



## Navigating Brightspace for Students

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Starting with the Summer 2024 semester, John Jay College will be using the new CUNY Learning Management System, Brightspace. The information below will help you learn to navigate the new Brightspace Home Page, set up your notification options, download the Pulse Brightspace mobile app, navigate a course, and communicate in Brightspace.

### **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 CUNY Login credentials (e.g., FIRST.LASTNAMEXX@login.cuny.edu), including your username and password, from the login page at <https://cuny.edu>.

### **Need Additional Assistance?**

For additional assistance and information on Brightspace, please contact the Department of Online Education and Support Learning Management System Support team. Additional information is available on our website at <https://jjay.cuny.edu/learning-management-system>. You can also email us at [LMS.student@jjay.cuny.edu](mailto:LMS.student@jjay.cuny.edu), including your full name, CUNY EMPL ID, and the course information in your message.

### **Please note:**

1. If you are attending courses on multiple CUNY campuses, you may only see the Home Page for your primary campus when you log into Brightspace. You will still see all the CUNY courses you are enrolled in, regardless of home campus.

2. If you are not seeing courses you are currently enrolled in, the course may not have been made active yet by your instructor.

## Brightspace John Jay College Home Page

- **Mini Bar:** Located in the top left allows quick access to key features such as notifications, course home, content, discussions, and grades.
- **My Courses widget** – shows all courses that you are enrolled in. Please keep in mind that instructors must make courses ‘**Active**’ in Brightspace for you to see them listed.
- **Main Announcement widget** – shows all announcements for courses. Access a particular course to review specific course announcements.

**My Courses Widget:** Module where you will find a comprehensive list of the courses you are enrolled in.

- Announcements:** John Jay and CUNY will share important information and reminders under this section.
- 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.

- C. **Notifications Review Widget** – this will display what notifications you have selected in Brightspace to receive email.
- D. **Calendar Widget** – this will populate important dates within your courses that use the Due date setting.

**Work To Do** ▼

**Overdue** 4

- Term Paper: Part 4 - Submit First Draft  
Due Apr 22 • Faculty Practice Course
- Test Learner  
Due May 29 • Faculty John Jay Example Course - History of Cosmetics
- Term Paper: Part 1 - Submit Thesis and Introduction (Text Submi...  
Due May 29 • Faculty Practice Course
- Written Assignment 1: Cosmetics during World War II (File Sub...  
Due May 31 • Faculty Practice Course

**June 11 - June 24** 2

- How to write a case study for public affairs  
Due Jun 16 • JJC01 PAD 440 DEV
- Keeping up with the human in HRM: Exploration of transgender...  
Due Jun 16 • JJC01 PAD 440 DEV

Notifications page to receive them via email or text. Add notifications with these steps:

- Click on your name in the top NavBar within Brightspace and select Notifications from the drop-down menu
- On the Notifications page, register your mobile number to receive text alerts
- Customize the notifications you wish to receive from Brightspace
- Click Save when you are done

Please note that although your CUNYfirst login information is shown as your email address in Brightspace, messages are forwarded to the email address listed in your CUNYfirst account. Log into CUNYfirst to make any needed changes to your email address to ensure you receive Brightspace email and notifications. For more information, visit CUNY IT Help - Update Email Contacts. We strongly encourage all users to use campus email addresses within CUNYfirst. We cannot troubleshoot issues with non-campus email.

[Show All Announcements](#)

**Notifications Review** ▼

Are you receiving Email notifications from Brightspace?

<input checked="" type="checkbox"/> New Announcement	✓
<input checked="" type="checkbox"/> Updated Announcement	✓
<input checked="" type="checkbox"/> Grade released	✓
<input checked="" type="checkbox"/> Grade updated	✓
<input checked="" type="checkbox"/> New content item	✓
<input checked="" type="checkbox"/> Updated content item	✓

Update your Notifications settings

Remember that you can also receive notifications via the Brightspace Pulse app on your mobile device.

**Calendar** ▼

Tuesday, June 11, 2024 ▶

## Set up your User Profile

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



## Select Notification settings

1. Select **your name** located in the top right corner
2. Select **Notifications**



## Summary of Notifications

1. Select when you would like to get a **Summary of Notifications** email sent out for your courses. You can choose from Daily and Weekly from the dropdown box.

### Summary of Activity

Email me a summary of activity for each of my courses.

How often?

## Instant Notifications

1. Under **Instant Notifications** select all notifications you would like to receive via email. We highly recommend that you select **ALL notifications for email** so that you are alerted of any changes in your course. Press **Save** to keep all changes.

	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment feedback released	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - assignment feedback updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignments - publish all feedback completion	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Note:** Your email in Brightspace is tied to your email account in **CUNYfirst**. Please make sure your **Campus email** is up to date and is selected as **Preferred** in CF to receive emails.

