

# Getting Started: Using D2L Brightspace

The following tutorials and information will help you get familiar with D2L Brightspace,  
The Art Institute's LMS



LOG IN

[Log in to  
Brightspace by D2L](#)



[Find your courses](#)



[Set up profile, email  
notifications and customize  
user settings](#)



[Get familiar with the  
tools in Brightspace](#)



[Digital Textbooks](#)



[Check your System](#)



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# Log in to D2L Brightspace

## How to log in

1. Go to <https://mycampus.artinstitutes.edu/portal/server.pt> and log into your student portal with your username and password.
2. On the right hand side, locate the box that says “Brightspace”.
3. Select “Launch Class”.



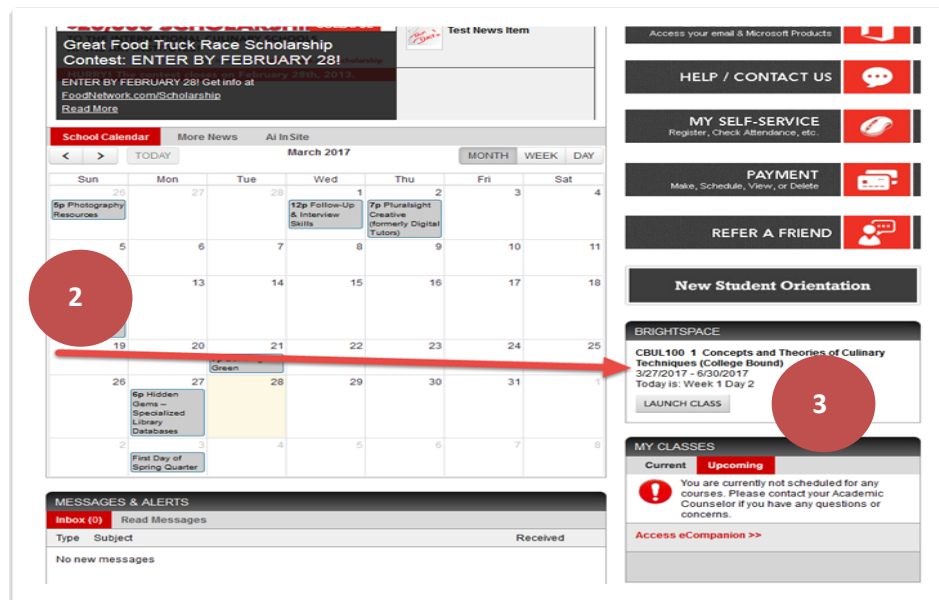
**Ai** The Art Institutes® STUDENT PORTAL [myai campus.com](https://mycampus.artinstitutes.edu/portal/server.pt)

**WHO'S YOUR PARTNER IN CREATIVITY?**  
Refer a friend today by visiting [AiRefereAFriend.com](https://AiRefereAFriend.com)

User Name:   
Password:

**Forgot your username or password?**  
**New Student:** [Click here to create a new account](#)  
**Getting Started:** [MyAiCampus.com Overview and FAQs](#)  
**Need Technical Support?**  
Call: 1.866.642.2711  
Monday - Friday: 8:00am - 10:00pm ET  
Saturday: 10:00am - 7:00pm ET  
Sunday: Closed

The Art Institutes is a system of over 50 schools throughout North America. Programs, credential levels, technology, and scheduling options vary by school and are subject to change. Not all online programs are available to residents of all U.S. states. Several institutions included in The Art Institutes system are campuses of South University or Argosy University. Administrative office: The Art Institutes, 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222 © 2016 The Art Institutes. All rights reserved. Our email address is [materialsreview@aii.edu](mailto:materialsreview@aii.edu).  
See [AiPrograms.info](#) for program duration, tuition, fees and other costs, median debt, salary data, alumni success, and other important info.  
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**Great Food Truck Race Scholarship Contest: ENTER BY FEBRUARY 28!**  
ENTER BY FEBRUARY 28! Get info at [FoodNetwork.com/Scholarship](https://FoodNetwork.com/Scholarship)  
[Read More](#)

**School Calendar** More News AI InSite  
March 2017 MONTH WEEK DAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Sp Photography Resources	27	28 12p Follow-Up & Interview Skills	1 7p Phunklight Creative (Formerly Digital Tutors)	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26 Sp Hidden Gems - Specialized Library Databases	27	28	29	30	31	1
2	3	4	5	6	7	8


**MESSAGES & ALERTS**  
**Inbox (0)** Read Messages  
Type Subject Received  
No new messages






**Access your email & Microsoft Products**  
**HELP / CONTACT US**  
**MY SELF-SERVICE** Register, Check Attendance, etc.  
**PAYMENT** Make, Schedule, View, or Delete  
**REFER A FRIEND**  
**New Student Orientation**

**BRIGHTSPACE**  
**CBUL100 1 Concepts and Theories of Culinary Techniques (College Bound)**  
3/27/2017 - 6/30/2017  
Today is: Week 1 Day 2  
**LAUNCH CLASS**

**MY CLASSES**  
**Current** **Upcoming**  
**!** You are currently not scheduled for any courses. Please contact your Academic Counselor if you have any questions or concerns.  
[Access eCompanion >>](#)


The first page you will come to is our **Organizational Homepage**. This is the landing page for our school when the online learning platform is first launched. There are many great resources found on this page, such as: Announcements, Upcoming Events, and a Calendar Feature. Please review any announcements posted on this page prior to entering your course.




Candice Pulikowski

[Class Progress](#) [Binder](#) [ePortfolio](#) [Help](#)


My Courses




AiG Geometry Master  
AIG GEOMETRY MASTER



AiG College Math Master  
AIG COLLEGE MATH MASTER



Ai Universal Master Course Offering  
MASTER COURSE\_AI\_GROUND\_ON CAMPUS



Faculty Workshop  
FACULTY WORKSHOP

[View All Courses](#)

Announcements

Welcome! Important Navigation Resources

Posted Apr 20, 2017 2:00 AM

Welcome to The Art Institutes new online learning platform!

To assist you with navigation of this new classroom, please see the [Student Reference Guide](#). This guide will walk you through important technical requirements, classroom tools, functions, and navigation features.

In addition, please review our [Frequently Asked Questions guide for the new classroom](#).

Finally, review this [recorded walkthrough of the new classroom](#). This will walk you through important technical requirements, mobile options, navigation of the classroom including how to submit assignments, access textbooks, and new features/tools. To view the webinar, simply click on the link above. Enter in your first name, last name, and email then click Register. The recording will start playing instantly.

If you have any questions, please reach out to your Academic Counselor for assistance.

[Show All Announcements](#)

Calendar

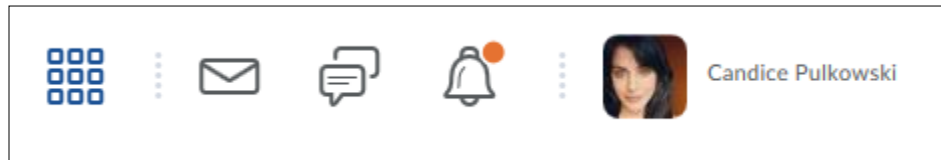
Tuesday, June 20, 2017

Upcoming events

# Find Your Courses

## The Minibar

The Minibar can be found at the top of your Brightspace Page.



