Navigating Brightspace for Students

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, 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.
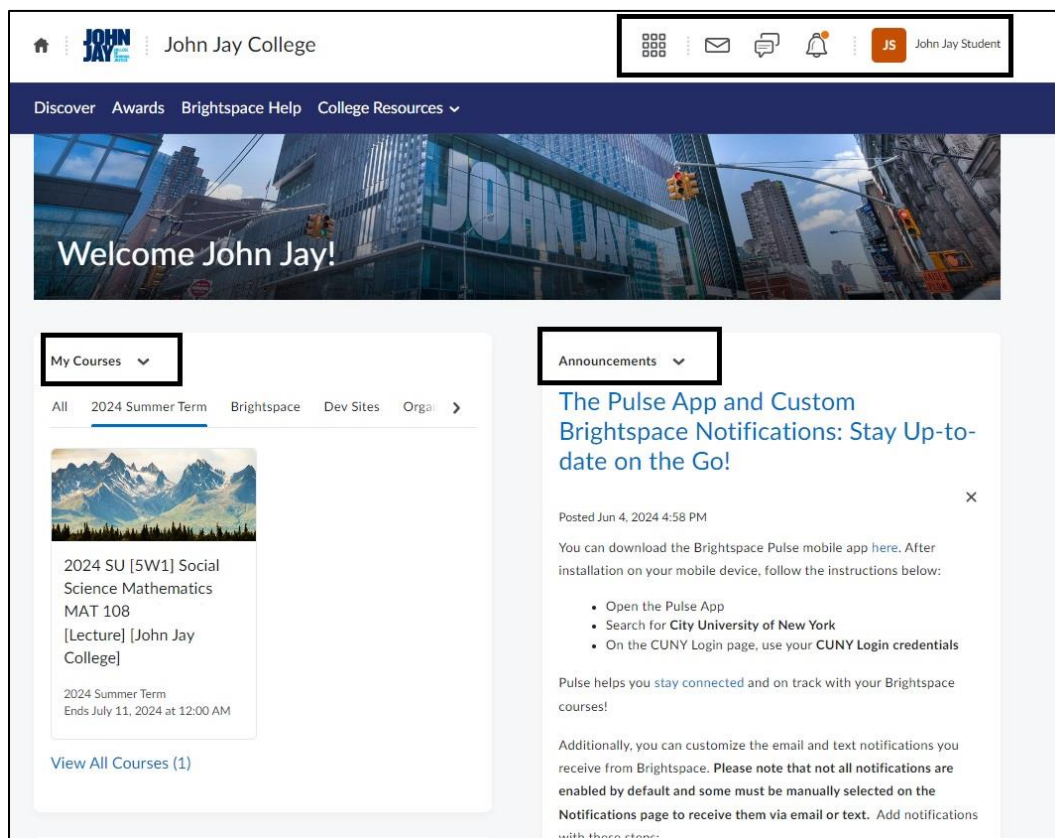
My Courses Widget: Module where you will find a comprehensive list of the courses you are enrolled in.
A. **Announcements:** John Jay and CUNY will share important information and reminders under this section.
B. **Work To Do:** centralized area where you can view and manage pending assignments, assessments, 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.

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.

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.

