



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, including your full name, CUNY EMPL ID, and the course information in your message.

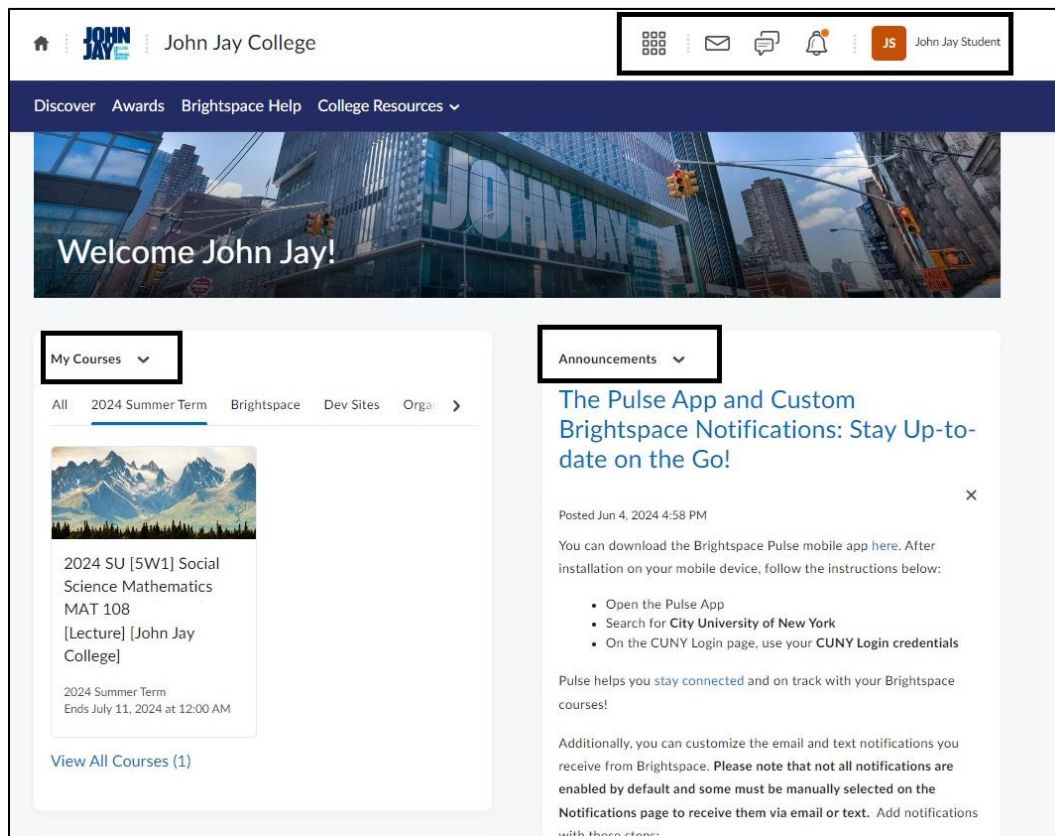
Please note:

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.

The screenshot displays the Brightspace interface with three widgets highlighted by black boxes:

- Work To Do:** Located at the top left, it shows a list of overdue assignments. The first section, "Overdue", has a red badge with the number 4 and lists:
 - 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)
 The second section, "June 11 - June 24", has a red badge with the number 2 and lists:
 - 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 Review:** Located in the middle right, it shows a list of notifications with green checkmarks:
 - New Announcement ✓
 - Updated Announcement ✓
 - Grade released ✓
 - Grade updated ✓
 - New content item ✓
 - Updated content item ✓
 Below the list is a link "Update your Notifications settings" and a note: "Remember that you can also receive notifications via the Brightspace Pulse app on your mobile device."
- Calendar:** Located at the bottom right, it shows the date "Tuesday, June 11, 2024" with a right arrow icon.

Additional text on the right side of the screenshot includes instructions on how to receive notifications via email or text and a link to "Show All Announcements".

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.

A screenshot of the 'Summary of Activity' notification settings form. The title 'Summary of Activity' is at the top. Below it, the text 'Email me a summary of activity for each of my courses.' is displayed. Under the heading 'How often?', there is a dropdown menu with 'Never' selected and a downward arrow.

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.

Instant Notifications	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.

