CUNY SCHOOL OF LABOR AND URBAN STUDIES

Brightspace: Student Tutorial
CUNY The City University of New York

Table of Contents

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.

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

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.

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

A. From the menu, choose the appropriate course content or assignments area.
B. Click on the title of the assignment to open the submission area.
   Note: *Assignment submissions can vary by instructor.*

File Submission

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

Note: *A maximum of 2 GB allowed.*
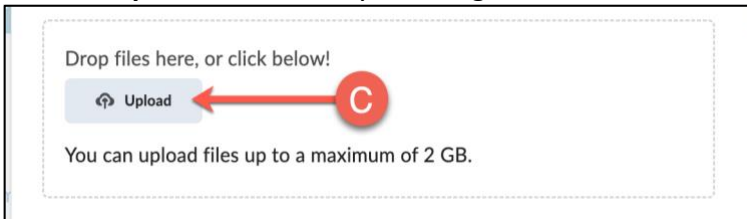
B. Click on **My Computer**.
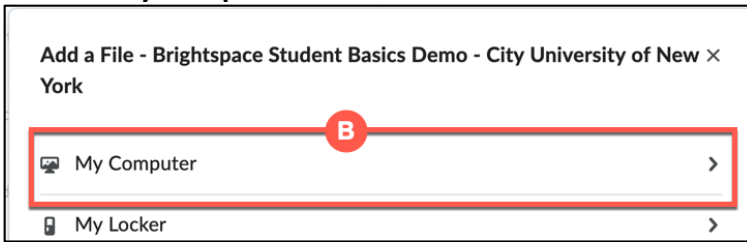
C. Click on **Upload** and locate your assignment.

D. Click on **Add o**nce the file uploads.

E. You must click the **Submit** button after uploading your file. You will receive a confirmation message upon successful submission.
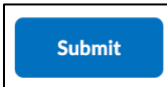
Text Submission
You can type your assignment directly as text within the text editor. You can also add links to your submission if preferred. If the assignment type permits it, you can record audio or video.

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:

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.

Taking a Quiz

A. 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.
B. 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.
C. Click on the **Start Quiz** icon to begin.

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

Class Progress

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

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:

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

Joining a Group

You can join a group If your instructor has enabled self-enrollment.
C. From the menu, choose the link labeled as **Groups** or something similar.
D. Click on **View Available Groups**.
E. 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.*
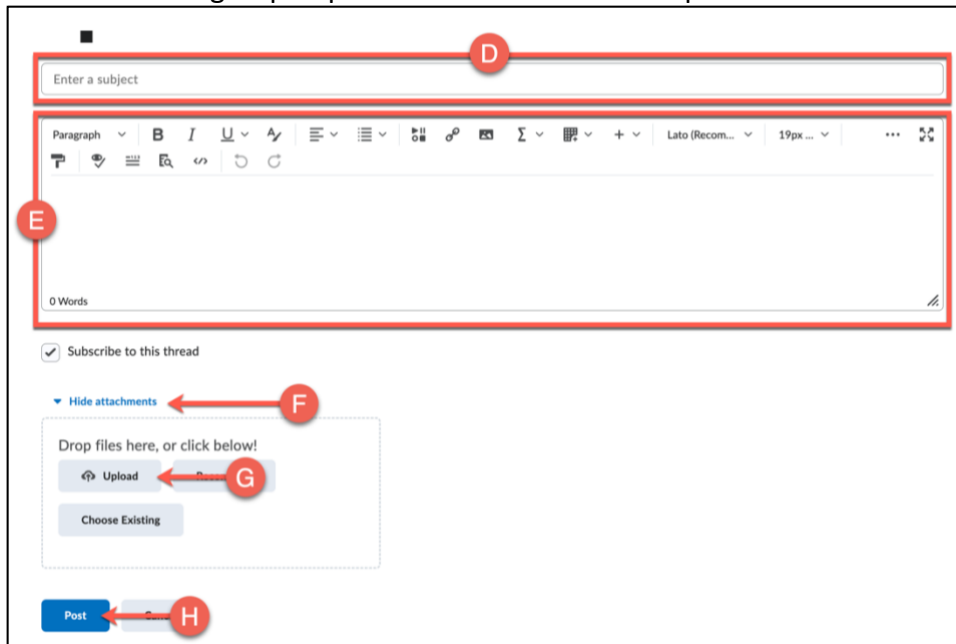
Submitting a Discussion

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.

