



# **D2L Brightspace**

## Student Guide

Center for Teaching, Learning and Innovation

# Office of Online Learning

D2L Brightspace

Student Guide

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# Introduction

Morris Brown College uses D2L Brightspace as its official Learning Management System to support teaching, learning, and academic operations. Brightspace provides students, faculty, and staff with centralized access to course materials, assignments, grades, and course communications. Faculty and staff can access guidance on course management, instructional tools, and available technical support, including the use of approved third-party integrations. Students can view their current and upcoming term courses and access academic resources designed to support their success throughout the semester.

This document has been developed to introduce you to Morris Brown College's learning management system, D2L Brightspace. This document will help you to learn how to use the different features within D2L Brightspace.

D2L Brightspace can be used as a small component of a traditional course, such as to submit papers and check grades, or it can be used in a course where everything occurs completely online.

## Objectives

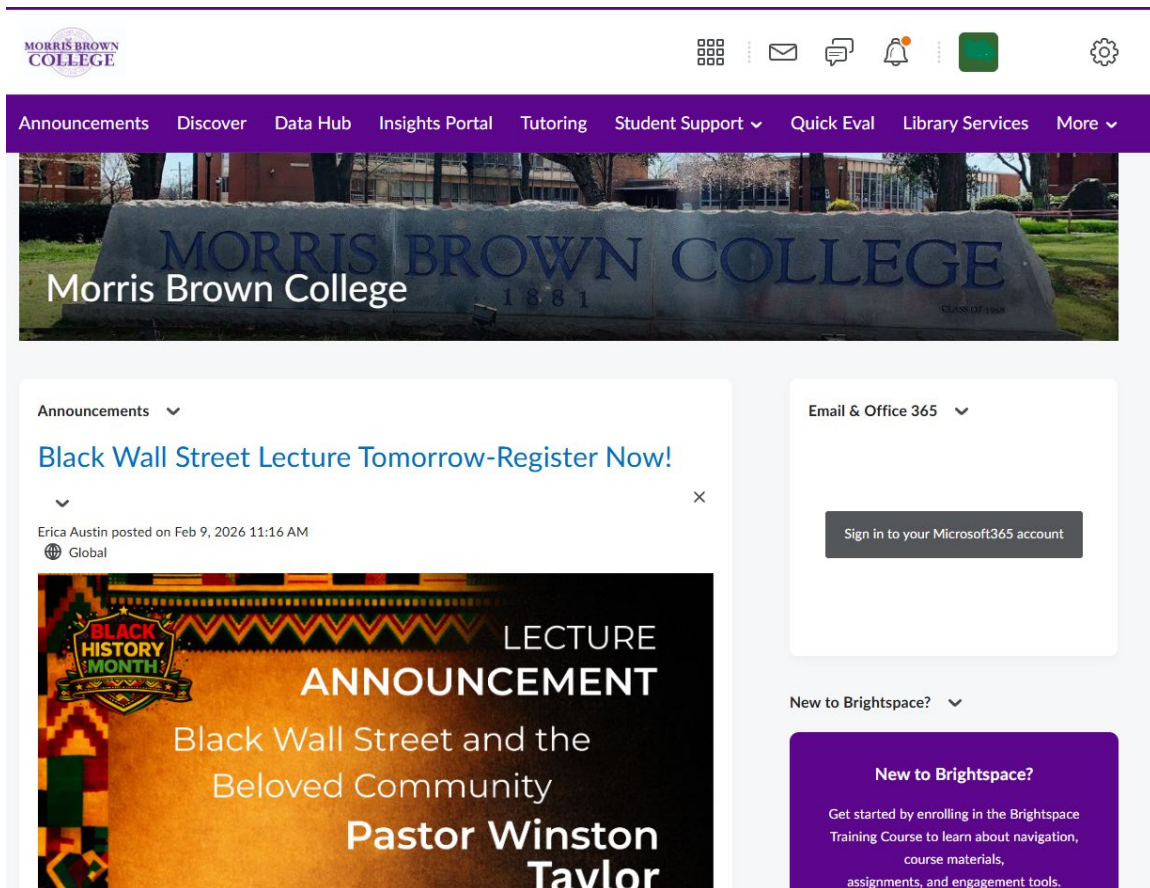
After reading this document, you will be able to:

- *Access D2L Brightspace.*
- *Understand the Home Page.*
- *Use the Calendar tool.*
- *Use the Email tool to read and send messages.*
- *Use the Coursework tool.*
- *Understand the features of the Assignments tool.*
- *Participate in class discussions via the Discussions tool.*
- *Take an online assessment via the Quiz tool.*
- *Check your grades in the Grades tool.*

# Accessing D2L Brightspace

The following instructions explain how to access D2L Brightspace.

1. Go to the following website: <https://morrisbrown.brightspace.com>
2. **Enter your Brightspace username**
  - o Your Brightspace username is your MBC Student email address.
3. **Enter your password**
  - a) Use the **same password you use for your MBC Student email account.**
  - b) Brightspace and MBC email use the **same login credentials.**
4. **Complete MFA (Multi-Factor Authentication)**
  - a) If you have questions regarding setting up MFA please contact [servicedesk@morrisbrown.edu](mailto:servicedesk@morrisbrown.edu)
5. **Access your Brightspace dashboard**
  - a) After a successful login, you will be taken to your Brightspace home page where your courses and tools appear.



# The “My Home” Page

## The Brightspace My Home Page

When you log into Brightspace, the first screen you see is called **My Home**. This is your starting point. It is not a course. Think of it as your Brightspace dashboard.

## What the My Home Page Is

The My Home page gives you a high-level view of what’s happening across all of your courses and within the Brightspace system. It helps you orient yourself before you enter individual classes. You will return to this page often, especially when checking updates or navigating between courses.

## What You May See on the My Home Page

Depending on how Brightspace is set up, your My Home page may include:

- **Announcements**  
Messages that apply to all students or large groups of students. These are typically college-wide or system-level updates.
- **Course Tiles - “My Courses”**  
Links to each of your enrolled courses so you can quickly enter a class.
- **Alerts or Notifications**  
Indicators for unread announcements, upcoming due dates, or important reminders pulled from your courses.
- **Calendar or Upcoming Events**  
A snapshot of assignments or academic dates across all courses.
- **Links to Student Support Tools**  
Access to resources such as tutoring, technology support, library services, or advising.
- **Email & Office 365**  
Quick access to email and your personal One Drive folder (Click Sign in to connect)

## Why the My Home Page Matters

The My Home page helps you:

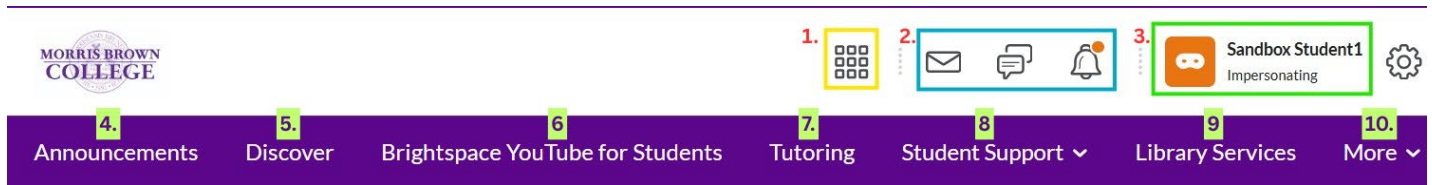
- Stay aware of **college-wide announcements and system updates**
- Quickly see what needs your attention across all courses
- Navigate efficiently without missing important information

Announcements on the My Home page are important because they often relate to deadlines, system availability, or student services that affect more than one course.

### Student Tip

Always pause on the My Home page before clicking into a course. A quick scan can save you time and help you avoid surprises later.

