Discussion

Groups	Members	Assignment	Discussions	Locker	Email	Actions
Discussion Groups						
Group 2	2/3	A →	Discussion Gro...			
This group is not available for unenrollment because this category is not available for self enrollment.						
Project Groups						
Group 1	1/3	Group Project				Leave Group

- A. Click on the discussion thread under **Discussions**.
- B. Click on **Start a New Thread** to create a discussion.



- C. Select a group to post thread to from the drop-down menu.

A screenshot of a discussion creation interface. At the top is a text input field labeled "Enter a subject" with a red circle 'D' above it. Below is a rich text editor with a toolbar and a large text area, with a red circle 'E' on the left side. Underneath the editor is a "Subscribe to this thread" checkbox. Below that is a "Hide attachments" dropdown menu with a red circle 'F' next to it. Underneath is a file upload area with the text "Drop files here, or click below!" and two buttons: "Upload" (with a red circle 'G') and "Choose Existing". At the bottom left is a blue "Post" button with a red circle 'H' next to it.

- D. Enter the subject of your post.
- E. You can enter your post within the text editor or add an attachment.
- F. To add an attachment, click the arrow next to **Add attachments**.
- G. Click on the **Upload** button to upload your file.
- H. When you are ready to post, select the **Post** button.

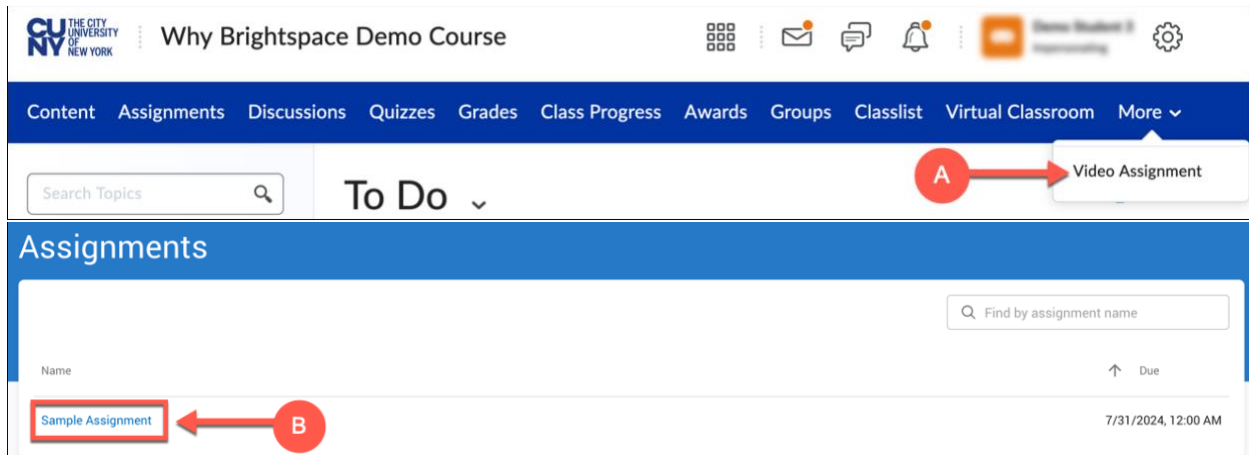
Submitting an Assignment within Groups

Instructors can allow you to submit an individual or a group assignment. Please follow the steps under [Submitting an Assignment](#).

Submitting a Video Assignment

Your instructor can set up a video assignment and require you to submit video content as part of your course work. You can create or upload video presentations and other projects.