Start a New Thread

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

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.
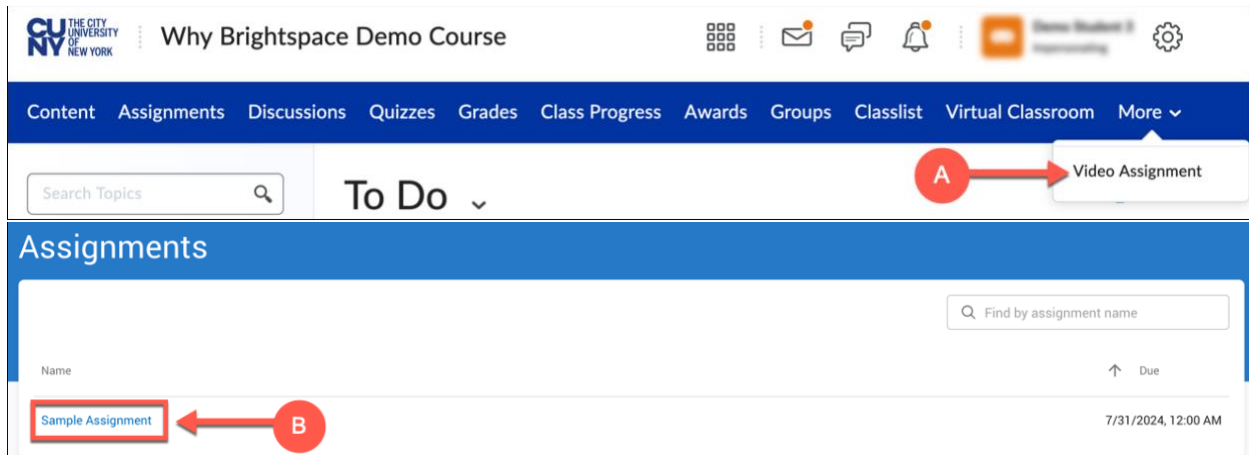H. When you are ready to post, select the **Post** button.

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.
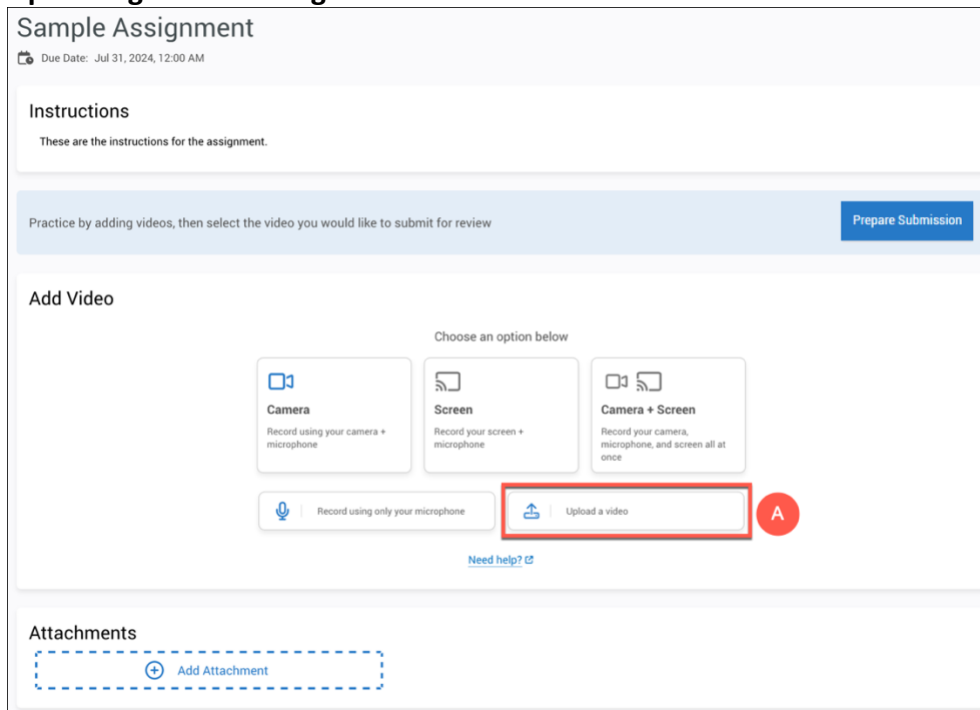
Accessing a Video Assignment