# Understanding the Brightspace My Home Header



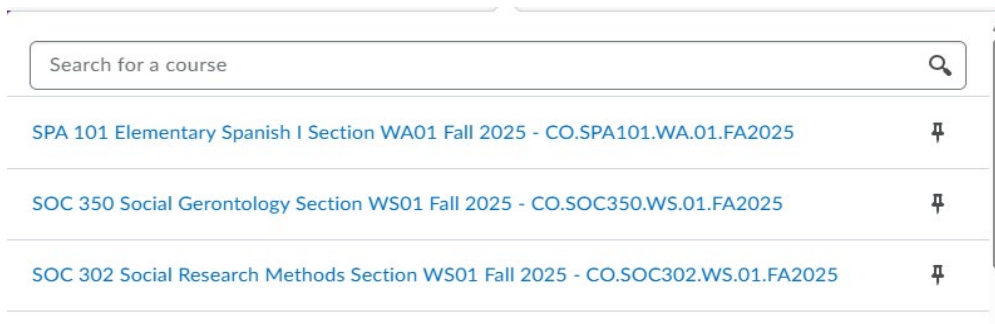
## Top Icons on the My Home Page

### 1. Waffle Icon (App Launcher)

The waffle icon (the grid of squares) opens the Brightspace App Launcher.

Use this to:

- Navigate between enrolled courses
- **Select a course:** The waffle icon provides access to your courses. The list displays previously searched courses. You can search courses by using the search box. You can switch between courses from the drop-down without returning to My Home. You can also pin courses, so they remain at the top of the list.



### 2. Announcements & Activity Tools (Messages, Discussions, Notifications)

This group of icons keeps you informed about communication and activity across your courses.

#### Messages (Envelope)

Gives direct access to your Instant Messages and Email. Students can use the Brightspace tool to email their Instructors. The messages will appear in the Instructors Outlook email inbox.

#### Discussions & Updates (Speech Bubble)

Alerts you to discussion activity, including replies to your posts and new discussion activity in your courses. A red dot on the Subscriptions alert icon indicates that there are new posts to topics and forums that you have subscribed to in Discussions.

#### Notifications (Bell)

Shows updates from across all courses, including announcements, assignment feedback, upcoming or overdue work, and instructor updates. A red dot on the Update alerts icon indicates you have new news items, a new grade has been posted, and upcoming due dates for items not completed.

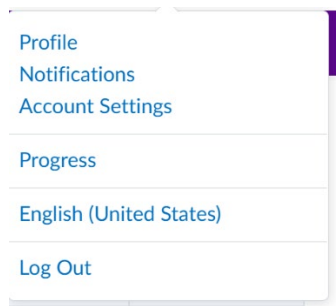
If you see a dot on the bell, something needs your attention.

### 3. Profile Icon and Name

This area displays your name and profile icon.

From here, you can:

- Update notification preferences
- Adjust account settings
- Log out of Brightspace



## The My Home Navigation Bar (Purple Bar)

### 4. Announcements

College-wide or system-level messages that may apply to multiple courses. These announcements often include important academic reminders or updates.

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### 5. Discover

A Brightspace feature that allows you to self-enroll into Courses for training and professional development. Not all courses appear here.

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### 6. Brightspace YouTube for Students

Short, student-friendly videos created to help you learn how to use Brightspace. This is a helpful resource if you are new or need a refresher.

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### 7. Tutoring - “The Spot”

This link takes you to **The Spot**, tutoring services provided through the **Center for Teaching and Learning and Innovation (CTLI)**.

Use The Spot when you need help with coursework, studying, or preparing for exams.

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### 8. Student Support

Access to key student services such as advising, academic support, technology assistance, counseling & wellness.

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### 9. Library Services

Direct access to library resources, research support, and citation assistance.

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### 10. More

Additional tools and resources that support your Brightspace experience.

