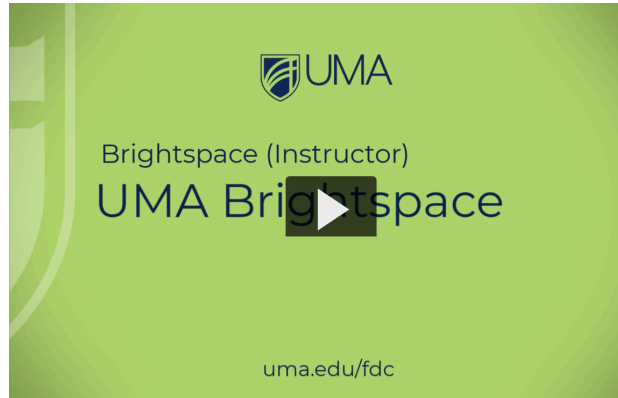


Brightspace Account Settings



[Watch video here](#)

In account settings you can customize many of Brightspace's display options. These settings are personal and do not influence the appearance of your course for students.

General account settings like the font size, language, time zone and settings of other applications can be altered in the **Account Settings** tab.

The **Discussions tab** allows you to alter the display and response settings for the discussion forums.

Account Settings

[Account Settings](#) | Discussions | Email

Font Settings

Font Size

Medium ▾

The quick brown fox jumps over the lazy dog.

Dialog Setting

You should change modal dialogs to pop-ups if a) you primarily view the website on a small device, b) you primarily view the website with style sheets disabled, or c) you use an assistive technology (such as a screen reader, screen magnifier or voice software) that benefit from simpler page designs.

Show secondary window as

☒ Dialogs

☐ Pop-ups

HTML Editor Settings

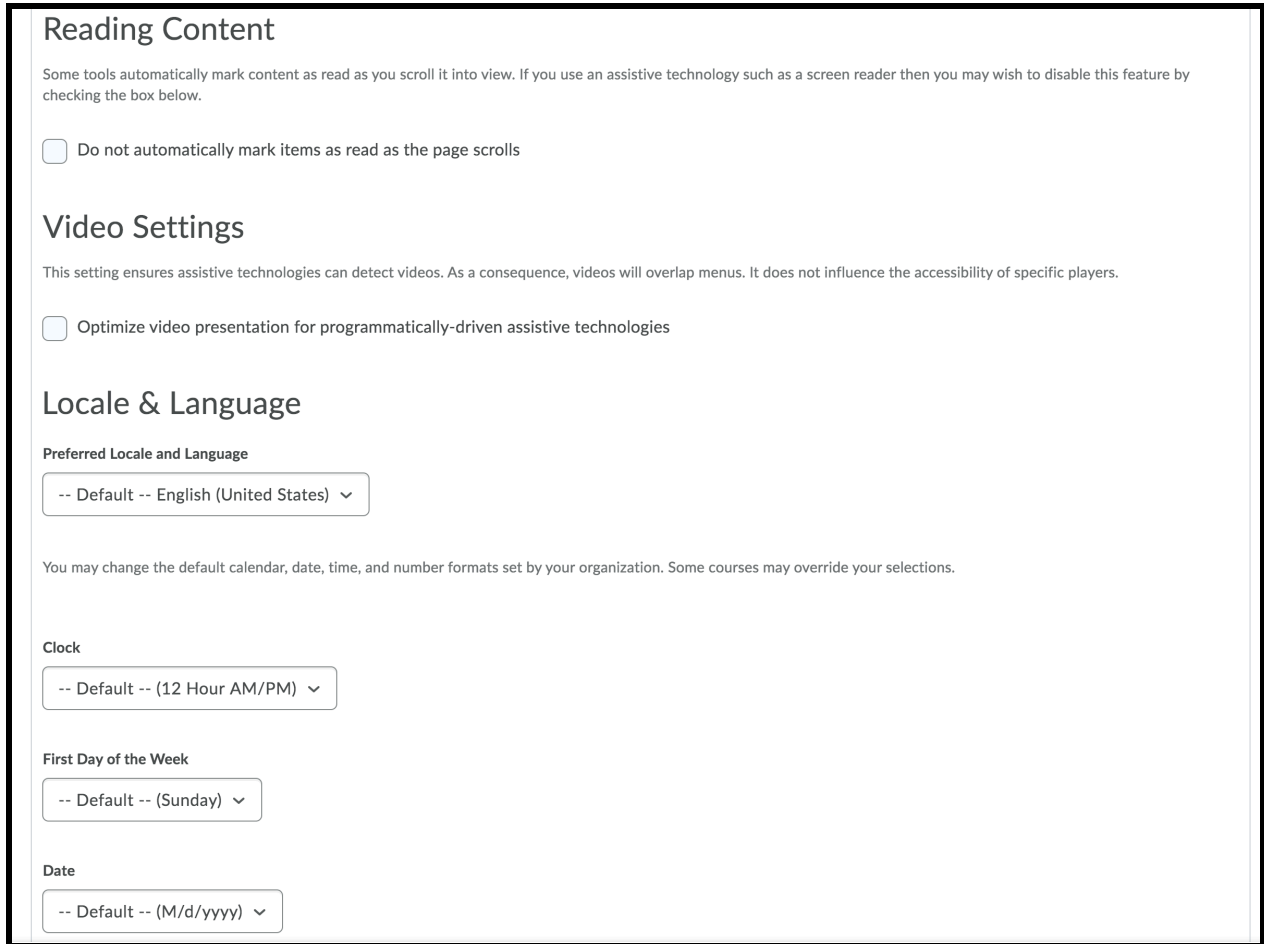
The HTML editor enables you to enter text and HTML in the system. It has many additional rich text features. If you use assistive technology such as screen readers, some of these features might be difficult to navigate.