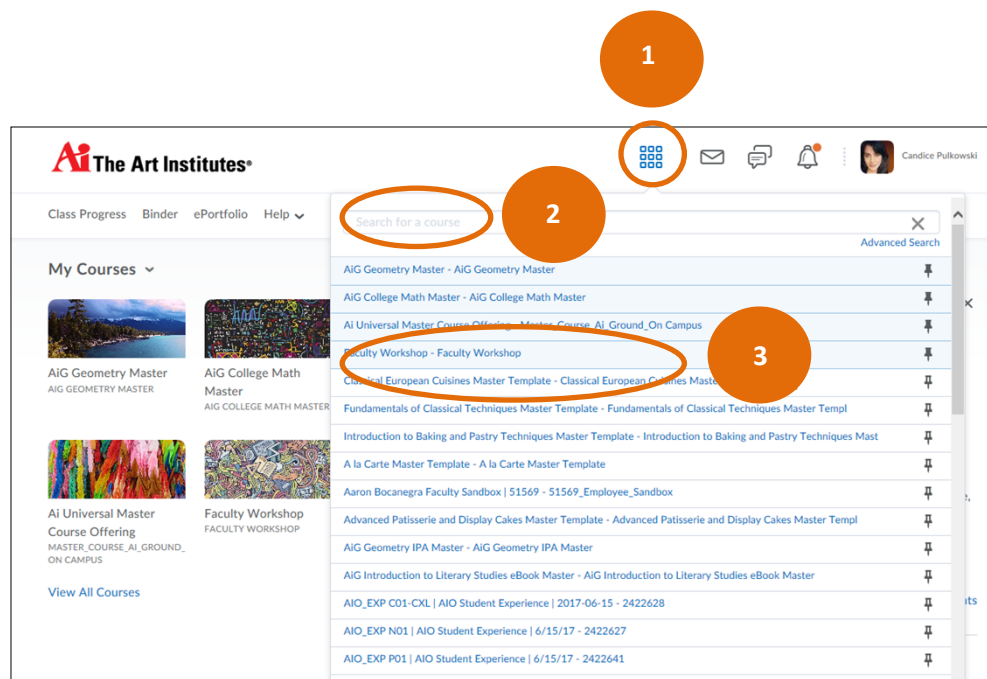
1. 2. 3. 4. 5.

1. **Course Selector Tool**- Allows you to access your course(s).
2. **Message Alerts**-This is where you will send emails and instant messages. This will notify you when you have received an instant message as well.
3. **Subscription Alerts**- Contains alerts for new blog posts and discussion posts in forums, topics, and specific threads you subscribed to.
4. **Update Alerts**- Contains alerts for new and updated news posts, upcoming end dates and due dates, and new or updated grades.
5. **Student Name**- Contain the menu to allow you to set up your profile, adjust notification settings, adjust account setting, and log-out.

\* If you have unread alerts an orange circle will appear next to the icon. An example of this can be seen above next to the “Update Alerts” Icon.

## Navigate to Your Course(s)

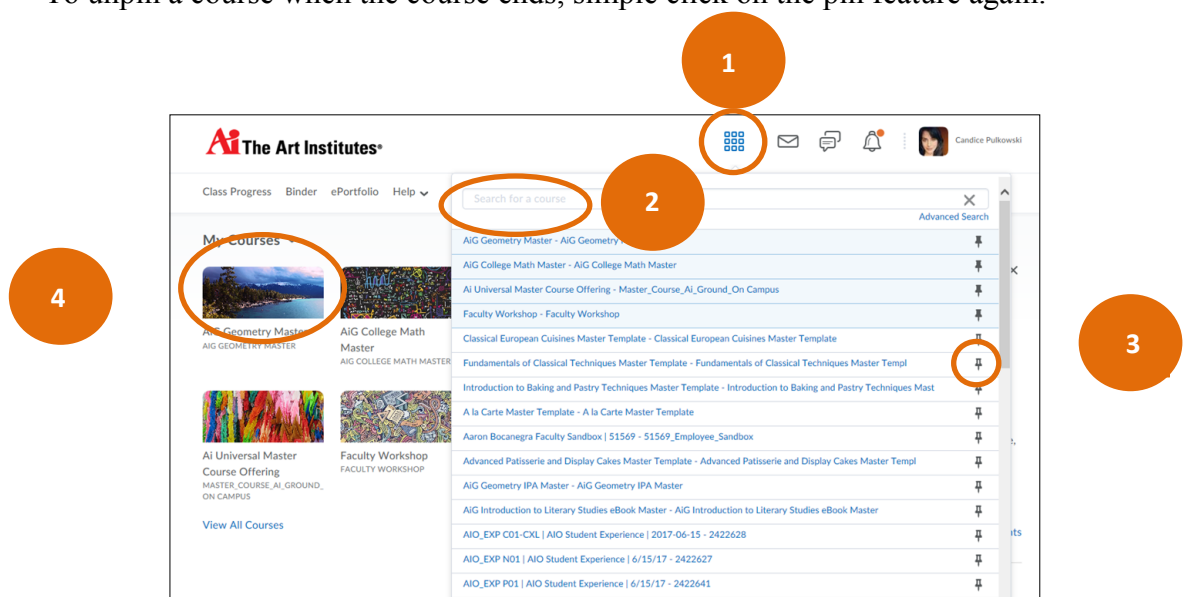
1. Click on the “Course Selector Tool” on the Minibar.
2. You will see the courses you are enrolled in. You can search or click on “Advanced Search” to find a specific course.
3. Click on the course to enter.



## Pinning Your Course(s)

You can pin your current course(s) so they are easily accessible on your organizational homepage.

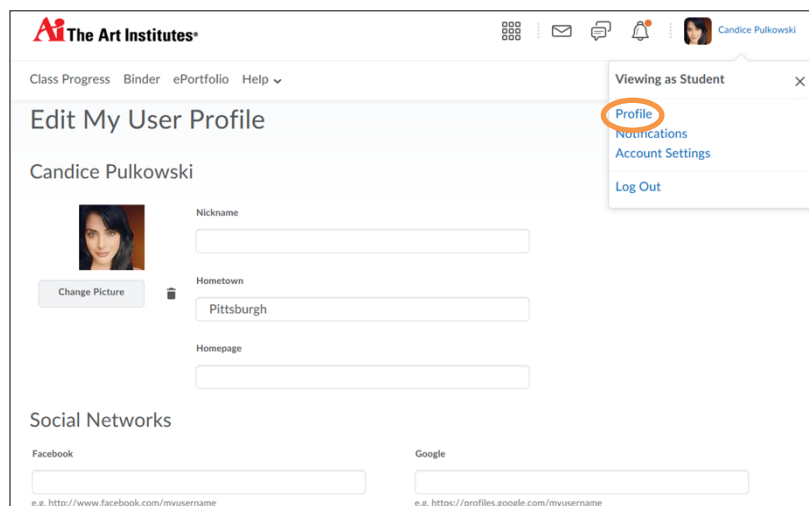
1. Click on the “Course Selector Tool” on the Minibar.
  2. You will see the courses you are enrolled in. You can search or click on “Advanced Search” to find a specific course.
  3. On the right hand side, next to the course, select the pin feature.
  4. This will add a course widget to the right hand side of your organizational homepage in the “My Courses” section so you can simply click on the widget to enter the course.
- \*To unpin a course when the course ends, simple click on the pin feature again.



# Set up profile, Email Notifications and Customize User Settings

## How to Set Up Your User Profile

1. Click on your name on the Minibar in the top right-hand corner of the Brightspace page.



2. Click on “**Profile**”.
3. You can upload a profile picture on the left (Or an Avatar if you do not feel comfortable submitting an image of yourself).
4. Enter your Nickname (If applicable).
5. Enter your hometown.
6. Enter your email.
7. Enter your state.
8. Enter your zip code.
9. Type in any additional information you are comfortable with entering. If you are not comfortable revealing any additional information, simple leave it blank.
10. Click on “Save” when you are finished.

## How to Set Up Email Notifications

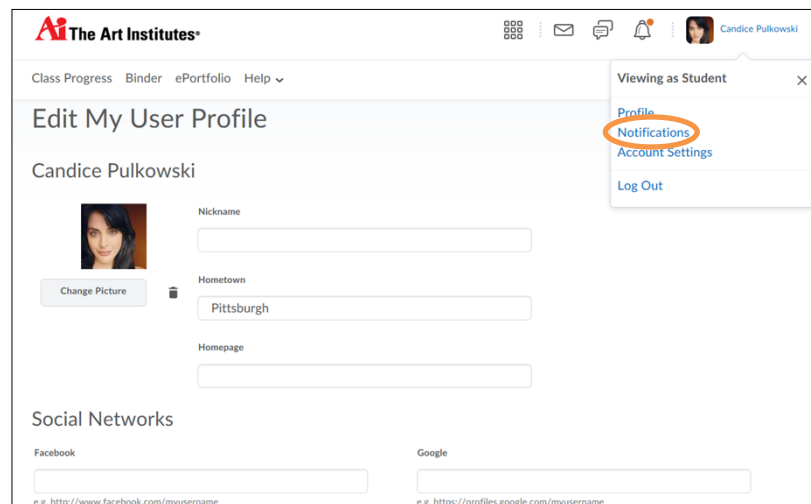
Want to be notified by email when there are changes to your courses?