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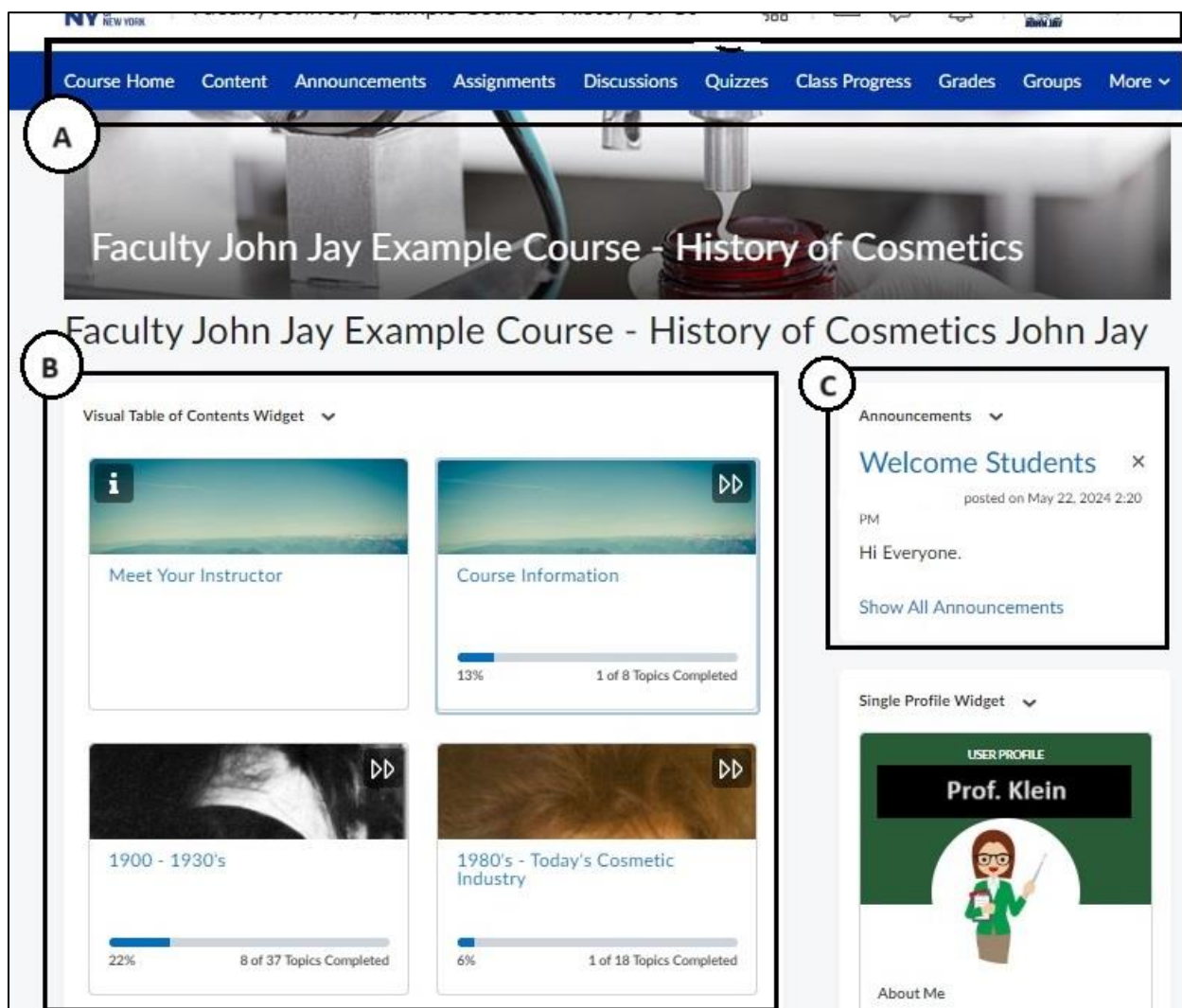
A. Course Navbar: where you will find the main components such as course content, assessments - assignments, discussions, quizzes or tests, and grades.

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.

| Course Home | Announcements | Content | Assignments | Discussions | Quizzes | Class Progress | Grades | More ˅ |

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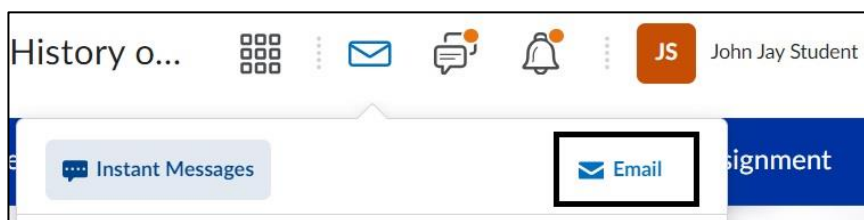
 3. On the **Compose New Email** page, select the **To** option in blue to search for another student or instructor email

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.