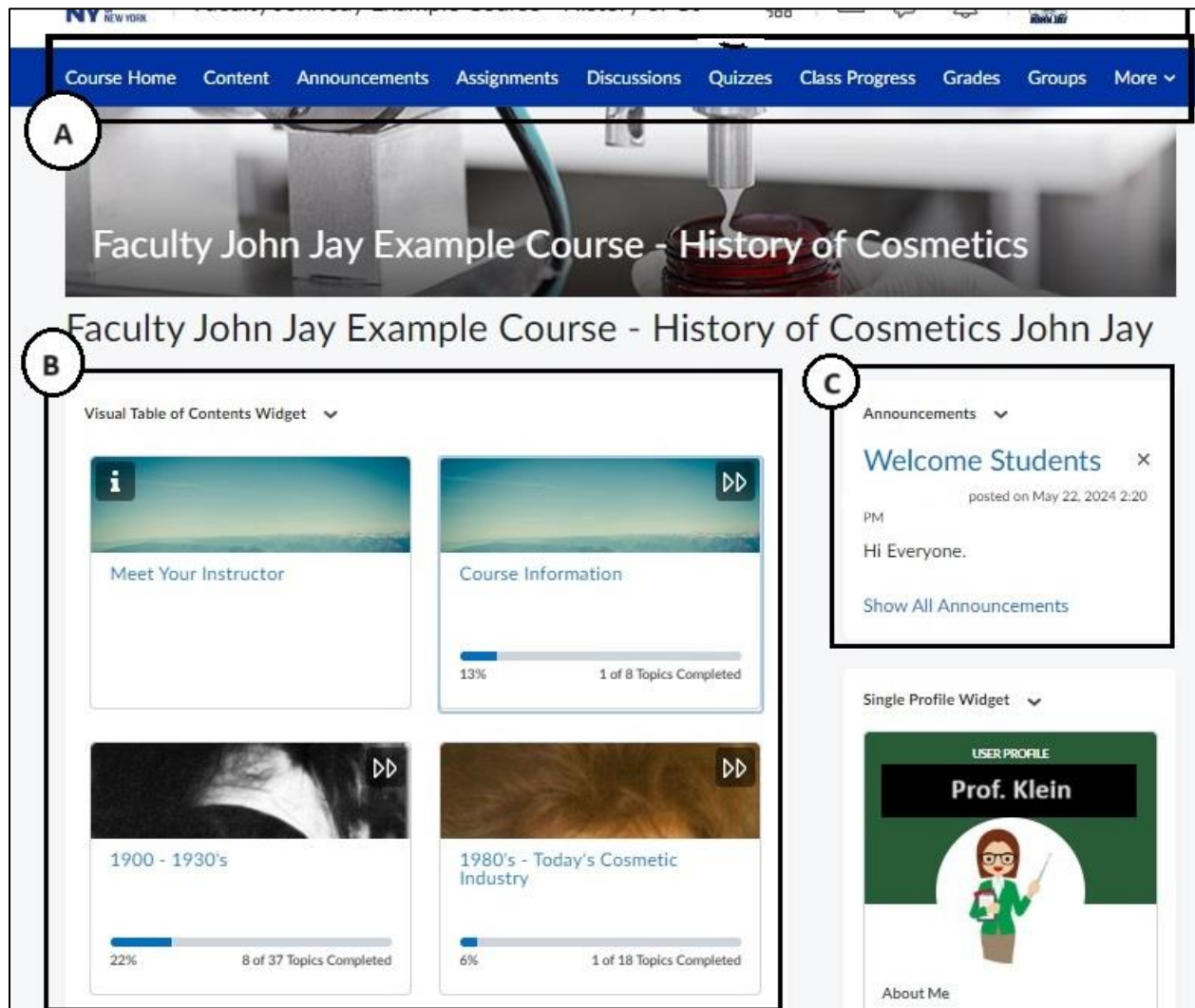
Update your email in CUNYfirst

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@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.



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.

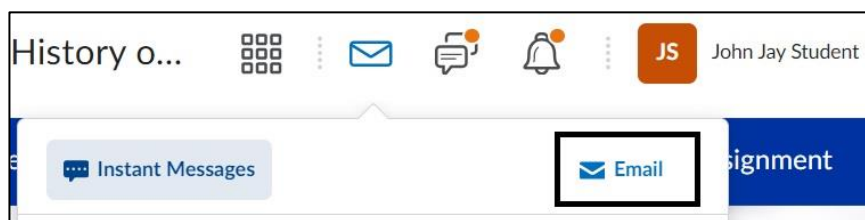
- **Announcements:** Instructors will post valuable information via the Announcements module
- **Email:** email has been integrated within the Brightspace learning environment to facilitate communication among your peers and instructors from your courses.

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**

A screenshot of the 'Compose New Message' form. At the top left is a 'Send' button. At the top right is a 'Settings' gear icon. Below 'Send' is a 'To' field (highlighted with a black box) and an 'Address Book' button (also highlighted with a black box). Below 'To' is a link 'Add CC or BCC'. Below 'Address Book' is a 'Sent Mail' button. Below the 'To' field is a 'Subject' field (highlighted with a black box) containing the text 'Faculty John Jay Example Course - History of Cosmetics >'. Below the 'Subject' field is a 'Body' field (highlighted with a black box) containing a rich text editor with various formatting options (Paragraph, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, etc.) and a font dropdown set to 'Lato (Reco...'.