Notifications is a tool that allows you to enable an email alert when there are new items in your course! You can set up a notification to alert you about new content items, news/announcements, and even posted grades!

**Each user is responsible** for setting up email notifications for their courses - it is not something Instructors will be able to do for them.

*Note: You will still be able to receive emails sent from instructors despite any changes made to your notification settings.*

1. Click on your name on the Minibar in the top right-hand corner of the Brightspace page.



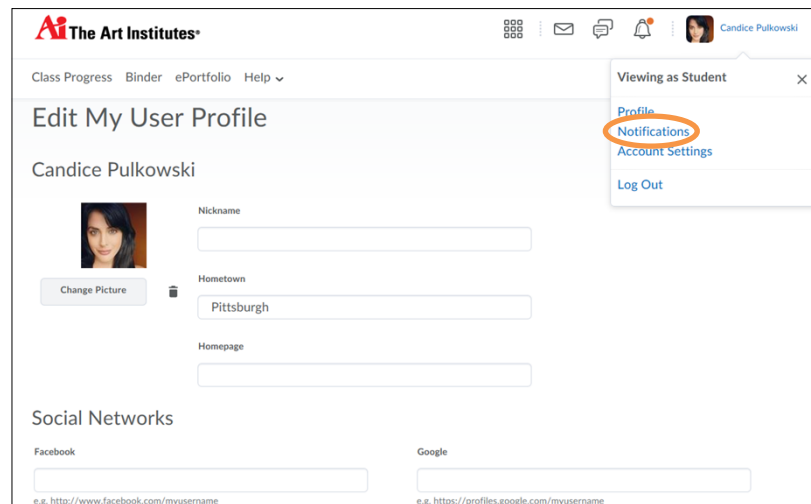
2. Click on “Notifications”.
3. Make sure your email address is correct here, and change as needed. (If you change your email address here, it will only apply to Notifications.)
4. Summary of Activity
  - This option will email you a summary of all activity for **each course**, as opposed to an instant email for each notification item.
  - Select how often you receive an email notification: **Never** (turns this option off) or **Daily** (set an appropriate time).
5. Instant Notifications
  - Review and select any area you would like to receive Email notifications
6. Customize Notifications
  - Review the options and select any that you would like.
7. Exclude some courses
  - You may choose the courses for which you don’t want to receive notifications.

8. Click “**Save**” to save your changes.

## How to Set Up Text Notifications

Before you can receive text notifications, you must register your mobile phone for this service. Note that this is an optional feature you can use at your own discretion as you will be entering your mobile number into D2L Brightspace. (The Art Institutes is not responsible for any additional fees your mobile carrier may charge for SMS messages.)

1. Click on your name on the Minibar in the top right-hand corner of the Brightspace page.

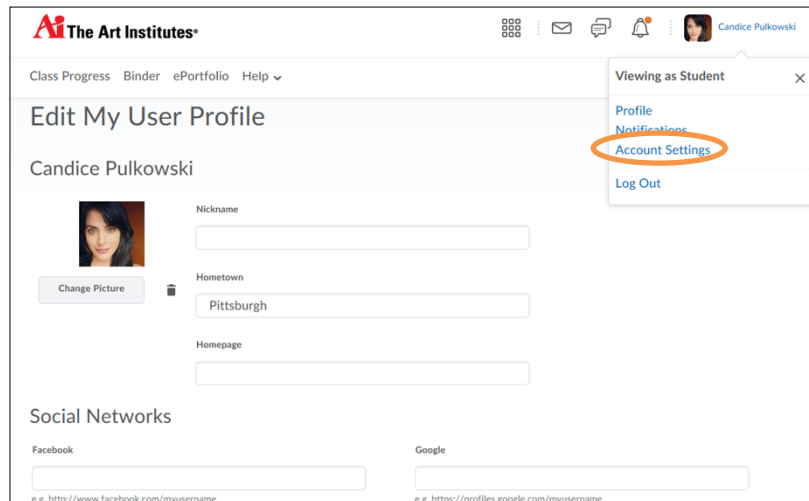


2. Click on “**Notifications**”.
3. Under Contact Methods, you will see a link to “**Register your mobile**”. Enter the required field, including your phone number.
4. A confirmation code (4 digits) will be sent to your phone.
  - You may receive a message stating that you are not subscribed to email to SMS service. In which case, you will be prompted on your phone to text “yes”. Then, you need to click “resend your code” in D2L before you follow the instructions on your phone to be texted a 4 digit code
5. Set the Max number of messages per day you wish to receive per day.
6. Under Instant Notifications, click on the SMS checkbox for any items you wish to receive an SMS message when there are notifications in D2L.
7. Click “**Save**” when you are finished.
8. You can delete your mobile number at any time to stop receiving SMS notifications by clicking the trash bin beside your Mobile Number.



## Account Settings

1. Click on your name on the Minibar in the top right-hand corner of the Brightspace page.



2. Click on “**Account Settings**”.
3. Under the accounts settings tab you can:
  - Change font settings
  - Change Dialog settings
  - Turn off rich text editor and view source
  - Select to Do not automatically mark items as read as the page scrolls
  - Optimize video presentation for programmatically-driven assistive technologies
  - Set Language preferences.
  - You may change the default calendar, date, time, and number formats set by your organization. Some courses may override your selections.
  - You can set your preferred time zone, which will show all of your times with dates in that time zone. You will want to make sure you set this to the correct time zone so you have the correct dues dates and times.
  - Select whether you want to appear online or offline when logged in.
  - Select application settings
  - And connect or disconnect from Binder.
4. Under the discussions tab you can select discussion preferences.
5. Under the email tab, you can set a few defaults as to how you send your email:
  - check to "Save a copy of each outgoing message to the Sent Mail folder"
  - check to "Send a copy of each outgoing message to ..." your email address
  - set your email signature
  - Check to show external email addresses in the Address Book
6. Click on “**Save and Close**” when you are finished.

# Get familiar with the tools in Brightspace

## Content



### [Understanding the Navbar](#)

Learn your way around the navbar, which appears near the top of your page in your courses.



### [Access your Course Content](#)

The learning path keeps course files and learning materials organized in modules.



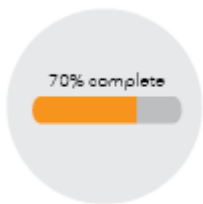
### [Bookmark Content](#)

Bookmark content in Brightspace by D2L to revisit and review the topic later.



### [Read and Download Content](#)

Read content with the D2L document viewer or download content to view offline.



### [View Your Progress](#)

Track the percentage of content you visited in each course with the progress tracking tool.

## Communication



### [Post a Discussion Thread](#)

Start a new thread or reply in an existing one in the Discussions area of your course.



### [Send an Instant Message](#)

Chat with your fellow classmates or with your faculty member.



### [Send an Email through D2L](#)

Email your group members from within Brightspace by using the email group function or email members of your class.

## Assessment



### [Submit an Assignment](#)

Submit an assignment in the assignment dropbox and view your (successfully) submitted file



### [Take a Quiz](#)

How to start, save and submit your quiz responses in Brightspace by D2L.



### [View Your Grades](#)

You can view your grades and final grade using the grades tool



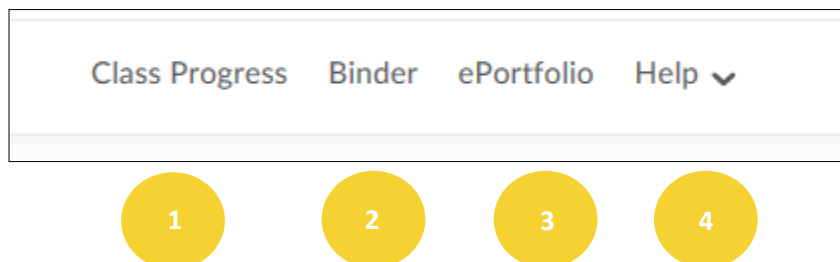
### [Use the D2L ePortfolio](#)

You can use this tool to store and share work from your courses.

## Understanding the Navbar

Brightspace has a Navbar on the both the organizational homepage and in your course(s). The Navbar makes it easy for you to navigate Brightspace and your course(s).

