

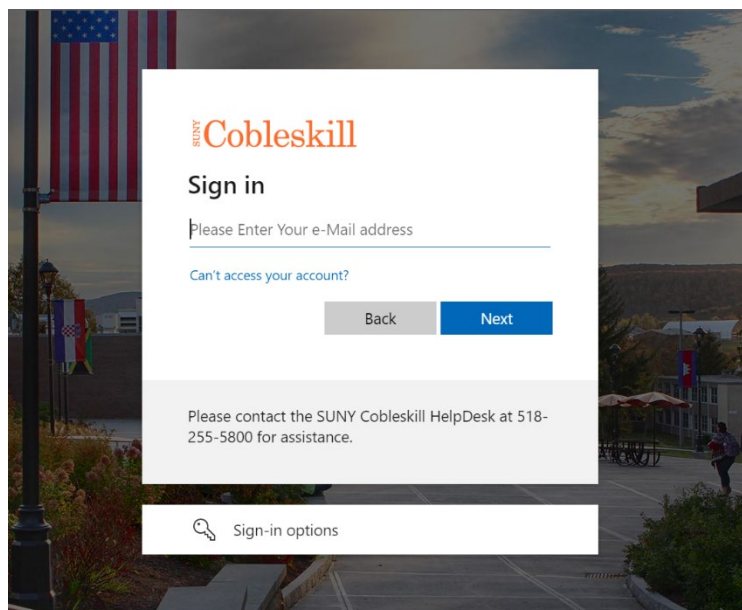
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# Brightspace Student Usage Guide

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## 1. How to Log in to Brightspace

- Go to <https://brightspace.cobleskill.edu/>
- Brightspace uses single sign-on, which is the same process used to access your SUNY Cobleskill email. Enter your SUNY Cobleskill email address and password, then continue through the multifactor authentication process.



## 2. How to Access Your Courses

- Once you are logged in to Brightspace, look for the **My Courses** widget
- The classes you are currently enrolled in will be listed in this widget. **NOTE:** if your class does not show there, you should contact your instructor to confirm they are using Brightspace during the course.

A screenshot of the Brightspace dashboard for a user named Jennifer Weingarten. The dashboard has a top navigation bar with the SUNY Cobleskill logo, a home icon, and several utility icons (grid, mail, chat, notifications). Below the navigation bar is a red banner with links for "Quick Eval", "Brightspace Resources", and "SUNY Cobleskill Resources". The main content area features a large aerial photo of the campus. Below the photo is the "The My Courses widget" section. This widget has a dropdown menu for "My Courses" and a list of course filters: "All", "CPD Pilot Semester", "FALL 2023", "NOTERM - COB" (which is selected), "SPRING 2023", and "TCC Pilot". Below the filters are three course cards: "Basile Sandbox NOTERM - COB", "Banner 9 Self Service Ellucian Trainings NOTERM - COB", and "Weingarten Sandbox 2 NOTERM - COB". To the right of the My Courses widget is a "Slim Announcements Widget" which shows "There are no announcements to display." and a "Show All Announcements" link. Below that is a "D2L Getting Started Widget [Local]" which includes a "Listen" button and a text box with instructions for administrators and instructors to access resources on the Brightspace Community.

### 3. View Course Content

- Though Instructors may organize their Brightspace courses differently, you can always find assignment and course files in the central course content area for the course.
- In the Navigation bar click **Content**, this will show you the content for your course. On the right side you can choose to navigate between the different weeks/modules.  
**NOTE:** your instructor can choose to hide items or not make them visible until a certain date, so you may not have access to see all of your course content.
- In the Navigation bar you can also select **Assignments**, **Discussions**, or **Quizzes** to view the current items in your course that are available for you to access.

The screenshot shows the Brightspace course interface for 'Cobleskill'. At the top, there is a navigation bar with options: Course Home, Content, Assignments, Discussions, Quizzes, Roster, Grades, Class Progress, and Course Tools. The 'Content' button is highlighted with a black arrow and labeled 'The Content button in the Navigation bar'. Below the navigation bar, there is a search box for topics and a 'Course Intro' dropdown menu. The main content area shows a table of contents with 'Course Intro' selected, and a list of weeks: Week 1 (10 items), Week 2 (11 items), and Week 3. A black arrow points to 'Week 1' with the label 'The weeks/modules you can view'. The main content area also features an 'Upload / Create' button, 'Existing Activities', and 'Bulk Edit' options, along with a drag-and-drop area for creating and updating topics.

### 4. How to Submit a File in a Brightspace Assignment

- Link to assignments can be found under the **Content** button on the Navigation bar or the **Assignments** button on the Navigation bar
- Click to open the assignment activity, a screen will display showing instructions that your instructor added pertaining to that assignment along with the start date, due date, and grading scheme. Below is an example of what an assignment might look like in your course.

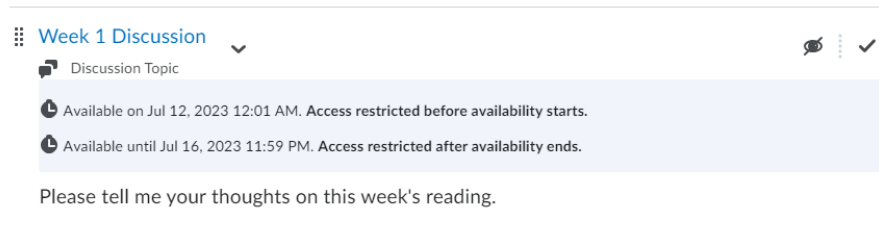
The screenshot shows a Brightspace assignment page titled 'Assignment 1'. It includes a checkmark icon, a document icon, and the text 'Assignment'. Below this, it shows the due date: 'Due July 23 at 11:59 PM' and the availability start date: 'Available on Jul 17, 2023 2:00 PM. Access restricted before availability starts.' The instructions state: 'For this assignment students will need to submit a 1 page paper with details they learned from reading chapter 1 of our textbook.'

