

# An Introduction to Navigating Brightspace For Families

# Commonly Used Tools in Brightspace:

**Announcements**  
(AKA Newsfeed)



Announcements

**Assignments**  
(AKA Dropbox)



Assignments

**Portfolio**



Portfolio

**Content**



Content

**Activity Feed**



**Purpose:**

Multi-media capable tool to allow teachers to create rich announcements for students that post to the course homepage

**Purpose:**

Submission folders are found here  
Students can track their assignments and see what has/has not been submitted, including due dates

**Purpose:**

Documentation tool to collect evidence of learning

**Purpose:**

Where you can find the lesson content that is being shared by the educator

**Purpose:**

Interactive tool for educators to share activities on the course homepage  
Social media inspired communication tool



# Getting Started...

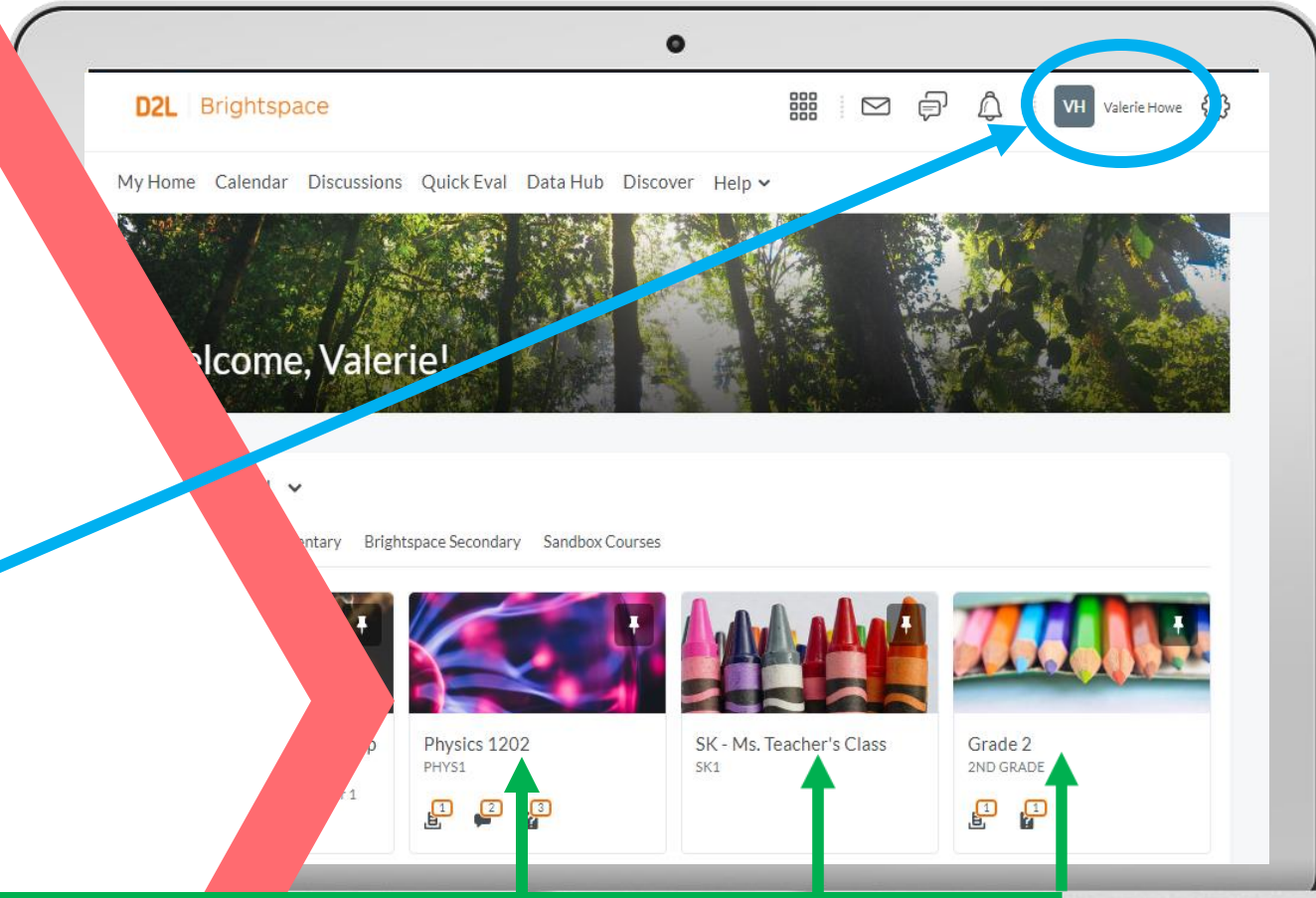
Once you are logged into Brightspace, you will come to the “landing page”.

