

Connecting with Brightspace Guided Training

Welcome to Brightspace Guided Training, a crucial resource now available to you as a future Brightspace UCM user. Brightspace offers comprehensive training courses that will guide you through the onboarding process. By the summer of 2025, all courses will transition to Brightspace as our official learning management system at UCM. This training resource will enhance your proficiency in using Brightspace to achieve your academic goals. This document provides a step-by-step guide on setting up a Brightspace account, ensuring your access to guided training and webinars. Please contact Digital Learning and Instructional Innovation (DLII) for any queries.

Join the Brightspace Community

First, go to [Brightspace Guided Training](#), part of the Brightspace Community.

D2L BRIGHTSPACE COMMUNITY Documentation Release Information Discussions Events Resources

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TRAINING

Welcome to Brightspace Guided Training

By Ashley.B.406 Last Updated: Nov 7, 2023

Brightspace Guided Training was designed to help you onboard onto Brightspace at the pace that's right for you. It's designed for anyone building, teaching, or facilitating courses within Brightspace, and for those that support them.

If you are new to online learning, new to Brightspace, or just looking for how to do something new in your Brightspace classroom, this is the perfect starting place for you.

Brightspace Guided Training is made up of two main elements: courses and webinars.

Brightspace Guided Training courses

Courses are online resources that contain short, updated, and interactive instruction for various Brightspace tools, for instructors and administrators. You can access them anytime, anywhere, and at your own pace. Whether you want to learn how to create quizzes or learn to create a user, you will find a tutorial that suits your needs. To learn more, visit [D2L Brightspace Guided Training Courses - Brightspace](#)

Brightspace Guided Training Webinars

Webinars are live sessions with a D2L Trainer who will guide you through the Brightspace features and answer your questions. You can join the webinars for free and watch recordings of some past ones. To learn more about the webinars and how to register, visit [D2L Brightspace Guided Training Webinars - Brightspace](#)

Updates

We're continuously keeping things up to date for you. Follow changes to Brightspace Guided Training at [D2L Brightspace Guided Training Updates - Brightspace](#)

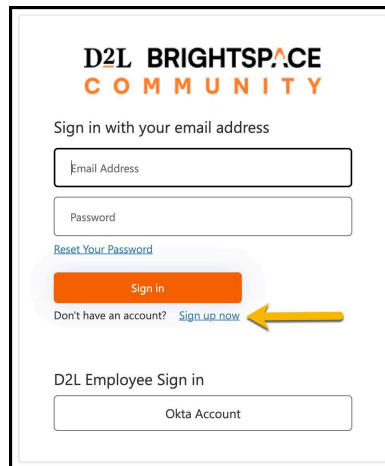
On This Page

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- Brightspace Guided Training Webinars
- Updates

Click the **Sign In** button in the upper right corner of the screen.

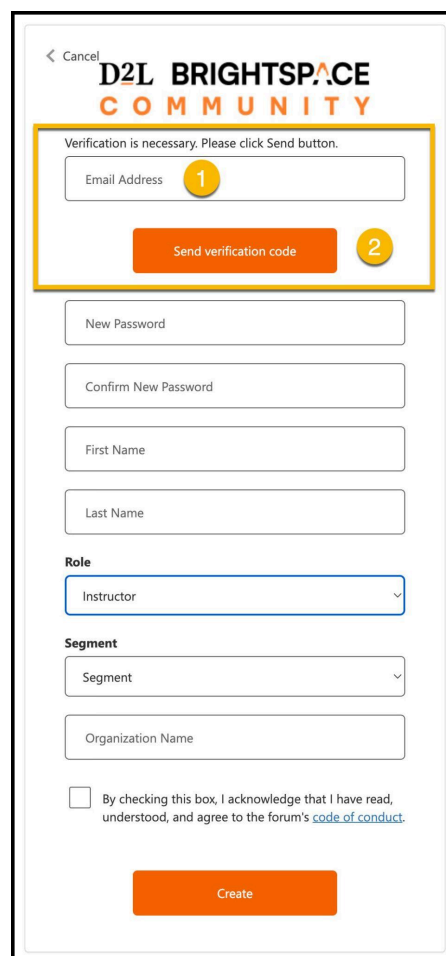
If this is your first time using the Brightspace Community, click the **Sign up now** button to start the account creation process. Please remember, even if you registered for the UCM Brightspace Sandbox during our review phase, creating a distinct account in the Brightspace Community is

crucial. Setting up a new account will help us ensure a smooth transition and provide you with the best learning experience.



