



## BRIGHTSPACE (D2L) STUDENT GUIDE



Brightspace (Desire2Learn) is a way 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.

### AMSC D2L URL

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

### 24/7 D2L Assistance

Phone: 1-855-772-0423

### USG D2L Helpcenter

<https://d2lhelp.view.usg.edu/>

### 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/>



**Login**

Username:  
amc.admin3

Password:  
\*\*\*\*\*

Please note your password is case sensitive.

[Login](#)

[Forgot Password?](#)

**Welcome**

This new Desire2Learn portal offers you access to all face to face as well as online courses at Atlanta Metropolitan State College.

**System Check**  
Click [here](#) for a System Check before you login.

**Login Instructions:**  
Your Desire2Learn Username is the first part of your atlm email address before the @ sign (Username@ginger.atlm.edu). If you do not have an atlm email address, click on the [Student Portal](#) and retrieve your Email address. Your password is the (Banner) Student Portal Password (6 digit birth date MMDDYY) unless you changed it.



**Username and Password: Your Desire2Learn Username is the first part of your atlm email address before the @ sign (Username@ginger.atlm.edu). If you do not have an atlm email address, click on the [Student Portal](#) and retrieve your Email address. Your password is the (Banner) Student Portal Password (8 digit birth date MMDDYYYY) unless you changed it.**

- **Technical assistance with password or account, please contact the Center for Academic Success**
  - **Phone: 404-756-5690**
  - **E-mail: [asc@atlm.edu](mailto:asc@atlm.edu)**
  - **Office Hours: Hours: 8:00 AM - 8:00 PM Monday—Thursday**  
**8:00 AM - 5:00 PM Friday**  
**10:00 AM - 2:00 PM Saturday**  
**2:00 PM - 6:00 PM Sun**

**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.

The screenshot shows the Brightspace D2L interface for Atlanta Metropolitan State College. At the top, there is a navigation bar with links for My Home, Email, Locker, Calendar, GALILEO, Maintenance, 8/4/2016, Help, Log Out, and Logged in as Amc.admin3. Below this is the college logo and name. A secondary navigation bar contains links for Course Home, Content, Discussions, Dropbox, Quizzes, Classlist, Checklist, Chat, Self Assessments, and Surveys. The main content area is divided into four columns:
 

- My Settings:** Includes a user profile picture, the name 'Welcome, Kokila Ravi', and links for Profile, Account Settings, Notifications, Change Password, View my progress, and Locker.
- My Courses:** Features a 'Semester' dropdown (Set to 'Select Semester'), a 'Department' dropdown (Set to 'Select Department'), and a 'Last 10 Accessed Courses' section with a search box. Two courses are listed: 'CO.610.AMIR1001.50511.20171 - Thinking, Learning & Communica Section 241 Summer 2016 CO Summer 2016, Social Science Department' and 'CO.610.POLS2401.50523.20171 - Global Issues Section 241 Summer 2016 CO Summer 2016, Social Science Department'.
- Calendar:** Shows the current date as 'Thursday, August 4, 2016' and a section for 'Upcoming events' which currently displays 'There are no events to display.'
- Updates:** Shows '1 New Emails'.
- News:** Shows 'D2L Updates the following Terms/Tools'.

