



BRIGHTSPACE (D2L) STUDENT GUIDE

Brightspace (Desire2Learn) is the learning management system utilized to deliver online courses as well as course components over the web at Atlanta Metropolitan State College. It provides students with static content (for example, syllabi, schedules, announcements, and lecture notes) as well as access to interactive tools such as discussion, assignments, news, etc. Students may connect to their class from anywhere that they have computer and internet access. The secure environment allows students and instructors to communicate, learn, and interact with each other.

You can access Brightspace (D2L) from AMSC webpage www.atlm.edu and clicking on Brightspace (D2L) link



You can also access AMSC Brightspace(D2L) directly at the URL: <https://atlm.view.usg.edu>

Information regarding Brightspace (D2L) 24/7/365 Assistance:

24/7 D2L Assistance: Phone: 1-855-772-0423

[USG D2L Help Center](#) for technical support, live assistance, and FAQ

YOU MUST CALL USG D2L HELP CENTER IF YOU FACE ANY PROBLEMS WHILE TAKING A TEST OR SUBMITTING AN ASSIGNMENT. A HELP CENTER TICKET WILL BE INITIATED AND SENT TO YOUR ATLM EMAIL ADDRESS, AND THAT ALONE WILL SERVE AS PROOF THAT YOU FACED D2L RELATED TECHNICAL DIFFICULTY WHILE TAKING A TEST OR SUBMITTING AN ASSIGNMENT

SYSTEM REQUIREMENTS

- ✓ Internet Connection: cable, DSL, or wireless
- Web Browser: Recommend Firefox, Safari
- Sound card
- Operating System: Windows XP or 7 | Mac OS X
- Java Script and Cookies enabled
- System check: <http://www.usg.edu/usgweb/d2lchecker/>

LOGIN

D2L Login: <https://atlm.view.usg.edu/>

Username *

Password *

Log In

[Forgot your password?](#)

Username and Password:

Your Username is the first part of your email that comes before the @ sign. For example, if your Email address is jdoe@atlm.edu, your username is **jdoe**

Your password is your First Name First Initial Capital, Last Name First Initial Lower Case and EIGHT digit BIRTHDATE unless you changed it. For example, Jdoe's password will be Jd01012000

Technical assistance with Email password or account, please contact the Center for Academic Advising and Success

Phone: 404-756-5690
E-mail: caas@atlm.edu

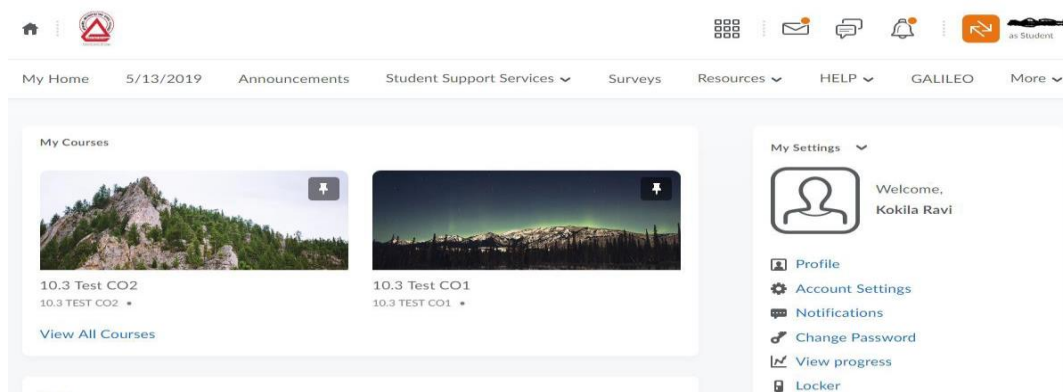
Office Hours*: Student Office Hours

Helpdesk and Academic Support Regular Office Hours (Fall and Spring)
 Monday-Thursday 8:30 a.m. - 6:00 p.m.
 Friday 8:30 a.m. - 12:00 p.m.
 Saturday & Sunday - Closed