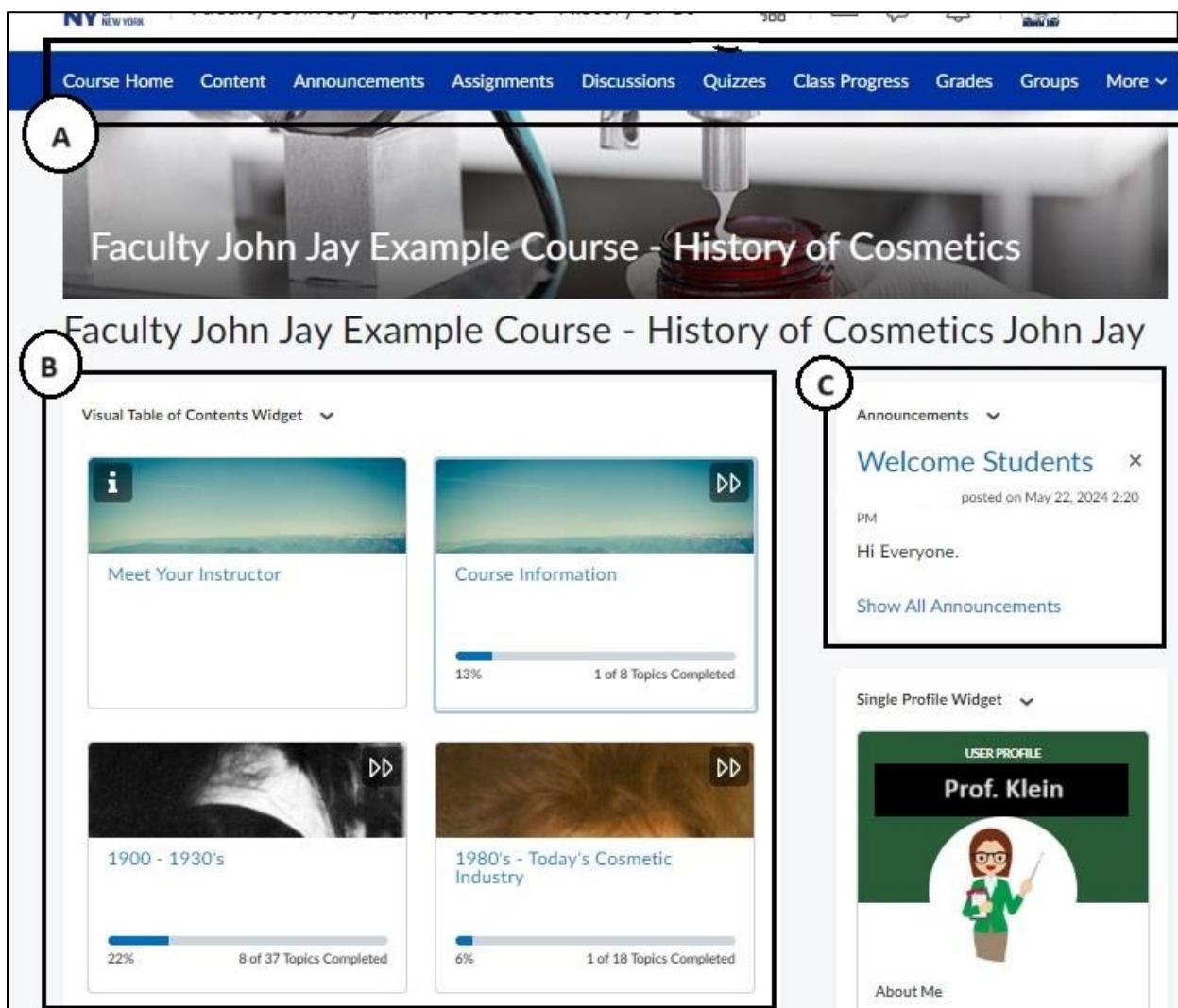
## Update your email in CUNYfirst

1. Log in to [CUNYfirst](#)
2. Click on **Student Center > Profile**
3. On the left side of the page, select **Contact Details > select Campus Email**
4. Select the checkbox next to “**Preferred**” next to your John Jay email address
5. Select **Save** to save changes

Contact the **John Jay Technology Help desk** at 212-237-8200 or [helpdesk@jiay.cuny.edu](mailto:helpdesk@jiay.cuny.edu) for any email issues.

## Navigating a Course

You can access essential features such as course content, your user profile, upcoming deadlines, and calendar from the course homepage. Brightspace's 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 shows the Brightspace course homepage for 'Faculty John Jay Example Course - History of Cosmetics'. The page is divided into several sections:

