Brightspace Parent & Guardian

About Brightspace Parent & Guardian

Brightspace Parent & Guardian allows authorized parents and guardians to log in to Brightspace Learning Environment to see their child's classroom activity feed; grade items and grade feedback from instructors; upcoming assignments, quizzes and Portfolio items. This helps parents engage with their young learners and maintain awareness of their upcoming work.

Note: Elk Island Public Schools (EIPS) and your child's school may not be using all the available tools associated with Brightspace Parent & Guardian. This can affect what is visible when viewing student information.

[Video overview of Brightspace Parent & Guardian](#)

Sign in to Brightspace Parent & Guardian

To log into the EIPS Brightspace Parent & Guardian portal, please follow the following steps:

1. Using a web browser, navigate to https://eips.brightspace.com/d2l/local

    a. **When visiting for the first time**, click on "Forgot your password?"

    b. Enter your PowerSchool Parent Portal username.

    c. Instructions to set your Brightspace Parent & Guardian password will be sent to the email address on file in PowerSchool.

2. Navigate back to the main Brightspace login page, https://eips.brightspace.com/d2l/local

3. Enter your username and password to view all EIPS students linked to your parent/guardian portal account.
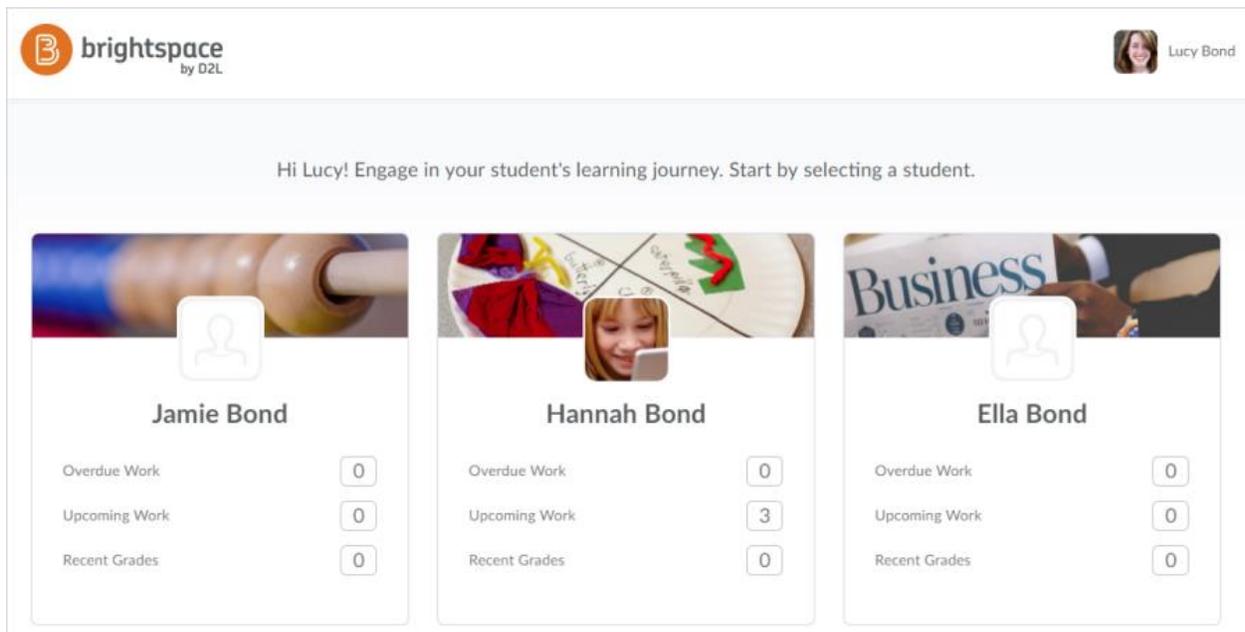
[Video instructions for first-time setup](#)

Note: You will ALWAYS use your PowerSchool Parent Portal username to access Brightspace Parent & Guardian, **but your password may be different from PowerSchool. Please make a note of this when you set your password the first time you access Brightspace Parent & Guardian!**