- ✓ Please check for summer hours

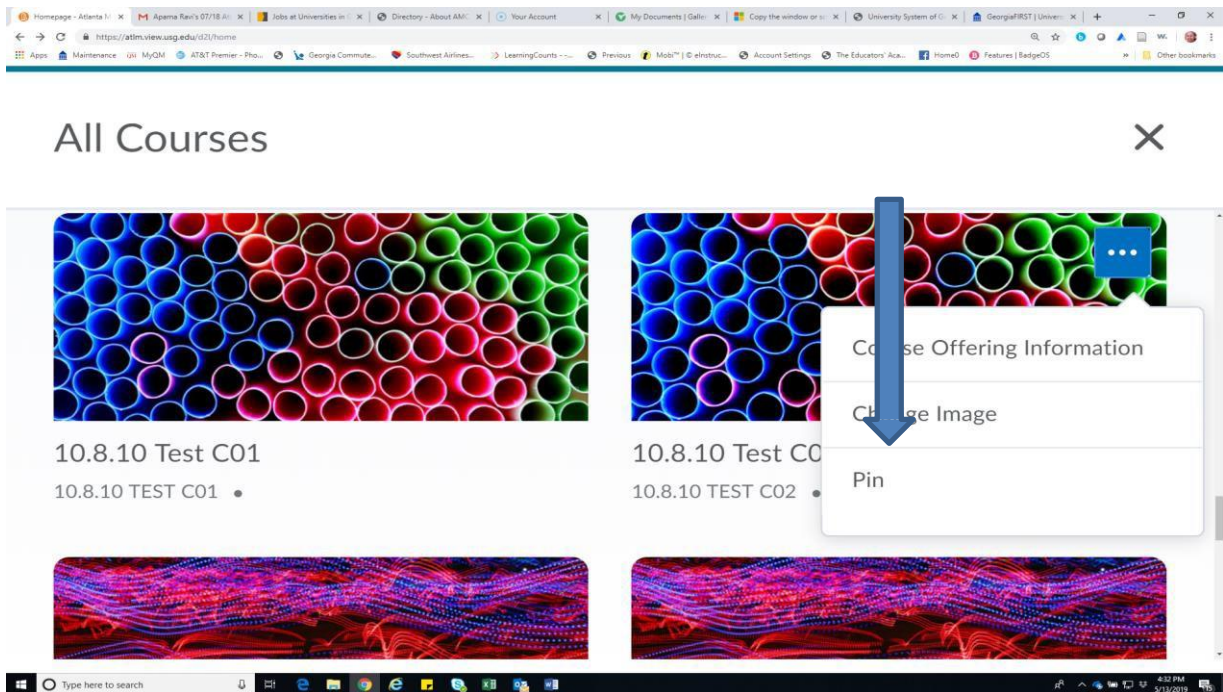
My Home Page:

This is your personal gateway to your Online (D2L) courses. Your My Home page will list all of the courses that you have registered for as well as campus wide news and a link to your calendar that lists all upcoming events in your classes. You can add personal events to your calendar as well as print by month or day.



If you do not find your course, please click on **View All Courses** and see a listing of all your courses. Find the

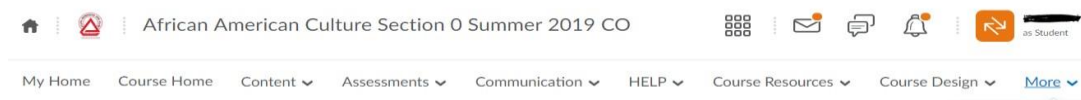
courses and pin them if you want to see them on your homepage.



To access a course, click on the image or the course. You will see the title of the course and the following links arranged on a line called the **Navbar**

Course Home Page:

To access a Course Home page, click on the course title link from the My Home page and My Courses widget box. Your Course Home page contains all of the important tools such as Content, Grades, Discussions, Dropbox, Quizzes, Surveys, etc. that your instructor may use to post course information and activities for you to view and complete assignments.



