



Halton  
District  
School  
Board

# Learning in Brightspace

**TOGETHER**  
we inspire every student to



LEARN    GROW    SUCCEED

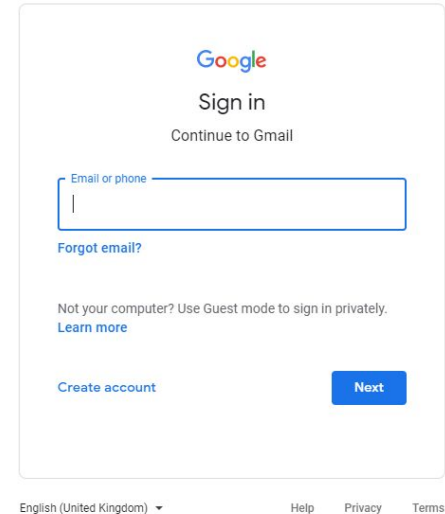
# What is Brightspace?

- Learning Management System (LMS) created by D2L
- used for teaching and learning for secondary students in HDSB
- all HDSB staff and students have access to Brightspace



# How do I Login to Brightspace?

- Use your HDSB email and password
- Log into Brightspace [instructions](#)
- Access Brightspace from your Google Apps Launcher
- Make sure you are using the most updated version of the CHROME browser

A screenshot of the Google Sign in page. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" and "Continue to Gmail" are centered. A text input field with a blue border is labeled "Email or phone" and contains a vertical cursor. Below the input field, there is a link "Forgot email?". Further down, a line of text reads "Not your computer? Use Guest mode to sign in privately." followed by a "Learn more" link. At the bottom left, there is a "Create account" link, and at the bottom right, there is a blue "Next" button. At the very bottom of the page, there are three small links: "English (United Kingdom)", "Help", "Privacy", and "Terms".

# HDSB Landing Page

The screenshot shows the HDSB eHUB landing page. At the top left is the Haldimand District School Board logo and 'eHUB'. At the top right is a user profile for Tanya Williamson as a student, with icons for a grid, email, chat, and notifications. Below the header is a navigation bar with 'Digital Tools', 'eLC Website', 'Library Services', and 'Student Support' (highlighted with a red arrow and the text 'Tech Support form'). To the right of this bar is a red arrow pointing to a grid icon with the text 'Find your courses here'. Below the navigation bar is a personalized greeting: 'Hi Tanya! We're glad that you're here!'. The main content area is divided into three sections: 'News' (with a dropdown arrow and the text 'There is no news to display.'), 'Support Portal' (with a dropdown arrow and a graphic titled 'Got questions? Find Answers Here'), and 'My Courses' (with a dropdown arrow and a card for 'Course Ended' on Jul 26, 2019, with a red arrow pointing to it). Below the 'My Courses' section is a 'Google Apps' section (with a dropdown arrow and a red arrow pointing to it) showing icons for Mail, Calendar, and Drive, with the text 'Sync to Gdrive' next to it.



# Connect to Google Workspace

## [How to sync your Gdrive to Brightspace](#)

Before:

Access Google Workspace ▾

You do not have a Google Workspace account linked with the organization.  
[Link to your Google Workspace account.](#)

After:

Access Google Workspace ▾

-  Unread Mail (79)
-  Upcoming Events (10)
-  Google Drive

# Setting Up Notifications

The screenshot shows the eHUB user interface. At the top left is the Halton District School Board logo and the eHUB text. On the right side of the top navigation bar, there are icons for a grid, email, chat, and a bell. Next to these is a user profile card for 'Laura McKay' with the initials 'LM' and a gear icon for settings. An orange arrow points from the gear icon to a dropdown menu that is open. The menu contains the following items: 'View as \_Student' with a 'Change' link to its right; 'Profile'; 'My Portfolio'; 'Notifications' (highlighted with an orange arrow); 'Account Settings'; 'Progress'; and 'Log Out'. Below the navigation bar, the 'Notifications' section is visible, with the heading 'Notifications' and a sub-heading 'Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things h...'. Below this is a form area with several input fields.

# Setting Up Notifications

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## Notifications

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

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### Contact Methods

Email Address

Send email notifications to:

[Change your email settings](#)

Mobile Number

[Register your mobile](#)

[Register your mobile](#)

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Make sure you update your contact methods by typing in both the email address you use most regularly, and your mobile number, so that you can receive emails and texts from the course

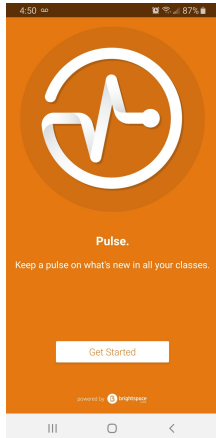
# Setting Up Notifications - Pulse App

## Notifications

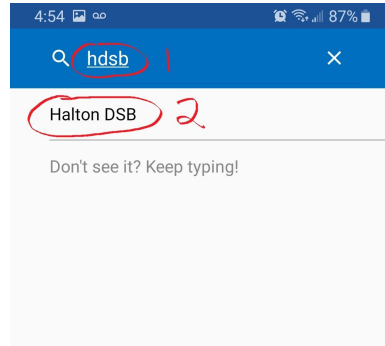
Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

## The Pulse App: Stay Up-to-date on the Go!

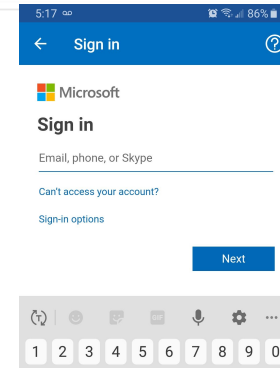
Pulse helps you stay connected and on track with your Brightspace courses!