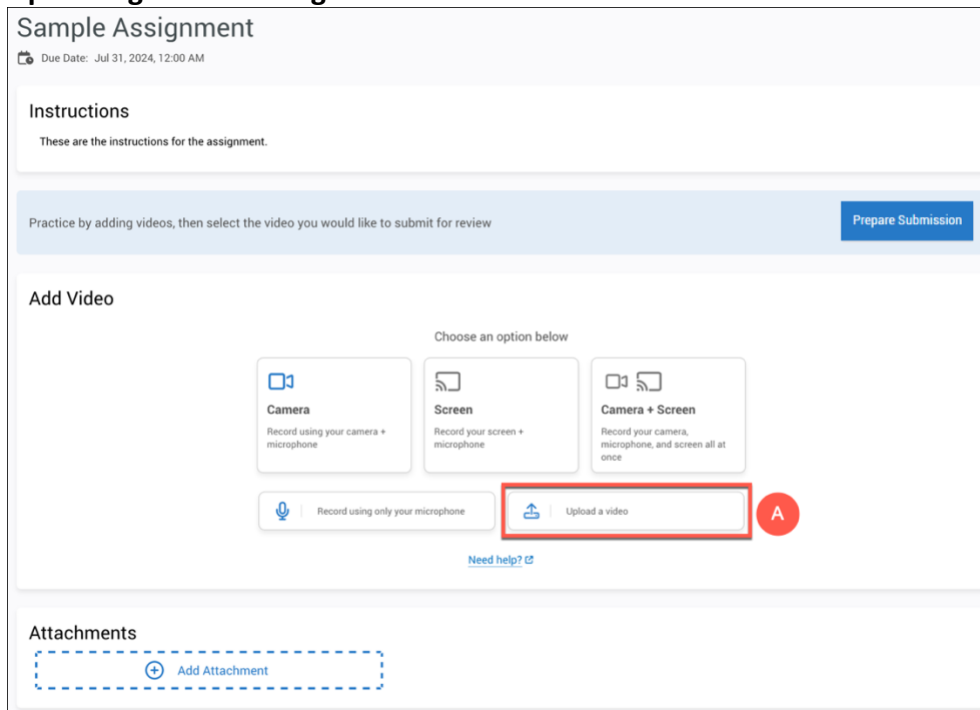
Accessing a Video Assignment



The screenshot shows the Brightspace interface for a course titled "Why Brightspace Demo Course". The navigation menu includes "Content", "Assignments", "Discussions", "Quizzes", "Grades", "Class Progress", "Awards", "Groups", "Classlist", "Virtual Classroom", and "More". A red circle labeled "A" points to the "Video Assignment" option in the "More" dropdown menu. Below the navigation menu is a search bar and a "To Do" dropdown. The main content area is titled "Assignments" and features a search bar labeled "Find by assignment name". A table lists assignments with columns for "Name" and "Due". The first row shows "Sample Assignment" with a due date of "7/31/2024, 12:00 AM". A red circle labeled "B" points to the "Sample Assignment" link in the table.

- A. From the menu, choose **Video Assignment** or something similar.
- B. Click on the link of the video assignment you wish to access.

Uploading a Video Assignment



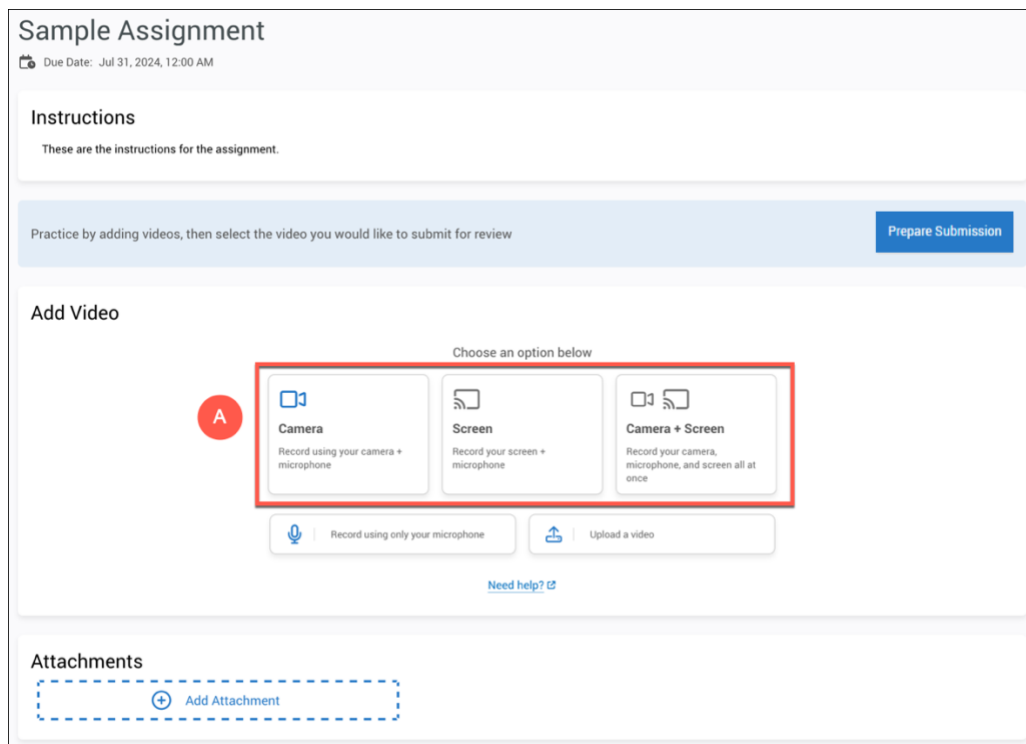
The screenshot shows the "Sample Assignment" page with a due date of "Jul 31, 2024, 12:00 AM". The "Instructions" section states: "These are the instructions for the assignment." Below the instructions is a blue bar with the text "Practice by adding videos, then select the video you would like to submit for review" and a "Prepare Submission" button. The "Add Video" section is titled "Choose an option below" and contains four options: "Camera" (Record using your camera + microphone), "Screen" (Record your screen + microphone), "Camera + Screen" (Record your camera, microphone, and screen all at once), and "Upload a video" (highlighted with a red box and a red circle labeled "A"). Below the "Add Video" section is an "Attachments" section with a dashed box and a plus icon labeled "Add Attachment".