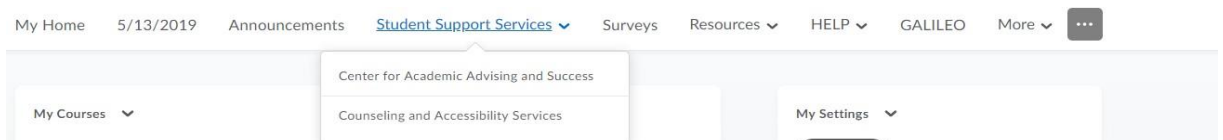
Navigation Bar

The navigation bar at the top of the screen gives access to My Home (return to your course list), send Email, and access your Locker storage space, and Logout to secure your account from access by others.

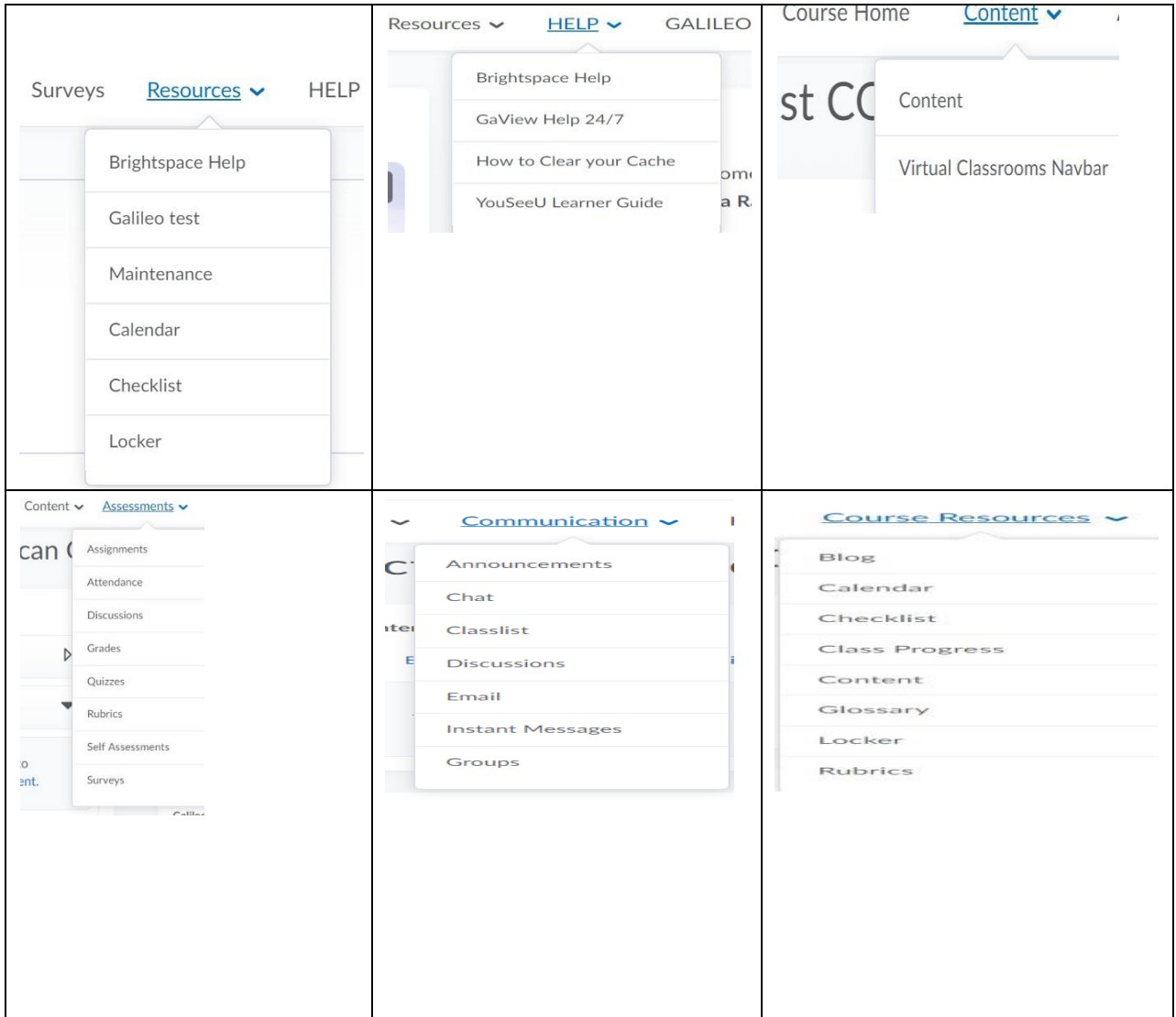


My Home is your Landing Page where all your courses are listed.

Course Home is the specific course that you have accessed.



Click on **Announcements** to see any latest and past announcements. You will also see announcements on the right side panel of the course. When you see a down arrow, click on it to see other links included. These are called **Custom Links**. Find below all Custom Links and the additional links that are contained in them.



Course Content:

Course content areas contain a variety of learning materials. The Course Content area is the main place you will go to get course content.

Click any of the course content links to find the online version of lectures, links to websites, assignments, or anything else an instructor may choose to post for student accessibility. After clicking a link, navigate to a different area by using the Table of Contents at the left. Click Content on the navigation bar to return to the main content page.

A Toolbar is available when a content item is open and being viewed. Depending on what type of content it is, you may have more or less buttons available. If you need to print, use the print button above the content item display whenever possible.

NOTE: When printing out PowerPoint presentations, do not use the print button. Instead, right-click on the slide, choose print, and select handouts from the drop-down box and choose either 3 or 6 slides per page. If you visit a particular content item, you'll have a bookmark icon. Use this icon to compile a list of bookmarks that you can then access from the main content page.