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Select a learner

Once you log in to your school's Brightspace Learning Environment, select the learner whose information you want to access. Each learner's tile displays their name, a summary of overdue and upcoming work, and a recently released grade item count. If you are only assigned to a single learner, logging in to Brightspace takes you directly to the Student Dashboard, which displays more detailed information.
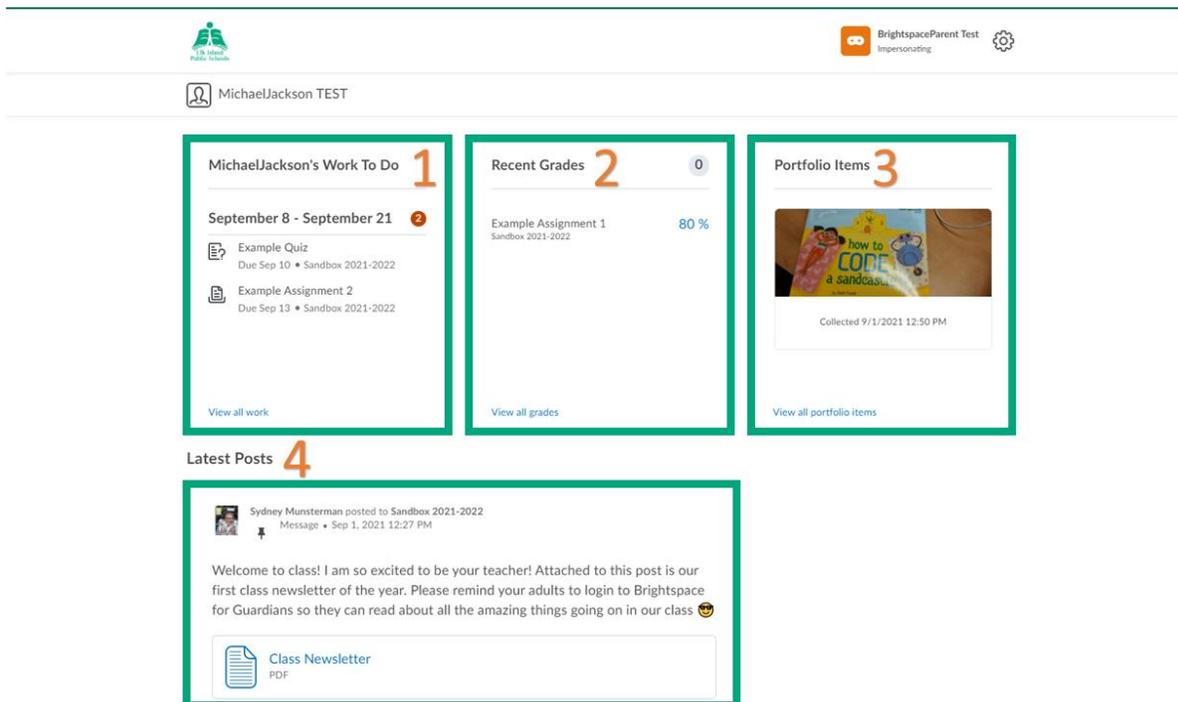
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View learner information

Once you select a learner in Brightspace Parent & Guardian, the Student Dashboard displays. The dashboard is useful for increasing awareness of your child's work and engagement and helps with scheduling their activities. The following information displays in the dashboard:

- Work to do

- Recent grades

- Portfolio items

- Latest posts

Tip: You can receive a weekly email of your child's activity and set up additional notifications in Brightspace. For more information, see "Notifications" (p. 6).

Figure: Parent view when logged in to their Brightspace Parent & Guardian account

1. Work To Do

The Work To Do widget displays any assignments, quizzes or upcoming assessments that the student needs to complete. The widget also displays the date range that the work needs to be completed within. To view all activities, click **View all work**. To view past and upcoming activities, choose a date range from the calendar. To view the details of a specific activity, click the activity.

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2. Recent Grades

The **Recent Grades** widget displays released grade items for any assignments or quizzes your child's teacher has opted to assess on Brightspace. This is an optional feature for teachers to use. Your child's final grades will always be on PowerSchool/CSL.

To view the details of a graded assignment or discussion activity, click the assignment or discussion in the **Recent Grades** widget.

To view all released grades, click **View all grades**. If an instructor is using the Grades tool for a course and they release the final course grade to the learner, the final course grade (final calculated grade or final adjusted grade) is also visible to you. From the learner's **Grades** page, you can filter by course.

If an instructor provided text feedback on a grade item, click **view feedback**.

4. Portfolio Items

Brightspace Portfolio provides an online artifact space for learners of all ages. Learners can maintain their portfolio year after year, as they progress through their learning journey. The Portfolio tool allows learners to take charge of their learning and submit formative and diagnostic items that they choose. Teachers can also upload Portfolio items on behalf of the student.

5. Latest Posts

The **Latest Posts** widget displays an aggregate Activity Feed from all the courses your child is enrolled in. To view the details, click on the post or link in the Activity Feed.