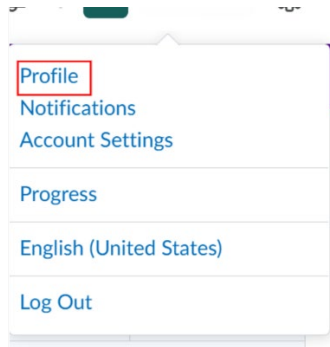
# Profile

The following explains how to adjust your profile.

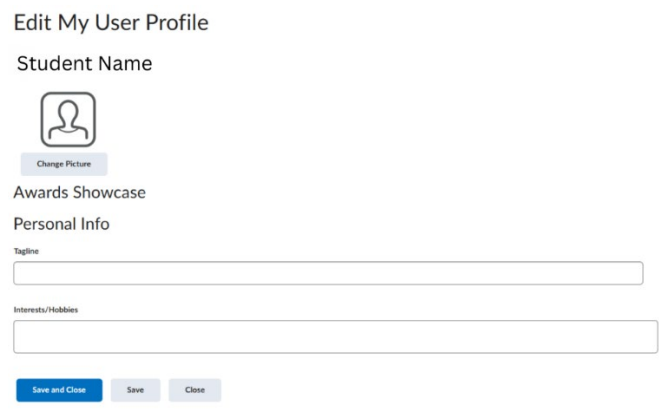
1. From the D2L Brightspace *My Home* page NavBar, click the **User Settings** drop-down.



2. Click on **Profile** from the drop-down list.



3. The *Edit My User Profile* screen will appear.



4. Enter any information that you wish to share with others.
5. Click the **Save and Close** button in the lower-left area of the screen to return to the D2L Brightspace *My Home* page.



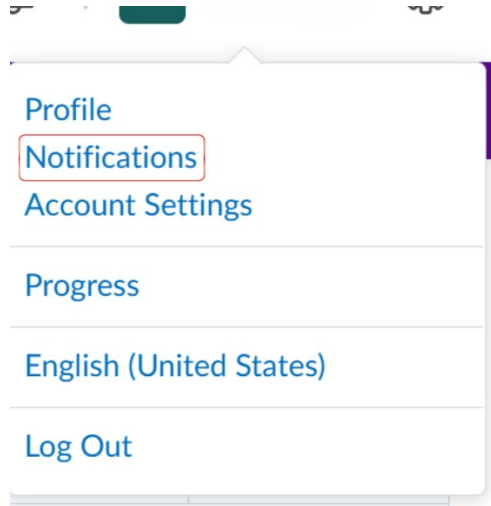
# Notifications

The following explains how to locate the settings for *Notifications*.

1. From the D2L Brightspace *My Home* page NavBar, click the **User Settings** drop-down.




2. Click on **Notifications** from the drop-down list.



3. The *Notifications* settings screen appears. Here you can do the following.
  - a. Have notifications sent to your email by clicking **Change your email settings**.
  - b. Have notifications sent to your mobile device by downloading **The Pulse App**.
  - c. Adjust the settings for notifications in the following three categories located on the screen: *Summary of Activity*, *Instant Notifications*, *Customize Notifications*, and *Exclude Some Courses*.

**Contact Methods**

**Email Address**  
 Send email notifications to: karrah.ray@morrisbrown.edu   
[Change your email settings](#)

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**Summary of Activity**  
 Email me a summary of activity for each of my courses.

How often?  At what time?  On which day?

---

**Instant Notifications**

	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>
Announcements - new announcement available	<input checked="" type="checkbox"/>
Assignments - assignment feedback released	<input checked="" type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>

4. Click the **Save** button in the lower-left area of the screen to return to the *My Home* page.



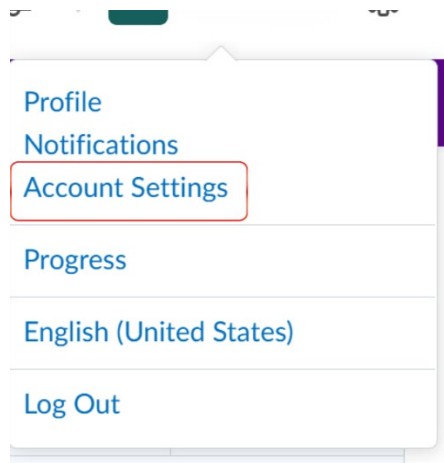
## Account Settings

The following explains how to locate the *Account Settings* from the *NavBar*.