### Organization Homepage Navbar



1. **Class Progress**- The Class Progress area contains reports of your progress in all areas of your course(s).
2. **Binder**- Binder is an application that provides opportunity for users to distribute, manage, and read documents obtained from courses within The Art Institutes Learning Environment. The application is an intuitive and integrated digital reader of most document types. It includes essential annotation tools which allows electronic documents to be personalized and supplemented by users. For more information on Brightspace Binder click here:

[https://documentation.brightspace.com/EN/-/-/learner/learner\\_intro\\_5.htm](https://documentation.brightspace.com/EN/-/-/learner/learner_intro_5.htm)

When using the D2L Binder app, users can create a persistent authenticated connection to The Art Institutes Brightspace Learning Environment. After establishing a connection, users can download and browse course documents, annotate and organize them as often as necessary.

Binder can be used on various mobile devices and can also be used through a Web Browser.

3. **ePortfolio**- this is a digital showcase for the learning journey. It helps you document the experience, reflect on it, and share ideas and achievements as they happen. For more information on ePortfolio, click here:

[https://documentation.brightspace.com/EN/-/-/learner/learner\\_intro\\_3.htm](https://documentation.brightspace.com/EN/-/-/learner/learner_intro_3.htm)

4. **Help**-Provides additional resources and help.

### Course NavBar

Learning Path Calendar Grades Roster Help ▾

1

2

3

4

5

1. **Learning Path**- The learning path allows you to access course materials and navigate to any area in the classroom.
2. **Calendar**-The Calendar tool allows you to set reminders and view important dates and activities that your instructor created.
3. **Grades**-The Grades tool allows you to view your grade for the course.
4. **Roster**- The Roster tool provides a list of students and instructors currently enrolled in a course. You can send emails and chats from here as well.
5. **Help**- Provides additional resources and help

\* You can always navigate back to the organizational homepage by clicking on the home icon in the upper left hand corner of your course:



### Access your Course Content

To Access your course content when you are on your course homepage, click on “Learning Path” in the navbar.

Learning Path Calendar Grades Roster Help ▾

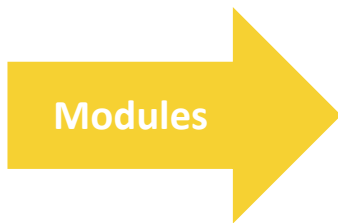
1. Once you are in the learning path, you will want to click on “**Overview**” on the left hand



Overview

side. This section will provide an overview of the course along with your instructor’s course syllabus.

2. Under the “Learning Path” on the right hand side click on a module.



Learning Path	27
Week 1	1
Week 2	4
Week 3	3
Week 4	2

3. Click on a course item.

Course Schedule 11

Learning Path 27

Week 1 1

Week 2 4

Week 3 3

75 % 3 of 4 topics complete

Week 1 Class Meeting ✓

Lecture 1 - The Debate on German History ✓

Lecture 2 - Previous German History ✓

Homework for Week 2 - Discussion 1 •

Overdue - April 11 at 6:00 PM

4. You can use the forward and backward arrow on the upper right hand corner to navigate. Selecting the forward arrow will move you forward to the next course material to review Course Lecture, Assignments, Quizzes, etc.) Selecting the back arrow will move you back to the previous page you were on.

Week 1 Class Meeting ✓

Bookmark

Fullscreen

Back

Forward

5. You can click on the module to go back to the module overview at any time.

[Learning Path](#) > [Week 1](#) > Week 1 Class Meeting

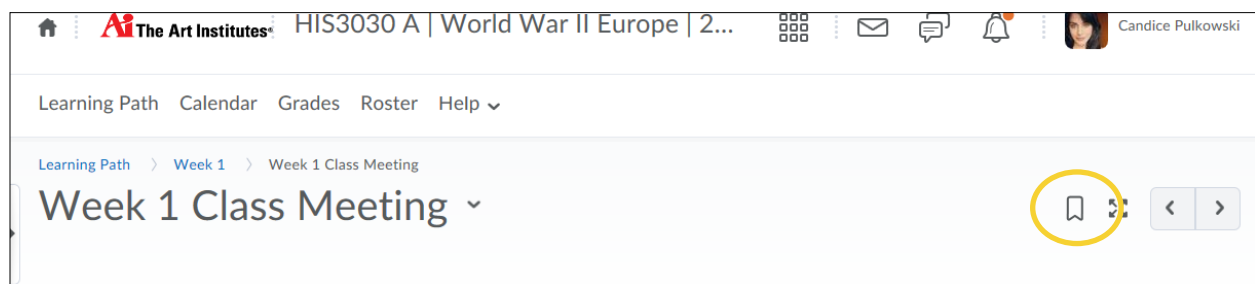
Week 1 Class Meeting ✓

6. Content that you have gone through will have a check mark next to it in the module overview. Content that you have not yet viewed will have a dot next to it in the module overview.

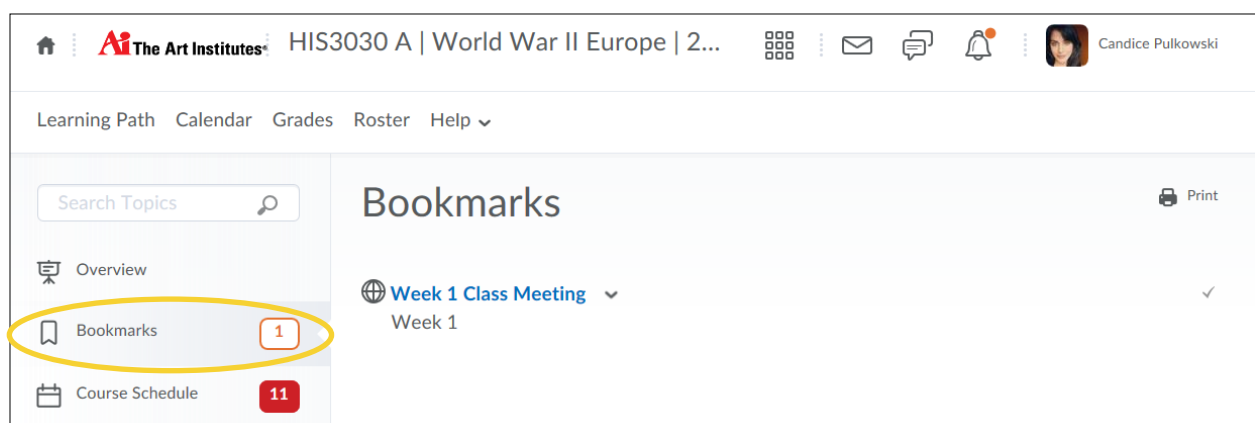
Course Schedule	11	75 % 3 of 4 topics complete	
Learning Path	27	Week 1 Class Meeting	✓
Week 1	1	Lecture 1 - The Debate on German History	✓
Week 2	4	Lecture 2 - Previous German History	✓
Week 3	3	Homework for Week 2 - Discussion 1	•
⌚ Overdue - April 11 at 6:00 PM			

### Bookmark Content

The Bookmarks page displays all the Content topics you bookmarked. To add a bookmark, click the **Add Bookmark** icon while viewing a Content topic.



This will add the bookmarked item to the Bookmarks area above the learning path in your course so you can easily access materials.