My Home Course Home Content ▾ Assessments ▾ Grades Communication ▾ HELP ▾ Course Resources ▾ More ▾

Table of Contents > Files > Test File1

Test File1 ▾



GeorgiaVIEWeekly Webcast: Week Ending: May 8, 2014

The WebEx archive of this webcast is located at the following web address:
<https://borusq.webex.com/borusq/ldr.php?RCID=32be02f4c7de12d40a35eb745a815212>

Participants

- Armstrong Atlantic State University
- Atlanta Metropolitan State College
- Bainbridge State College
- Board of Regents ITS
- Georgia Southern University
- Georgia Regents University Augusta
- Georgia State University

Classlist:

The Classlist provides a list of students currently enrolled in a course. Email addresses are provided. You can email a classmate by clicking on his/her email address or name. Your instructor will be listed on the Classlist, and you can email your instructor from the Classlist.

Classlist

Print Settings Help

Add Participants Enrollment Statistics Email Classlist

Show Search Options

Email Instant Message Print Enrollment Unenroll

<input type="checkbox"/>	Image	Last Name ▲, First Name	Username	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>		10.3 test instructor, 10.3 test instructor ▼	10.3testinstructor		Instructor	Jan 5, 2015 4:54 PM
<input type="checkbox"/>		10.3 test student1, 10.3 test student1 ▼	10.3teststudent1		Student	Jan 4, 2015 9:48 PM
<input type="checkbox"/>		10.3 test student2, 10.3 test student2 ▼	10.3teststudent2		Student	Instructor

Grades:

Within the Grades area, you will typically see a score and a percentage OR letter grade for each graded item. Most instructors will allow you to see your Final Grade, which is your grade-to-date. Some instructors may choose to show the letter grade, others will show you a percentage. If you are shown a percentage and want to see what letter grade you will receive, please refer to the Course Syllabus and/or Grading Scale that was provided to you at the beginning of the course.