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.

Course Home Content **Assignments** Discussions Quizzes Class Progress Grades Groups Blog

Assignments Help

[View History](#)

Assignment	Completion Status	Score	Evaluation Status
No Category			
Written Assignment 1: Cosmetics during World War II Due on Mar 22, 2024 11:59 PM Mar 5 - Mar 22	Not Submitted	- / 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

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

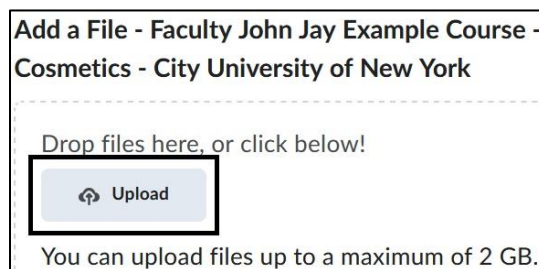
Add a File
Record Audio
Record Video

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.

The screenshot shows the 'Submit' window for a 'Text submission'. At the top, it says 'Submit' and 'Text submission'. Below this is a 'Text Submission' toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, table, formula, code, etc.). A red box highlights the 'Image' icon. Below the toolbar is a large text area with the placeholder text 'Enter text here.'. At the bottom left, there are two buttons: 'Submit' (highlighted with a red box) and '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)

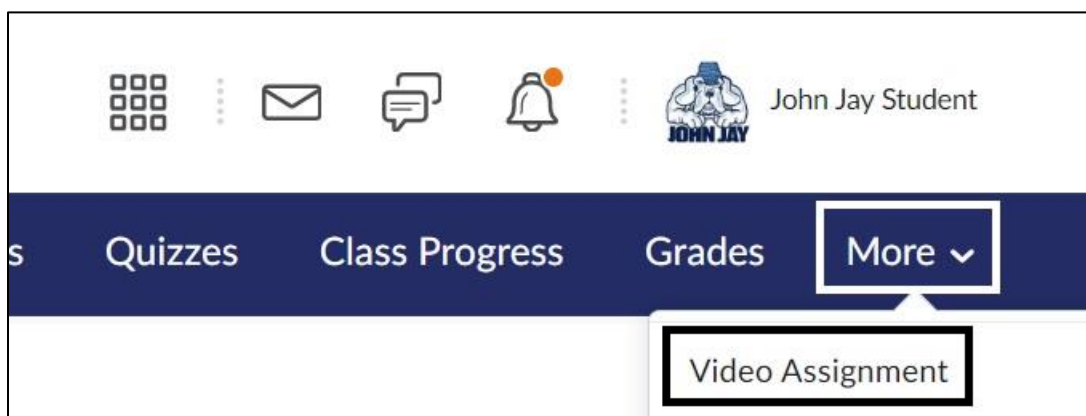
View Submit and Confirm Submission Video [here](#) (video)

Video Assignments

Instructors can create Video Assignments which allow you to upload a video file and use other features within the assignment. Note that this assignment is different than using the Video Note feature within basic assignments.

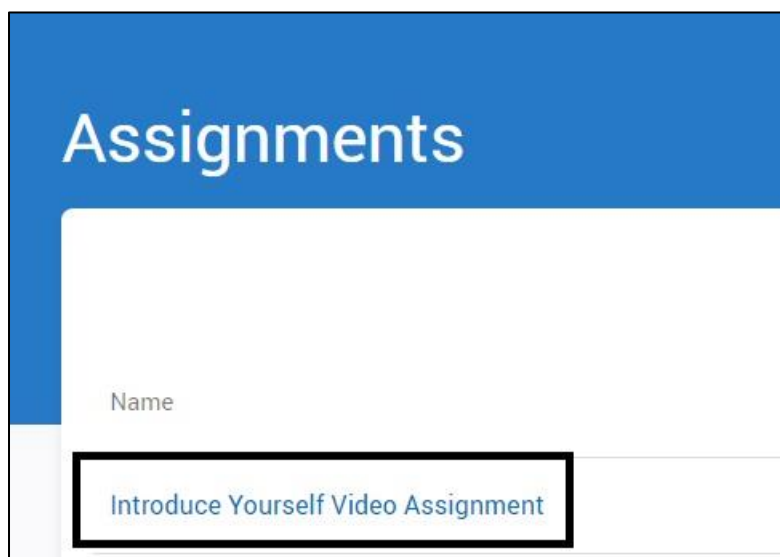
Accessing a Video Assignment

1. In your course, select the **Video Assignment** link from the Course Navbar menu at the top.



Note: The link could be listed on the **More dropdown link** or within **Content** depending on how your instructor adds it to the course.