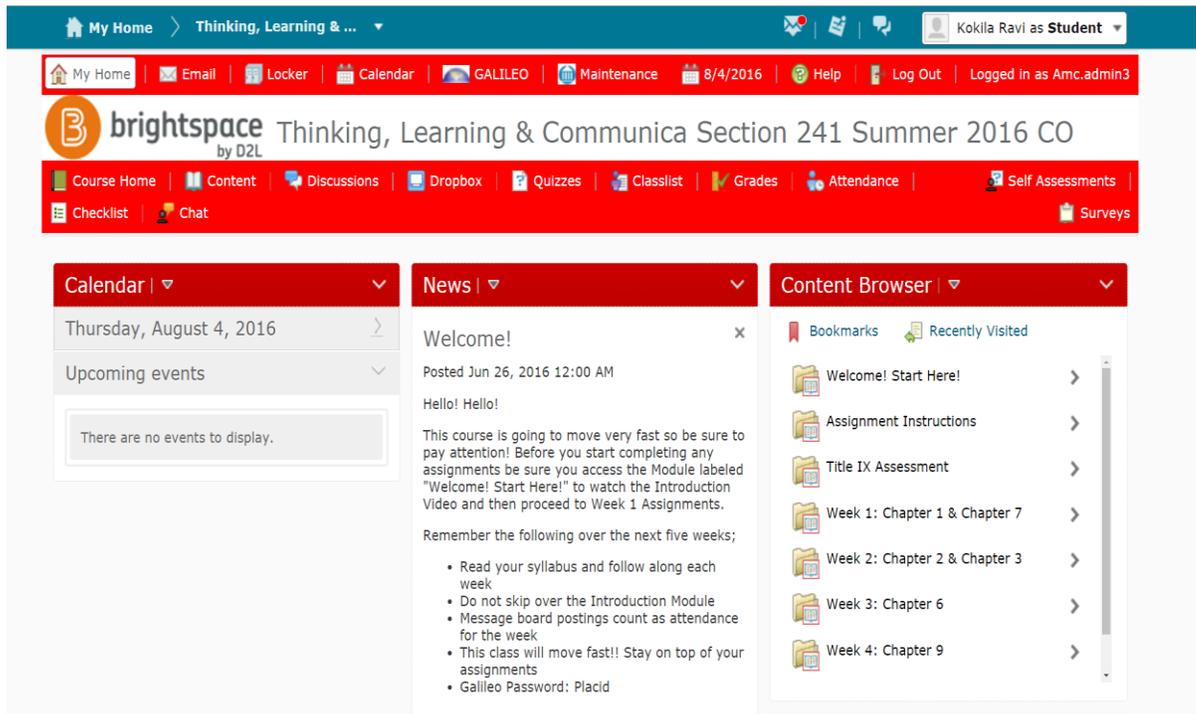
## Navigation Bar

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.



## 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.



**Calendar** | ▾

Thursday, August 4, 2016 >

Upcoming events ▾

There are no events to display.

**News** | ▾

Welcome! ×

Posted Jun 26, 2016 12:00 AM

Hello! Hello!

This course is going to move very fast so be sure to pay attention! Before you start completing any assignments be sure you access the Module labeled "Welcome! Start Here!" to watch the Introduction Video and then proceed to Week 1 Assignments.

Remember the following over the next five weeks;

- Read your syllabus and follow along each week
- Do not skip over the Introduction Module
- Message board postings count as attendance for the week
- This class will move fast!! Stay on top of your assignments
- Galileo Password: Placid

**Content Browser** | ▾

Bookmarks Recently Visited

- Welcome! Start Here! >
- Assignment Instructions >
- Title IX Assessment >
- Week 1: Chapter 1 & Chapter 7 >
- Week 2: Chapter 2 & Chapter 3 >
- Week 3: Chapter 6 >
- Week 4: Chapter 9 >

## 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.

The screenshot displays a course management system interface. At the top, a navigation bar includes "My Home", "Thinking, Learning & ...", and a user profile for "Kokila Ravi as Student". Below the navigation bar, a "Course Schedule" tab is active. A progress indicator shows "0 % 0 of 28 topics complete". The main content area is divided into two sections: "Welcome! Start Here!" and "Assignment Instructions".

**Table of Contents:**

Item	Count
Welcome! Start Here!	5
Assignment Instructions	8
Title IX Assessment	2
Week 1: Chapter 1 & Chapter 7	7
Week 2: Chapter 2 & Chapter 3 Begins July 3	4
Week 3: Chapter 6 Begins July 10	1
Week 4: Chapter 9 Begins July 17	1
Week 5: Chapter 5	

**Welcome! Start Here! Content:**

- Introduction Video!
- Join Class Celly (Message Service)
- Welcome to AMIR Summer 2016.Online
- AMIR Summer Syllabus.Online\_ANicholson
- Introductions

**Assignment Instructions Content:**

- Assignment Instructions
- AMIR Summer 16 Degree Guidelines and Requirements

## 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.

The screenshot shows a user interface for a classlist. At the top, there is a navigation bar with "My Home" and "Select a course...". Below this, there are two sections of student and instructor information. Each entry includes a profile icon, a list of names, a unique ID, and a role (Instructor or Student).

