



Get Started with Brightspace

Learner/Family Guide



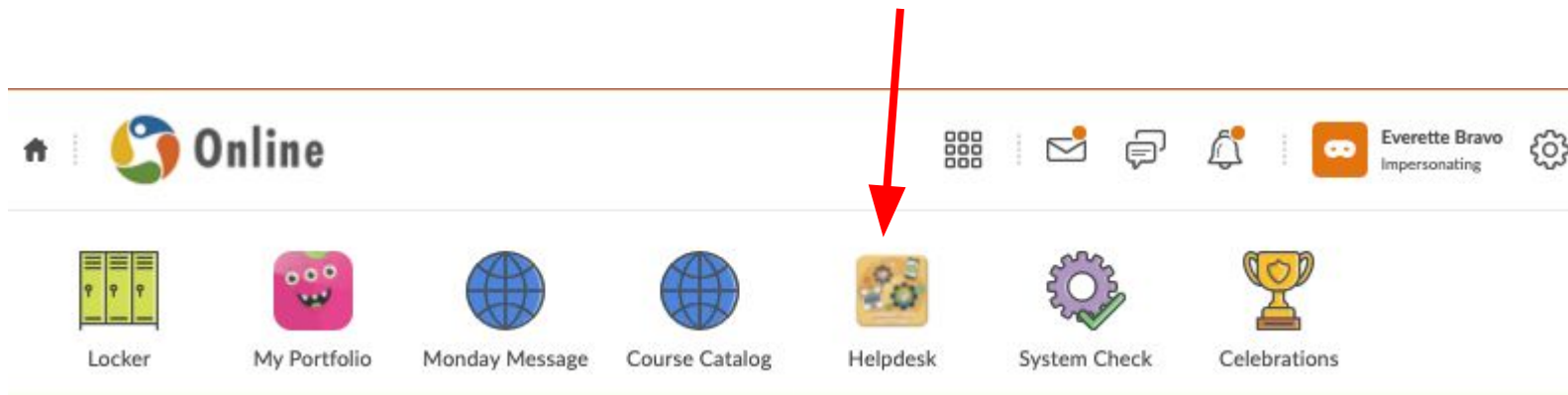
Welcome to Brightspace

Communication
Collaboration
Learning



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](#)





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!