[My Home](#) [Course Home](#) [Content](#) [Assessments](#) [Grades](#) [Communication](#) [HELP](#) [Course Resources](#) [Course Design](#) [More](#)

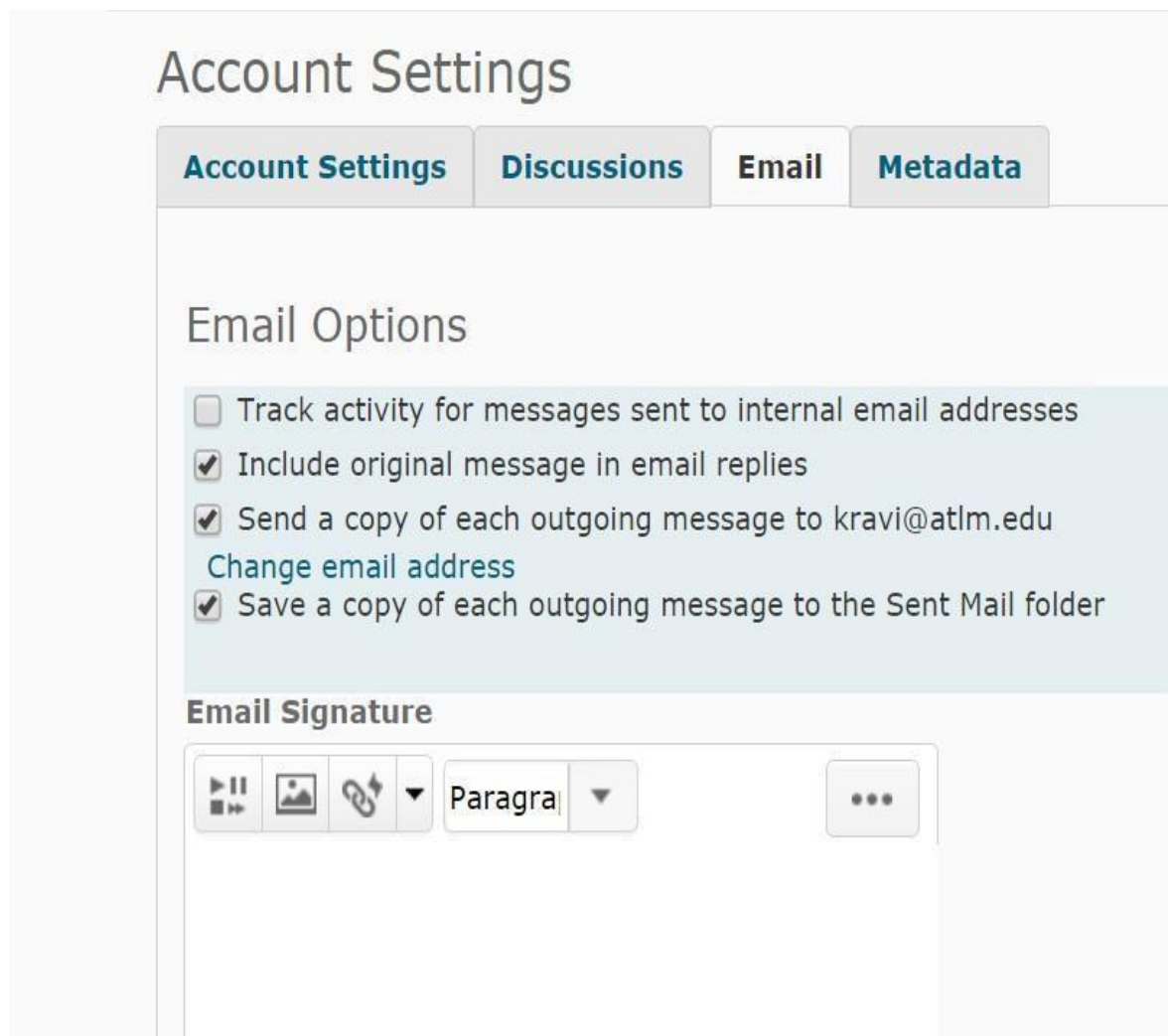
Grades

Grade Item	Points	Grade
Survey	- / 10	-%
Exam 1	- / 100	-%
Midterm Score		-%
Uncategorized		-%
LearningCurve: 11a. An Introduction to Stress	- / 10	-%
LearningCurve: 11b. Stress Your Body Your Health	- / 10	-%

E-Mail:

Remember your Ginger Email (ido@ginger.atlm.edu) email account is different from your D2L email (ido@atlm.view.usg.edu). Follow your instructor's directions regarding email usage.

Email allows you to send messages and you must CC yourself to receive a copy of the message in your D2L email Inbox. You can also set up your account settings to receive a copy of your D2L email to your Ginger Atlm email account..



The screenshot shows the 'Account Settings' interface with four tabs: 'Account Settings', 'Discussions', 'Email', and 'Metadata'. The 'Email' tab is selected. Under the heading 'Email Options', there are four checkboxes: 'Track activity for messages sent to internal email addresses' (unchecked), 'Include original message in email replies' (checked), 'Send a copy of each outgoing message to kravi@atlm.edu' (checked), and 'Save a copy of each outgoing message to the Sent Mail folder' (checked). A link 'Change email address' is positioned between the second and third checkboxes. Below this is the 'Email Signature' section, which features a rich text editor toolbar with icons for undo, redo, insert image, and a dropdown menu currently set to 'Paragra'. A three-dot menu icon is also visible on the right side of the toolbar.

Composing an Email Message:

1. Email can be accessed from the My Home Page navigation icons or inside course sites (example: Classlist)
2. In the main email window, click on the Compose button.
3. Type the recipient's e-mail address in the To: field. If you have an

address book setup you can click on the Address Book button beside the To: field.

4. Type a brief description of your e-mail in the subject line.
5. Type your message in the large text box.
6. Click the Send button.