HTML Editor

☐ Turn off rich text editor and view source

1. Click on your **name or initials/profile picture** in the minibar.
2. Select **Account Settings** to open the tab **Account Settings**.
3. Font sizes in Brightspace can be altered below **Font Settings**. However, the font size in images, documents and objects remains unchanged.
4. **Dialog Settings** allows you to choose whether you want dialogs to be shown in the same window (Dialogs) or in a new window (Pop-ups). Opt for Pop-ups if you wish your page remains uncomplicated, this is recommended when working with small screens or assistive technology like a screen reader or voice software.
5. It is possible to disable elaborate text editing options in the HTML-editor. To do this, check the box beneath HTML Editor Settings. This is not recommended: apart from turning off all text editing options, line breaks are no longer recognized and the HTML source code for existing texts will be visible!

Note: In Brightspace it is not possible to use a view for dyslexics. If you do want to have this option, you can [add an extension in Chrome](#). You can turn this extension on/off when visiting any website.



The screenshot displays a settings menu with three main sections: 'Reading Content', 'Video Settings', and 'Locale & Language'. The 'Reading Content' section includes a checkbox to 'Do not automatically mark items as read as the page scrolls'. The 'Video Settings' section includes a checkbox to 'Optimize video presentation for programmatically-driven assistive technologies'. The 'Locale & Language' section contains three dropdown menus: 'Preferred Locale and Language' (set to '-- Default -- English (United States)'), 'Clock' (set to '-- Default -- (12 Hour AM/PM)'), and 'First Day of the Week' (set to '-- Default -- (Sunday)'). Below these is a 'Date' dropdown menu (set to '-- Default -- (M/d/yyyy)').

Reading Content

Some tools automatically mark content as read as you scroll it into view. If you use an assistive technology such as a screen reader then you may wish to disable this feature by checking the box below.

☐ Do not automatically mark items as read as the page scrolls

Video Settings

This setting ensures assistive technologies can detect videos. As a consequence, videos will overlap menus. It does not influence the accessibility of specific players.