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

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

2. Select **My Computer**

3. Select **Upload** to locate your assignment file
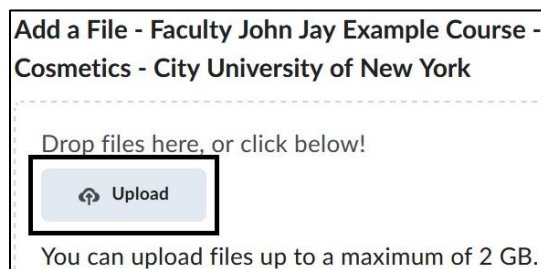
4. Select **Add** to complete the selection of file to upload

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.
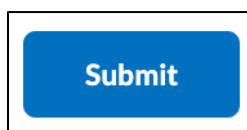
Text Submission

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.

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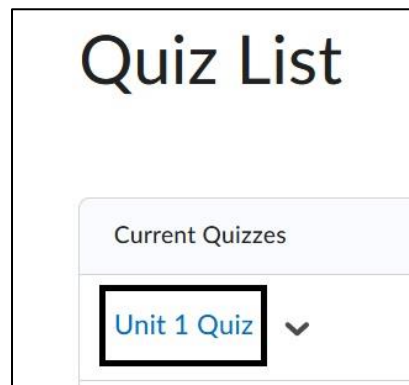
1. Select the **Quizzes** link on the top Course Navbar

   Note: Instructors may also link to quizzes in **Content**
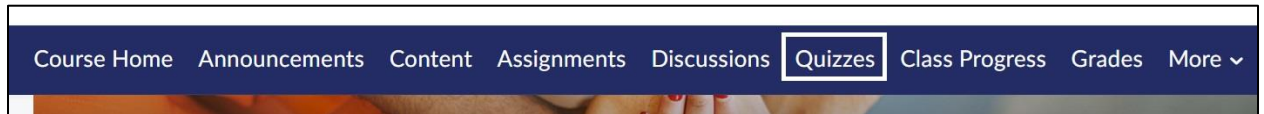
2. On the Quizzes page, select the **Quiz title** in blue

   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

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
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4	5
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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)
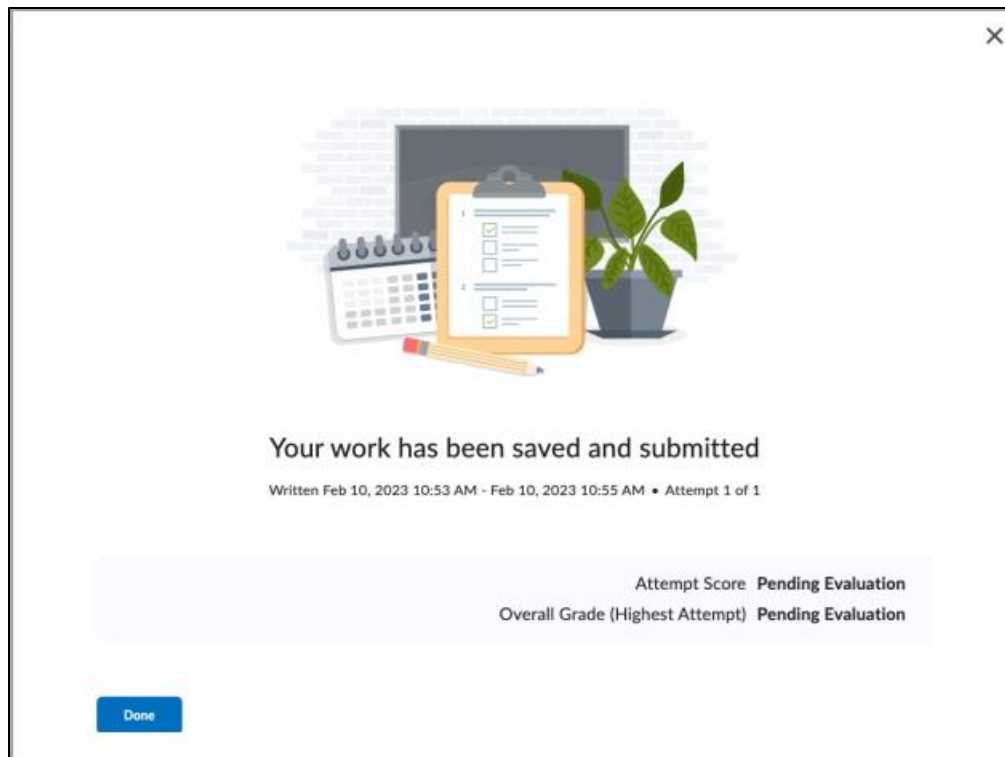Highlighter is a foundation?