Name	ID	Role
10.3 test Instructor, 10.3 test Instructor	10.3testinstructor	Instructor
10.3 test student1, 10.3 test student1	10.3teststudent1	Student
10.3 test student2, 10.3 test student2	10.3teststudent2	Student
10.5.6instructor, 10.5.6instructor	10.5.6instructor	Instructor
10.5.6student1, 10.5.6student1	10.5.6student1	Student
10.5.6student2, 10.5.6student2	10.5.6student2	Student
10.5.7TestInstructor, 10.5.7TestInstructor	10.5.7Testinstructor	Instructor
10.5.7Teststudent, 10.5.7Teststudent	10.5.7Teststudent	Student

## 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.

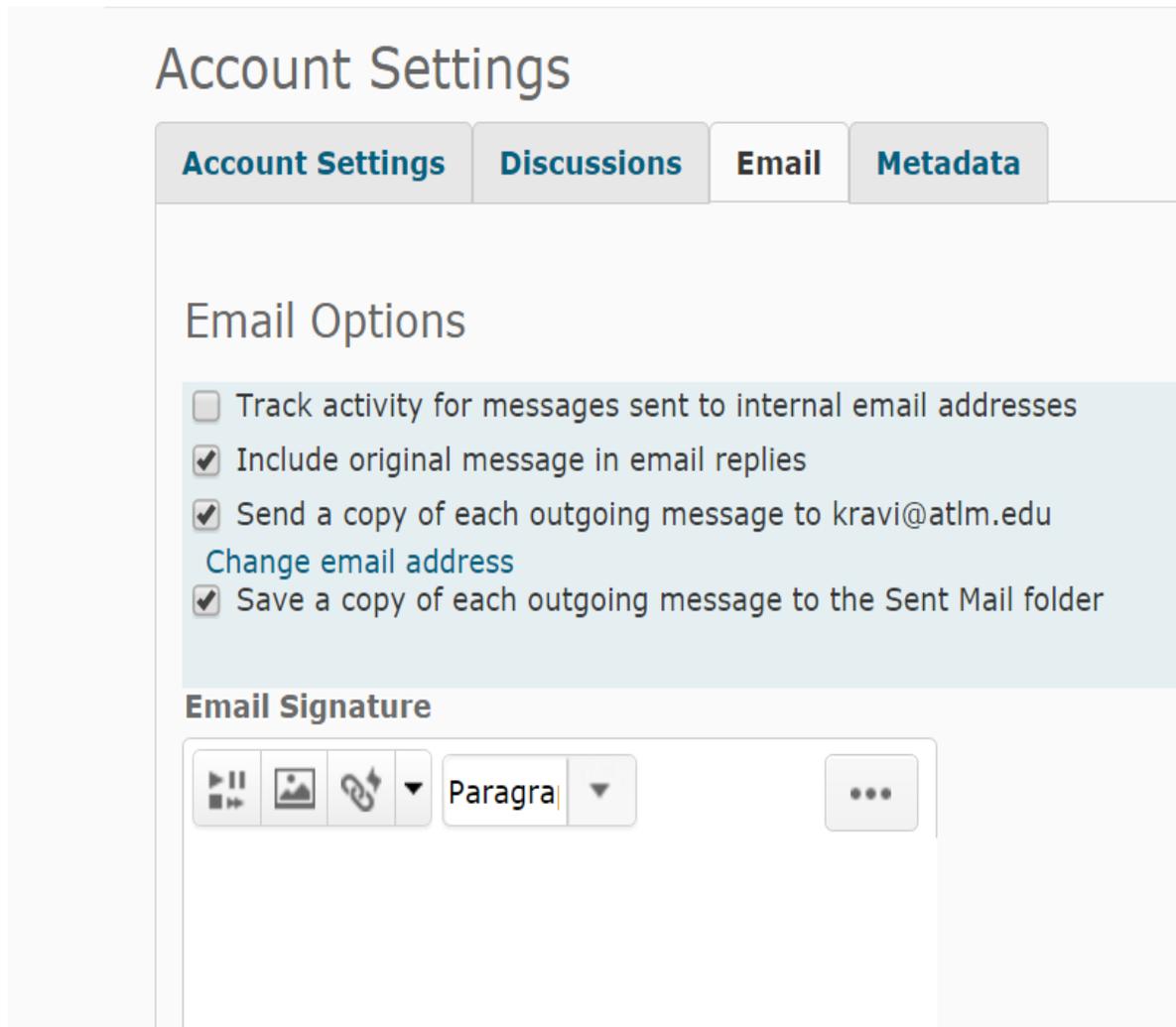
The screenshot shows a user interface for a grades page. At the top, there is a navigation bar with "My Home" and "Thinking, Learning & ...". Below this, there is a header for "brightspace Thinking, Learning & Communica Section 241 Summer 2016 CO". A red navigation bar contains links for "Course Home", "Content", "Discussions", "Dropbox", "Quizzes", "Classlist", "Grades", "Attendance", "Self Assessments", "Checklist", and "Chat". Below the navigation bar, there is a "Grades" section with a "Print" button. A table titled "Grade Items" lists various assignments with their points and percentages.

