



Get Started with Brightspace

Learner/Family Guide



Welcome to Brightspace

Communication
Collaboration
Learning



Brightspace Basics:

Learner Goals:

1. Log-in to Brightspace
2. Update Account and Notification Settings and Preferences
3. Check, reply to, and forward emails from Brightspace
4. Navigate to class
5. Navigate in a class
6. Submit an assignment
7. Submit a discussion board
8. Get help when stuck

Family Goals:

1. Log-in to Brightspace
2. Update Account and Notification Settings and Preferences
3. View your child's progress
4. View communications from facilitators
5. Get help when stuck

Logging In to Brightspace

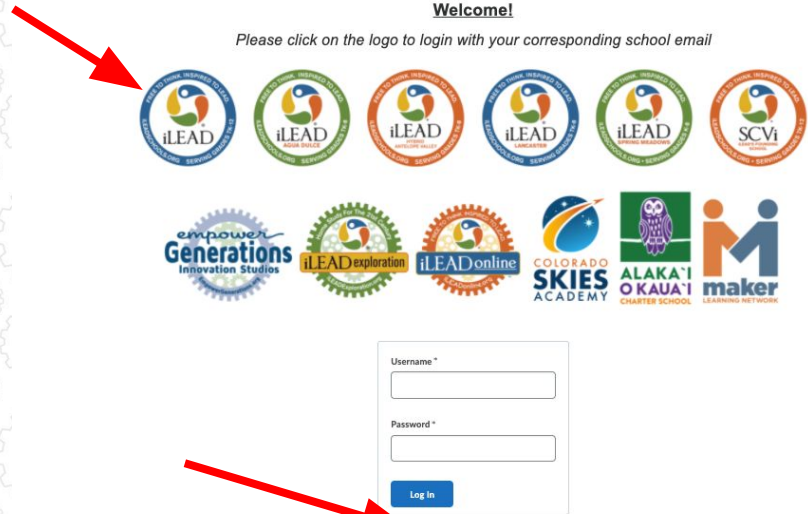
Learners:

Navigate to ilead.brightspace.com

Click the logo of your school.

Then use your school email username and password to log-in.

Need login help? Click the technology ticket link for support.



Please submit a [technology ticket](#) for help with your login.

Navigation Basics

Click screen to
play video



Update Account and Notifications



Profile



My Portfolio

Notifications



Account Settings



Progress



Log Out

Course Catalog

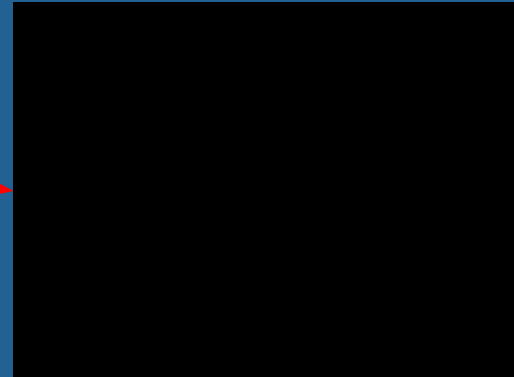
Helpdesk

Class Progress

System Check

Celebrations

Click screen to play video



Email

The screenshot shows the email interface. On the left is the 'Folder List' with 'Inbox' selected. The main area shows the 'Inbox' with buttons for 'Compose', 'Refresh', and 'Folder Management'. Below these are filters and a search bar. A message area at the bottom states 'There are no messages to display.'

Send and receive email to your facilitators and classmates in Brightspace, or forward your Brightspace emails to your school email.

The screenshot shows the 'Email Options' settings page. It includes sections for 'Email Options', 'Email Signature', 'Display Options', and 'Forwarding Options'. A red arrow points to the 'Forward incoming messages to an alternate email account' checkbox.

Account Settings Discussions **Email**

Email Options

- Include original message in email replies
- Copy external mail on all sent messages
- Save a copy of each outgoing message to the Sent Mail folder

Email Signature

Paragraph B I U Font Family Font Size

Display Options

- Show the Message Preview pane
- Show the Folder List pane
- Mark messages as read when viewed in the Message Preview pane
- Show internal email addresses in the Address Book
- Show external email addresses in the Address Book
- Allow filtering messages and contacts on group enrollment

Forwarding Options

- Forward incoming messages to an alternate email account

Email Address

- Forward and delete from the inbox folder
- Forward and mark unread in the inbox folder
- Forward and mark read in the inbox folder

Forward and Close Save Cancel

Get to My Course(s)



Use the My Courses Widget on Homepage



Welcome Everettte

My Courses

All iLEAD Online Virtual Village



1st Grade Adventure 1-4:



The Practitioner: Master

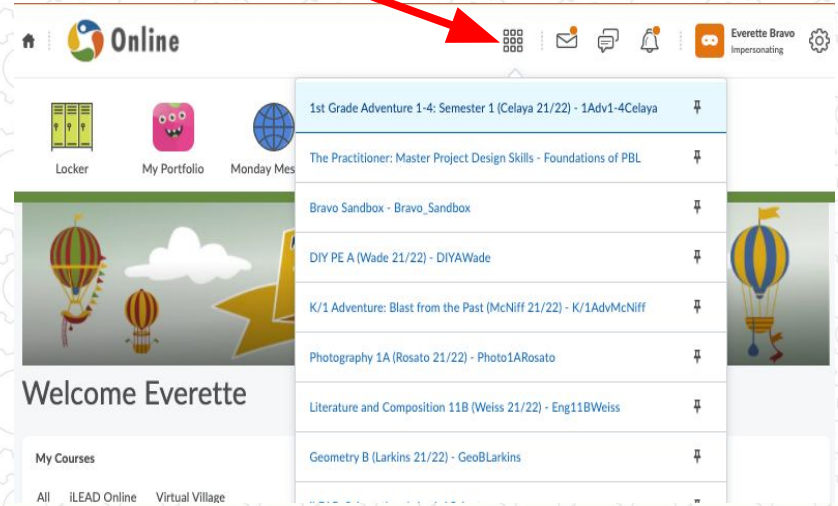


Bravo Sandbox



DIY PE A (Wade 21/22)

Use the Course Waffle in the Mini Nav Bar



Navigating Courses



The screenshot shows a web browser window displaying the course page. The address bar shows the URL `ilead.brightspace.com/d2l/home/7279`. The page title is "DreamUp to Space Virtual Mission 2021". The user is identified as "Everette Bravo".

The navigation menu includes the following items:

- Course Home
- Content
- Discussions
- Groups
- Progress
- Class Tools (highlighted)

The main content area features a banner image of a person silhouetted against a starry night sky. Below the banner, the text "Welcome Everette" is displayed. A "Visual TOC" dropdown menu is visible, showing a video player with a 5:01 duration. The browser's taskbar at the bottom shows several open tabs, including "GMT20210416-...m4a", "GMT20210416-...mp4", and "ILEAD Summer T...pdf".

Submitting Assignments and Discussions



Click [HERE](#) for a step by step tutorial on embedding google docs to your Brightspace assignments.

Cool Feature: instantly record audio and video straight into brightspace.

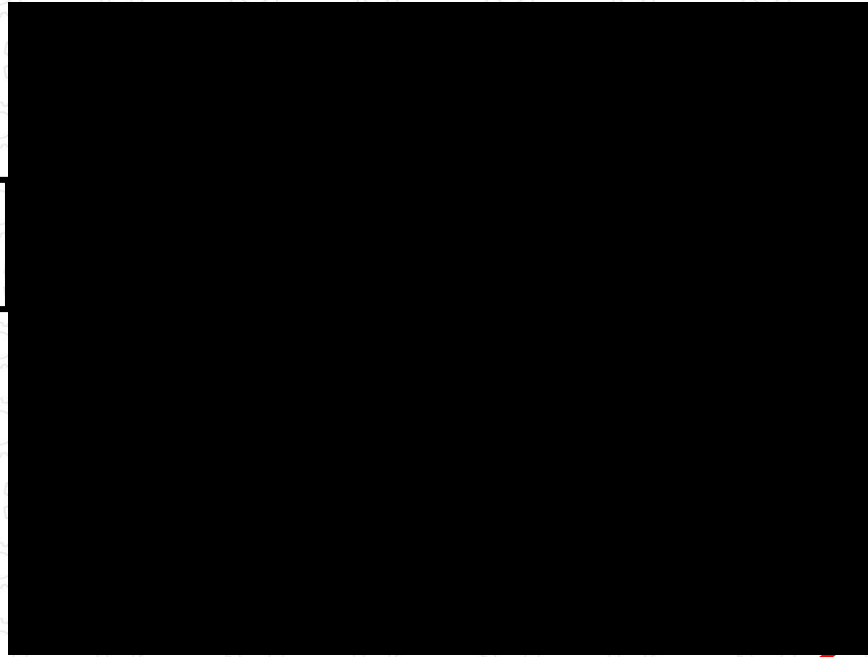
Photos of work? No problem, use the Brightspace Pulse app to upload pictures directly from your smart device.

Click screen to
play video

Check Feedback and Progress



Click screen to
play video



Course Home



Content



Discussions



Checklist



Groups



Progress



Class Tools (O...



Resources for ...

Parent/Family Dashboard



Click screen to
play video





Parent/Family Log In

You will receive an email with your username and password. In the email, a link to log-in and update password is provided. Please follow the instructions carefully.

Brightspace for Parents will work on phones, tablets, and your desktop – so you can stay connected wherever you are. We're excited to provide you with this virtual seat in the classroom!



Don't forget to download the Pulse app on your phone or tablet for ease of use.



Ask for Help When Stuck

- Contact your facilitator and ask for help
- Access the [Knowledgebase](#)
- Use the Helpdesk icon in Brightspace if you're having technical difficulties
- Submit a [Technology Ticket](#)

The screenshot displays the Brightspace user interface. At the top left, there is a home icon and the text "Online". Below this is a navigation bar with several icons: a grid of squares, an envelope, a speech bubble, a bell, and a red speech bubble icon labeled "Everette Bravo Impersonating" with a gear icon to its right. Below the navigation bar is a row of seven main menu items, each with an icon and a label: "Locker" (green locker icon), "My Portfolio" (pink monster icon), "Monday Message" (blue globe icon), "Course Catalog" (blue globe icon), "Helpdesk" (yellow gear icon with a red arrow pointing to it), "System Check" (purple gear icon with a green checkmark), and "Celebrations" (gold trophy icon).