2. On the **Video Assignment** page, select the **name of the assignment in blue**



3. On the Video Assignment submission page, you will see the **due date, instructions** for the assignment and how to **add a video**.

Introduce Yourself Video Assignment

Due Date: Jul 24, 2024, 12:00 AM

Instructions

Please post a 2 minute video introducing yourself to the class

Uploading a Video

1. Under **Add Video**, select **Upload Video**

- Videos can be uploaded 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.

Add Video

Choose an option below

Camera
Record using your camera + microphone

Screen
Record your screen + microphone

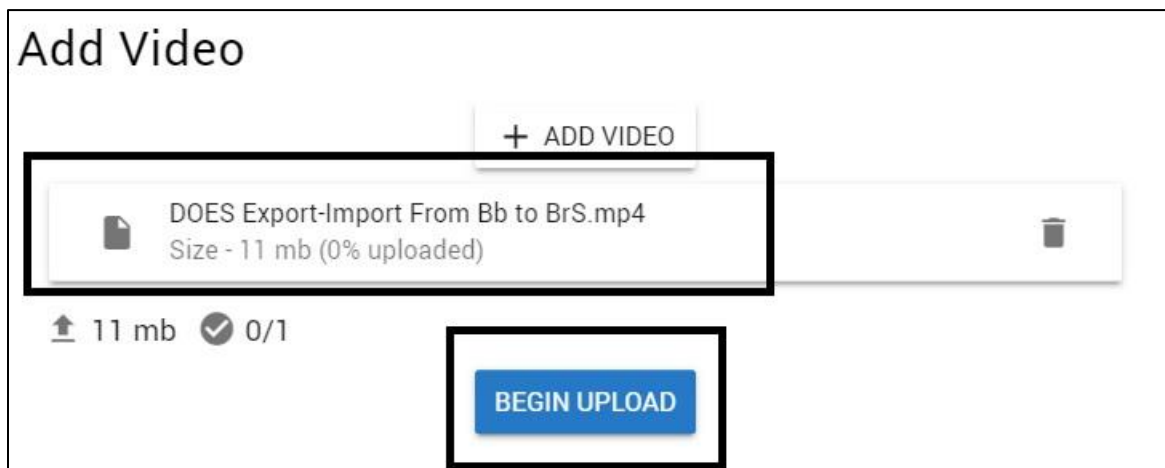
Camera + Screen
Record your camera, microphone, and screen all at once

Record using only your microphone

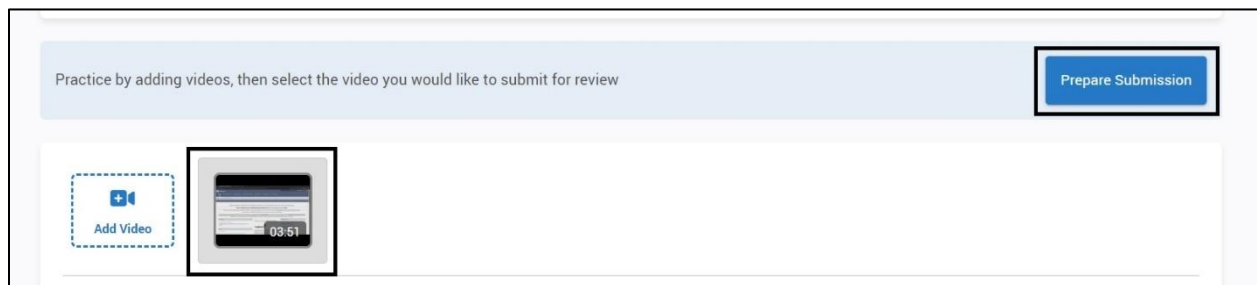
Upload a video

[Need help? ?'](#)

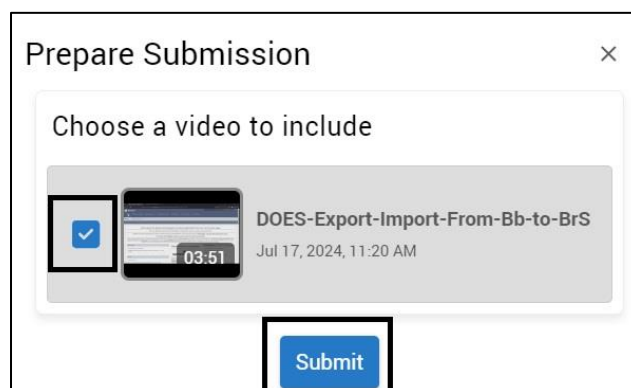
2. Once the video file has been chosen, select **Begin Upload**