Download  
the App



When you first  
access the app,  
search for  
**Halton DSB**



Sign into  
the app  
just like  
you do  
for your  
HDSB  
account



# Course Homepage



eLearning Student Orientation



Tanya Williamson  
as Student

## Links to Course Tools



Resources



Communication



Content



Assessments



Teacher Support



Email My Teach...

Access to Portfolio  
Tool

Email your  
teacher via gmail

Activity Feed



Look for course information  
from your teacher in the activity  
or news feed



Create a post...

Latest Posts



Laura McKay • Message • Aug 30, 2018 2:03 PM

Welcome to Student Orientation

This is a quick series of activities that will help find your way around your

Calendar



Check course calendar  
for due dates

Tuesday, August 27, 2019



Upcoming events



There are no events to  
display. [Create an event.](#)

# Getting Back to Homepages

The screenshot shows the eHUB interface. At the top left is the eHUB logo. To its right is the text "Tanya's Sandbox". A red arrow points from the text "Click here for course homepage" to "Tanya's Sandbox". Below the header is a row of icons for various features: Resources, Communication, Content, Assessments, Teacher Support, Email My Teach..., Virtual Classro..., and Video Assignm... A red arrow points from the text "Click here for system landing page" to the Resources icon.

Click here for course homepage

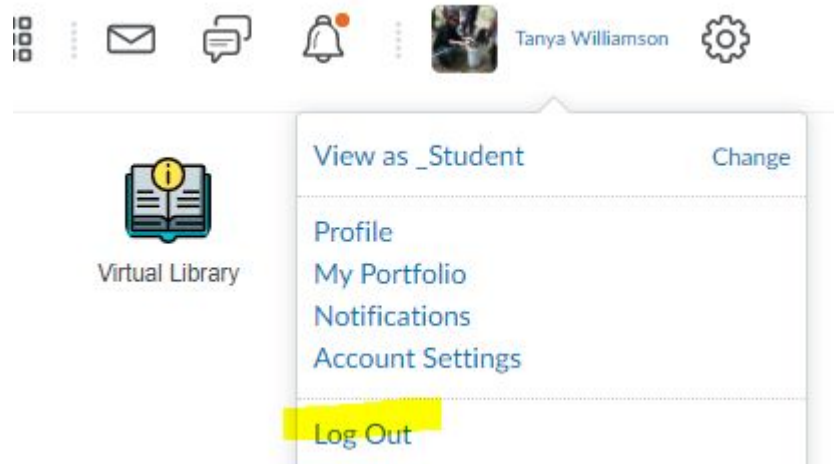
Click here for system landing page

# Submitting Files for Evaluation

- [Sync](#) your Brightspace Account with Google Apps to submit directly from your Gdrive
- From a hard drive you can submit pdf, doc, docx, ppt, pptx, jpg, png
  - If using a Mac, save as a pdf then upload
- Avoid using illegal characters in your file name such as \ / : \* ? " < > | ~ # % & + { }

# Logging Out of Brightspace

1. On the minibar, click your name
2. Select "Log Out"



# Technical Problems?

- Read these [Tech Troubleshooting FAQs](#)
- HDSB [Brightspace Support](#) for students- submit a tech support ticket for login problems. Look for this icon in the Brightspace navbar.



Tech Support

# Succeeding Online

## 1. Creating your own space to work

- Brightspace is responsive on all devices

## 2. Communicate with your teacher for help

- Use your HDSB email to contact your teacher



## 3. Minimize distractions

- Set up a quiet, well lit workspace

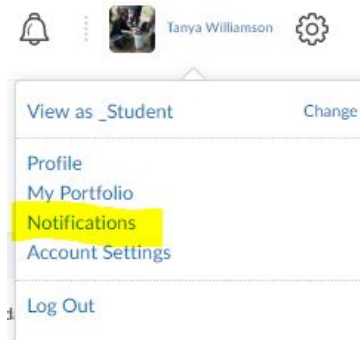


# Succeeding Online

## 4. Organize your Time

- Create a schedule and goals for your day/week

## 5. Set up Notifications for course updates



# How To Videos

- [Youtube Playlist](#) for students: How to use Brightspace
- also available on [hdsb.ca](https://www.hdsb.ca)
  - Navigating Brightspace
  - Connecting your GSuite Account
  - Adding to a Discussion Thread
  - Submitting an Assignment
  - Writing a Quiz