**Intro to Brightspace for Students**

**Accessing Brightspace**

*Example: Nicole Suarez*

*Student ID #: 123456*

*Username: s-suarezn*

*Password: s#123456*

1. Logon to a school computer using your user name and password. *Note: You do NOT have to log into a school computer first, before accessing Brightspace at home. You can skip this first step and do the remaining steps on a home computer.*
	1. *New students* – your password is your student ID number. See example in the box to the right.
	2. *Returning students from any school in Bellevue School District* – use same password as last year. If you can’t remember your password, then ask a teacher to reset it for you.
2. Open Internet Explorer or Google Chrome, either browser is fine.
	1. *Tip! - If you are logged into a school computer use* ***Internet Explorer,*** *then you can select this button* *and skip adding your username and password when logging into Brightspace.*
3. Type in this URL address into your browser: <https://d2l.bsd405.org/>
	1. *Tip! – You can also get to this site through the BSD Student Portal*
4. On the Brightspace login page, if you are using a home computer, add your username and password, like you are logging into a school computer.
	1. If you are on a school computer and using Internet Explorer, then click this button. 

**Navigating Brightspace**

Once you are logged in, you will see a blue mini-bar along the top. This bar will always be there to aid in navigation.



Takes you to your Brightspace e-mail

Shows you update alerts/News items for your courses

Takes you to Profile, Notifications, Account Settings, and Log Out option

Will get you back to your Home Screen

Shows you the names of all the courses you have access to

If you are subscribed to any blogs, will show you subscription alerts

Within each course, you will have the following bar along the top underneath your blue mini-bar.



**Content:** Where all the folders, files, video links, and other information your teacher has placed in the course for you. Along the left-hand side there is a Table of Contents that can help you navigate quickly to where you want to go within the content.

**Classlist:** Shows you a list of all the students who are also in your course or teachers of your course. You can click on a name in Classlist to write them an e-mail through Brightspace. If they have uploaded a picture to their profile, you will see it here.

**Discussions:** Your teacher may post discussion prompts for you to reply to or have a general discussion area for questions. Depending on your course, this may be a regular place to post as an assignment.

**Dropbox:** If your teacher wants you to submit your assignment online (by uploading a document) you will do so to the Dropbox. Gone are the days of using turnitin.com! Brightspace automatically syncs with turnitin.com so everything that is submitted to the Dropbox is automatically scanned.

**Quizzes:** Your teacher now has the ability to give you online quizzes, whether as practice, review, or as a graded assignment.

**Resources:** This link can direct you to Content, Calendar, Checklist, FAQ, Glossary, and Links.

When you are in a certain course, you will see a Calendar column on the left-hand side with options to expand details or go directly to the Calendar.

Under your full Calendar (by clicking on the upside-down triangle or the word Calendar) you’ll have the option to look at it in Agenda-style, by Day, Month, or List.

Select to change the view of your calendar

Click to expand

Click to go to full Calendar



Click to select only certain calendars to show

All of your courses will show on one calendar, but you can select to only see certain calendars at a time if you wish.

When you are in a certain course, the middle column will be News. This is announcements from your courses, or assignments, or other messages your teacher posts for you to read. You can hide these by clicking the ‘x’ in the right-hand corner of each item, and make them show again by clicking on News and going into the News Tool.

Click to go to News



Click to expand and show postings

*There is so much more Brightspace can do – play around! Try things out!
Since the program is new, there is still content being uploaded by the district and your teacher, but together we can make this tool an incredible extension of the classroom.*