



D2L Brightspace Start Guide for Faculty Minnesota State

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GUIDE OVERVIEW

The purpose of this guide is to provide you with an introduction to D2L Brightspace as you consider adapting your course to this fully online format. If you are seeking additional information than what is provided in this guide, more detailed resources can be found at the Minnesota State [D2L Support](https://mnsu.sharepoint.com/sites/D2Lsupport) site (<https://mnsu.sharepoint.com/sites/D2Lsupport>) available to Minnesota State students, faculty, and staff. At the **D2L Support** site, you and your students can view how-to guides and best practices in D2L Brightspace, and bookmark or download them in PDF format. The site provides numerous resources for you to help students get familiar with D2L Brightspace.

Any resource below with ★ star icon is available at the **D2L Support** site. If prompted to log in, please use the following:

- Students use your **StarID@go.minnstate.edu** and StarID password
- Faculty and Staff use your **StarID@minnstate.edu** and StarID password.

View [how to login instructions](#) available at the Minnesota State IMS public website.

LOG IN TO D2L BRIGHTSPACE

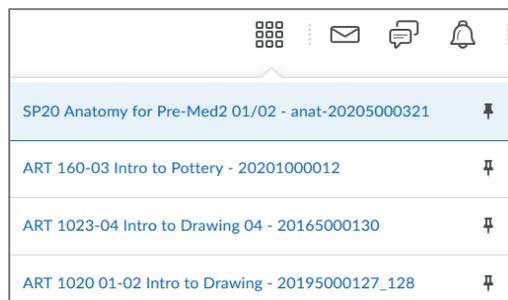
D2L Brightspace is the Learning Management System (LMS) that all Minnesota State employees and students may access.

Website Location

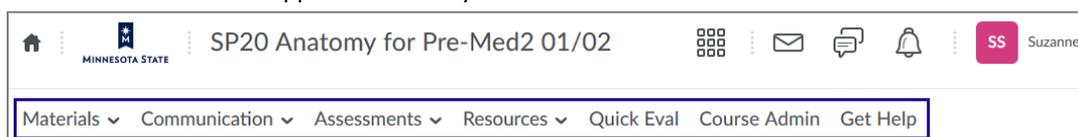
Each institution has an institution specific D2L Brightspace log in URL. Institution specific logins can be found on the [Minnesota State website](#). If you are using the direct link, we recommend that you bookmark this web address to access it more easily in the future.

Navigate within D2L Brightspace

While in D2L Brightspace, you will see the **Course Selector** or a “Waffle” icon as it is often referred. Clicking on this icon will show you a list of your courses. You can click the **thumbtack** icon next to any course to pin it for quicker access. Use the **waffle** to quickly jump between courses without going back to the main Brightspace homepage.



Within a course in D2L Brightspace, you will use the **navigation bar** towards the top of the page to navigate to different tools (content, discussions, assignments, quizzes, etc.) that you can use in your online course. This navigation bar may include links for other resources or support services if you need them.



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COMMUNICATION TOOLS

You can interact and engage with students using various ways within an online course. For instance, you can post course announcements, and create discussion topics. Additionally, you have various methods to deliver course content, such as adding learning materials and recorded lectures in Content.

Create Announcements

Share important information with your students with an announcement. You can create announcements to communicate course updates, changes, and new information to students quickly and effectively. Since the course home page is the first page students often see when they access the online course, announcements are helpful to provide instructor-to-student communication.

Create a new announcement

1. From your course homepage, view the **Announcements** widget.
2. Click on the **Announcements** drop-down icon, then select **New Announcement**.
3. Give your announcement a **Headline**. Then enter a message in the **Content** field.
4. Click **Publish** to make the announcement available to your students.

The screenshot shows a 'General' form for creating an announcement. It has three main sections: 'Headline', 'Content', and 'Availability'. The 'Headline' field is labeled 'Headline *' and contains the text 'Meet Online', with a blue circle containing the number '2' next to it. The 'Content' field is labeled 'Content *' and contains the text 'During our normal class periods we will be meeting online: https://minnstate.zoom.us/'. Above the content field is a rich text editor toolbar with options for Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Font Family, and Font Size. A blue circle containing the number '3' is next to the URL in the content field. The 'Availability' section at the bottom has a 'Publish' button (circled 4), a 'Save as Draft' button, and a 'Cancel' button.

