

## Brightspace Knowledge Base Quick Reference Guide

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This guide offers a streamlined overview of Brightspace tools. For in-depth details, explore individual tool pages in the menu or the buttons in each category. Visit D2L's documentation for extended information.

**Quick Navigation:** The guide is arranged alphabetically. Use your browser's find feature (Ctrl+F) for quick access.

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### Announcements

#### Create Announcement:

1. Access the Announcements Widget dropdown menu.
2. Select 'New Announcement.'
3. Enter a headline and content.
4. Set Start/End Dates (optional).
5. Click 'Publish.'

#### Edit/Delete Announcement:

1. Open the dropdown menu of the announcement title.
2. Choose 'Edit' or 'Delete.'

#### Dismiss Announcement:

- Click the 'X' next to an announcement to dismiss it from view (Note: Students still see it until deleted or expired).

**More Information:** [Announcements Tutorials]

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### Assignments

#### Create Assignment Submission Folder:

1. Click 'New Assignment.'
  - **Properties Tab:** Add Name, Instructions, Submission Type, Category, Grade Value, and Grade Item.
  - **Restrictions Tab:** Adjust visibility, Due Date, and Start Date.
  - **Turnitin Tab:** Enable originality checks and grading tools.
2. Save your changes.

### **Grade and Provide Feedback:**

1. Select the assignment folder.
2. Use 'Show Search Options' to locate submissions.
3. Preview, grade, and annotate files.
4. Click 'Publish' to release grades.

### **Special Access for Assignments:**

- Grant custom access for specific students under 'Edit Folder' > 'Add Users to Special Access.'

**More Information:** [Assignments Tutorials]

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## **Attendance**

### **Enter Attendance:**

1. Select the pre-populated register (or request one).
2. Locate the meeting date and click the pencil/calendar icon.
3. Assign statuses using the dropdown menu.
4. Save.

### **Tips:**

- Use 'Set Status' to assign statuses for all students quickly.
- Old registers can be deleted via the dropdown menu.

**More Information:** [Attendance Tutorials]

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## **Calendar**

### **Create Calendar Event:**

1. Click 'Create Event.'
2. Add Title, Dates, and optional content links.

### **Manage Dates:**

- Use 'Course Admin' > 'Manage Dates' to adjust availability across all tools in one place.

**More Information:** [Calendar Tutorials]

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## **Class Progress**

### **Access Progress Summary:**

- Review reports on grades, objectives, and course activity. Adjust visibility via 'Settings.'

**Note:** Course Access differs from Login History; the former tracks activity within the course.

**More Information:** [Class Progress Tutorials]

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## **Classlist**

### **Email Entire Class:**

1. Select 'All' in the Classlist.
2. Click 'Email' and compose your message.

### **Sorting Classlist:**

- Use the 'View By' dropdown to filter by sections or locations.

**More Information:** [Classlist Tutorials]

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## **Content**

### **Add Module:**

1. Enter a name in the 'Add a module' field.
2. Press ENTER and add descriptions or restrictions as needed.

**Create Topic from New HTML File:**

1. Choose a module from the Table of Contents.
2. Select 'Upload/Create' > 'Create a File.'
3. Use the HTML editor for content and publish.

**Link to Existing Activity:**

1. Open a module.
2. Select 'Existing Activities' to add assignments, discussions, or quizzes.

**View Content Statistics:**

- Access visit counts via 'Table of Contents' > 'Related Tools' > 'View Reports.'

**More Information:** [Content Tutorials]

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**Course Admin and Organization****Copy Course Components:**

1. Navigate to 'Course Admin' > 'Import/Export/Copy Components.'
2. Select the source course and specific items to copy.

**Pin or Unpin Courses:**

- Manage courses via 'My Courses' widget or the waffle menu.

**More Information:** [Course Administration Tutorials]

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**Discussions****Create Forum or Topic:**

1. Click 'New' > 'New Forum' or 'New Topic.'
2. Enter details, availability, and assessment criteria.

**Grade Discussions:**

- Access 'Assess Topic' to grade and provide feedback for student contributions.

**More Information:** [Discussions Tutorials]

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## Grades

### Show Current Grade:

1. Ensure 'Automatically keep final grades updated' is selected in settings.
2. Release grades via the 'Released' column in the gradebook.

### Drop Lowest Grades in a Category:

- Set rules in 'Manage Grades' > Category settings.

**More Information:** [Grades Tutorials]

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## Quizzes

### Create Quiz:

1. Click 'New Quiz.'
2. Configure details across the Properties, Restrictions, and Assessment tabs.
3. Set a submission view to allow students to review answers.

### Special Access:

- Adjust settings for individual students under the Restrictions tab.

**More Information:** [Quizzes Tutorials]

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## Release Conditions

### Access Release Conditions:

- Found in tools like Assignments, Discussions, and Quizzes under the Restrictions tab.

### Best Practices:

- Avoid circular or impossible conditions.

- Use release conditions to stage content or personalize learning paths.

**More Information:** [Release Conditions Tutorials]

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## **Rubrics**

### **Create a Rubric:**

1. Select 'Rubrics' > 'New Rubric.'
2. Configure settings under the Properties tab.
3. Define criteria and levels for analytic or holistic rubrics.

**More Information:** [Rubrics Tutorials]