- When you click on the assignment name, you will see the screen below. If the assignment is open for submissions.
- To add a file to the submission box you can do so two ways. First, you can drag and drop the file into the designated area, or you can click **Upload** and browse your computer for your file.

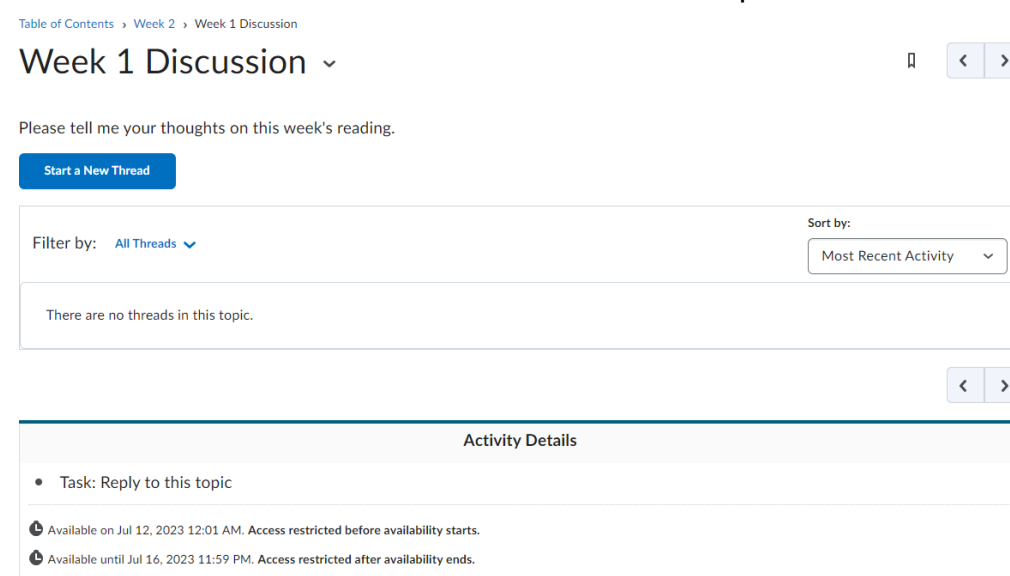


## 7. How to Use the Discussion Activity

- a. Click Content in the Navigation bar and locate the discussion topic, or click Discussions in the Navigation bar for view available discussion topics



- b. Depending on the forum type, you may be able to start a new topic, and/or reply to a topic or previous reply.
- c. Click **Start a New Thread** to create a new discussion post



- d. Click a topic title (not the poster's name) to open and read what has been posted so far on the discussion, click "Reply" to post your response.

## 8. How to Check Your Attendance Record

- a. In the Navigation bar click Class Progress to view your current attendance record for that course

## 9. How to Check Your Grades

- a. In the Navigation bar click **Grades**
- b. You will be directed to a page with your grades for the current course you are in

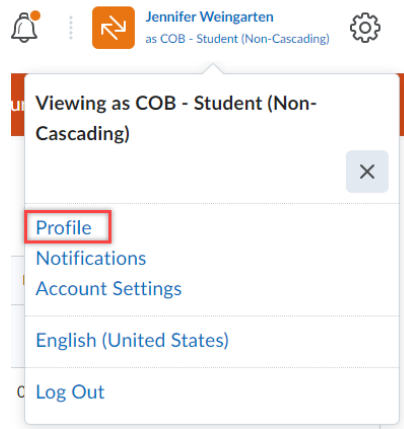
## Grades

Print

Grade Item	Points	Grade
Exams		0 %
Exam 1	0 / 15	0 %
Exam 2	0 / 15	0 %
Discussion	0 / 10	0 %
Turnitin Assignment	0 / 10	0 %
Assignment 1	0 / 10	0 %
Week 1 Discussion	0 / 10	0 %

### 10. How to Add a Personal Photo to Your Account Settings

- a. In the top right corner click your name, from the drop-down list click **Profile**



- b. In the Edit My User Profile page, click the **Change Picture** button under your name. Click **My Computer** to select an image for your computer files. Click **Save and Close** when you are done uploading your image.

#### Edit My User Profile

Jennifer Weingarten



Change Picture

Awards Showcase

Personal Info

Tagline

Interests/Hobbies

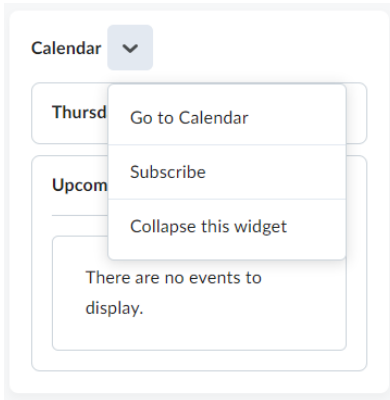
Save and Close

Save

Close

## 11. How to Set Up Events on Your Brightspace Calendar

- The calendar widget is located on the left side of your Brightspace homepage. It may also be shown in your courses, depending on how the course was set up by your instructor.
- Locate the calendar widget and click the down arrow next to **Calendar**, then click **Go To Calendar**



- Click **Add a task...** to add an event to the selected date