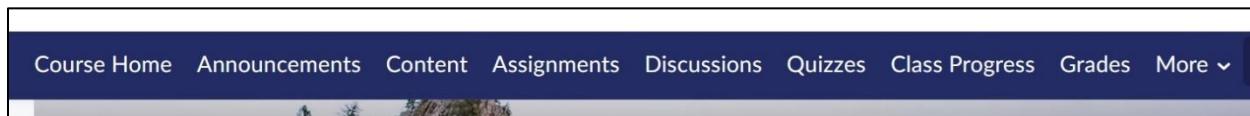
- Course Navbar (A):** A blue header bar with links: Course Home, Content, Announcements, Assignments, Discussions, Quizzes, Class Progress, Grades, Groups, and More.
- Course Title:** 'Faculty John Jay Example Course - History of Cosmetics' with a background image of a cosmetic jar.
- Content Area (B):** A 'Visual Table of Contents Widget' showing four modules:
  - Meet Your Instructor:** Progress 13%, 1 of 8 Topics Completed.
  - Course Information:** Progress 13%, 1 of 8 Topics Completed.
  - 1900 - 1930's:** Progress 22%, 8 of 37 Topics Completed.
  - 1980's - Today's Cosmetic Industry:** Progress 6%, 1 of 18 Topics Completed.
- Announcements Area (C):** A box titled 'Welcome Students' with a message from the professor: 'Hi Everyone.' and a link to 'Show All Announcements'. It also includes a 'Single Profile Widget' for 'Prof. Klein'.

**A. Course Navbar:** where you will find the main components such as course content, assessments - assignments, discussions, quizzes or tests, and grades.

**Note:** The Course Navbar may vary by instructor.

- A. Visual Table of Contents:** area designated for course content, modules and resources embedded directly onto course homepage.
- B. Announcements Widget:** area where you can see what Announcements were posted by your instructor.

**Note:** Widgets and items on the **Course Home** page may vary by instructor and course.



These may be some of the main components visible on your **Course Navbar**:

- **Course Home:** Main landing page for course which include widgets such as Announcements, Visual Table of Contents, Work to Do etc.
- **Announcements:** This link will bring you to the Announcements page.
- **Content:** instructors can post materials such as PDFs, URL links, links to assignments and other resources for the course.
- **Assignments:** displays Brightspace assignments.
- **Discussions:** contains the Discussion board and topics that you can post threads in.
- **Quizzes:** dedicated section where you can access quizzes.
- **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 sets 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 students in your class.

## 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
- **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:

1. Select the **Envelope** icon located on the mini navigation bar



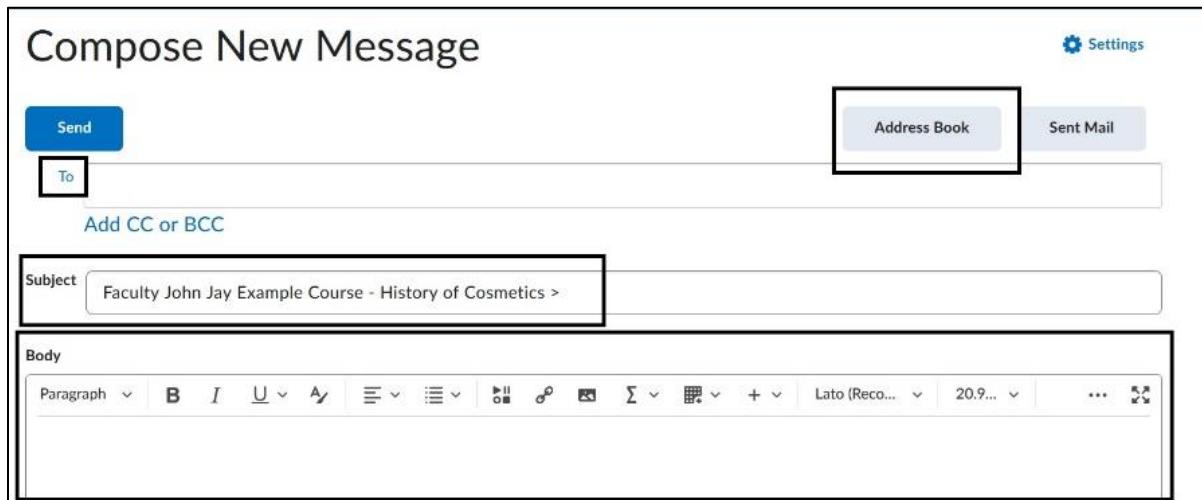
2. Select the **Email icon**



3. On the **Compose New Email** page, select the **To** option in blue to search for another student or instructor email

4. Enter the subject and compose your message

5. Select **Send**





## Assignments

### Assignment Types

Instructors can create Brightspace assignments in one of four submission types:

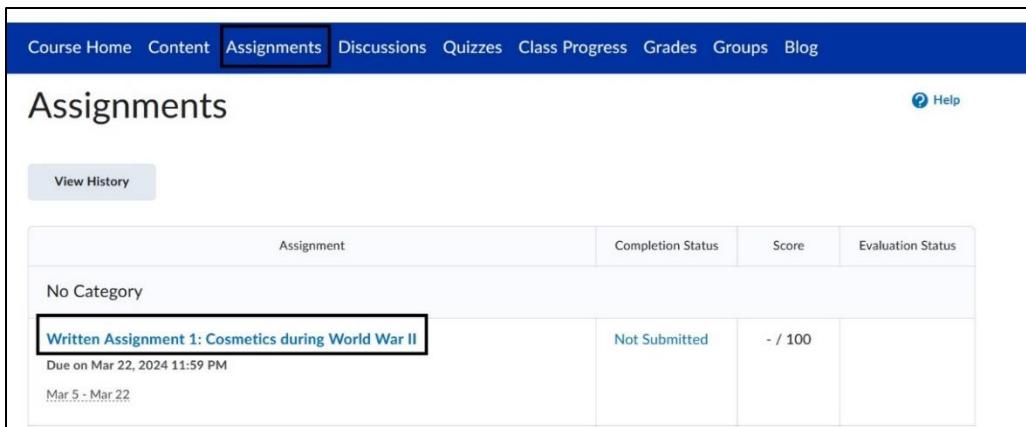
**Note:** If your instructor is using third-party tools for assignments such as Turnitin, VoiceThread or Playposit, those will appear as links in **Content**.

- **File submission:** Upload an assignment file from your computer. Common file types include Word documents, PDFs, presentations, spreadsheets, and other files depending on the settings your instructor has set.
- **Text submission:** 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 in class and acts as a reminder in your Brightspace course. 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

1. From the Course Nav bar, select **Assignments**
2. Select the **Title of the Assignment** to access the submission area

**Note:** Assignment submission types can vary by instructor.



The screenshot shows the 'Assignments' page in Brightspace. The top navigation bar includes 'Course Home', 'Content', 'Assignments' (which is highlighted with a blue box), 'Discussions', 'Quizzes', 'Class Progress', 'Grades', 'Groups', and 'Blog'. Below the navigation is a 'Help' link. A 'View History' button is visible. A table header row has columns for 'Assignment', 'Completion Status', 'Score', and 'Evaluation Status'. The main content area shows a single assignment entry under 'No Category': 'Written Assignment 1: Cosmetics during World War II'. The entry includes the due date 'Due on Mar 22, 2024 11:59 PM' and the submission range 'Mar 5 - Mar 22'. The status is 'Not Submitted' with a score of '- / 100'.

**Note:** Instructors can also place links to individual assignments within modules under **Content** on the Course navbar.

## Assignment Submission Types

### File Submission

1. Select **Add a File** to add attach a file



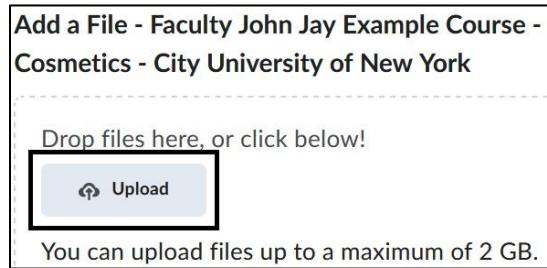
The screenshot shows the 'Submit Assignment' dialog box. It has a title 'Submit Assignment' and a sub-section 'Files to submit \*' with the text '(0) file(s) to submit'. A note below says 'After uploading, you must click Submit to complete the submission.' At the bottom are three buttons: 'Add a File' (which is highlighted with a blue box), 'Record Audio', and 'Record Video'.

**Note:** A maximum file size of 2 GB can be uploaded

2. Select **My Computer**



3. Select **Upload** to locate your assignment file



4. Select **Add** to complete the selection of file to upload



5. Select **Submit** after attaching your file. You will receive a confirmation message upon successful submission. You will also receive an email receipt with a Submission ID.



## Text Submission

Type your assignment directly within the text editor. You can access the Insert Stuff button, quick links or add images via the top ribbon. If the assignment type permits it, you can record audio or video.