○ 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 submisson, you will see that in the lower right corner.

Your work has been saved and submitted

Written Feb 10, 2023 10:53 AM - Feb 10, 2023 10:55 AM • Attempt 1 of 1

Attempt Score **Pending Evaluation**

Overall Grade (Highest Attempt) **Pending Evaluation**

Done

Note: Instructors can restrict feedback and scores when you submit your quiz. If you have any questions about your score, please contact your instructor.
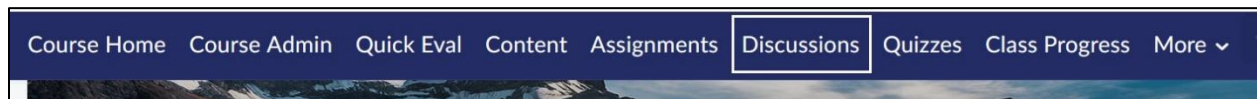
View How to Take a Quiz
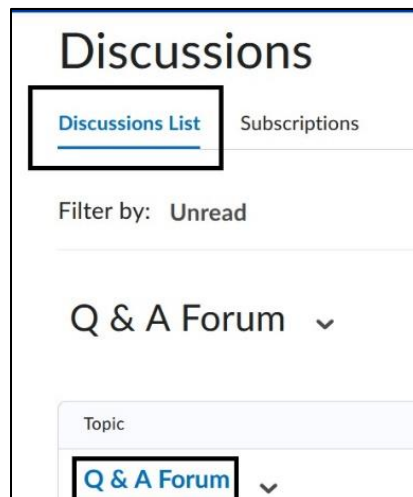
For more information access Using the Quiz Tool

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

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

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

Course Home	Course Admin	Quick Eval	Content	Assignments	Discussions	Quizzes	Class Progress
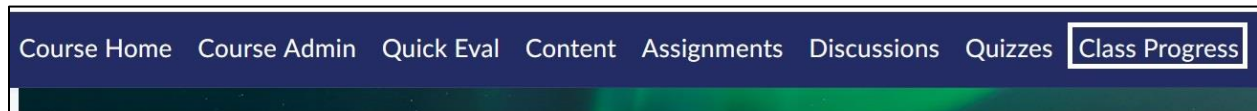
Note: If you do not see Class Progress listed, select the **More** option on the Course navbar and select it from the drop-down menu.

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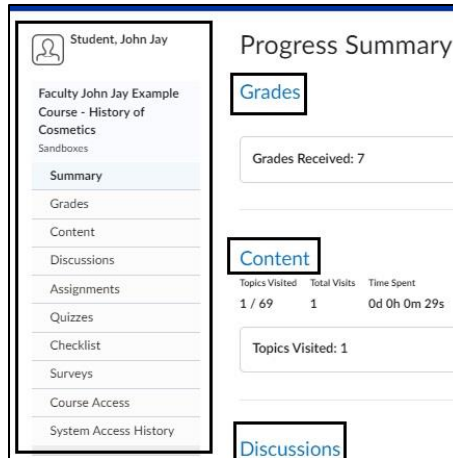
Grades: Displays all your graded items in the course with feedback.

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
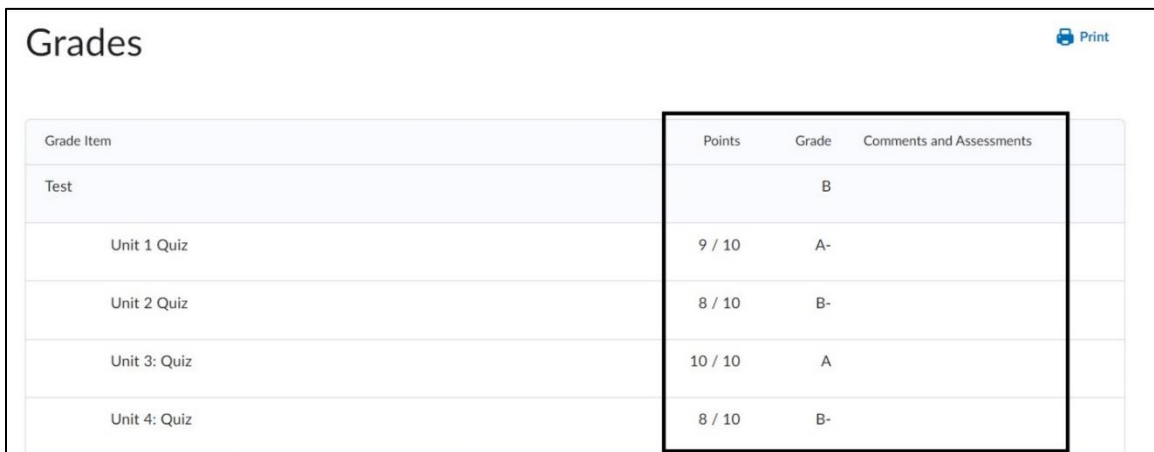
Grades