1. From the *NavBar*, click the **User Settings** drop-down.



2. Click on **Account Settings**.



3. The *Account Settings* screen will appear with options to adjust the *Font*, *Dialog*, *HTML*

## Editor, Reading Content, Video, and Locale & Language settings.

### Account Settings

Account Settings Discussions Email Metadata

#### General Settings

System Email: karrah.ray@morrisbrown.edu [Change Email](#)  
Password: \*\*\*\*\* [Change Password](#)

#### Pronouns

When enabled, your pronouns can appear to others in areas such as your profile card or Classlist.

##### Pronoun Settings

Allow others to see my pronouns

Use what my organization has on record: None

Use different pronouns:

Common pronouns include She/Her, He/Him, They/Them

#### Font Settings

Font Size

Medium

The quick brown fox jumps over the lazy dog.

#### Reading Content

Some tools automatically mark content as read as you scroll it into view. If you use an assistive technology such as a screen reader then you may wish to disable this feature by checking the box below.

Do not automatically mark items as read as the page scrolls

#### Video Settings

This setting ensures assistive technologies can detect videos. As a consequence, videos will overlap menus. It does not influence the accessibility of specific players.

Optimize video presentation for programmatically driven assistive technologies

#### Locale & Language

Preferred Locale and Language

-- Default -- English (United States)

You may change the default calendar, date, time, and number formats set by your organization. Some courses may override your selections.

Clock

-- Default -- (12 Hour AM/PM)

First Day of the Week

-- Default -- (Sunday)

Date

-- Default -- (M/d/yyyy)

4. Click the **Save and Close** button in the lower-left area of the screen to return to the *My Home* page.

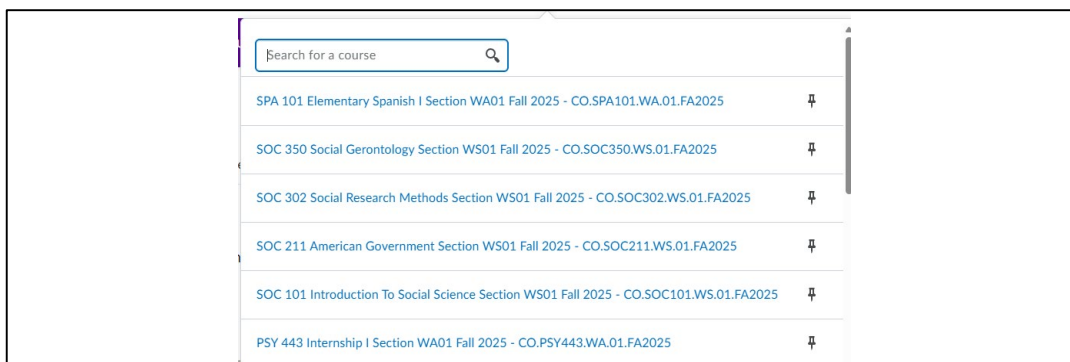
## Accessing Your Courses

The following explains how to access your courses in D2L Brightspace.

1. From the *NavBar*, click the **Select a course** drop-down.



2. The course(s) that you are currently enrolled in this semester will appear. Click on the **course** of your choice.



3. The *Course Home Page* will appear.

## Important Information about Course Access:

- Even if you registered during Early Registration, your courses will not be visible in D2L Brightspace until the official start date of the semester.
- During Add/Drop, after you register, it will take 24-48 business hours for your course access to become available in D2L Brightspace.
- If you Drop a course, that course will remain in your list of courses in D2L Brightspace until you contact the instructor of the dropped course to have him/her remove your name from the Classlist.