Submit

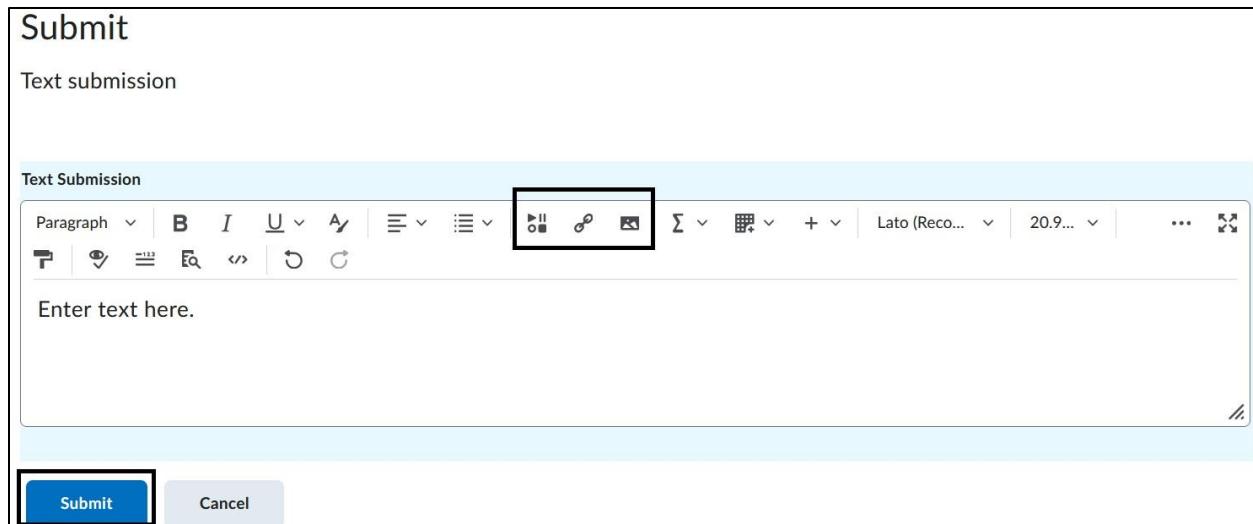
Text submission

**Text Submission**

Paragraph **B** **I** **U** **A<sub>y</sub>** | **Σ** **Σ** **Σ** **Σ** **Σ** | Lato (Reco... 20.9... | ... **...**

Enter text here.

**Submit** **Cancel**



## On Paper Submission

This option displays the assignment topic, instructions, due date and points in your Brightspace course but does not allow actual online submission.

## Observed in person

This option displays the assignment topic, instructions, due date and points in your Brightspace course. Students would work on and submit their assignment in class.

**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.

**View information about Submitting and Managing Assignments [here](#)**

**View Assignment Overview [here](#) (video)**

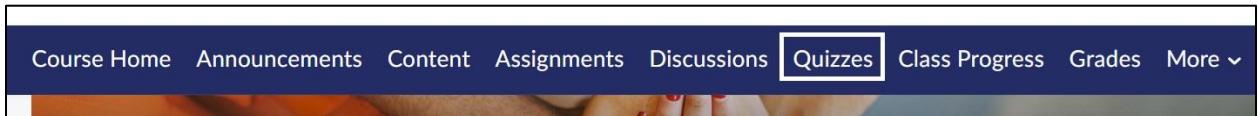
**View Submit and Confirm Submission Video [here](#) (video)**

## Quizzes

It is recommended to take all quizzes using a laptop or desktop computer using either Mozilla Firefox or Google Chrome as your browser. We **do not** recommend taking a quiz on your mobile device!

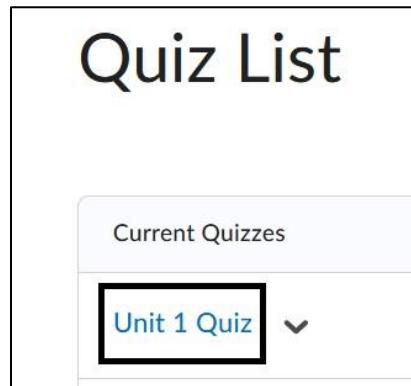
1. Select the **Quizzes** link on the top Course Navbar

**Note:** Instructors may also link to quizzes in **Content**



2. On the Quizzes page, select the **Quiz title** in blue

**Note:** Read the instructions carefully. If it is a timed quiz, your answers will automatically be saved and submitted once the timer is complete.



3. Review all quiz instructions and select the **Start Quiz** icon to begin

No time limit (Estimated time required: 00 minutes)

Attempts  
Allowed - 1, Completed - 0

### 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. You can submit your quiz responses at any time.

Click "Start Quiz" to begin Attempt 1.

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

**Start Quiz!**

4. On the Quiz page, questions will appear. Instructors can choose to display questions all on one page or each question per page. The timer will appear in the upper right. You can hide the timer if you wish. **Quiz information** and the number of questions will appear on the left side under the **Quiz Name**. Questions are automatically saved once selected and will display "Saved" next to the question number.