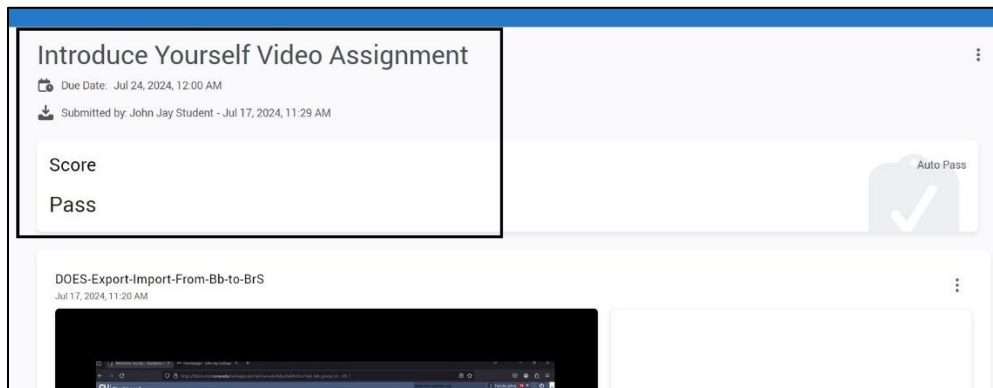
3. Select the video file you upload and select **Prepare Submission**



4. Select the box to choose your video and select **Submit**

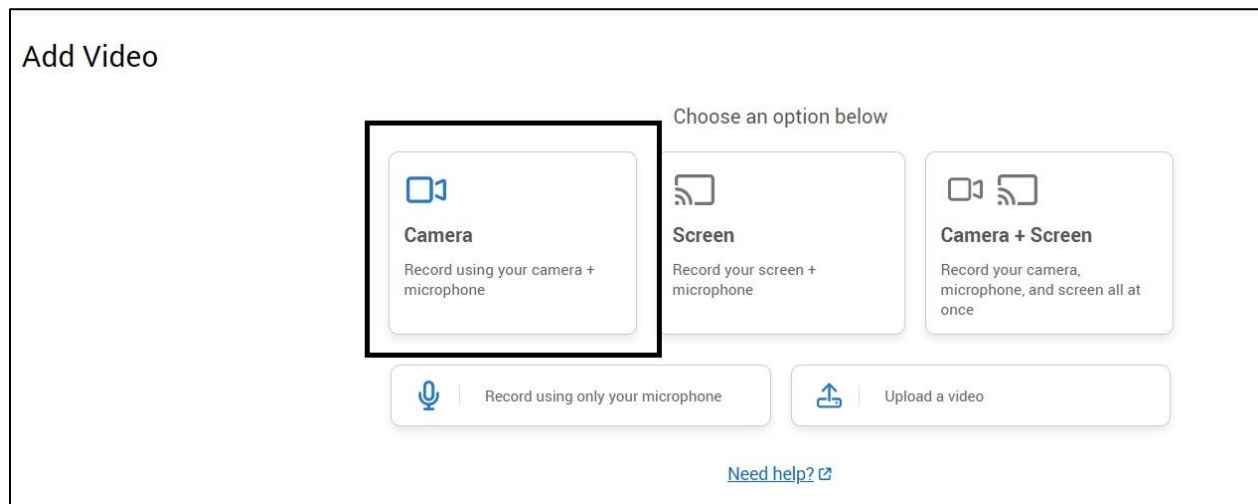


5. Once you have submitted your work it will display on the Video Assignment submission page.



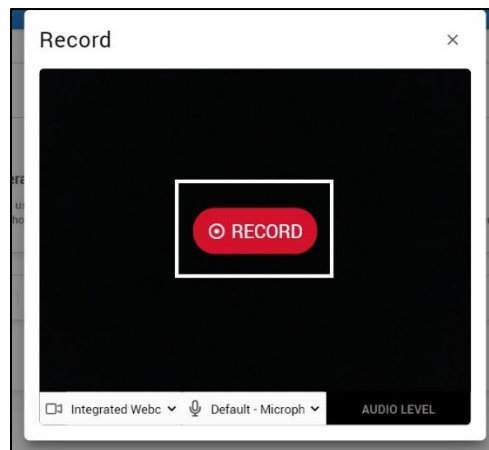
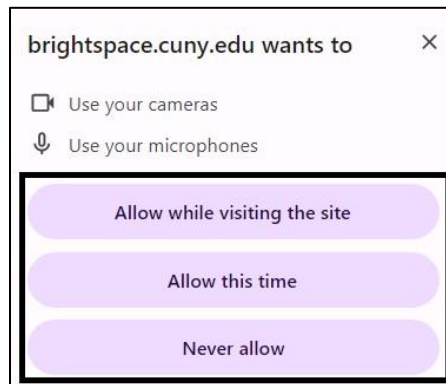
Recording a video within Brightspace

1. You can record a video directly within Brightspace by selecting the **Camera** option.



Note: The current video assignment license does NOT allow you to use the Screen or Camera + Screen option.