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**

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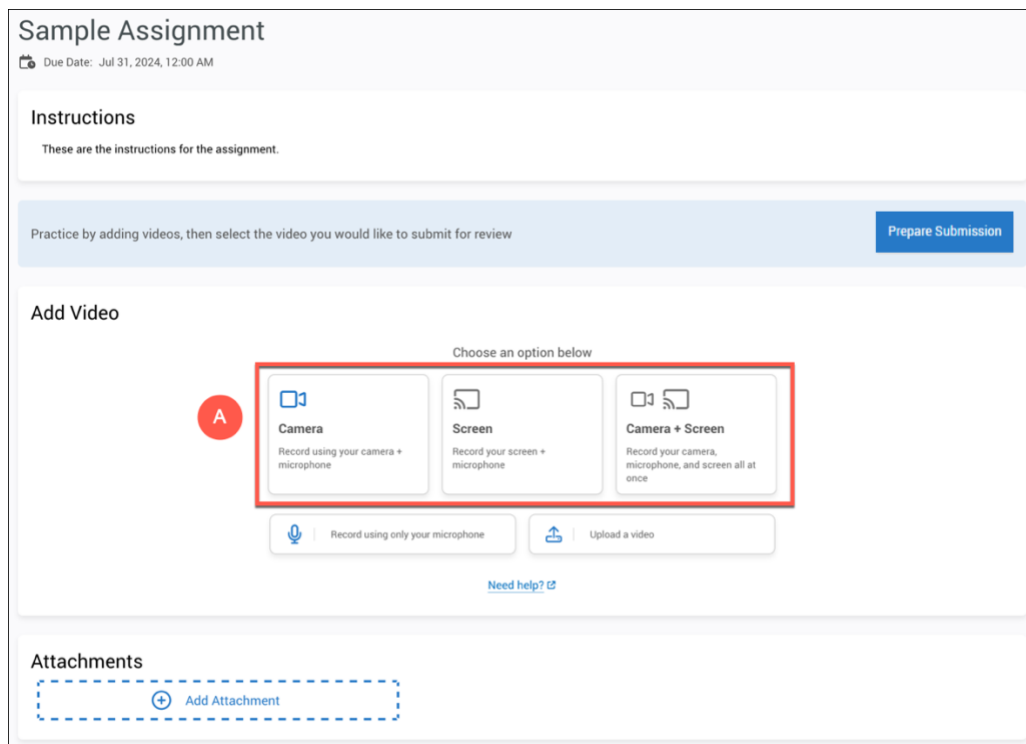
B. Be sure to allow your browser access to your camera and microphone.
C. Click Record to begin recording.
D. Click **Stop** when you've finished recording.
E. Click the **check mark** to upload your video. You can also restart recording if you aren't happy with the video by clicking the restart arrow.
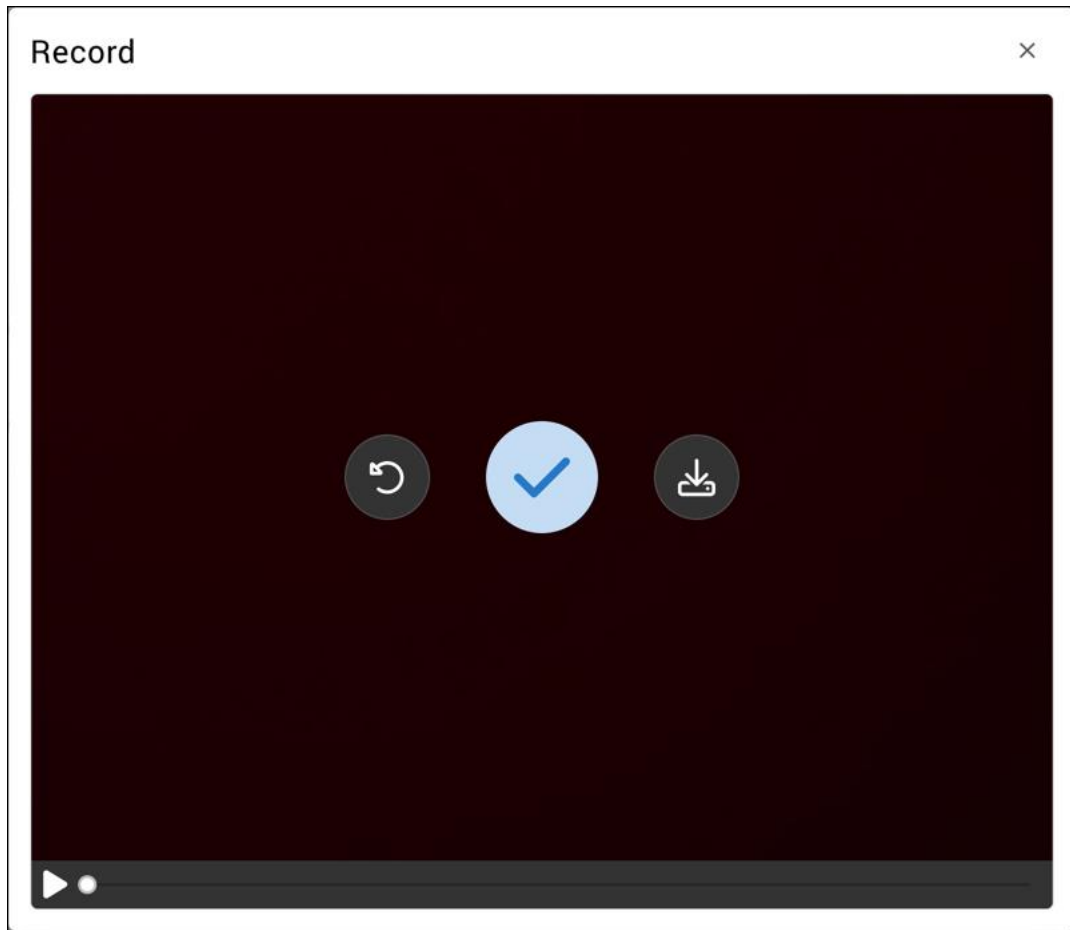
Submitting the Assignment