7. Adding an attachment to an email a. In the main email window, click on the Compose button. b. Click the Browse button and choose your file. c. Click the Attach File button.

Discussions:

Within the Discussions area, your instructor may have you communicate in an asynchronous fashion. Asynchronous means that it's not a "real-time" tool and you don't have to be in at the same time as others in order to gain knowledge and participate. **Many times instructors will close Discussions, so if you are to participate within certain dates, make sure to do so as the Discussion may be set to disappear.**

Introductions ▾ Hello and welcome!! Here you will introduce yourself to your classmates and myself! Give us your name, two facts about yourself, and a topic that you like to debate on.	26	35 (35)
Should the use of recreational marijuana be legal in Georgia? ▾ 🔒 Unlocked: Sunday, June 26, 2016 12:00 AM EDT - Tuesday, July 26, 2016 8:00 AM EDT. 📋 Includes assessment. Must post first. Post your response using one source Respond to at least one of your classmates posts. Posts should be 3-5 complete sentences.	26	53 (53)
The Great Debaters ▾ 🔒 Unlocked: Sunday, July 3, 2016 12:00 AM EDT - Tuesday, July 26, 2016 8:00 AM EDT. 📋 Includes assessment. Must post first. This week we watched the Great Debaters and some of the language that is used in the book was also used in the film. Using examples from the film I would like for you to discuss the different components of an argument that were discussed in the chapter. Components to think of: <ul style="list-style-type: none">• Persuasion• Tone• Ethos• The use of definitions• Assumptions• Deduction and Induction• Different Types of Evidence	22	45 (45)

To Participate in a Discussion:

1. Click Discussions on the navigation bar.
2. Click the appropriate topic or link that your instructor has created.

To Post Your Own Message:

1. Click the Compose button at the top.
2. A new window opens for you to type in a subject and response text.
3. Use the Advanced tab to format your text.
4. Optional: Click the Add a File button at the bottom to attach a file to this posting as needed.
5. Click Browse and attach the file (like you would with an email message).
6. Click the Post button when you are finished.