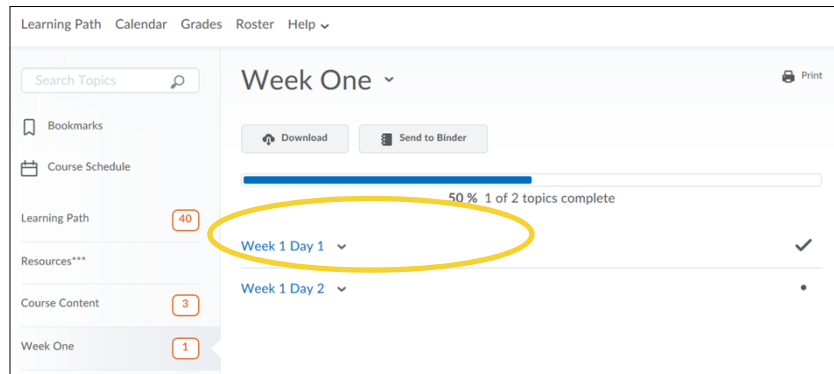


## Read and Download Content

### Read Content in Brightspace

D2L can display certain content directly in your browser, allowing for quick online viewing. Word documents, PDF files, PowerPoint slides and images can be viewed right in D2L. To view a document directly in D2L:

1. Click on the name of the content topic/file in the open module.



2. The content will display in the browser.
3. Click the pop-up icon to open the viewer in a new window.

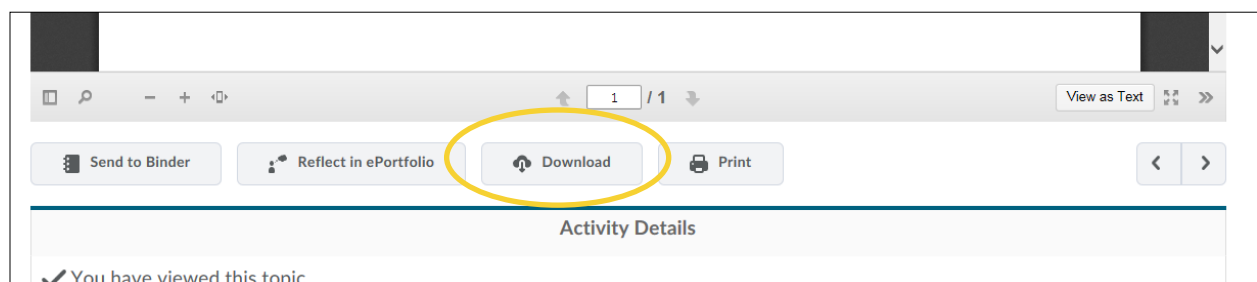


4. Click the left and right arrows to navigate through the content in a particular module or sub-module



### Download Content

All content can also be downloaded, including content you can view in your browser. To download content. Scroll to the bottom of the page with the content and click the download button.





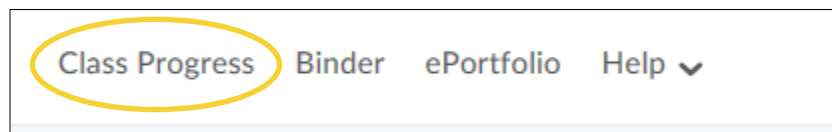
### View Your Progress

The Class Progress tool helps track your progress in a course by measuring the completion of 9 different progress indicators. Instructors can use the Class Progress tool to track your overall progress in the course and prepare progress reports.

You may want to use the Class Progress tool to keep track of your course-specific assignments and feedback. Progress reports are available for the following progress indicators:

- Grades
- Objectives
- Content
- Discussions
- Assignment submission folders
- Quizzes
- Checklist
- Surveys
- Login History

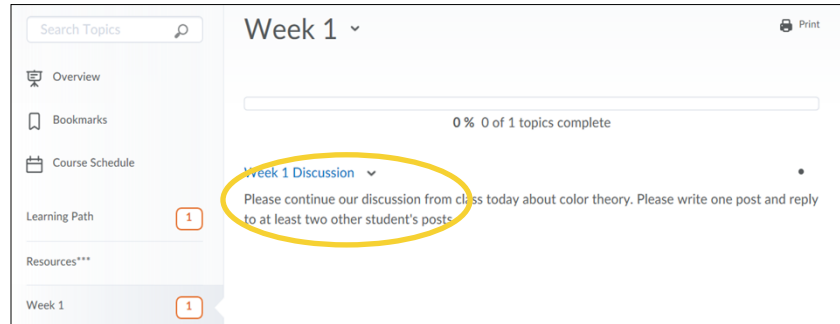
To view class progress click on “Class Progress” on the organizational homepage:



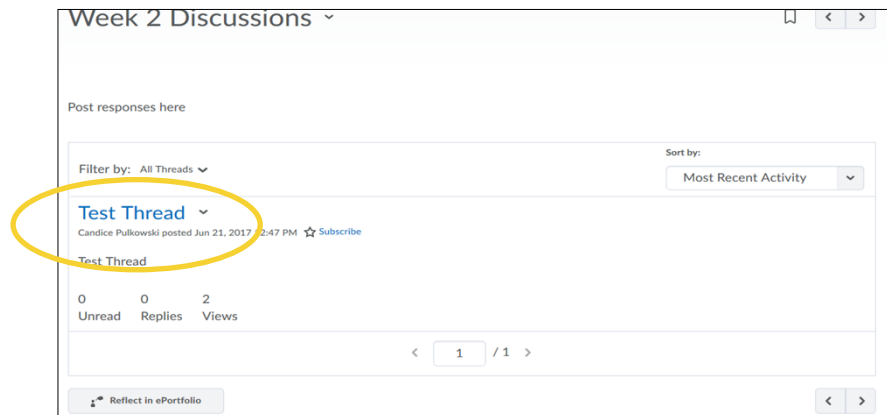
## Post a Discussion Thread

Some of your courses may have a discussion thread within the module. To post a discussion thread:

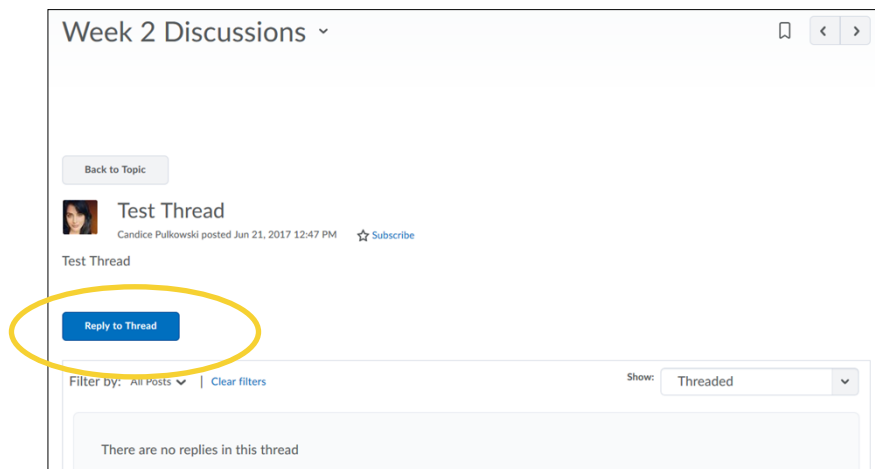
1. Click on the discussion within the module.



2. Click on the Thread:



3. Click on "Reply to Thread"

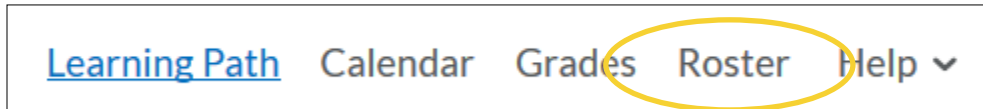


4. Enter your response and click on "Post".

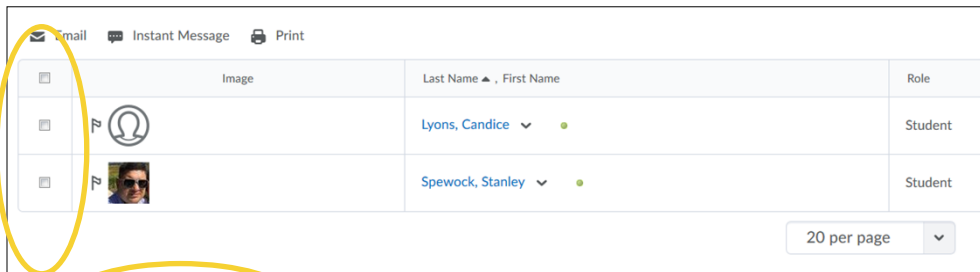
## Send an Email through D2L

To send an email to your classmates in D2L:

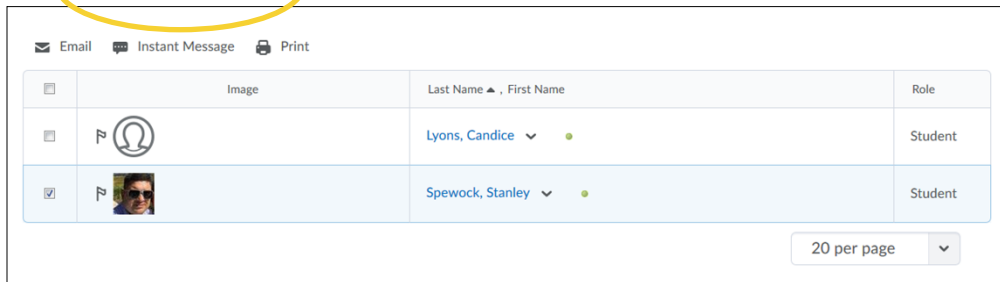
1. Click on “Roster” on your navbar in your course.