Here you will see the user’s name and initials (or a photo if the profile has been updated with one) at the top right of the page. If this was your account, you would see your name and initials here.

Once you are logged into Brightspace, you will find all the courses you are enrolled in.

*Note: this example shows multiple courses that this person is registered in. You may only have one course listed.*

Click on the course you want to move to the **Course Homepage**.







# What's on the Course Homepage?

Return to Homepage

Return to Course Homepage

Nav Bar

The screenshot shows the Brightspace Classroom interface. At the top, there is a navigation bar with a home icon (circled in green), the text 'Brightspace Classroom', and utility icons for a waffle menu, email, chat, and notifications (circled in blue). Below this is a secondary navigation bar with icons for Content, Announcements, Assignments, Activities, Assessments, Classlist, and Science, all enclosed in a red box. The main content area features a banner with a periodic table and the text 'Welcome to our Learn from Home Classroom, K12!'. Below the banner are sections for 'Activity Feed' with a 'Create a post...' button and 'Latest Posts', and 'Announcements' with a post titled 'Virtual Learning Portraits' featuring a video player.

1.  1. Waffle  
List of all your courses
2.  2. Email
3.  3. Chat
4.  4. Notifications



# Examples of Course Homepages

\*\* Course homepages may look different depending on how the educator has set up their course. \*\*

This screenshot shows a Brightspace Classroom homepage for a K12 Educator. The header includes a home icon, the text "Brightspace Classroom", and navigation icons for a grid, email, chat, notifications, a user profile for "KE K12 Educator", and a settings gear. Below the header is a row of eight icons representing different course functions: Content, Announcements, Assignments, Activities, Assessments, Classlist, Science, and Course Admin. A large banner image features a periodic table of elements with the text "Welcome to our Learn from Home Classroom, K12!". Below the banner are two main content areas. The left area, titled "Activity Feed", contains a "Create a post..." button and a "Latest Posts" section with a post from "KE" dated "Apr 13, 2020" titled "Fitness Challenge!". The right area, titled "Announcements", features a post titled "Virtual Learning Portraits" dated "Posted Apr 13, 2020 4:31 PM" with a video thumbnail.

This screenshot shows a Grade 10 Science course homepage. The header includes a home icon, the text "Grade 10 Science", and navigation icons for a grid, email, chat, notifications, and a user profile for "Heather Ryan as Student". Below the header is a navigation menu with links for "Content", "Discussions", "Assignments", "Grades", "Class Progress", and "Quizzes". A large banner image shows a laboratory setting with test tubes and a person pouring liquid, with the text "Grade 10 Science". Below the banner are two main content areas. The left area, titled "Activity Feed", contains a "Create a post..." button and a "Latest Posts" section with a post from "Gina Hernandez" dated "Oct 2, 2018 1:11 PM" titled "Inquiry Lab". The right area, titled "Scientist of the Week", features a "BLOGSPOT" section with a profile for "Marie Maynard Daly" and a list of statistics: Innovation 6, Impact 5, and Obscurity 9.

# What's Next?

Once you are in your course, you have a few options:

**Option 1:** Check for new posts from the instructor in **Activity Feed** and/or **Announcements**\*

**Option 2:** Click on the **Content** tab at the top of the page to view the units in your course

**Option 3:** You can click on the **Assignments**\* tab to submit any requested material

\* **Note:** Tools can given different names. For example: **Announcements** is sometimes labeled "Newsfeed" and **Assignments** is sometimes labeled "Dropbox"



Content



Announcements



Assignments



Activities



Assessments



Classlist



Science



Course Admin



Welcome to our Learn from Home Classroom, K12!

Activity Feed ▾

+ Create a post...

Latest Posts

KE

Me • Apr 13, 2020

### Fitness Challenge!

Your movement of the week is one of the best body-weight exercises you can perform: **THE BURPEE!**

It is a plyometric movement that requires no equipment, and

Announcements ▾

### Virtual Learning Portraits ▾

×

Posted Apr 13, 2020 4:31 PM





Heather Ryan  
as Student

Course Home

Content

BrainPOP

IXL

Cool Sites

Logout

Viewing as Student

- Profile
- My Portfolio**
- Notifications
- Account Settings
- Log Out



Activity Feed

+ Create a post...

Latest Posts

Announcements

Welcome to Room 12!

Posted Sep 6, 2017 11:19 AM

**Step 1:** Click on your name in the top right corner

**Step 2:** Choose "My Portfolio"

Learn more about using **Portfolio At Home** [here](#).

# How do I find my "Portfolio"?