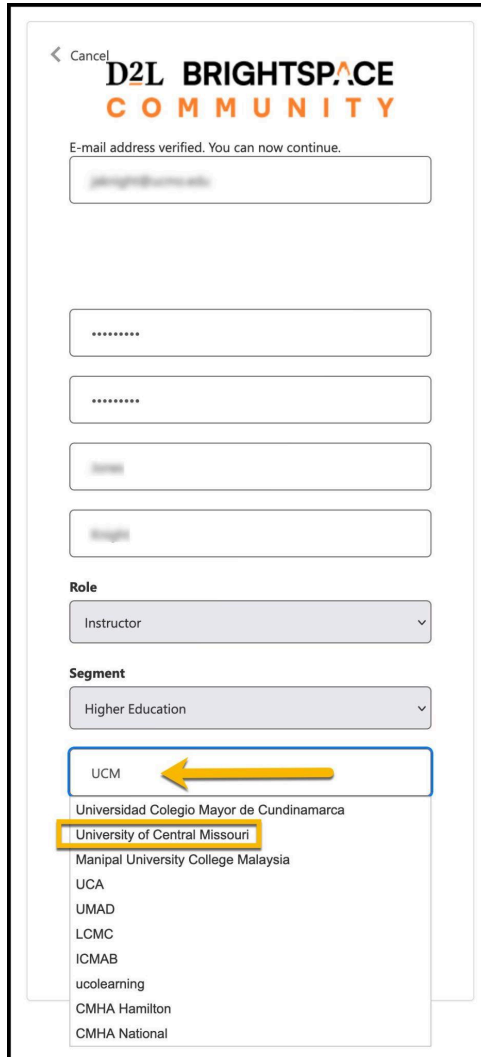
The image shows the D2L Brightspace Community sign-in page. At the top is the logo "D2L BRIGHTSPACE COMMUNITY". Below it, the text "Sign in with your email address" is followed by two input fields: "Email Address" and "Password". A link "Reset Your Password" is positioned below the password field. An orange "Sign in" button is located below the "Email Address" field. Below the "Sign in" button, the text "Don't have an account?" is followed by a blue link "Sign up now", which is pointed to by a yellow arrow. At the bottom, there is a section for "D2L Employee Sign in" with an "Okta Account" input field.

A new window will open for you to complete the verification process. To do so, enter your UCM email address and click the Send verification code button below.