### Unit 9 Quiz

0:04:43 elapsed

**Page 1:**

1	2	3
--	--	--
4	5	
--	--	

**Quiz Information**

**Question 1 (Mandatory) (2 points)**  
What social media app has been used to promote major make up artists?

Facebook  
 Instagram  
 SnapChat  
 MySpace

**Question 2 (Mandatory) (2 points)**  
Highlighter is a foundation?

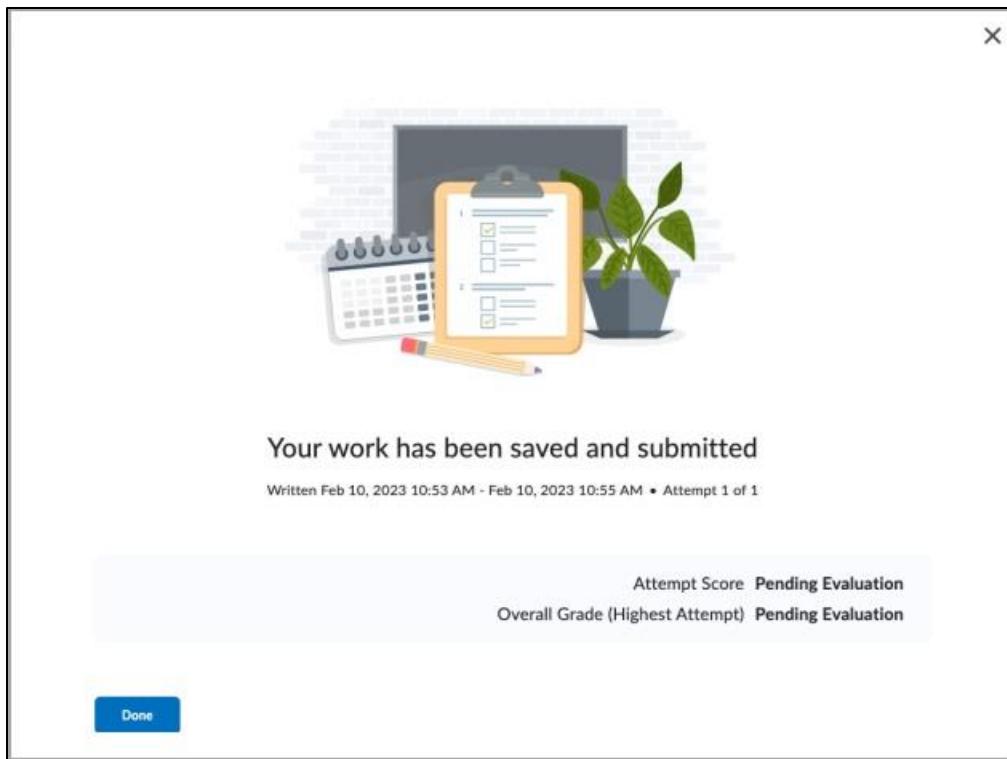
True  
 False

**Note:** If you see **Mandatory** next to the Question number you must choose a selection. It will not allow you to submit the quiz otherwise.

5. Once all questions are answered select **Submit Quiz**



6. Once your submission is saved, you will receive a confirmation page. Depending on what the instructor has set to release after the submission, you will see that in the lower right corner.



**Note:** Instructors can restrict feedback and scores when you submit your quiz. If you have any questions about your score, please contact your instructor.

View [How to Take a Quiz](#)

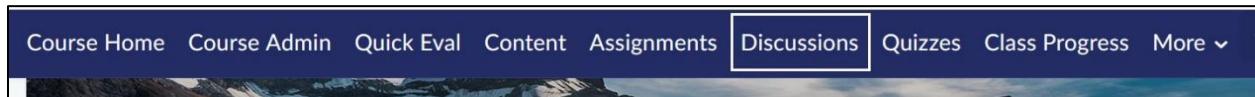
For more information access [Using the Quiz Tool](#)



## Discussions

### Discussions

1. To access the Discussion tool, select the **Discussions** link from the Course Navbar. Instructors can also link to Discussion topics within **Content**.



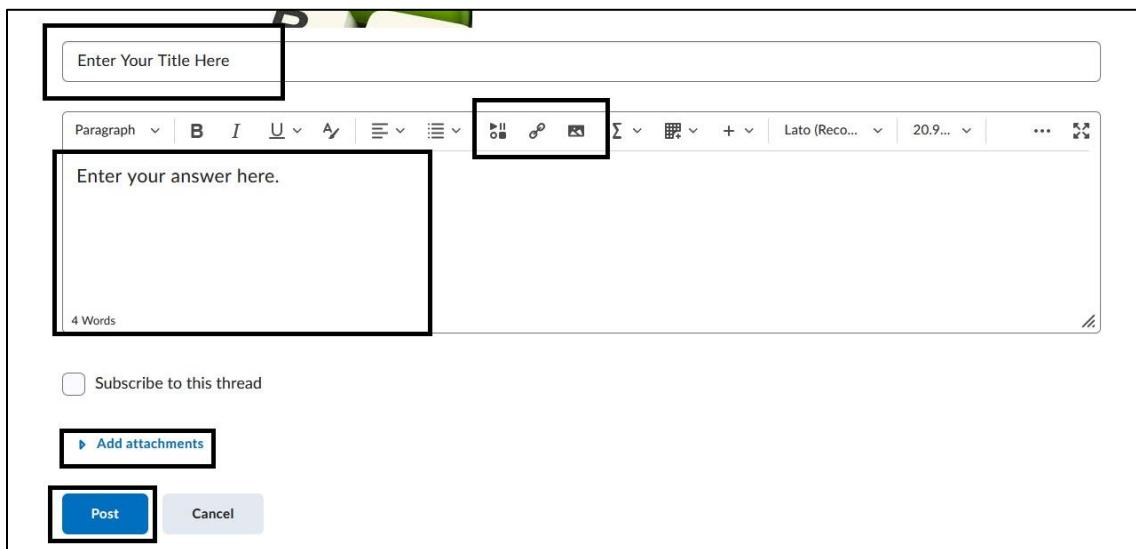
2. From the **Discussions List** tab, select the **Topic Name** in blue

A screenshot of the "Discussions" list interface. At the top, there are two tabs: "Discussions List" (which is highlighted with a blue box) and "Subscriptions". Below the tabs, there is a "Filter by: Unread" button. The main area shows a list of topics. One topic, "Q &amp; A Forum", is highlighted with a blue box. Below the list, there is a "Topic" input field and a "Q &amp; A Forum" dropdown menu, which is also highlighted with a blue box.

