Logging in to Brightspace

1. Go to the Kishwaukee College website located at https://www.kish.edu
2. In the green directory bar at the top of the page click myKC
3. On the myKC webpage, click Login to myKC
4. Enter your KishID Username and Password
5. Once logged in to the myKC portal, the Brightspace widgets are located at the top-right of the page
6. For more information regarding KishIDs, please refer to the KishID Account Management page

Brightspace User Interface

There is an area that cascades throughout the entire Brightspace learning environment at the top of every page:

- **Minibar** The Minibar at the top of the page is your main navigation tool to courses, alerts, and personal settings. It contains links to:
  - **My Home** This link takes you back to the homepage of the Brightspace learning environment.
  - **Course Selector** Your courses are listed in the Select a course… waffle menu. From within this menu you can “pin” courses so they are highlighted and listed at the top of the list for easier navigation.
  - **Alerts** If you have unread alerts, an orange circle appears on the appropriate alert icon.
    - **Message alerts** You will not receive alerts on this icon as this is used only to send email and access email sent from within Brightspace. All email communication will occur through your Microsoft Outlook account.
    - **Subscription alerts** New discussion posts in topics and threads you subscribed to.
    - **Update alerts** New and updated announcement posts, upcoming assignment end dates, upcoming quiz end dates, and released and updated grades.
  - **Personal menu** Contains links to your profile, notification options, account settings, and logout. Click your name on the minibar to open the personal menu.

My Home

*My Home* is your starting point inside the Brightspace learning environment. It is also the main Brightspace portal page where you can access widgets, organization-level content, and other available resources. In addition to the aforementioned Minibar which cascades throughout the entire system, there are the following widgets:

- **Announcements** This widget displays announcement and updates pertaining to the overall learning environment.
- **My Courses** This widget displays all of the classes associated with your D2L ID that are active. *If you are registered for a class that doesn’t show up in this list it indicates that the instructor doesn’t use Brightspace for that class.*
- **Office 365** This widget displays Outlook Mail, Calendar, and OneDrive links to Office 365.
- **Links** This widget lists frequently used links to resources such as KishSOS, the Library, the Bookstore and installers for frequently used software used in online courses.

To enter a class, click on the course in either the Select a course… waffle menu in the Minibar or the My Courses widget.
**Course Homepage**

In addition to the aforementioned Minibar and Banner which cascade throughout the entire system, a course homepage also has a blue **Navbar** at the top of the page, which contains all the tools available in a course:

- **Course Home**  Displays the course's homepage.
- **Announcements**  The Announcements tool displays instructor messages for the entire class.
- **Content**  The Content tool is used to organize course materials, such as the syllabus, lecture notes, readings, presentations, and audio/video, in addition to links to discussions, assignment dropbox items, quizzes/exams, etc.
- **Discussions**  The Discussions tool is a collaboration area to post, read, and reply to messages on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.
- **Email**  This link opens your Microsoft Outlook email in either a new tab or window.
- **Chat**  The Chat tool is a real-time, text-based collaboration tool.
- **Assignments**  The Assignments tool enables you to submit assignments in learning environment. Simply upload your assignment to the appropriate folder and submit.
- **Quizzes**  Use the Quizzes tool to take a quiz/exam and review your quiz/exam results.
- **Classlist**  Use the Classlist tool to view who's enrolled in your course and send email messages.
- **Grades**  Use the Grades tool to check your grades.

Along with several widgets:

- **Announcements**  Displays current items from the Announcements tool to read instructor messages, course information, and other news updates. Any expired messages from the past are archived in the **Announcements** tool accessible from the Navbar.
- **Content Browser**  Displays links to the Content tool in the course in an browser on the homepage. Click a file from the Content Browser and it opens the Content tool's interface.
- **Office 365**  This widget displays Outlook Mail, Calendar, and OneDrive links to Office 365.
- **Calendar**  Displays items from all tools which have a date associated with them.
- **Updates**  Displays specific updates for a particular class that appear globally in the Alerts area in the Minibar.
- **D2L Student Help**  Clicking the Brightspace Help button opens up the D2L Student Help Center.

**Course Content and Materials**

The **Content** tool contains all of the course materials an instructor provides for a class.

- Items may include course syllabus, course schedule outlines, lectures, lessons, required readings, homework assignments, presentation handouts, links to websites, etc. Items can be a single document or in some cases a module may be used to organize several related documents together by either weeks or units or by the type of document (presentations, handouts, etc.).

- Depending upon the file, sometimes an item will be viewable inline in the web browser and other times your browser will prompt you to open an application on your computer to view the file (such as Microsoft Word document). Some commonly used file formats are Microsoft Word and Adobe Reader PDF documents, Microsoft PowerPoint slide shows, or HTML5-compliant PowerPoints with audio narration.

- Other items listed could be direct links to the specific **Discussions**, **Assignments**, and/or **Quizzes** items specific to that module’s unit or week designation.
Communication Tools

There are three tools that instructors may use to communicate with students:

- The **Discussions** tool is an asynchronous (not real-time) message board which allows you to read and post messages whenever it is convenient during the required timeframe designated by your instructor to simulate a real-time discussion with your instructor and classmates.

  - The basic unit of a Discussion Board is called a Message. A Message and all the related replies to that message are collectively called a Thread. Groups of threads related to a particular topic are stored in the Topic areas.

  - Each message is listed by Subject, Author, and Date posted. Messages that have not been read appear in **bold** type. Messages that have been read appear in non-bolded plain type. A post that is in reply to a previous message appears indented in the list.

  - The **Compose** button is used to create new discussion threads within a Topic area. The **Reply** button is used to respond to a message already posted.

  - You can view and organize messages in many ways. You should by default list messages with the View options set to **Threaded** as this will be the easiest way to display your course's discussions.

- The **Email** link takes you to your Outlook mail. Use the **Classlist** as an address book to send messages.

- The **Chat** tool is a real-time, text-based collaboration tool. It is primarily used by instructors for online office hours.

Assessment Tools

In addition to delivering content to and communicating with students, instructors may also use Brightspace for submitting **Homework Assignments** or delivering **Assessments** that include quizzes, exams, or surveys.

- The **Assignments** tool functions as a dropbox to upload and submit homework assignments.

- The **Quizzing** tool is used to administer quizzes, tests, or exams.

  - A quiz, test, exam, or survey may include true/false, multiple choice, multiple answer, matching, short answer fill-in-the-blank, and long answer essay questions.

  - Once submitted, a quiz or exam is graded and recorded in the Grades tool after the availability period for the quiz/test is completed.

  - Depending on the settings an instructor uses for a quiz/exam's setup, you may also be provided with correct answers and appropriate feedback.

Other Tools

- The **Classlist** tool lists the Instructor and all of the students in the class. You can use this tool to send messages to anyone in the class.

- The **Grades** tool provides you with a list of graded items including the points earned, points possible and percentages, in addition to feedback comments from your instructor and a Final Calculated/Adjusted Grade.

Help or Technical Support

- Click on the Contact Technical Support link in Links widget on your **My Home** page.

- If you still need assistance, contact the Helpdesk by phone at (815) 825-9888, or by email at helpdesk@kish.edu, or visit Media Services on campus in A-1252.