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.

| Course Home | Content | Assignments | Discussions | Quizzes | Class Progress | Grades | Groups | More ⌄ |
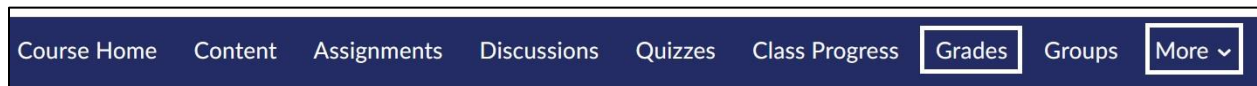
Note: If you do not see the Grades link on Course Navbar, select the **More** dropdown menu.

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.

Grades   🖨 Print

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.
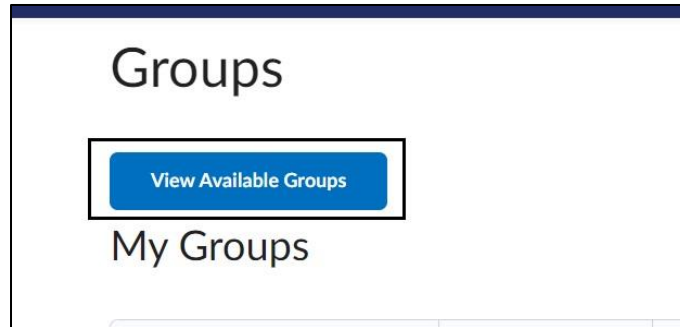
Viewing the group, you are assigned to:

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.
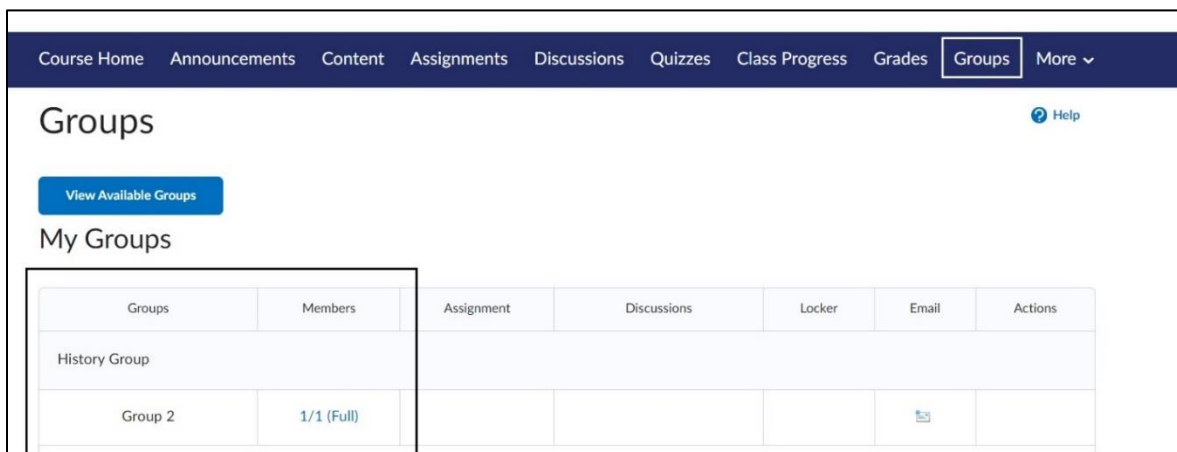
Joining a Group

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

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**

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

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

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