2. Allow your browser access to your camera and microphone. Select **Record** to begin recording and select **Stop** when you've finished recording



3. Select the **check mark** to upload your video. To record again, select the **restart arrow**



4. To submit your recording, follow the same steps above for submitting a video file.

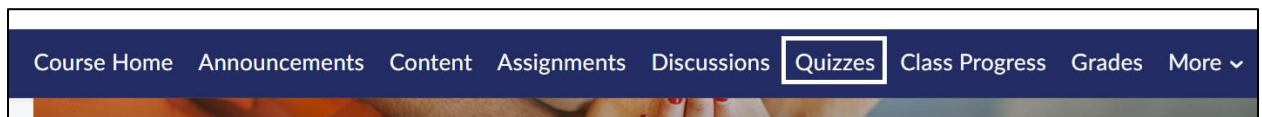
For more information on Video Assignments access [Learner Video Assignments](#)

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!

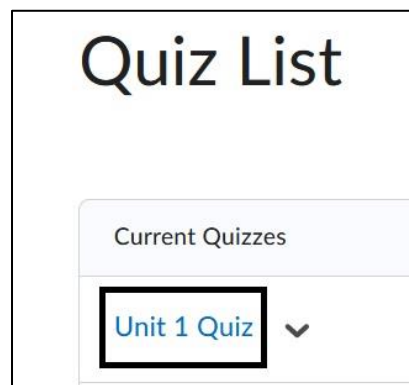
1. Select the **Quizzes** link on the top Course Navbar

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: 30 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 Quiz0:04:43 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

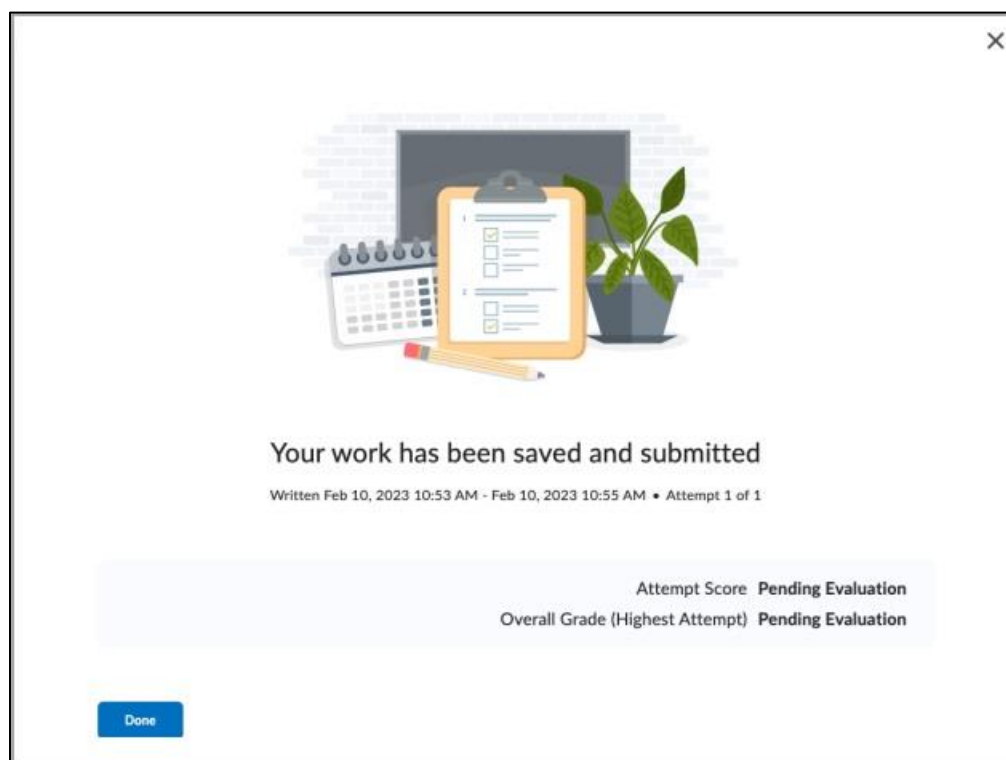
☐ False

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](#)