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.

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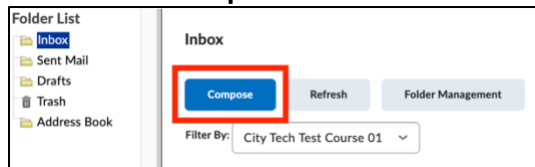   - Click on the **Envelope** icon located on the mini navigation bar.

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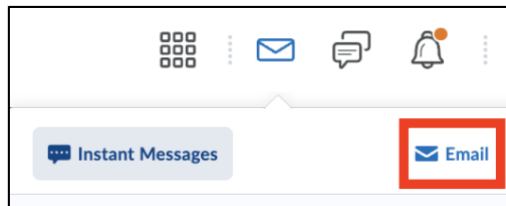
   - Click on the **Compose Email** button to create a new email.

    - 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.*
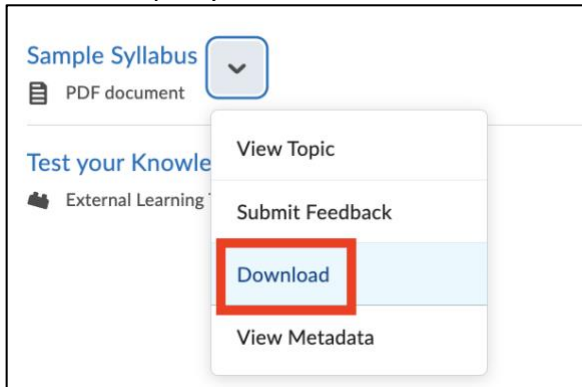
How do I edit my User Profile?

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.
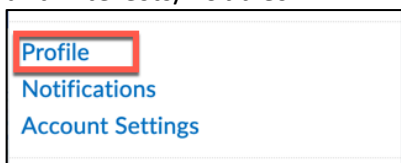
How do I get notifications sent to my mobile device?

A. Click on your name located on the top right corner.
B. Select **Notifications**.
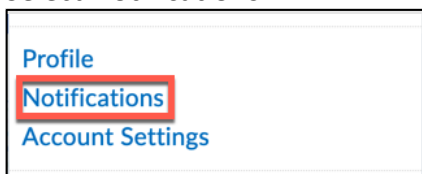
C. Click on **Register your mobile**.

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**.