

# **Brightspace**

## Quick Start Guide for students

# Brightspace

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This Quick Start Guide helps you to get started with Brightspace at Utrecht University. The topics that will be covered in this Quick Start Guide are:

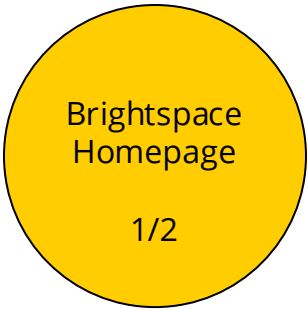
- the [Homepage](#)
- the [Course page](#)
- the [Content screen](#)

As we will continue to develop Brightspace please be aware that the screenshots may differ from your actual experience. This Quick Start Guide will be updated regularly.

# Brightspace Homepage

The homepage is the first page you will see after logging in with your Solis-id via <https://uu.brightspace.com>

This chapter will walk you through the menu on the homepage and show you how you can navigate to your courses.

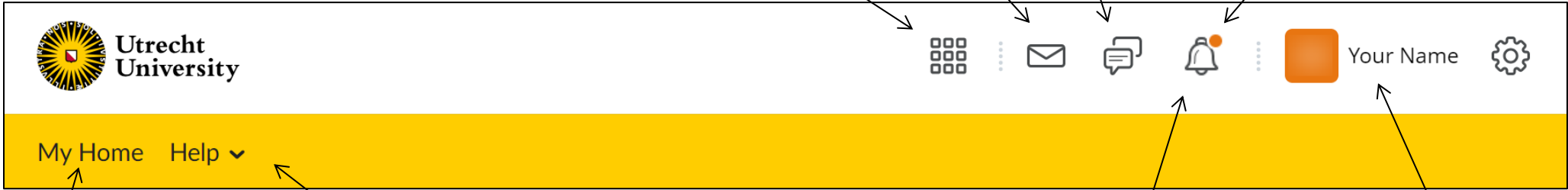


Compose new messages or look at unread emails under **Messages**.

**Updates** is where you find new announcements, upcoming due dates and new/updated grades.

Click on the **Course selector** to select your course. Pinned courses are shown on top.

**Subscriptions** - Notifications of new discussion posts in forums, topics and threads will be displayed here.

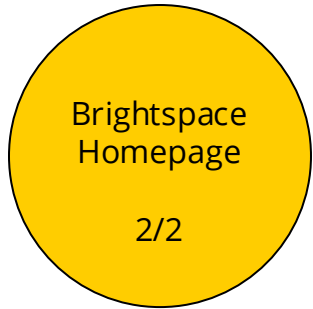


Click on **My home** return to the homepage.

Click on **Help** for Brightspace UU manuals, to navigate to the support site or to the Brightspace Community website.

The orange dot indicates a new notification.

Within the **personal menu** you can edit your user-specific settings such as your profile, notifications and accounts settings.



**Announcements** shows you all the general announcements in Brightspace. Please note that this does not include course-specific announcements.

Announcements ▾

There are no announcements to display.

My Courses ▾

All Brightspace Samples Sandboxes

Sample Course Samples

Sample Course - Outlines Samples

Build Your Course Samples

[View All Courses \(3\)](#)

**My Courses** shows all courses you are currently subscribed to. These courses are categorized under different tabs. Right-click on a specific course to see more information or pin the course so it shows up under the tab 'Pinned'

Work To Do ▾

**Overdue** 3

- Poetry Terms  
Due 22 May • Sandbox - Demo.Instructor
- Bonus Quiz  
Due 22 May • Sandbox - Demo.Instructor
- Zelfreflectie  
Due 6 Jun • Sample Course

**7 August - 20 August** 2

- Opdracht - Thema's  
Due 15 Aug • Sandbox  
Starts 8 Aug
- Opdracht - Thema's  
Due 15 Aug • Sandbox

**Work To Do** displays any overdue and/or upcoming activities across all the courses you are enrolled in.

Calendar ▾

Wednesday 7 August 2024 ▶

Upcoming events ▾

AUG 00:00  
15 Opdracht - Thema's - Due  
Sandbox

**Calendar** shows the upcoming deadlines and important events for all the courses you are subscribed to.

# Brightspace Course Page

The course page is the starting point of your course. This chapter will walk you through the course menu and show you how you can navigate through your course page.

The navigation bar helps you to navigate to the main aspects of your course.

Access course materials through **Content**, such as learning materials, the course syllabus, assignments, and quizzes.

Click on **Tools** to navigate directly to your quizzes, assignments and discussion forums. Learn more about these functionalities on the next page.

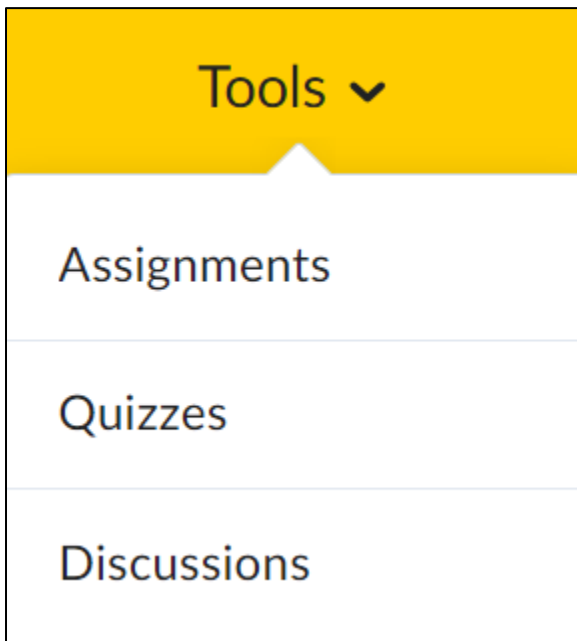
Underneath **Help** you can find links to manuals, hands-on support and instructions by Brightspace.