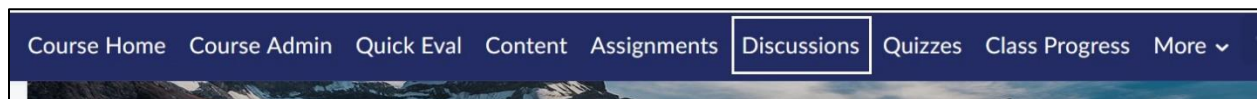
For more information access [Using the Quiz Tool](#)



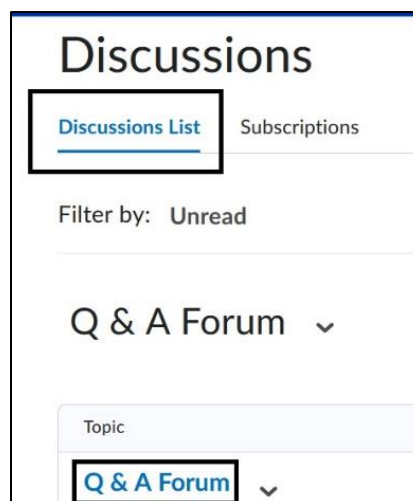
Discussions

Discussions

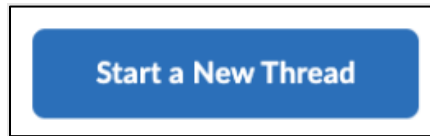
1. To access the Discussion tool, select the **Discussions** link from the Course Navbar. Instructors can also link to Discussion topics within **Content**.



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



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.

A screenshot of a web form for creating a new thread. The form includes a title input field at the top labeled "Enter Your Title Here". Below it is a rich text editor with a ribbon containing various formatting options like bold, italic, underline, and links. The main text area contains the placeholder "Enter your answer here." and a word count of "4 Words". At the bottom, there is a checkbox for "Subscribe to this thread", a link for "Add attachments", and two buttons: "Post" (blue) and "Cancel" (grey).

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

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



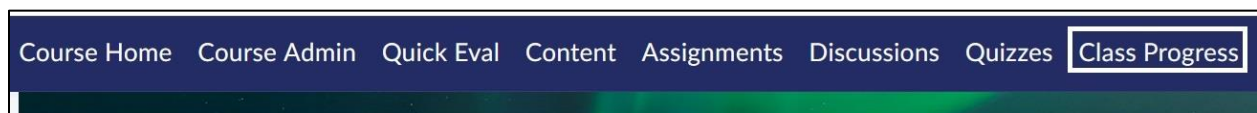
Class Progress and Grades

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

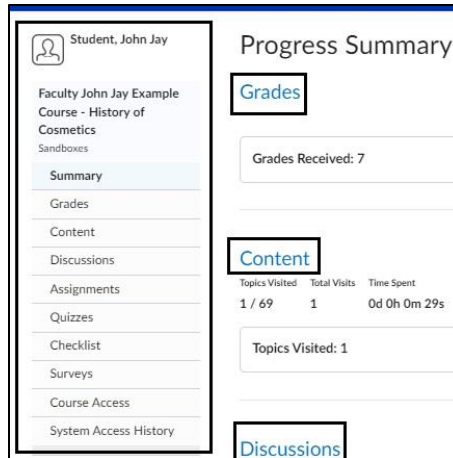
To view your course progress in the Class Progress tool

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.

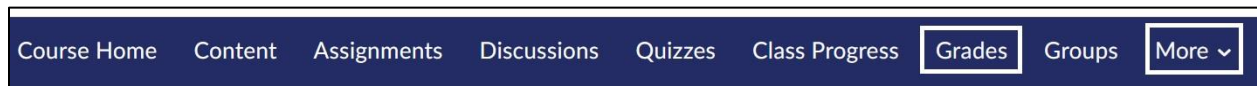
Course Access/Login History: Displays the number of times you accessed the course (Last 30 Days) and Last Accessed System Day for the course.

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.

The screenshot shows the 'Grades' page in Brightspace. It has a 'Print' icon in the top right. The table below lists various assessments with their scores and grades. A black box highlights the 'Points' and 'Grade' columns for the first four rows.