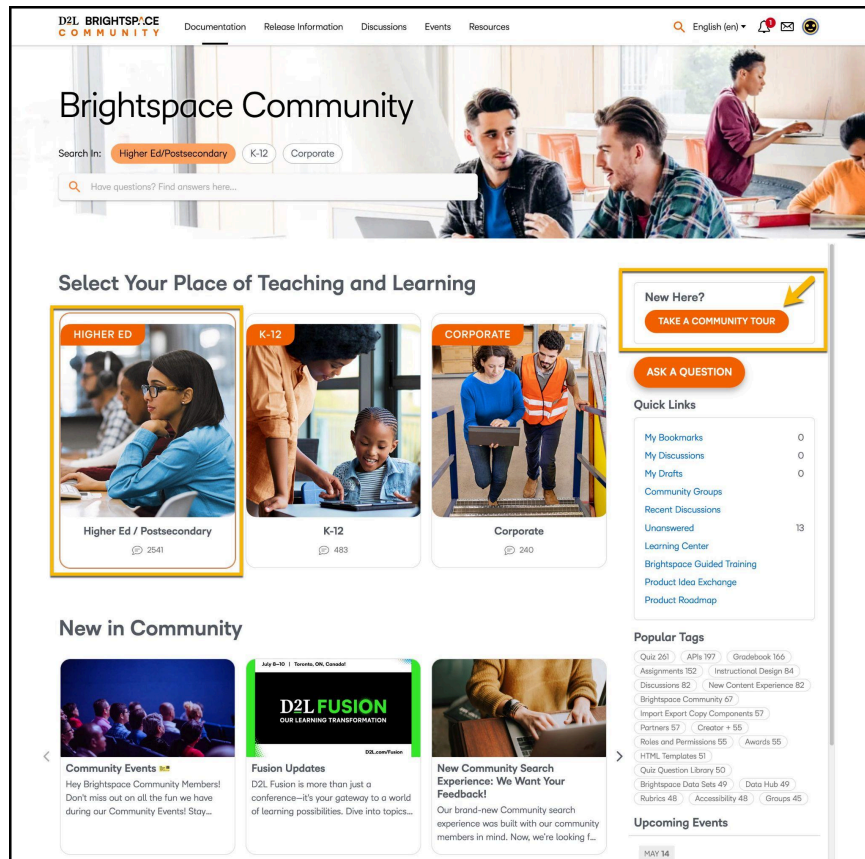
The image shows the D2L Brightspace Community verification page. At the top left is a "Cancel" link. The logo "D2L BRIGHTSPACE COMMUNITY" is at the top center. Below the logo, a message states "Verification is necessary. Please click Send button." A yellow box highlights the "Email Address" input field (labeled with a yellow circle with the number 1) and the "Send verification code" button (labeled with a yellow circle with the number 2). Below this box are input fields for "New Password", "Confirm New Password", "First Name", and "Last Name". There are two dropdown menus: "Role" (with "Instructor" selected) and "Segment". Below these is an "Organization Name" input field. At the bottom, there is a checkbox with the text "By checking this box, I acknowledge that I have read, understood, and agree to the forum's [code of conduct](#)." Below the checkbox is an orange "Create" button.

The verification process is a necessary step. You'll need to add your email address and the verification code, which will be promptly emailed to you. Once you've received the code, enter it in the designated field. Then, you can proceed with the remaining verification steps. For the **Organization Name**, simply type in UCM and select University of Central Missouri from the drop-down menu that appears.



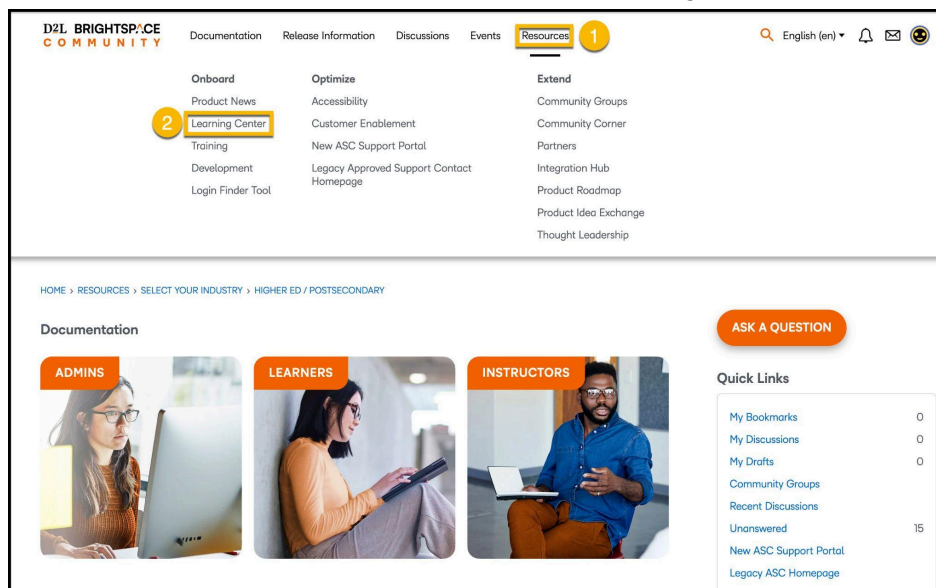
The screenshot shows the D2L Brightspace Community verification interface. At the top, there is a 'Cancel' link and the D2L Brightspace Community logo. Below the logo, a message states 'E-mail address verified. You can now continue.' followed by a text input field containing a blurred email address. There are four more text input fields, each containing a series of asterisks, likely for a password or verification code. Below these fields are two dropdown menus: 'Role' with 'Instructor' selected, and 'Segment' with 'Higher Education' selected. The 'Organization Name' field contains 'UCM' and is highlighted with a blue border and a yellow arrow pointing to it. A dropdown menu is open below this field, listing several institutions: 'Universidad Colegio Mayor de Cundinamarca', 'University of Central Missouri' (highlighted with an orange box), 'Manipal University College Malaysia', 'UCA', 'UMAD', 'LCMC', 'ICMAB', 'ucollearning', 'CMHA Hamilton', and 'CMHA National'.