- A. Click **Upload a video**.

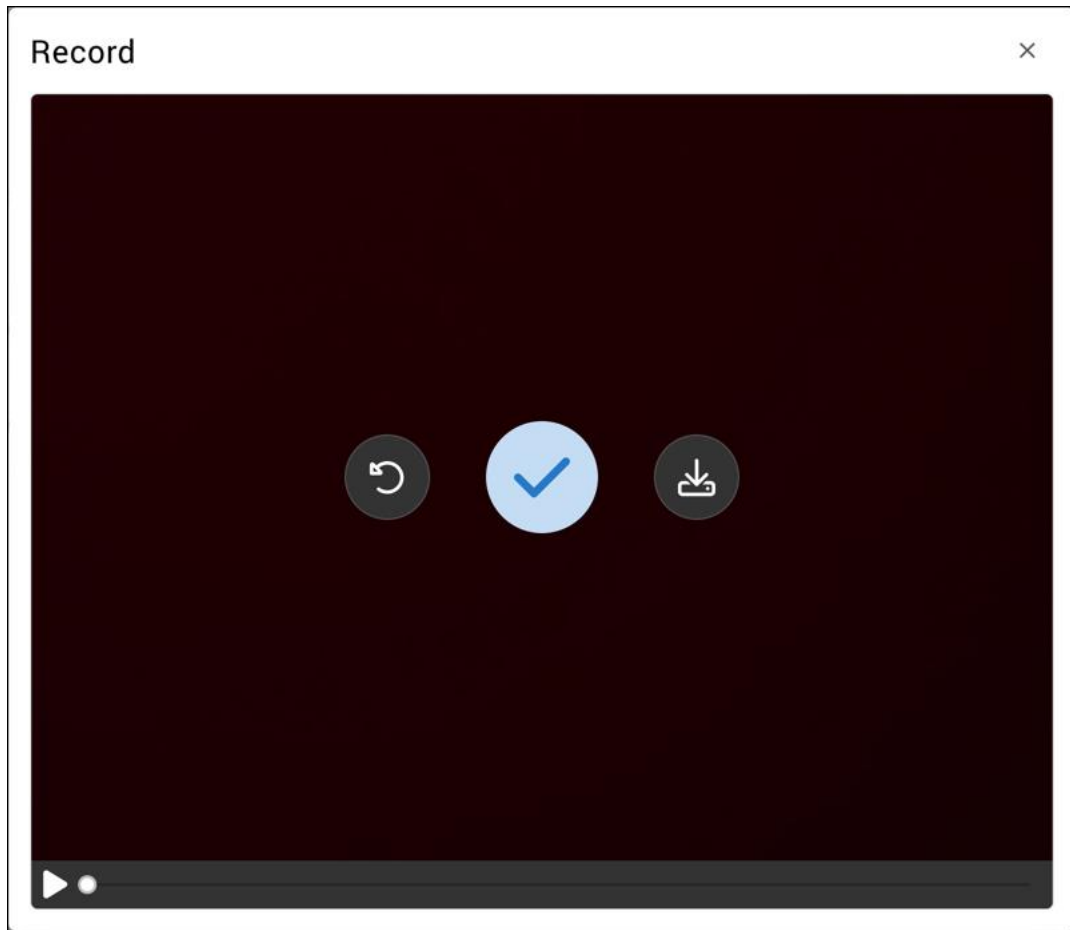
- B. You can upload videos from your computer, or from one of the following cloud storage platforms: Google Drive, OneDrive, or Dropbox. *Maximum video file size is **8GB**.* *Acceptable formats are: asf, avi, flv, m4v, mov, mp4, m4a, 3gp, 3g2, mj2, wmv, mpg, mpeg, wma, mod, mp3, mts, qt, f4v, m2v, wepm, ogv, mxf, vob.*
- C. Click **Begin upload**.

Recording a Video on Brightspace

- A. Click either **Camera**, **Screen**, or **Camera & Screen**, depending on what you plan to record.



- B. Be sure to allow your browser access to your camera and microphone.
- C. Click **Record** to begin recording.
- D. Click **Stop** when you've finished recording.
- E. Click the **check mark** to upload your video. You can also restart recording if you aren't happy with the video by clicking the restart arrow.



Submitting the Assignment

Once you've uploaded or recorded videos, you can submit your assignment.