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

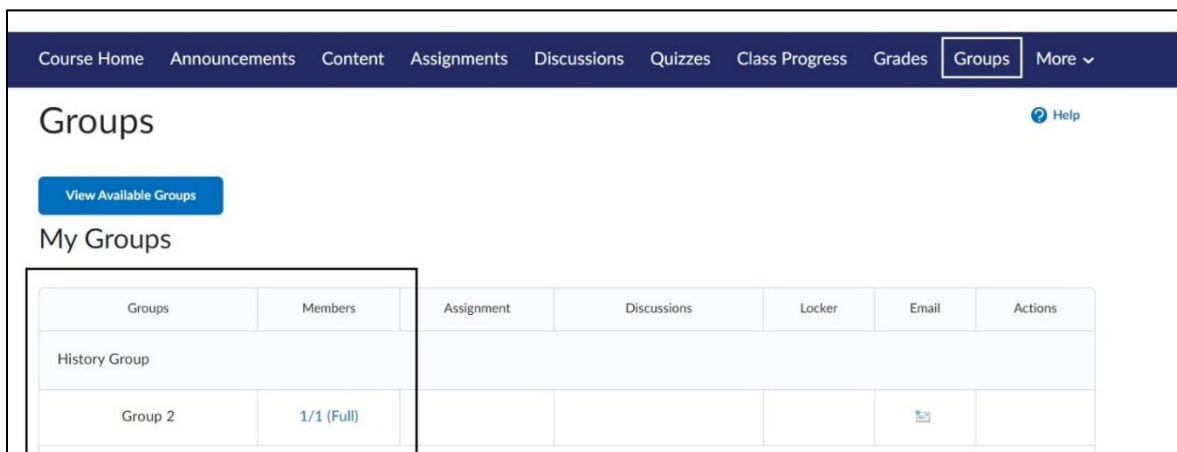
Note: Certain images and settings may differ in the video and on the Brightspace Learner page

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.

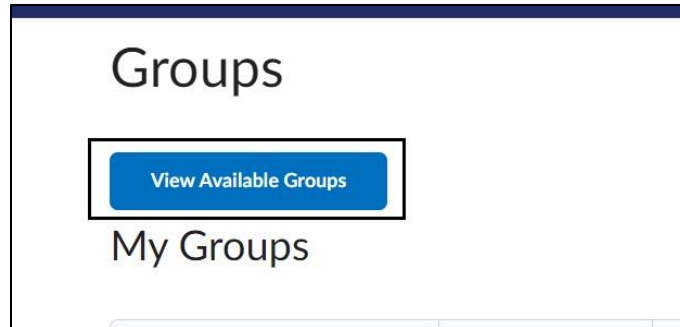
Viewing the group, you are assigned to:

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

Join an available group from each category listed.

Groups	Description	Members	Actions
Project Groups			
Group 1		0/3	Join Group
Group 2		0/3	Join 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**

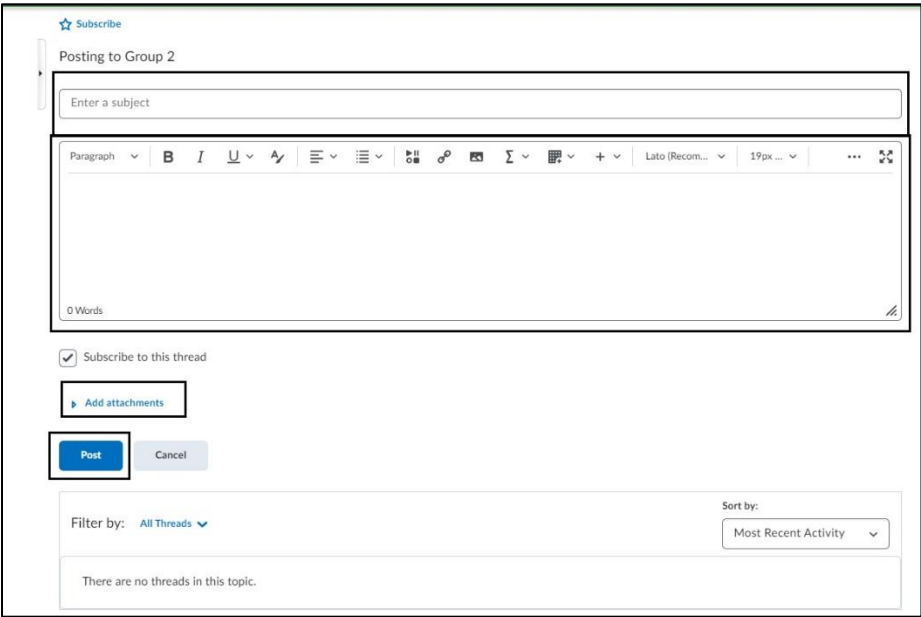
Groups	Members	Assignment	Discussions	Locker	Email	Actions
Discussion Groups						
Group 2	2/3		Discussion Gro...			
This group is not available for unenrollment because this category is not available for self enrollment.						
Project Groups						
Group 1	1/3	Group Project ?				Leave Group

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

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