Brightspace: Student Guide

Accessing Brightspace
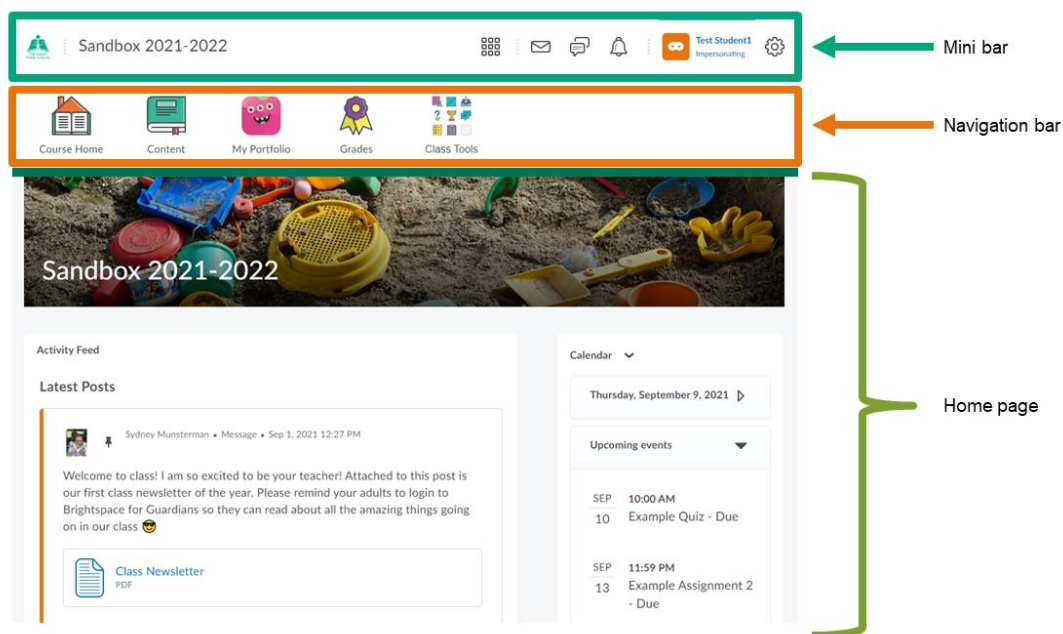
Students:
- Brightspace platform for students: https://eips.brightspace.com
- Username: Use the EIPS student email address
- Password: Use the EIPS student password

If your child needs help with a password reset, contact your child's school for assistance.

Brightspace Environment

Watch this video to learn how to navigate the Brightspace environment.

Courses

All student courses appear on the home page.

Students can select each course by clicking:
- the 3 x 3 grid image in the ⊞ mini bar
- in My Courses on the home page

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Course Organization

EIPS Homepage: When you first log into Brightspace, you will be brought to the school homepage. Here, you can see the "My courses" widget. This widget holds any course that you are enrolled in. You can see all your courses, your pinned courses and can filter to see courses from different categories. You can also access your courses from the three by three grid. To pin a course, which means to make it appear in the "pinned" section and at the top of the 3x3 grid, you can select three dots and select the pin button.
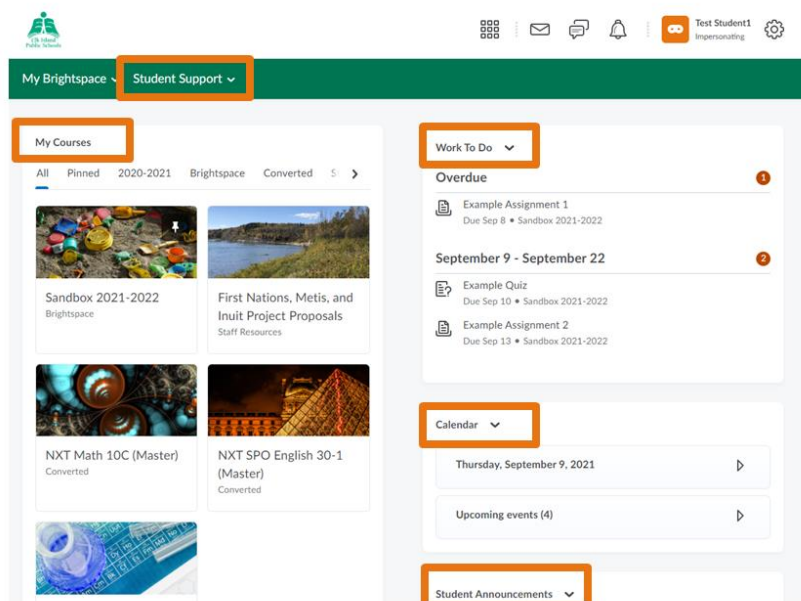
The next widget you will see is the "Work To Do" widget. This will tell you about any overdue, or upcoming assessments that you need to complete. It will also tell you which course it is for, and when it is due. You can click into the assessment right from the Work To Do widget.