☐ Optimize video presentation for programmatically-driven assistive technologies

Locale & Language

Preferred Locale and Language

-- Default -- English (United States) ▾

You may change the default calendar, date, time, and number formats set by your organization. Some courses may override your selections.

Clock

-- Default -- (12 Hour AM/PM) ▾

First Day of the Week

-- Default -- (Sunday) ▾

Date

-- Default -- (M/d/yyyy) ▾

1. With some Brightspace functionalities, text will be marked as read when you have scrolled over it. Beneath Reading content you are able to prevent this by checking the box **Do not automatically mark items as read as the page scrolls**.
2. Below **Video Settings** you can allow aid programs to see and play videos by checking the box **Optimize video presentation for programmatically-driven assistive technologies**.
3. The first day of the week, date-, number- and percentage formats can be changed under Locale and Language (Please note: it might occur that some courses overwrite your preferences).

Time Zone

You can set your preferred time zone, which will show all of your times with dates in that time zone.

Continent

Americas ▾

Select a continent to populate the list of time zones.

Time Zone

GMT-5:00 Canada - Toronto ▾

Offset in hours from UTC, time zone name.

Signing In

Online Status

☒ Appear online (when I'm logged in)
☐ Always appear offline

[Which option should I choose?](#)

Application Settings

Applications registered to your account can access the system on your behalf.

OAuth 2.0

You can revoke authentication of each application registered using OAuth 2.0 individually.

[Manage applications registered with OAuth 2.0](#)

ID Key Authorization

You can revoke the authentication of all applications registered through the ID Key Authorization system by clicking the Revoke Access button below. This will force all applications registered through ID Key Authorization to renew their authentication.

Revoke Access

1. The time zone can be changed beneath the **Time Zone**.
2. Beneath signing in, you can hide your online status for others by checking **Always Appear Offline**. Should your online status be available for others, check the **Appear Online** box.
3. Click **Save and Close** at the bottom of the page in order to save your changes and to return to the page you were before adjusting your account settings.

Discussions

The screenshot shows the 'Account Settings' page with the 'Discussions' tab selected. The page is divided into three sections: Personal Settings, Org Unit Settings, and Subscription Settings. Under Personal Settings, there are checkboxes for 'Always show the Discussions List pane', 'Display deleted posts', and 'Include original post in reply'. Under Subscription Settings, there is a checked checkbox for 'When creating a new thread, subscribe to the thread by default'. Under Org Unit Settings, there is a dropdown menu for 'Default Rating Scheme' set to 'No Ratings'. At the bottom, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.

Account Settings

Account Settings Discussions Email

Personal Settings

Display Settings

- ☐ Always show the Discussions List pane ?
- ☐ Display deleted posts ?

Reply Settings

- ☐ Include original post in reply ?

Subscription Settings

- ☒ When creating a new thread, subscribe to the thread by default

Org Unit Settings

Default Rating Scheme

Your selection will automatically display in the Rate Posts drop-down list on the New Topic page and will automatically apply to imported course components.

No Ratings ▼

Save and Close Save Cancel

1. Navigate to the **Discussion** tab to alter discussion settings.
2. Beneath Personal Settings you are able to adjust personal settings concerning the discussions:
 - a. Selecting **Always show the discussion list pane** allows you to always see an overview of the discussion on the left side of your screen. Selecting **Display deleted posts** enables you, while browsing topics, to see posts that have been removed.
 - b. Selecting **Include original post in reply** beneath **Reply Settings** causes the original post to be included in your reply by default.

- c. If you wish to be automatically subscribed to a thread you created, select the option **When creating a new thread, subscribe to the thread by default** beneath **Subscription Settings**.
3. The dropdown menu beneath Org Unit Settings gives you the option to allow participants of a discussion to rate each other's posts. Ratings can be visualized by means of stars, up vote/down vote or up vote only.
4. Click **Save and Close** at the bottom of the page in order to save your changes and to return to the page you were before adjusting your account settings.