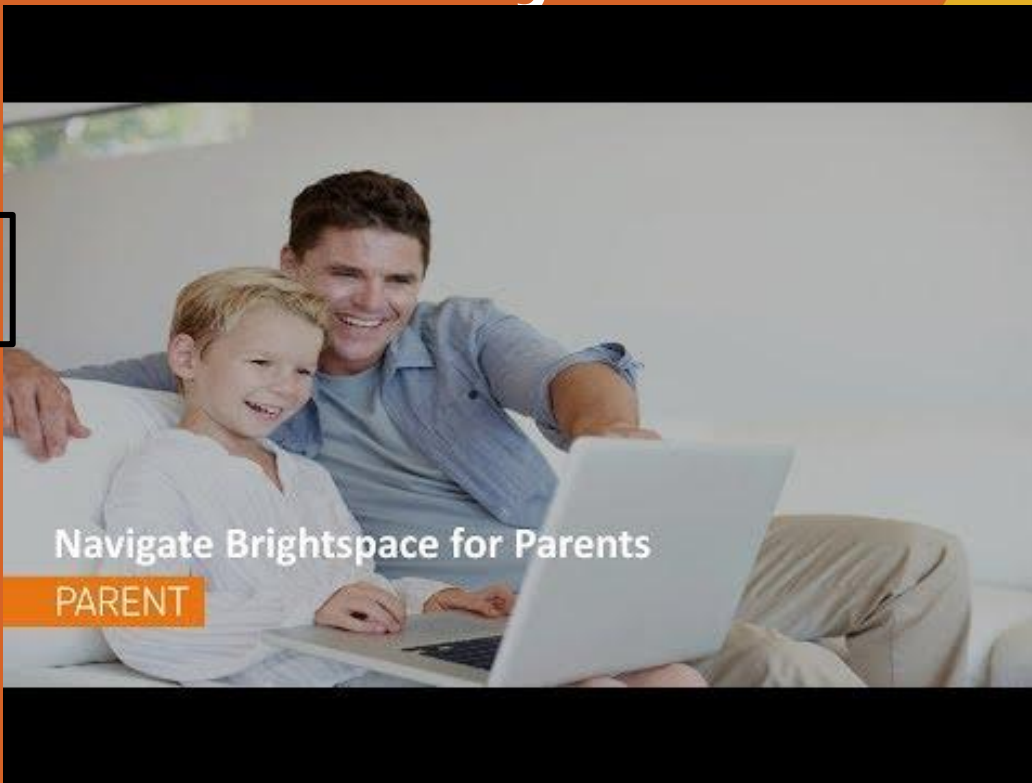


Don't forget to download the Pulse app on your phone or tablet for ease of use.

Parent/Family Dashboard



Click screen to
play video



Navigate Brightspace for Parents

PARENT

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.

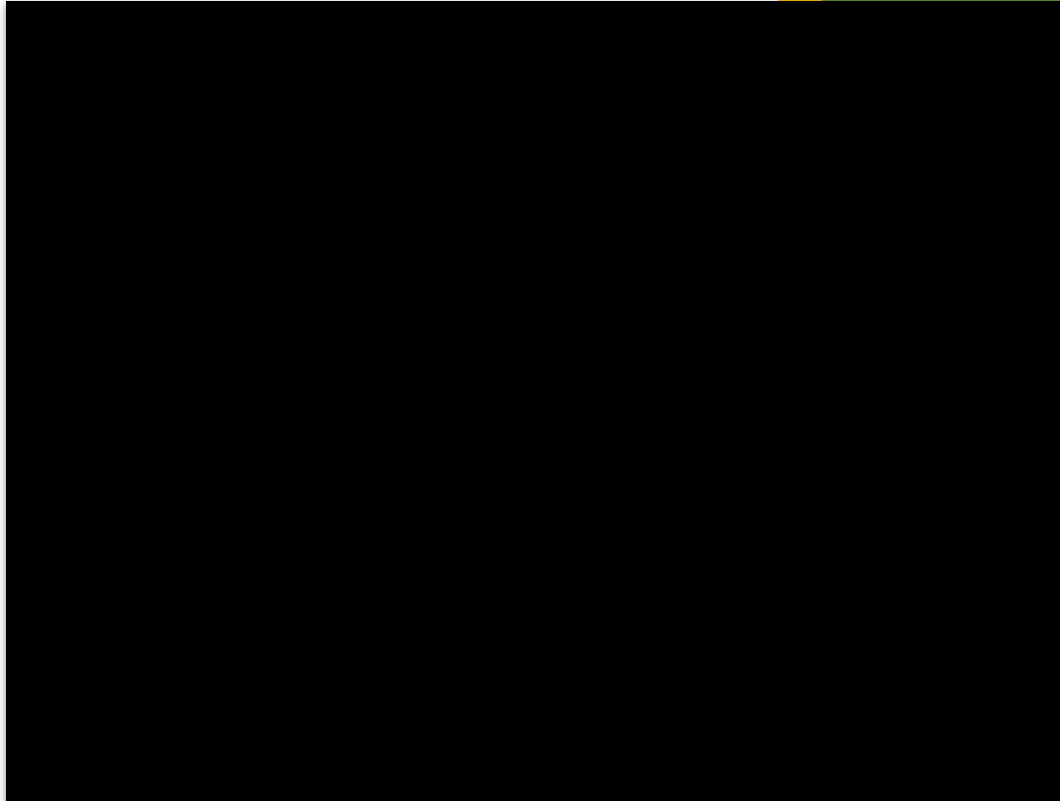


Welcome!
Please click on the logo to login with your corresponding school email

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

Folder List

- Inbox
- Sent Mail
- Drafts
- Trash
- Address Book

Inbox

Compose Refresh Folder Management

Filter By: All Messages

Search For... Show Search Options

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.