To Read Other Students' Postings and Responses:

1. Click the Subject of the posting. It will open up and you can view it in the bottom frame of the screen. Click the next Subject you wish to read and so on.
2. To reply, click the Reply button.
3. You have the option to Flag messages that you want to mark for future reference. Click the Subject of the posting to open it and click on the Flag Message button just above the bottom frame. No one else will see flags you put on.

To Change Your Views or Search for Postings:

At the top right, the View dropdown box will allow you to display messages as non-threaded, which allows you to display all, then sort by clicking the column headings. Threaded is the default.

A Search box is located at the top of the discussion window. It only searches the Subject field. If you don't see the Search box, click the Show Search box button.

Assignment:

The D2L Dropbox allows students to submit their papers to their instructor electronically. Assignments can be submitted using a Word file, Excel, PowerPoint, a number of other file formats. Microsoft works files cannot be accepted. They do not come through correctly.

Submitting a File to Assignment Tool:

1. Click on the Dropbox tool
2. Click on the appropriate folder

3. Browse to the file that you would like to upload and click open
4. Type a short description or comment about the file
5. Repeat for additional files
6. After your files have been selected; click upload
7. Some of the files take a long time to upload (especially if there are graphics).
8. After the upload is complete the File Upload dialog box should appear.
9. To view if file was accepted go to Dropbox
10. Click on history button
11. All of the assignments that have been submitted will be listed

Quizzes:

As quizzes are made available by the instructor, they will appear within quizzes. Some instructors may also provide a link in the Content area to the quiz/test you need to take.

To Take a Quiz:

1. Click the quiz name.
2. Directions or notes from your instructor about the quiz will appear on the next page.
3. Click "Start Quiz!" to begin.

There are many different question types that can be used and instructors can choose to grade them differently. If you have any questions about your quiz or how it was graded, please contact your instructor.

After submitting a quiz, you may have access to a submission view or results page, at the discretion of your instructor. The submission view can show you your answers and whether or not they are right or wrong and the correct answers.

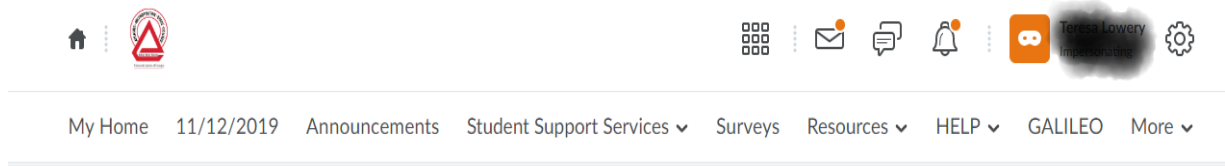
Most times, scores can instantly be viewed by clicking Grades on the navigation bar.

NOTE: If you take a test containing essay, long answer, or short answer question types, your grade may not be accurate until those questions are manually graded by your instructor.

Be sure to save after you answer every question and submit when you are finished. Be sure any pop-up blocker software you have installed on your computer is turned OFF. You may also access your score once an instructor has graded your quiz. If you face any technical issues while taking a quiz, please contact D2L Help Center IMMEDIATELY and report the problem. You will be given a Helpdesk ticket and an email will be sent to you if the problem is not corrected immediately. Remember, that is the only proof that you faced a technical problem while taking a quiz.

Alerts:

Message alerts, email alerts, and subscription alerts are indicated like below on your course homepage:



[FOR FURTHER QUESTIONS, VIDEOS, AND MORE TUTORIALS ON BRIGHTSPACE \(D2L\), PLEASE VISIT](#)

<https://documentation.brightspace.com/EN/learners/learners.htm>

NOTES