Below the work to do widget, is the Calendar widget. This will show you the date, and upcoming events such as due dates or important events. You can use the chevron button to expand the calendar view, and flip through different months. Days with events on them are indicated by a blue dot, and you can click on the date to get more information.

Also on the main homepage is the Announcements widget. Here you can find any school related announcements.

And finally on the homepage, is the Google Workspace widget. Here you have access to your Google Drive files. Remember to first link your Google account in order to properly access your Google Drive within Brightspace.

A great resource on the homepage is the "Student Support" button in the Navbar. This is a great place to go if you have questions while using Brightspace.

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Course Navigation: The toolbar at the top of the page is the mini bar. The minibar is always present and allows you to navigate within Brightspace Learning Environment. You may click the home button at any time, to return to the EIPS homepage. Beside the home button is the title of the course. Also on the mini bar is the Course Selector, use the Course Selector to access your courses.

There are three alert icons on the mini bar. The Messages alert notifies you about unread mail, and instant messages. The Subscriptions alert notifies you about subscribed discussion forums, topics and threads. The Updates alert notifies you about new and updated Announcements, due dates and end dates, and grades.

Click on your name to open your personal menu. Your personal menu lets you edit user specific settings such as your profile, notifications and account settings. You can also view your Portfolio, your progress and log out.

The Navbar within a course provides links to course specific tools. *The style and tools may change depending on your specific course.* The course homepage may also change from course to course; however, it generally provides quick access to important notes about the course such as Announcements, Activity Feed messages and Calendar items. Every teacher can set up their homepage and Navbar differently, so it is important to understand where to find the tools that you need. You can access Content through your nav bar as well, which is where you will spend a lot of your time in Brightspace. Just like the Navbar and homepage, every teacher may have their Content set up differently, so ask questions when needed, and explore!

Submitting Assignments

Brightspace Assignments: To submit an assignment, you can go to either the Content tool or Assignments in the Navbar, check with your teacher to confirm which path they would like you to take to submit the assignment.

To open the assignment, click on the name of the assignment. From here, you will be able to see any instructions from the teacher about the assignment, as well as if they have posted any links or attachments to view. If the assignment is a file submission, you will have the option to upload your assignment. If you select upload, you can upload files from your computer such as a PDF, photo or Word Doc. The next option when submitting an assignment is to record a video or audio submission. You may also select an existing file from your Google Drive or OneDrive.

After uploading your assignment, there will be a comment box for you to add anything additional that you may want your teacher to be aware of with your assignment, the comment box can also be left blank.

The final step is to submit the assignment by selecting the blue "Submit" button at the bottom of the page. You will receive confirmation that something has been submitted by receiving a confirmation email, as well as a time stamp of when the assignment was submitted.

To watch a video of how to submit an assignment, please watch this _video_.