- A. Optional: To add an attachment such as a Word document, PDF, image, or link to a URL, click Add Attachment. Choose Upload File or Add Link as needed. Upload the file or enter the URL.

Sample Assignment
Due Date: Jul 31, 2024, 12:00 AM

Instructions
These are the instructions for the assignment.

Practice by adding videos, then select the video you would like to submit for review B Prepare Submission

Add Video 00:05 01:01

Choose an option below

Camera
Record using your camera + microphone

Screen
Record your screen + microphone

Camera + Screen
Record your camera, microphone, and screen all at once

Record using only your microphone Upload a video

[Need help?](#)

Attachments
+ Add Attachment A

- B. Click **Prepare Submission**.
- C. Click the check box next to the video(s) and attachment(s) you'd like to include and click **Submit**.

Communication

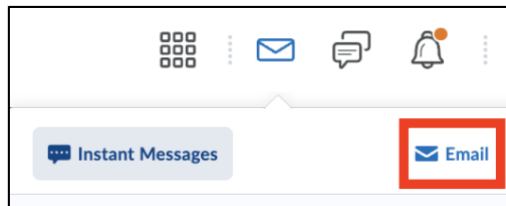
Brightspace offers a range of communication tools to facilitate the interaction between students, peers, and instructors.

- **Announcements:** Instructors will post valuable information via the Announcements module.
- **Discussions:** you can engage and interact with your peers and instructors via Discussions.
- **Email:** email has been integrated within the Brightspace learning environment to facilitate communication among your peers and instructors from your courses. To send an email, follow the steps below:

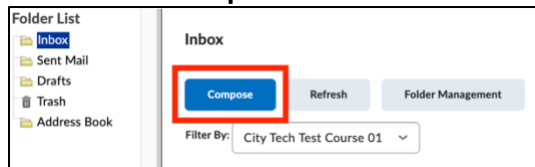
- Click on the **Envelope** icon located on the mini navigation bar.



- Select **Email**.



- Click on the **Compose Email** button to create a new email.

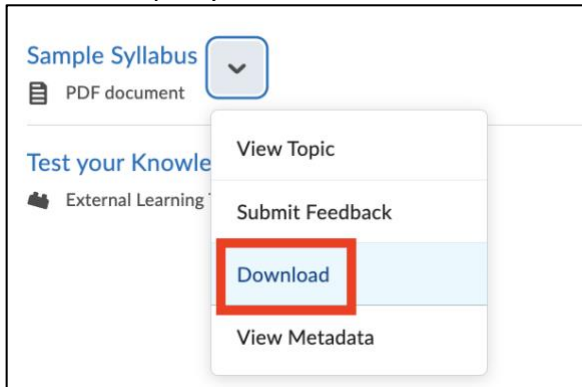


- Within the **To** field, enter the email addresses of the recipients. You can select recipients from a course or enter email addresses manually.
- Enter the subject and compose your message.
- Click **Send** when you are ready.

Student Brightspace FAQ (Frequently Asked Questions)

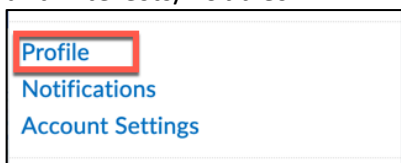
How do I download class content?

- A. Log-in to **Brightspace**.
- B. Click on the course you want to access content from.
- C. Select the tab labeled **Content, Material**, or something similar.
Note: *Instructors can label their content differently.*
- D. Find the material you want to download and click on the arrow next to it.
- E. Select the **Download** button.
- F. **Note:** *it is up to your instructor to make content downloadable.*



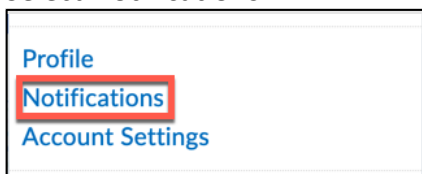
How do I edit my User Profile?

- A. Click on your name located on the top right corner.
- B. Select **Profile** and change the necessary information such as your profile picture, tagline, and interests/hobbies.



How do I get notifications sent to my mobile device?

- A. Click on your name located on the top right corner.
- B. Select **Notifications**.




C. Click on **Register your mobile**.

Notifications


Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

The Pulse App: Stay Up-to-date on the Go!
Pulse helps you stay connected and on track with your Brightspace courses!

Download on the App Store | GET IT ON Google Play



Contact Methods

Email Address
Send email notifications to: lissette.jolpa52@login.cuny.edu 

[Change your email settings](#)

Mobile Number
[Register your mobile](#)

- D. Select your country, mobile carrier and add your mobile number (*carrier charges might apply to text messages you receive. Check your phone/data plan*).
- E. You can select which notifications to receive via SMS and Email.
- F. Click on **Save**.