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)



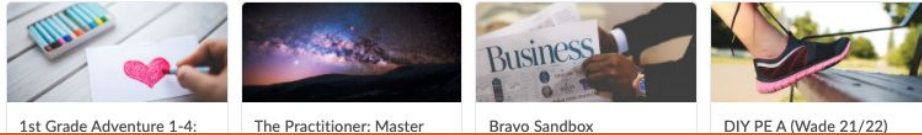
Use the My Courses Widget on Homepage



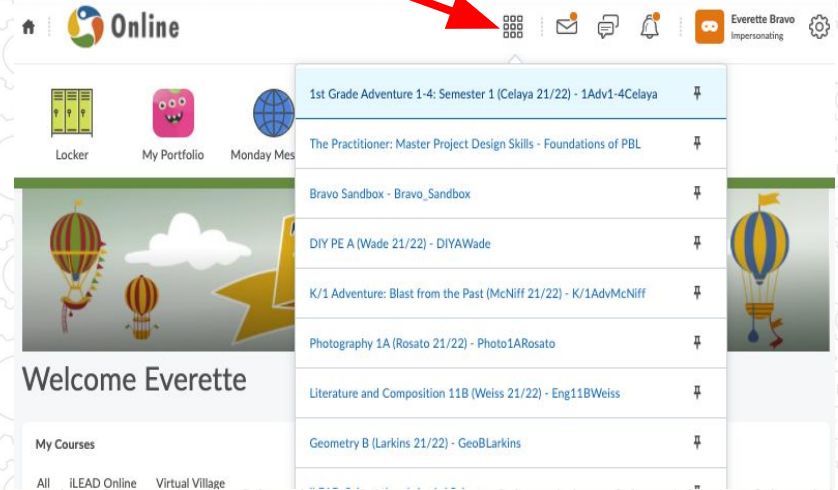
Welcome Everettte

My Courses

All iLEAD Online Virtual Village



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" section is visible, showing a video player with a progress bar at 5:01. 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.

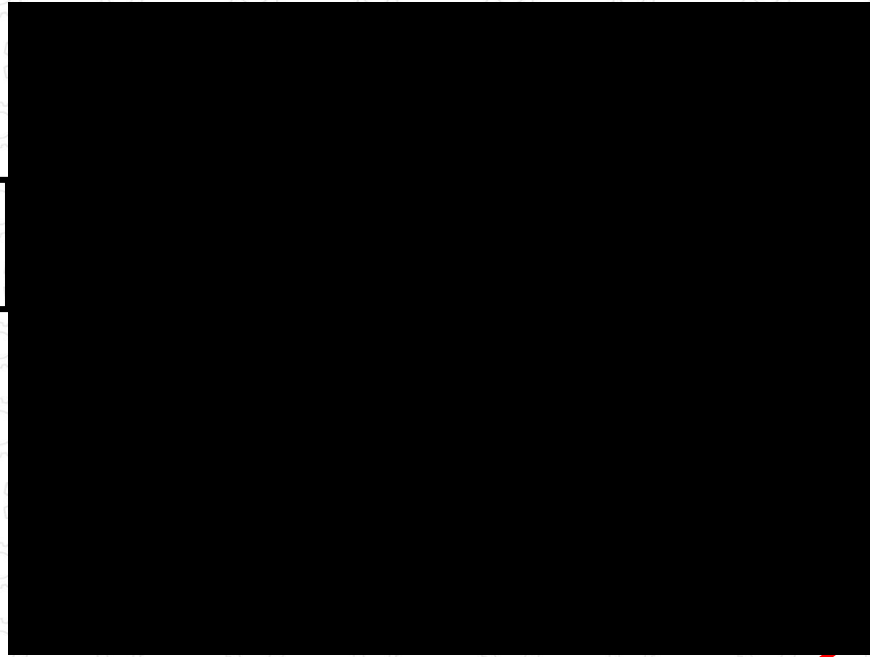
Photos of work? No problem, use the Brightspace Pulse app to upload pictures directly from your smart device.

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 ...