Once you have successfully set up your account, you can access the Brightspace Community landing page. Depending on your user role, selecting Higher ED will take you to the available resources. You can also **Take a Community Tour** to familiarize yourself with the Brightspace Community site.



Access Guided Training

To access the Brightspace Guided Training, select Resources from the Brightspace Community landing page from the menu bar at the top, then choose Learning Center.



You can access the Brightspace Guided Training opportunities by clicking on either Brightspace Guided Training link on this page.

The screenshot shows the D2L Learning Center homepage. At the top, the header includes the D2L Learning Center logo, a grid icon, an envelope icon, a speech bubble icon, a bell icon, and a user profile icon labeled "James Wright". Below the header is a navigation bar with links: Main, Featured, Free Courses & Tools, Brightspace Guided Tr..., Certificate Training, Accessibility Academy, Service Partners, and Sub... >. The main content area features a grid of eight tiles. The third tile in the first row, labeled "Brightspace Guided Training", is highlighted with a yellow border. The fourth tile in the second row, labeled "Service Partners", contains a "D2L CERTIFIED SERVICE PARTNER" badge. Below the grid is a section titled "Brightspace Guided Training" with a dropdown arrow. This section includes a cartoon moose holding a flag, the text "Brightspace Guided Training", and a description: "Access to self-guided content and opportunities to attend instructor-guided training webinars". A yellow box highlights the link "Come see what Brightspace Guided Training offers", with a yellow arrow pointing to it from the right. At the bottom of the page, there is a footer with links for "Privacy Statement" and "Community Rules".

D2L Learning Center

Main Featured Free Courses & Tools Brightspace Guided Tr... Certificate Training Accessibility Academy Service Partners Sub... >

Featured

Catch A Ride to the Brightspace Learning Center

Brightspace Guided Training

Certificate Training

Accessibility Academy

D2L CERTIFIED SERVICE PARTNER

Service Partners

Subscription Training

New PIE item Launched

Product Idea Exchange (PIE)

Brightspace Guided Training ▼

 **Brightspace Guided Training**

Access to self-guided content and opportunities to attend instructor-guided training webinars

[Come see what Brightspace Guided Training offers](#)

[Privacy Statement](#) / [Community Rules](#)

Guided tours provide users with the best opportunity to familiarize themselves with Brightspace tools. The Brightspace Guided Training for Instructors will be helpful as you learn more about Brightspace.

-- Select a sub-category --

Administrators

Brightspace Guided
Training for Administrators

Instructors

Brightspace Guided
Training for Instructors

Instructores

Entrenamiento guiado para
Instructores en Brightspace

Enseignants

La formation guidée pour
les enseignants en
Brightspace

Instructeurs

Brightspace Begeleide
Training voor Instructeurs

Professores

Treinamento Guiado do
Brightspace para
Professores

Brightspace Guided Training



Brightspace Guided Training

Access to self-guided content and opportunities to attend instructor-guided training webinars

[Come see what Brightspace Guided Training offers](#)

Contact DLII at dlil@ucmo.edu if you have any questions.