Click on the **Course Home** button to navigate back to the homepage of your course. Do you want to return to the Brightspace homepage? Click on the Utrecht University logo in the top-left corner.

**Grades** directs you to the gradebook where you can find grades from course activities.

Through **Course Management** you can navigate to your classlist, groups and your class progress.

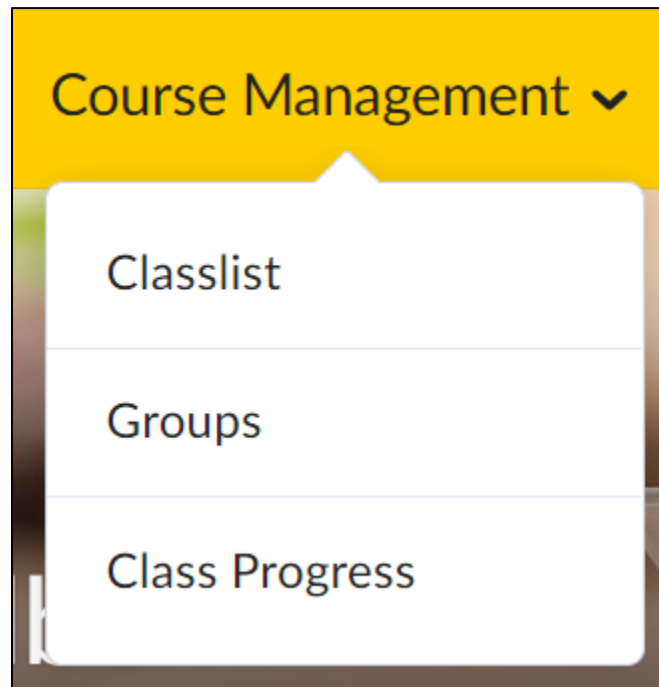


**Assignments** allows you to upload and submit assignments directly into Brightspace. You can hand in an assignment individually or as a group.

Go to **Quizzes** to review all the future, current, and past quizzes within your course.

Use the **Discussions** tool to view and subscribe to discussion topics, as well as start new threads. Teachers can create discussions within a course to give students the opportunity to collaborate with each other, ask questions or discuss course content/assignments.





Use the **Classlist** tool to view who is enrolled in your course and contact them through email or instant messages.

Go to **Groups** to see your group memberships, subscribe to a group or leave a group.

**Class Progress** allows you to see your progress on course content and activities such as assignments. The tool tracks your progress in a course by measuring the completion of different progress indicators.

Brightspace  
Course page  
4/4



**Announcements** shows you all course-specific announcements in Brightspace. These announcements will not be shown on the general Brightspace homepage.

The screenshot displays a course page with the following widgets:

- Announcements:** A 'Welcome' message posted on 11 July 2024 13:30, with a 'Show All Announcements' link.
- Work To Do:** A list of tasks for the period 7 August - 20 August. It shows two tasks: 'Opdracht - Thema's' due 15 Aug (Sandbox) with a 'Starts 8 Aug' indicator.
- Content Overview:** A grid of four content cards with progress bars and completion status:
  - Introduction:** 67% completion, 2 of 3 Topics Completed.
  - Individual:** 100% completion, 5 of 5 Topics Completed.
  - Read, watch and listen:** 60% completion, 3 of 5 Topics Completed.
  - Collaboration:** 100% completion, 3 of 3 Topics Completed.
- Calendar:** Shows the current date as Wednesday 7 August 2024 and lists upcoming events, including 'Opdracht - Thema's - Due' on August 15 at 00:00.

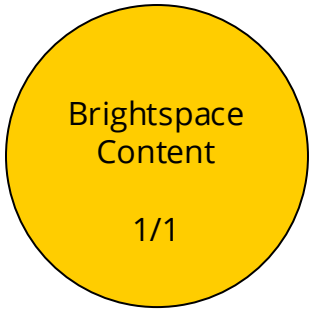
The **Work to do** widget shows you the learning activities with an overdue or upcoming deadline.

**Calendar** shows all upcoming deadlines and events for this specific course.

**Content Overview** is where you can see a visual overview of all the course content and the completion rate of all the activities.

# Brightspace Content

The content page is where you can find and navigate through all the course materials. Here you can find your syllabus, documents, lecture recordings and PowerPoint presentations, but often also by learning activities such as assignments and quizzes.



The content in Brightspace is structured in **units, lessons, folders** and **activities**.



Sandbox



Course Home Content Grades Tools Course Management Help

Introduction

0.1 Welcome to the course!

0.2 Introduce yourself

Group registration

Individual

# Introduction

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On the left side of the page, you will find an overview of all the course content. Use the index to navigate through the course materials.

# Brightspace

## Quick Start Guide for Students

More information on specific functionalities in Brightspace can be found at the [D2L Brightspace Community](#).

Please contact your course-coordinator or lecturer regarding content-related questions.



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*shaping tomorrow*