Resources

- [★ Create and manage announcements and related articles](#)
- [Minnesota State video - Create an Announcement](#) (5 minutes)

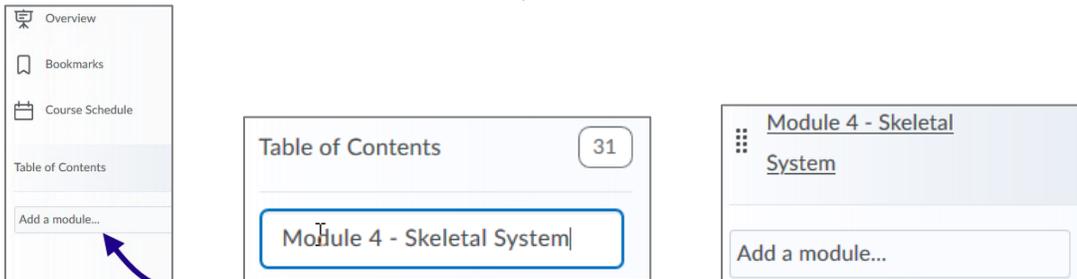
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Add course materials

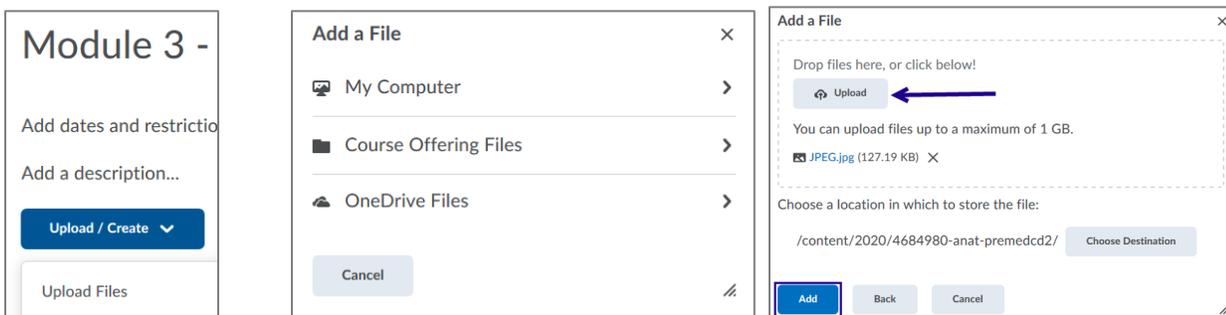
Organize your learning materials in Content. You can upload the course schedule and syllabus, lectures, and learning materials so students can access them. Add documents, images, media, and links to websites or course activities as **topics** organized using **modules**. Navigate to **Content** from the Communication navigation drop-down menu.

Create your structure

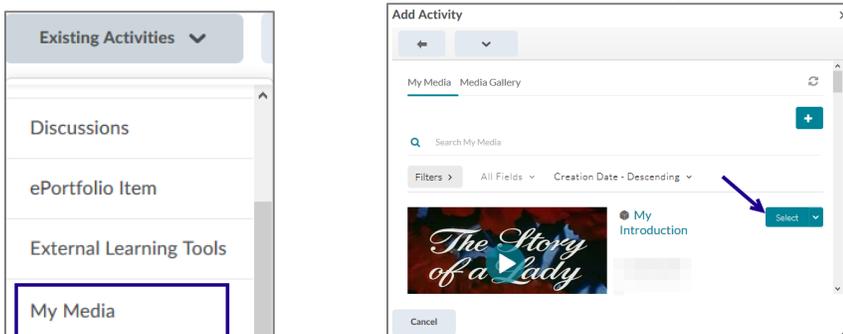
To organize your course materials, you can create **modules**. To create a module, click on the **Table of Contents** link, then click **Add a module...** field, enter the name, and press **Enter**.



To add file: click the **Upload/Create** button, click **Upload Files**, select **My Computer**, click **Upload**, select the file you want to upload, and then click **Add**.



To add a media file: click the **Existing Activities** button, click **My Media**, and then select an existing media file.



Resources

- ★ [Create and manage content](#) and [related articles](#)
- [Minnesota State video - Create content modules and add learning materials](#) (7 minutes)

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Meet online or record a lecture

Minnesota State provides a host of tools and software that can assist teaching and learning by supporting interaction and collaboration, feedback and assessment, and instruction and content delivery. Using Zoom, you can host a virtual class, record a lecture, and share the recording link with students. With Kaltura MediaSpace, you and your students can upload

media content to their server, which provides you with options to share your media within D2L Brightspace. For additional information about these instructional technologies, view the resources below.

