

Brightspace (D2L) Quick Guide

Getting Started

To **Login** to your D2L account:

Go to [PTC's Homepage \(www.ptc.edu\)](http://www.ptc.edu).

- Click on the **PTC PATHWAY** link.
- Enter your username and password.
- Click **Login**.
- Click on the D2L Brightspace link.

Note: You will need to change your password when you login the first time. Visit <http://www.ptc.edu/new-ptc-pathway-first-time-login-information> for more information.

Navigation - My Home and the Main Navigation Bar

My Home is your starting point inside D2L. On the homepage, you will find **Help**, **Resources**, and other information. The **My Courses** area will display course tiles after you pin them. (Remember you cannot enter courses until the first day of class.)

The **Minibar** is located at the top of a page. It is your main navigation tool to courses, email, alerts, and personal settings in D2L.

The course selector lists your courses. You can select specific courses from the course selector and pin them to the top of the list for easier navigation. Pinned courses also display as tiles in your **My Courses** area.

To pin courses, click on the course selector in the Minibar and select the pin icon beside the course title.

Navigation – The Course Homepage and Navbar

The **Course Home** is similar to the **D2L My Home** but contains course related information and tools.

The **Announcements** area is where instructors will share important information with you. The **Calendar** displays course related events.

The course homepage navbar contains links to tools used for the course. The **title of the course** will always bring you back to the course homepage.

The home icon will return you to the **My Home** page.

TIPS

- **Are You D2L Ready?** contains resources for users who are new to D2L.
 - Run a **System Check** on every computer you use to access D2L.
 - Be sure to clear your browser cookies and cache often to prevent technical difficulties.
 - Be sure to set your security questions in **Pathway** so that you can reset your password when needed.
 - Notification settings allow you to set up periodic updates by email or text message about **Assignments, Quizzes, Grades, or Announcements**.
 - The D2L **Brightspace Pulse** app is available for Android or iOS mobile devices. The app allows you to access and view details about upcoming Assignments, Discussions, and Quizzes as well as Announcements from your instructors. You can download **Brightspace Pulse** from the Apple Store or Google Play.
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D2L Course Tools

The **Content Tool** contains the main course material for your courses. Your syllabus, assignment schedule and other course documents can be found by accessing this link from the course navigation bar.

Frequently Used Course Tools: *Discussion, Assignments, Quizzes*

The **Discussions Tool** allows you to communicate with your instructor and peers without having to be online at the same time. To start a thread:

1. Click **Discussion**.
2. Choose and click on a Discussion Topic.
3. Click **Start a New Thread**.

The **Assignments Tool** is used for homework assignments. Homework assignments appear in folders. To submit a file for an assignment:

1. Click **Assignments**.
2. From the list of folders, choose and click the folder link.
3. Click **Add a File**.
4. Click **Upload**.
5. Locate and click the file you wish to submit from your file documents.
6. Click **Add**.
7. Click **Submit**.

The **Quizzes Tool** is used by instructors for quizzes, exams, and tests. Some instructors may require exams and quizzes to be proctored or timed. To use the **Quizzes Tool**:

1. Click **Quiz**.
2. Click on the quiz you wish to take. Read the quiz details and instructions. Be sure to note any enforced time limits.
3. Begin the quiz. D2L automatically saves your answers as you progress through the quiz.
4. When you have finished your quiz, click **Submit Quiz**.
5. Click **Submit Quiz** on the **Quiz Submission Confirmation** page.
6. Review your answers and score on the **Quiz Submissions** page.

Note: Instructors may not allow you to review questions until after the quiz period has ended.

Frequently Used Communication Tool: *Classlist*

The **Classlist** provides a list of all your classmates and instructors with a direct email link.

Frequently Used Progress Tools: *Grades, Class Progress*

The **Grades Tool** shows the grades for your course.

The **Class Progress Tool** displays your course progress with content, discussions, assignments, quizzes and more.