2. Locate the user(s) you would like to email and check the box next to their name.



3. Click on “Email”.



4. Enter your email context and click on “Send”.

A few other things to be aware of with emailing in D2L:

- The maximum attachment size is 500 kb.
- The ‘Insert QuickLink’ tool, when composing a new email, only works with the URL option (when sending a link to an external website). It will not work if you select a link to content within your D2L course.
- Recipients of your email will see your email address.
- To view sent email, click on the mail icon in the mini bar and click on “Sent Mail”.

## Send an Instant Message

1. In the minibar select the envelope icon and click on “Instant Message”.
- 2.



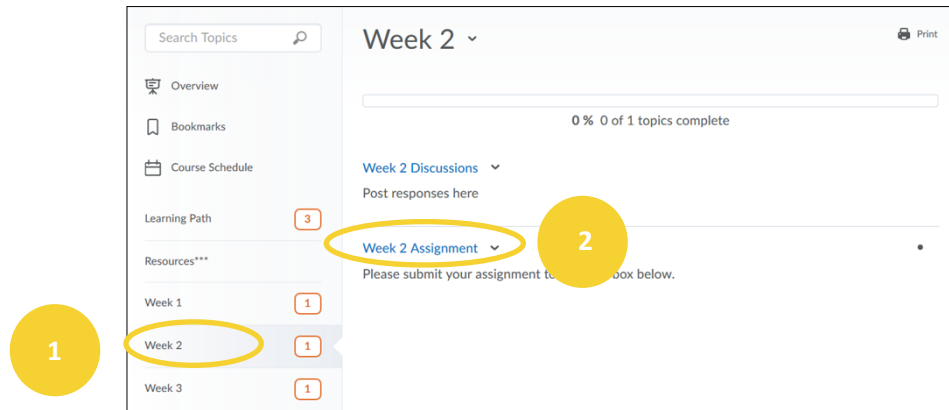
- There are three views in the IM window: **Inbox, Friends, Roster**.
  - **Inbox** stores messages.
  - **Friends** shows the list of friends that you have approved and have approved you.
  - **Roster** shows everyone in each of your classlists. You can select different classlists by using the **View:** dropdown list.
- 3. Click on a contact's name through either the Friends list or the Roster.
- 4. In the field at the bottom of the IM window, type your message.
- 5. Click the Send button. If the person is currently online in D2L, they'll receive the message instantly. If they are offline they'll receive it the next time they log on to D2L and open the IM tool.

**To add a friend to your IM Friends list:**

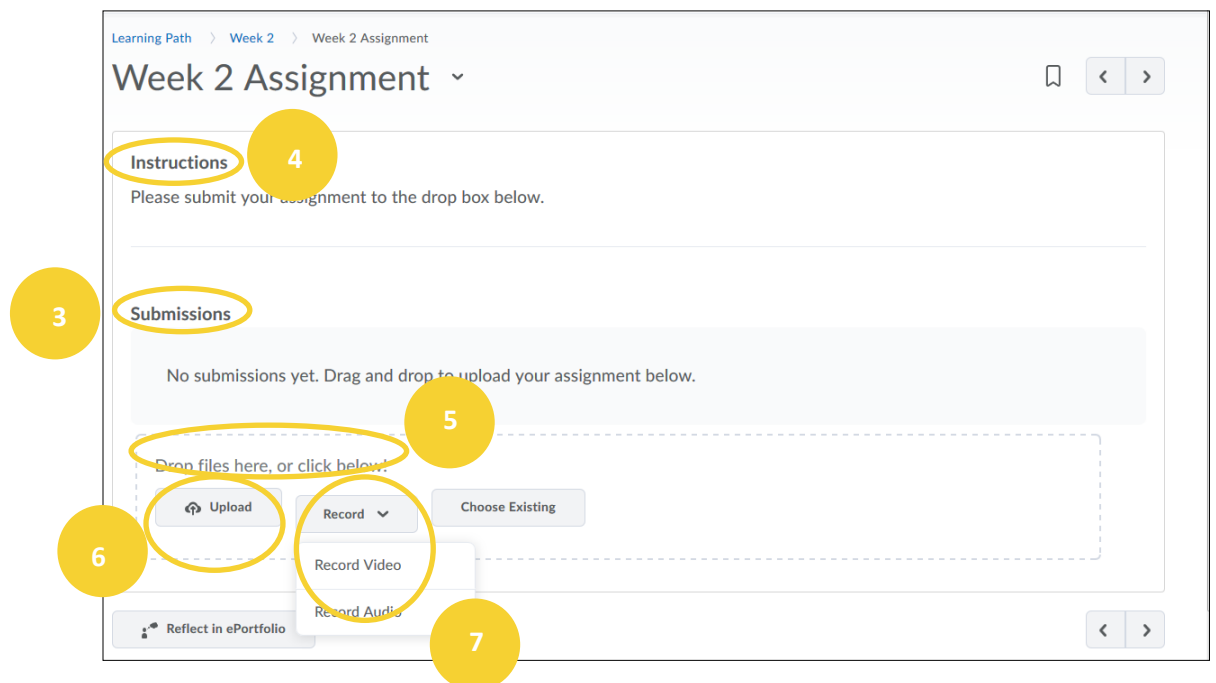
1. In the IM window, click **Friends**.
2. Click the **Add Friends** dropdown list.
3. Select to add the friend by username or to search users.
  - If you select **Add by Username**, enter the person's username then click the **Add** button.
  - If you select **Search Users**, enter the person's name and click the search button (the magnifying glass). From the search results, select the checkbox next to the user(s) you want to add, then click **Add as friend**.

## Submit an Assignment

1. Click on the module for the week.
2. Click on the assignment.



3. Anytime you see “Submissions” this is an indicator that you will need to submit your assignment to assignment folder (Aka dropbox).
4. Please read the instructions before submitting.
5. You can either drag or drop files to where it says “Drop file here, or click below!”
6. Or you can click on “Upload”.
7. You can click on record to record and submit a video or audio.



8. Once file is attached you can type in any comments in the comments section.
9. When you are ready to submit, click on “Submit”.

Drop files here, or click below!

[Upload](#) [Record](#) [Choose Existing](#)

[Desk Copies.docx](#) (12.94 KB) [X](#)

**Comments**

Type comments here

[Submit](#)

10. Once submitted you will get a message stating “**Confirmation Email Sent Successfully**”. You will receive an email to the email address that you have listed in Brightspace as proof of submission.