Resources

- View the Zoom [Faculty Quick Start Guides](#) on the ASA Newsletter website
- View the Kaltura MediaSpace [Faculty Quick Start Guides](#) on the ASA Newsletter website
- ★ [Record your screen using MediaSpace and share it in D2L Brightspace](#) article and [related articles](#)

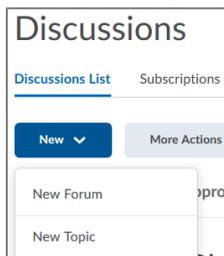
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Discussion Boards

You can use discussions in your online course to encourage students to share thoughts on course material with their peers. You can set up discussion **topics** organized under **forums** for students to ask questions, discuss course content and assignments, and work together in assigned groups.

Create a discussion topic

1. From your course navigation bar, click **Communication**, and then select **Discussions**.
2. Click on the **New** button, then select **New Topic**.

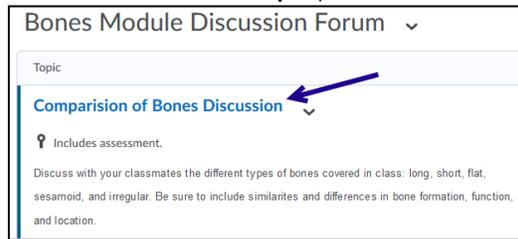


3. Do one of the following:
 - a. Click the **New Forum** link to create a forum. Enter a **Title** for the forum in the window, then click **Save**.
 - b. Select an existing discussion forum from the **Forum** drop-down menu.
4. Give your topic a **Title**. Then enter the topic's instructions in the **Description** field.
5. Click **Save and Close** to make the topic available to your students.

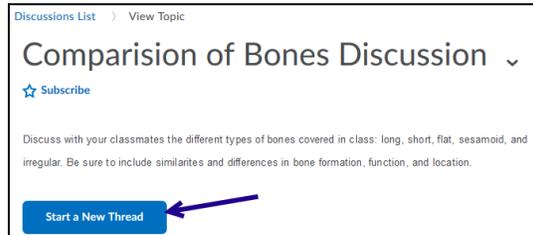
Post or reply to a discussion topic

1. From your course navigation bar, click **Communication**, and then select **Discussions**.

- Click on the discussion **topic** (a blue clickable link) to view it.



- To create your own post, click **Start a New Thread**.



- To reply to someone else's post, click the title of an existing thread to view it. Then click **Reply to Thread**.



- In your post or reply, enter your response.
- Click **Post** when finished.

Resources

- ★ [Create discussion forums and topics](#) and [related articles](#)
- [Minnesota State video – Create a Discussion topic](#) (8 minutes)

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ASSESSMENT TOOLS

You can assess and grade students using various methods within an online course. You can create assignment folders to collect paper-based, text, or media submissions from your students. You can set up exams that students can take online. With assignments and quizzes, you can send the students' scores to the gradebook.

Assignments

You can create assignment folders to collect paper-based, text, or media submissions from your students. Students can submit assigned material (such as research papers, outlines, images, media files, etc.) to the assignment folder. You can view student submissions to provide scores and feedback to your students.

Create an assignment folder

1. From your course navigation bar, click **Assessments**, and then select **Assignments**.
2. Click the **New Assignment** button.
3. Enter a **Name** for the assignment folder.
4. From the **Submission** type menu, select whether students must upload a file, or enter text in a rich-text field.

5. In the **Score out of** field, enter the number points for the assignment.

6. Click on the **Restrictions** tab. Here you can set the assignment **start, due, and/or end dates**.

7. Click **Save and Close** to finish.

Resources

- [★ Create and manage assignments and related articles](#)
- [Minnesota State video – Create an Assignment](#) (7 minutes)

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Quizzes

You can create an exam that contains the questions with a key. Students take the quiz, which is automatically scored against the key you provide.

Create a new quiz

1. From your course navigation bar, click **Assessments**, and then select **Quizzes**.
2. Click the **New Quiz** button.

3. On the Properties tab, enter a **Name** for the quiz.
4. Click **Add/Edit Questions**. Then, do any of the following:
 - To create a new quiz question, click **New** and select the question type.
 - To create a new section (or folder) to organize questions, click **New** and select **Section**.
 - To create a question pool, click **New** and select **Question Pool**.
 - To import questions from a zipped or csv formatted file, click **Import** and select **Upload a File**. Click **Browse Files**, upload the zip or csv file, and then click **Import All**.
5. When finished creating or importing questions, click **Done Editing Questions**.
6. Back on the **Properties** tab, click on the **Assessment** tab.
7. Do any of the following:
 - Select the **Automatic Grade** checkbox to allow students to see their score immediately after they submit the quiz.
 - Keep the **Automatic Grade** checkbox deselected to adjust scores or grade written response questions.
 - To associate the quiz with the gradebook, select a **Grade Item** (or click **add grade item** to create a new one), and select the **Auto Export to Grades** to automatically push the quiz scores to the gradebook.
8. Click on the **Restrictions** tab.
9. Set the **time limit** and select what should happen if the time limit is **exceeded**.
10. Set the quiz **start, due, and/or end date**.
11. When ready to show the quiz to students, deselect the **Hide from users** checkbox.
12. Click **Save and Close**.