3. Select **Start a New Thread** button to begin writing your response

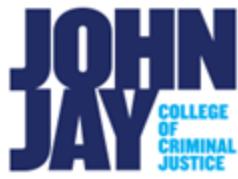
**Start a New Thread**

4. Enter a **Subject** to title the thread. Type your response in the text editor box. Format your text or add links using the **Insert Stuff** button on the text editor ribbon. You can add additional attachments through the **Add Attachments** link such as an Audio or Video note. Select the **Post** button when you are ready to submit your thread.



**View how to Create a Discussion Post [here](#)**

**For more information on Discussions in Brightspace access [Brightspace Learner](#)**



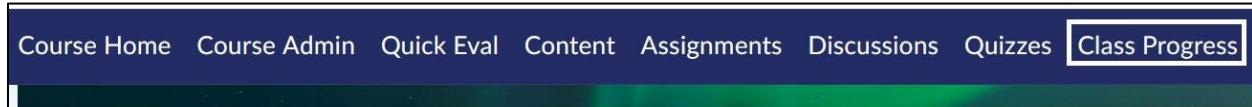
## Class Progress and Grades

The Class Progress tool tracks your progress in a course by measuring the completion of different progress indicators. You can use the Class Progress tool to keep track of your course-specific assignments and feedback.

### Class Progress

#### To view your course progress in the Class Progress tool

1. Select the course under the **My Courses** widget in Brightspace
2. Select **Class Progress** link on the Course Navbar



**Note:** If you do not see Class Progress listed, select the **More** option on the Course navbar and select it from the drop-down menu.

A **Progress Summary** page will appear showing grades, content, discussions, assignments, quizzes, checklist, surveys, course access and system access history. Select the **blue topic name** to see further in-depth information about each heading.

**Grades:** Displays all your graded items in the course with feedback.

**Content:** Shows all the content available for the course. This tab also shows your Topics Visited, Total Visits, Time Spent, and Completed Topics. Each module has a progress bar that displays your completion level. You can expand each module to see which topics you have and haven't completed.

**Discussions:** Displays all discussions for the course and your Read Posts, Threads Created, and Replies Posted.

**Assignments:** Displays all your assignments. You can view details of your submissions and your instructor's feedback on each assignment you've submitted.

**Quizzes:** Displays all your available quizzes for the course. You can see your attempts and feedback on this tab.

**Checklist:** Displays all the activity checklists in the course. This allows you to view Completed Checklists and Completed Checklist Items.

**Survey:** Displays all surveys created within Brightspace.

**System Access History:** Displays the number of times you accessed Brightspace itself (Last 30 Days) and Last Accessed System Day.

**Course Access/Login History:** Displays the number of times you accessed the course (Last 30 Days) and Last Accessed System Day for the course.

View Class Progress Overview for Learner video [here](#)

## Grades

1. Select the **Grades** link on the Course navbar to check your grades on assignments and quizzes. You can see your individual grades and the grade formula used to evaluate you. Depending on how your instructor sets up your

grades, you might be able to view comments and overall class performance statistics.



**Note:** If you do not see the Grades link on Course Navbar, select the **More** dropdown menu.

2. On the **Grades** page, it will list all assessments such as Assignments, Quizzes and Discussion Boards that are part of your course. Please note that it is up to your instructor on what they allow to be visible to students on the Grades page.

A screenshot of the Grades page. The page has a header with 'Grades' and a 'Print' button. Below the header is a table with the following data:

Grade Item	Points	Grade	Comments and Assessments
Test		B	
Unit 1 Quiz	9 / 10	A-	
Unit 2 Quiz	8 / 10	B-	
Unit 3: Quiz	10 / 10	A	
Unit 4: Quiz	8 / 10	B-	

View Understanding Grades video [here](#)

For more information on Grades access the [Brightspace Learner](#) page

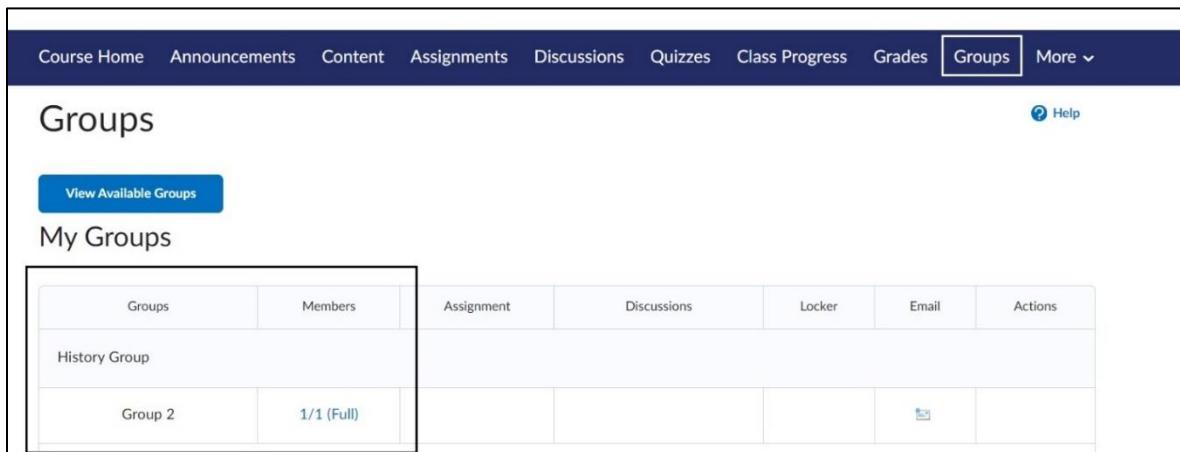
**Note:** Certain images and settings may differ in the video and on the Brightspace Learner page