## Calendar

You can use the calendar in D2L Brightspace to view important dates for your class. If your instructor chooses to do so, they may include to show events on the calendar, such as *exams*, *due dates for important papers*, *office hours*, etc. You can also keep a “to-do list” in the task area to help you stay organized throughout the semester. The following explains how to use the calendar in D2L Brightspace.

## Finding the Calendar

The calendar is located in your NavBar under Course Tools. To open, click Calendar under the Course Tools drop down.

The screenshot shows a calendar interface with a top navigation bar containing 'Agenda', 'Day', 'Week', 'Month', and 'List' views. To the right are 'Print', 'Settings', and 'Subscribe' icons, and a search box labeled 'Search Events'. Below the navigation is a section for 'Today and tomorrow' with 'Create Event', 'Set Dates', and 'Import Events' buttons. A table below this section has columns for 'Date', 'Course', and 'Category', and contains the text 'No events scheduled'. To the right is a calendar grid for February 2026, with the date '12' (Thursday) bolded.

## Viewing Events on the Calendar

Your instructor(s) may choose to post important dates to the calendar. The following explains how to find these events on the calendar.

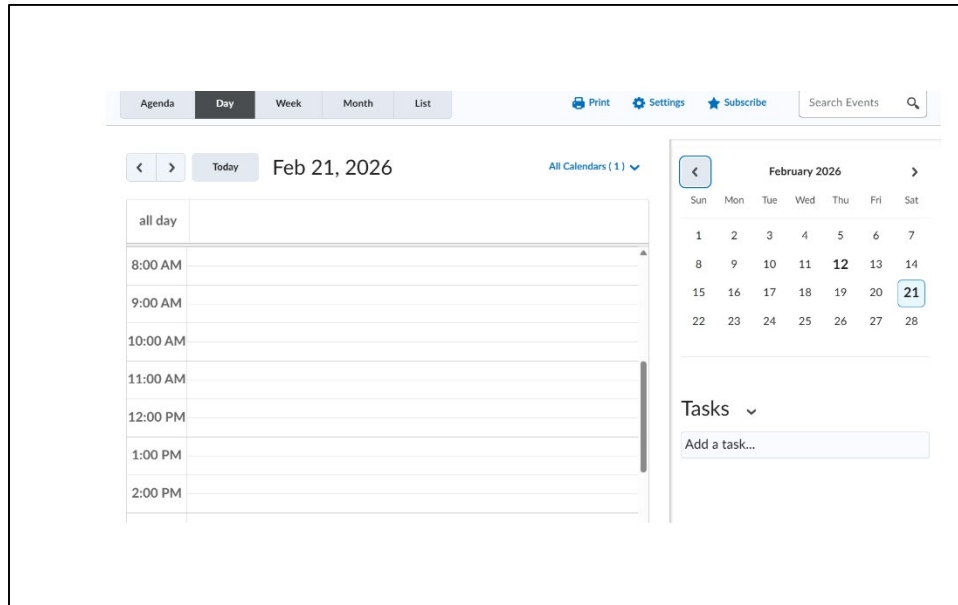
1. Click on a **bolded day** on the calendar to view events. For example, if you want to view events for *Thursday*, February 12<sup>th</sup>, click on **February 12<sup>th</sup>**.

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	<b>12</b>	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

*Note:* Any day that has an event on the calendar will appear as bold.

2. The events for the day chosen will appear once the date is clicked.

3. The calendar will appear on your screen showing events for the current date. To view events for a different date, select a **day** from the mini calendar to the right of your screen.