Practical Strategies for Online Quizzes

- Create an **practice** quiz to help students become comfortable with taking an online quiz
- Set a **time limit** for taking the quiz and place questions on separate **pages**
- **Shuffle** quiz questions so they appear in a different order for each student
- Draw a subset of questions from a larger **question pool** so students get a unique set of questions
- Create questions that require students to **problem solve** and **show their work** or explanations

Resources

- ★ [Create a quiz](#) and [related articles](#)
- ★ [Convert a Paper Quiz to Online](#) article
- [Minnesota State video – Setting up a Quiz](#) (11 minutes)

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Gradebook

You can determine how to set up your gradebook to best reflect your approach to evaluation. The gradebook provides you a way to record scores, evaluate students, and track student progress. You can evaluate specific tasks (such as projects, tests, and participation), and you can create grade items and associated them with course assessments, e.g. Assignments and Quizzes.

Set up your gradebook

1. From your course navigation bar, click **Assessments**, and then select **Grades**.
2. In the Grades tool bar, click **Setup Wizard**.
3. On the next screen, choose your grading system, then click **Continue**.
4. Choose whether to release the **Calculated Final Grades** or **Adjusted Final Grade** to student, then click **Continue**.
5. Choose how you want to treat ungraded items:

- Select **Drop ungraded items** if you want the final grades to only reflect the students' current grades entered in the gradebook.
 - Select **Treat ungraded items as 0** if you want the final grades to reflect all items in the gradebook, regardless if the student has a grade for the item or not.
6. If you want final grades to automatically update after enter grades or changing grade items, select **Automatically keep final grade updated**. Then click **Continue**.
 7. Choose your default grade scheme and then click **Continue**.
 8. In the **Number of decimal places to display** field, enter the number of decimal places to display to you when you view the gradebook. Then click **Continue**.
 9. Select display options for your students' view of the gradebook. Then click **Continue**.
 10. On the **Grades Setup Summary** page, review your selections.
 11. Do one of the following:
 - To make changes to your grade book setup, click **Go Back**.
 - To save your selections, click **Finish**.

Record Scores

1. From your course navigation bar, click **Assessments**, and then select **Grades**.
2. From the **Enter Grades** screen, do any of the following:
 - To manually enter grades for an individual student, click on the **student's name**. On the next screen, enter scores for grade items. Click **Save and Close** when finished.

The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below these are buttons for 'Import', 'Export', and 'Switch to Sp'. A 'View By:' dropdown is set to 'User' with an 'Apply' button. A search bar is present with a 'Show Search Options' link. An 'Email' button is also visible. A table lists students with columns for 'Last Name', 'First Name', and a dropdown menu. The student 'Brisban, Susan' is selected, and a blue arrow points to her name in the dropdown.

The screenshot shows the student view for 'Susan Brisban'. It displays 'User Details' and 'Grade Items'. Under 'Papers & Projects', there are two items: 'Muscle Disorder Paper' (20 points) and 'Bone Structure Paper' (10 points). Each item has a 'Grade' input field and a 'Scheme' dropdown. There are 'Show Comments' links for each item. At the bottom, there are 'Save and Close' and 'Save' buttons.

- To manually enter grades for a grade item, click on the drop-down arrow for a grade item, then select **Enter Grades**. Enter scores for students. Click **Save and Close** when finished.

The screenshot shows a dropdown menu for the 'Muscle Disorder Paper'. The menu options are: Properties, Edit, Enter Grades (highlighted with a red box), View Statistics, and View Event Log.

The screenshot shows the 'Grade Item: Muscle Disorder Paper' view. It displays a table of students with columns for 'Last Name', 'First Name', 'Grade', 'Scheme', and 'Feedback'. The table lists four students: 'Brisban, Susan', 'Doe, Jane', 'Schlängen, Suzanne', and 'Smith, John'. Each student has a grade input field and a feedback field. At the bottom, there are 'Save and Close', 'Save', and 'Cancel' buttons.

Resources

- [★ Getting started with the gradebook and related articles](#)
- [Minnesota State video – Setting Up a Gradebook \(14 minutes\)](#)

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