[Desk Copies.docx](#) (12.94 KB) Jun 22, 2017 6:57 AM

Type comments here

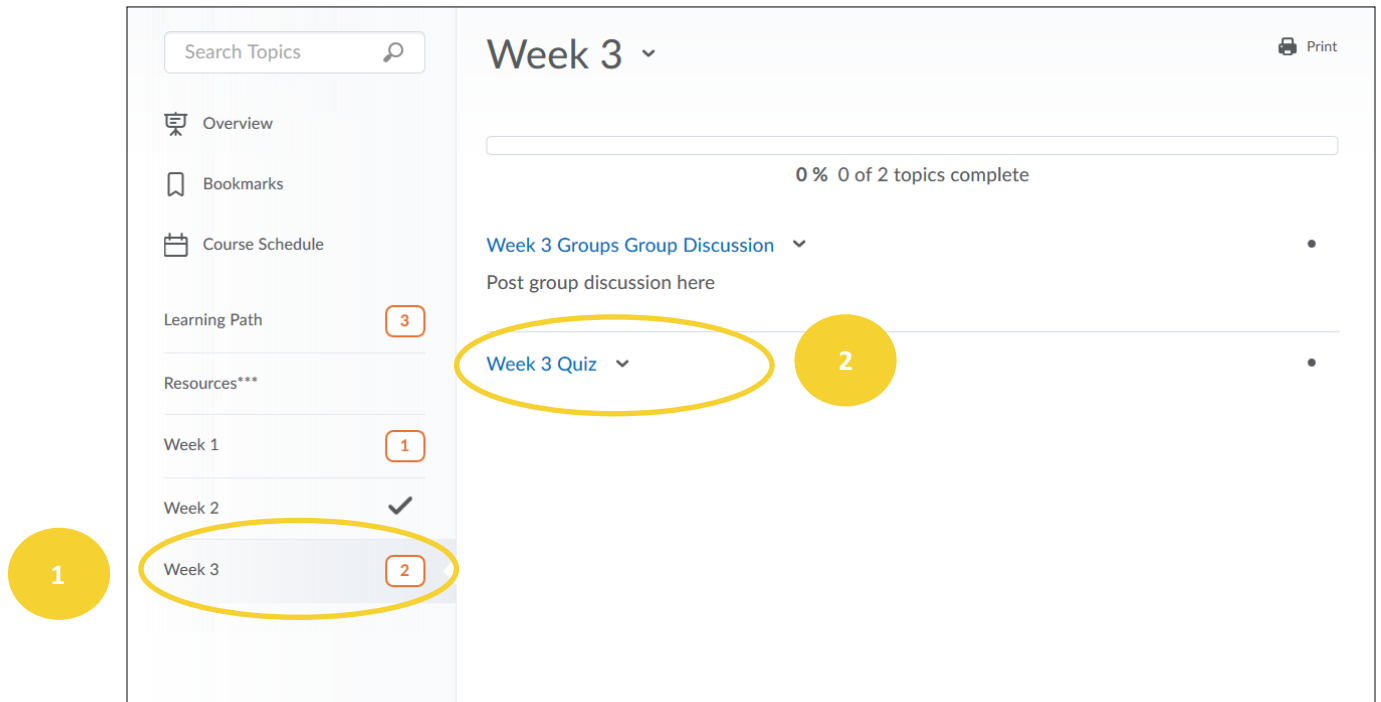
Drop files here, or click below!

[Upload](#) [Record](#) [Choose Existing](#)

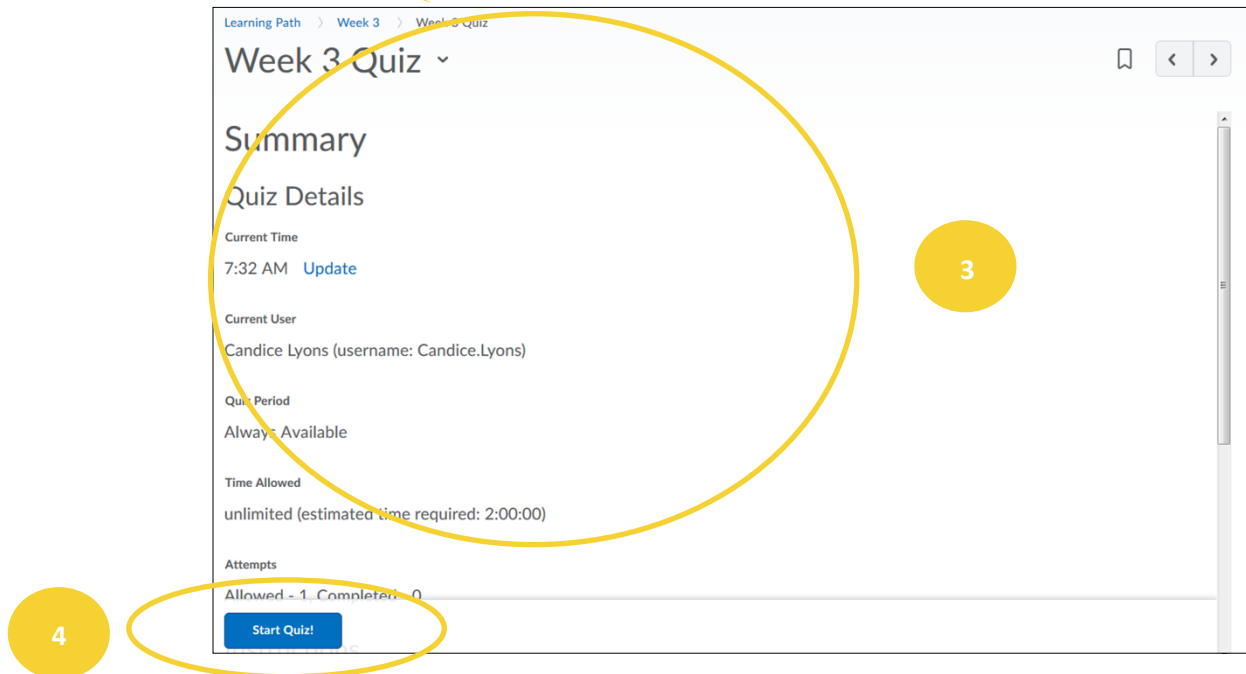
**Confirmation Email Sent Successfully**

## Take a Quiz

1. Click on the module for the week.
2. Click on the Quiz



3. Review the Quiz Details.
4. Click on “Start Quiz!”



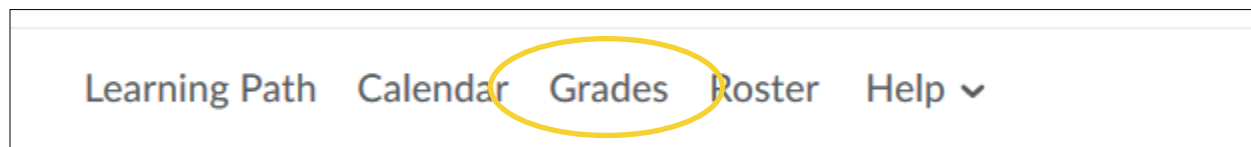
5. You can click on “Save All Responses” to save quiz answers.
6. When you are ready to submit click on “Go to Submit Quiz”.

The screenshot shows a quiz interface. On the left, a sidebar contains a 'Questions' section with '0 of 2 questions saved', 'Page 1:' with buttons for '1' and '2', and a 'Legend' with icons for 'Saved Response', 'Unsaved Response', and 'Info Item'. The main area displays 'Question 2 (1 point)' with the text 'Today is December 5th, 1978' and radio buttons for 'True' and 'False'. A 'Save' button is below. At the bottom, a blue 'Save All Responses' button is circled in yellow and labeled with a yellow circle containing the number '5'. To its right is a grey 'Go to Submit Quiz' button, also circled in yellow and labeled with a yellow circle containing the number '6'.

7. Click on “Submit Quiz”.

### View Your Grades

1. To view your grades, click Grades in the navbar in your course. Only grades published to the Grades tool will appear here.



2. Each of your assignments will be graded individually. You can see the grade you received and feedback in this area.
3. Your final letter grade for the course will be listed under the grade item “##Final\_Posted\_Grade##”.



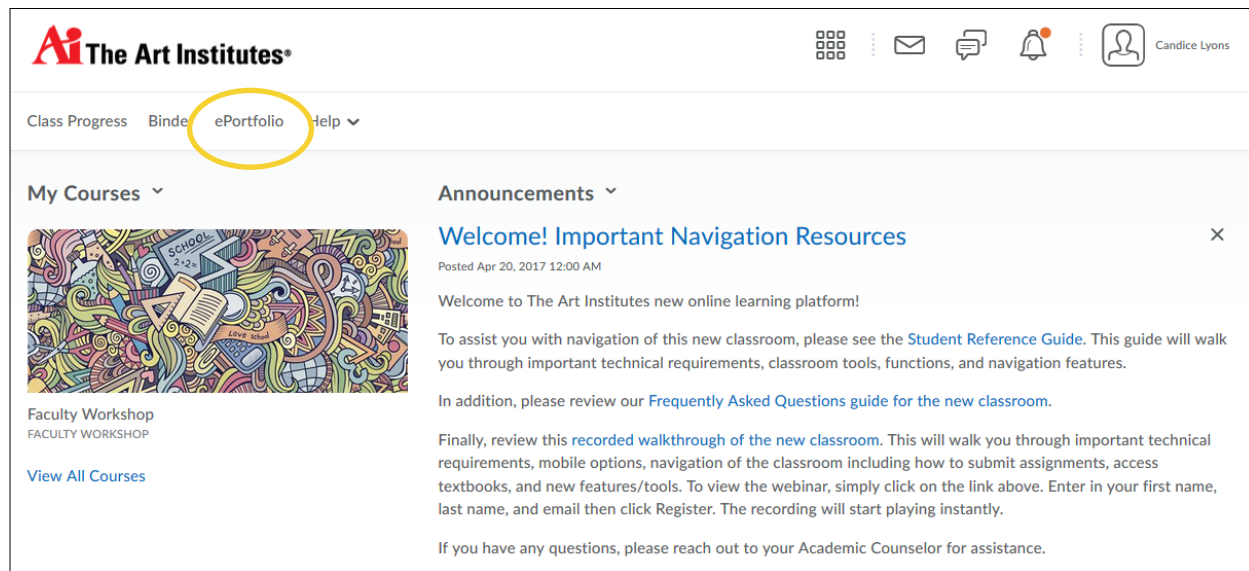
## Use the D2L ePortfolio

### **What is the D2L ePortfolio?**

The ePortfolio is a tool that allows you to collect items that interest you ("artifacts"), write about experiences you have ("reflections") and then choose whether to share them with others (like Instructors, or even potential employers).