## 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:

1. From the Course navbar, select **Groups**. If you do not see it listed, select the **More** dropdown menu.
2. On the **Groups** page, it will list any group that you have been enrolled into by your instructor.



Groups	Members	Assignment	Discussions	Locker	Email	Actions
History Group	1/1 (Full)					
Group 2						

## Joining a Group

1. Select **Groups** on the Course Navbar, select **View Available Groups**



**Note:** You can only join a group if your instructor has enabled self-enrollment.

2. Select **Join Group** link in blue to select a specific group

A screenshot of a 'Join Available Groups' page. At the top, a message says 'Join an available group from each category listed.' Below is a table with four columns: 'Groups', 'Description', 'Members', and 'Actions'. The table has two sections: 'Project Groups' and 'Discussion Groups'. In the 'Project Groups' section, there are two rows: 'Group 1' and 'Group 2'. Each row has a 'Join Group' button in the 'Actions' column. The 'Discussion Groups' section is currently empty.

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

### Submitting a Discussion within a Group

1. Select the **discussion name** in blue under **Discussions**

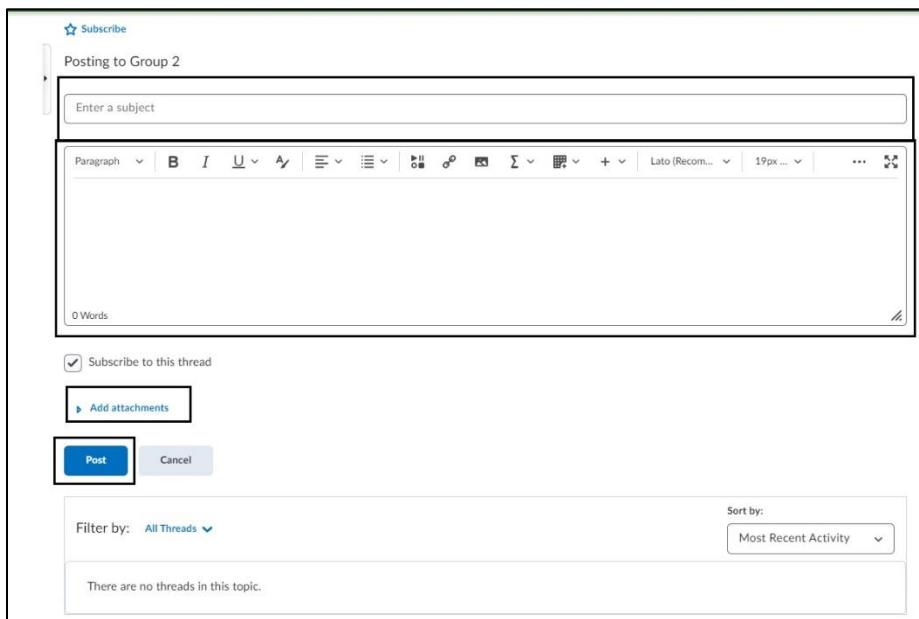
A screenshot of the 'My Groups' page. At the top, there is a table with columns: 'Groups', 'Members', 'Assignment', 'Discussions', 'Locker', 'Email', and 'Actions'. The 'Discussions' column for 'Group 2' contains a blue link 'Discussion Gro...'. Below the table, a message states: 'This group is not available for unenrollment because this category is not available for self enrollment.' Underneath this message is another table section for 'Project Groups' with rows for 'Group 1' and 'Group Project'. The 'Leave Group' button is located in the 'Actions' column of the 'Group 1' row.

2. Click on **Start a New Thread** to create a discussion thread post

**Start a New Thread**

3. On the **Group Discussions** page, the area to post a thread is like the Course Discussion page.

1. Enter a **Subject Name**
2. Write your answers to questions within the **text editor box**
3. Select **Add Attachments** if you want to upload a file or use the Audio/Video note option
4. Select **Post** once you are ready to publish your thread to the group



## **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](#)

View [Brightspace Student Video Playlist](#) for more information

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at [LMS.student@jjay.cuny.edu](mailto:LMS.student@jjay.cuny.edu)

Adapted from Brightspace Student Guide, CUNY Online, and used with permission.