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Untitled

Instructions

Submissions

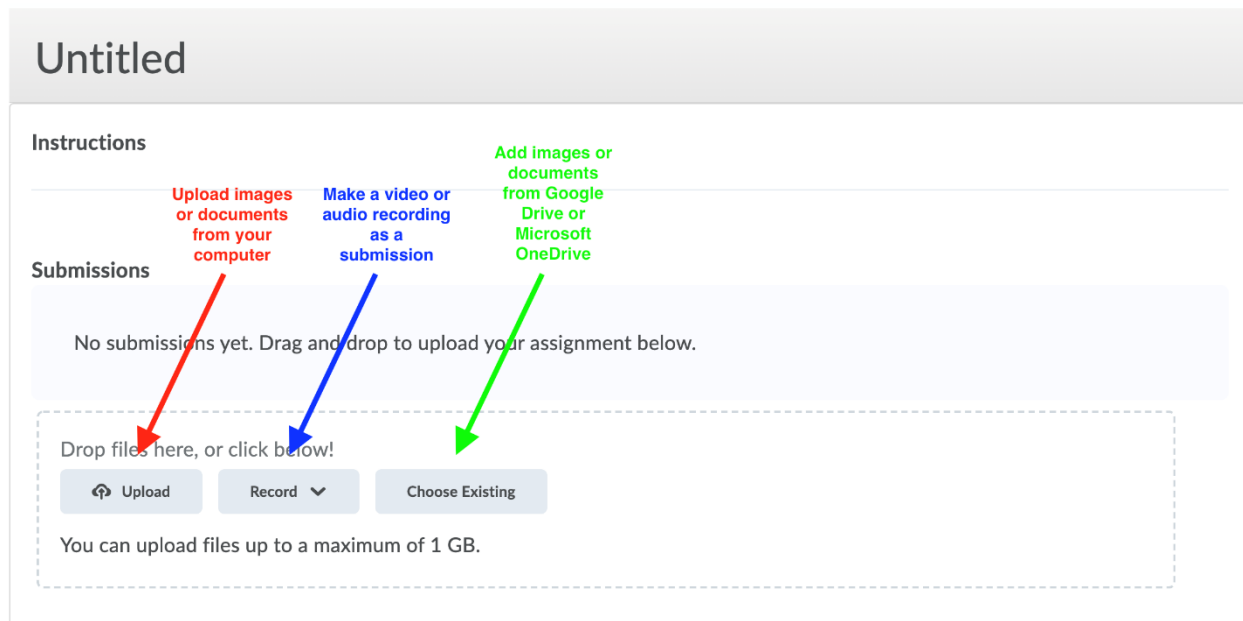No submissions yet. Drag and drop to upload your assignment below.

Upload images or documents from your computer

Make a video or audio recording as a submission

Add images or documents from Google Drive or Microsoft OneDrive

Drop files here, or click below!

⬆ Upload   Record ⌄   Choose Existing

You can upload files up to a maximum of 1 GB.

Google Assignments: Your Google Assignment may be posted by your teacher through the Activity Feed, or through the Content tool. Check with your teacher to see where the assignment should be submitted. Click here for a video tutorial on how to open and submit a Google Assignment.

When you open the assignment, you may be prompted to log in to your Google account, or you may already be logged in. Once the assignment is opened, you will see the title of the assignment, the points allotted for the assignment, the due date and the files attached to the assignment.

After viewing the assignment details, click on the blue button that says "Open to attach and submit". This will take you to a larger screen to view the instruction details as well as a link to your file for the assignment. Click into the assignment and complete the assignment.

To submit the assignment, go back to the assignment in Brightspace and attach any necessary files and select the blue "Submit" button.

You will receive confirmation that your assignment has been submitted and you will also have the option to "Unsubmit" the assignment if needed.

To watch a video of how to submit a Google assignment, please watch this video.
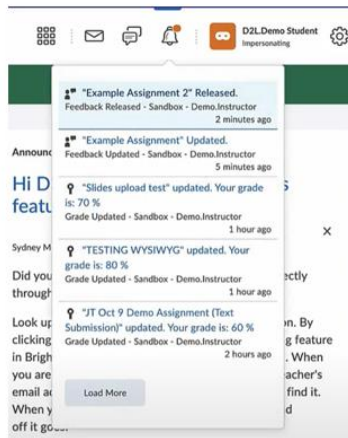
Viewing Grades

To view grades from an assignment or a quiz, you will receive a notification within Brightspace indicating that a new grade has been published. The notification will appear in the bell icon of the mini bar and you will know there is a new notification because there will be an orange dot indicating that on the bell icon.

You can click into the assignment or quiz from the notification to view the feedback, grade and rubric if there is one.

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To watch a video of how to view your grades, please watch this <u>video</u>.