Grade Item	Points	Grade
<b>Class Assignments</b>		
• Discussion Posts		
Syllabus Quiz	0 / 15	0 %
Marijuana Debate	0 / 30	0 %
Great Debaters Discussion	0 / 25	0 %
Presenting an Argument	0 / 25	0 %
Evaluating an Argument	0 / 35	0 %
<b>Analysis and Argument Paper</b>		
Argument Paper	0 / 200	0 %
Fact Finding Assignment	0 / 100	0 %
Group Media Comparison Project	0 / 150	0 %
Title IX - Haven	0 / 50	0 %
Title IX - AlchoEdu	0 / 50	0 %
Test 1	0 / 150	0 %
Test 2	0 / 150	0 %

## **E-Mail:**

Remember your Ginger Email ([jdoe@ginger.atlm.edu](mailto:jdoe@ginger.atlm.edu)) email account is different from your D2L email ([jdoe@atlm.view.usg.edu](mailto:jdoe@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 'Email Options' section, 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 located below the third checkbox. The 'Email Signature' section features a rich text editor toolbar with icons for undo, redo, insert image, insert link, and a dropdown menu currently set to 'Paragra'. A 'More options' button (three dots) is also present.

### ***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.**

<p><b>Introductions</b> ▼</p> <p>Hello and welcome!!</p> <p>Here you will introduce yourself to your classmates and myself!</p> <p>Give us your name, two facts about yourself, and a topic that you like to debate on.</p>	26	35 (35)
<p><b>Should the use of recreational marijuana be legal in Georgia?</b> ▼</p> <p> Unlocked: Sunday, June 26, 2016 12:00 AM EDT - Tuesday, July 26, 2016 8:00 AM EDT.</p> <p> Includes assessment. Must post first.</p> <p>Post your response using one source</p> <p>Respond to at least one of your classmates posts.</p> <p>Posts should be 3-5 complete sentences.</p>	26	53 (53)
<p><b>The Great Debaters</b> ▼</p> <p> Unlocked: Sunday, July 3, 2016 12:00 AM EDT - Tuesday, July 26, 2016 8:00 AM EDT.</p> <p> Includes assessment. Must post first.</p> <p>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.</p> <p>Components to think of:</p> <ul style="list-style-type: none"> <li>• Persuasion</li> <li>• Tone</li> <li>• Ethos</li> <li>• The use of definitions</li> <li>• Assumptions</li> <li>• Deduction and Induction</li> <li>• Different Types of Evidence</li> </ul>	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.

### **Dropbox:**

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 Dropbox:***

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.

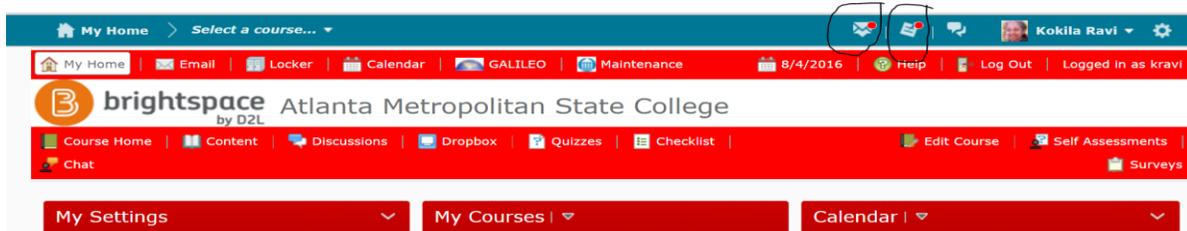
After submitting a quiz, you may have access to a submission view or results page, at the discretion of your instructor. The submission view can show you your answers and whether or not they are right or wrong and the correct answers. Most times, scores can instantly be viewed by clicking Grades on the 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 every 5 questions 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.

**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/-/-/learner/learner\\_intro\\_4.htm](https://documentation.brightspace.com/EN/-/-/learner/learner_intro_4.htm)**