View assignment details

To support their child's learning, parents/guardians can view assignment details in Brightspace Parent & Guardian. For example, when an assignment is graded, a parent/guardian can view the assignment name, course name, assignment score, grade value, assignment instructions, written feedback left by the instructor, rubric assessments, date-related information (start date, due date, end date), assignment status (due today, overdue, completed, closed), and access attachments (internal content files, external links and files, Google Drive and Microsoft OneDrive files shared with everyone). Parents/guardians can also download a learner's assignment submissions to review completed work.

To view assignment details, do one of the following:

- From the **Work To Do** widget in the Student Dashboard, click the assignment.
- From the **Recent Grades** widget in the Student Dashboard, click the grade item associated with the assignment.
- From the **Latest Post** widget, click the assignment post.

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Notifications

Weekly activity summary

You can choose to receive a weekly summary of your child's activity in Brightspace. Each Saturday, an activity summary is emailed to you that contains notifications and reminders. For example, an activity summary may contain reminders when assignments are due.

Note: Parents/guardians receive one email per child.

1. In Brightspace Parent & Guardian, click your name at the top of the page to access your user profile and select **Notifications**.
2. Under **Contact Methods**, enter your email address, if not already done. A confirmation email is sent to the custom email address, prompting you to confirm the email address. We recommend you use the same email address on file within PowerSchool so you know all communication from the Division and school is coming to the same place.
3. Under **Weekly Overview for my Children**, select the **Yes, email me a summary** checkbox.
4. Click **Save**.

Notifications

Parents/guardians can also set up specific email notifications on a more granular level. After you ensure the correct email is on file, simply turn on or off the email notifications you would like to receive by checking or unchecking the applicable box.

NOTE: The Brightspace Pulse app referenced on the notifications page is for student use, not parent/guardian use.

Contact Methods

Email Address

Change your email settings ← Enter the email that you would like to receive communication to.

Weekly Overview for my Children

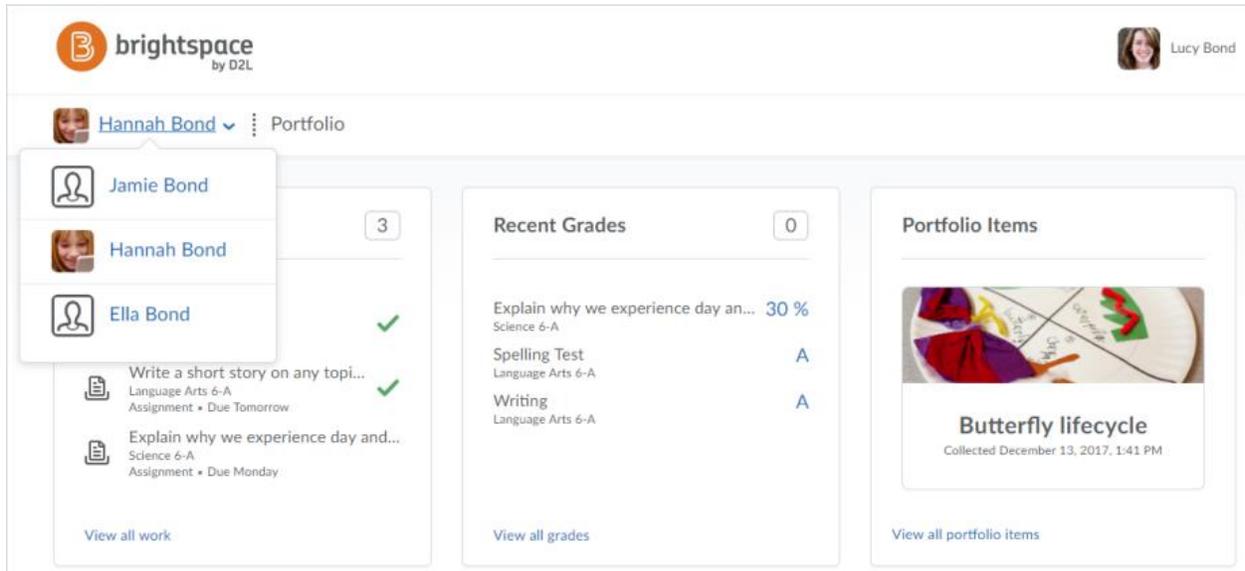Send me a weekly summary of my child's activity. Check this box to receive a weekly email summary of your child's activities

☐ Yes, email me a summary ←

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Switch between learners

If you are a parent/guardian with more than one learner, multiple tiles display when you first log in to your Brightspace Parent & Guardian account. If you are viewing details of one child, you can change the learner whose Student Dashboard you are viewing by clicking on your child's name and selecting from the available accounts in the drop-down menu that appears.