### **Where do I Find the D2L Brightspace ePortfolio?**

On the organizational homepage on the navbar.



### **Who can see my ePortfolio content?**

The things you add to your ePortfolio are only visible to you - unless you choose to share them with others. Please see the section on sharing your ePortfolio content for the different ways to share your ePortfolio content.

### **ePortfolio & your private information**

It is important to be selective about the information you share in your ePortfolio. While it may be necessary to include your name and maybe even contact information (if you are sharing with a potential employer), it is not advisable to include very confidential information, such as medical information or financial details. You are responsible for the information that you include in this tool.

If you are asked to use ePortfolio as a part of a course assignment, and are not comfortable doing so for privacy reasons, please discuss alternatives with your Instructor.

### **The ePortfolio interface**

For an overview of the D2L ePortfolio interface, please refer to [D2L's interface overview document](#).



# Digital Textbooks

## Locating your Digital Textbook

If your course has a digital textbook there will be a module titled “Digital Textbook” on your learning path.



## Access your Digital Textbook

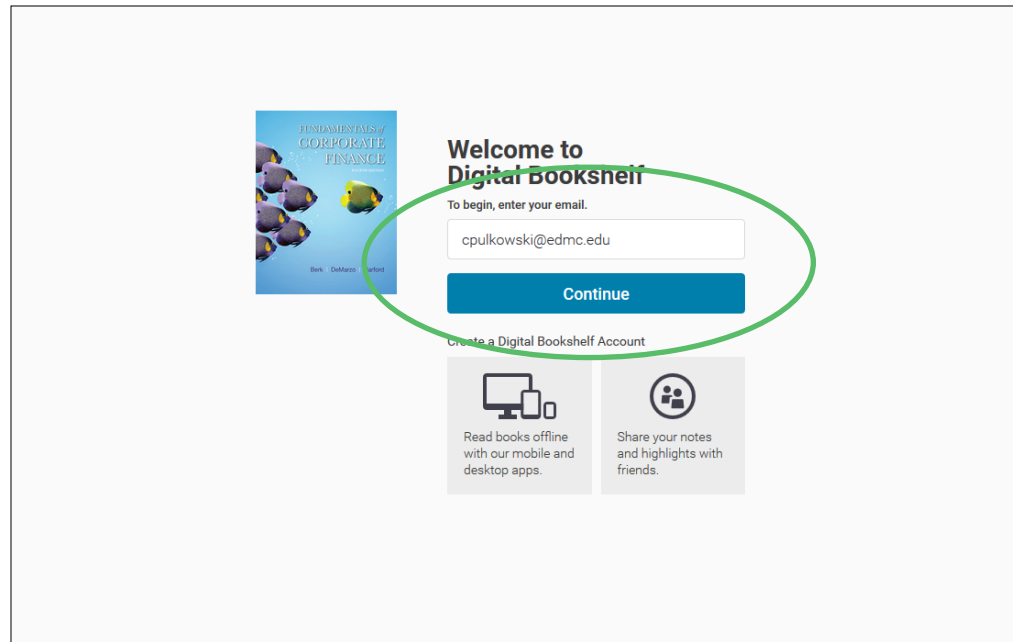
1. Click on the “**Digital Textbook**” module in the course offering learning path.
2. Click on the link to your Digital Textbook. (This will be the title of the digital textbook).

The screenshot shows the 'Digital Textbook' interface. On the left is a sidebar with navigation options: Overview, Bookmarks, Course Schedule, Learning Path (with a red box containing the number 5), Resources\*\*\*, and a list of weeks (Week 1 to Week 6). Week 1 has a red box with the number 1, Week 2 has a checkmark, and Week 3 has a red box with the number 1. The main content area is titled 'Digital Textbook' and includes a search bar, a 'Download' button, a 'Send to Binder' button, and a progress bar showing '0 % 0 of 3 topics complete'. Below this is a section titled 'Digital Textbook Student Resources' with a dropdown arrow. It contains three links: 'Links to Professional resources', 'Video Links', and 'Fundamentals of Corporate Finance'. The 'Fundamentals of Corporate Finance' link is circled in green.

3. Click on the book link.

The screenshot shows the 'Fundamentals of Corporate Finance' page. At the top is the title 'Fundamentals of Corporate Finance' with a dropdown arrow. Below the title is a dark horizontal bar. In the center, there is a 'Digital Bookshelf' logo featuring a laptop and books. To the right of the logo, there is a text box that says 'Click on the link below to access your textbook:' followed by a blue link 'Fundamentals of Corporate Finance, 1st'. This link is circled in green. At the bottom of the page, there is a section for 'Need Assistance?' with contact information for technical support.

4. If this is your first time accessing the digital bookshelf, please enter your email address and click continue.



5. Enter your first name, last name, create a password, confirm password, select and provide an answer to a security question, and check to agree to the terms of use and privacy policy and click on finish.

\*Please note that your password must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.

A screenshot of the 'You're almost done!' registration screen. On the left is a cartoon orange book character with a bookmark and a pencil. On the right, the text 'You're almost done!' is displayed, followed by the email 'shannonmarielyons412@gmail.com (change)'. Below this are input fields for 'First Name' (Candice) and 'Last Name' (Lyons). Then are 'Password' and 'Confirm Password' fields, both filled with dots. Below these is a 'Security Question' dropdown menu showing 'What is the name of your favorite pet?' and a 'Security Answer' field containing 'Leelah'. At the bottom, there is a checkbox for 'Email me occasional updates about my account activity, product updates, and special offers. (You can unsubscribe at anytime)' which is checked, and a checkbox for 'I agree to the Terms of Use and Privacy Policy.' which is unchecked. A blue 'Finish' button is at the bottom right.

6. You will now be able to view your Digital Textbook.

7. If you would like to download the application to have a copy on your computer or mobile device, please visit the following site to download the VitalSource application. Once downloaded, you will sign in with the user credentials you just created.

<https://support.vitalsource.com/hc/en-us/articles/201344733-Bookshelf-Download-Page>

\*\*Please note the license is only a temporary license until after the add/drop period. You must go into the course offering and open the book through your course after day 16 to obtain the full license, which will give you access to your digital textbook for up to 10 years.

# Check your System

## Checking Your System

### **Are there recommended browsers for using D2L?**

D2L supports the most common web browsers (Firefox, Safari, Chrome and Microsoft Edge), that are running on the latest versions. They continue to support previous versions of Microsoft Internet Explorer, but this will phase out over time (as Microsoft has stopped developing this software).

[For complete details on supported browsers, you can review D2L's documentation here.](#)

You must also:

- Ensure your browser has JavaScript and Cookies enabled
- For desktop computers, you must have Adobe Flash Player 10.1 or greater

[Click here to perform a quick system check.](#)

# Know where to go for help

## Student Help

### **Student Help Desk**

The student help desk is available 24 hours a day, 7 days a week, 365 days out of the year (with some holiday restrictions). Please call [866-642-2711](tel:866-642-2711) to contact the student help desk.

### **In-Person Help**

If you are having non-technical issues such as navigating the course, locating course content, questions about content (including materials, quizzes, assignments and posted grades), etc... you can reach out to your instructor during their specified office hours.

### **Self-Guided Online Help**

Brightspace has several resources and tutorials online for learners:

<https://community.brightspace.com/s/>