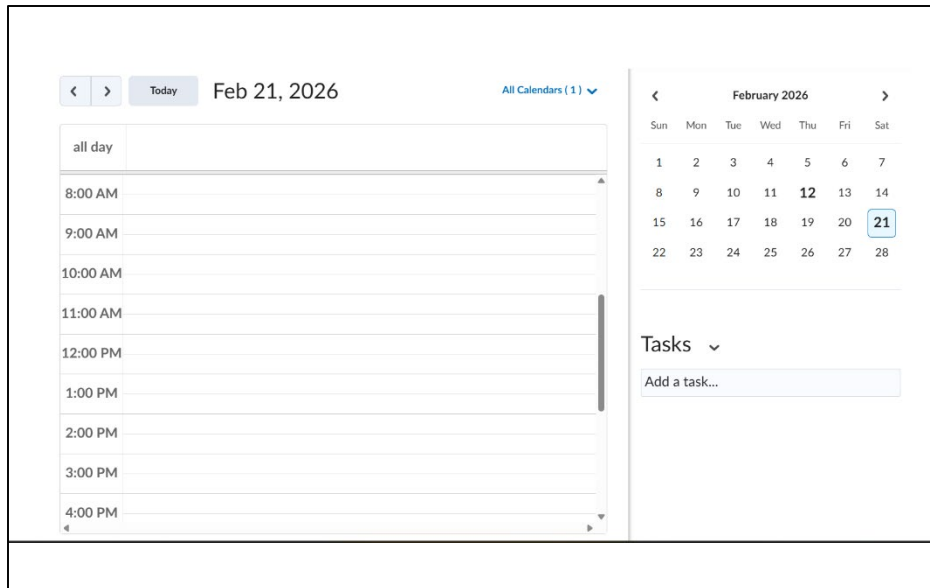
4. To change the view of the *calendar*, click any of the **options** shown.



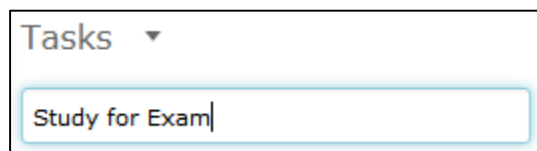
## Adding Tasks

D2L Brightspace allows you to post tasks to help you stay organized. Your tasks are only visible to you. To create a task:

1. Open the Calendar tool. Click on **Add a task**.

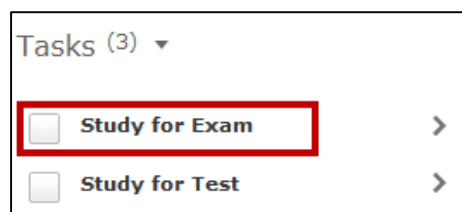


2. In the *Add a task...* field, type in a **name for your task**.

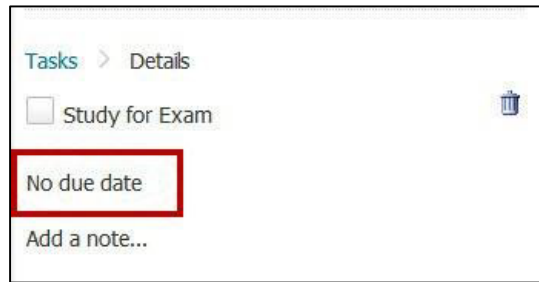


3. Press the **Enter** key on your keyboard to confirm your task.

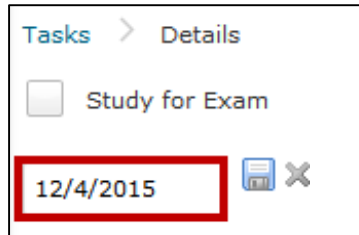
4. Click the **task** in the *Tasks* list to set a *due date*.



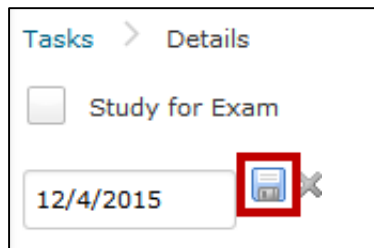
5. Click on **No due date**.



6. Enter a **date** when the task should be complete.



7. Click the **Save** button.



8. The task will be added and the due date will be set.

# Email

The *Email* tool can be used to send and receive emails within D2L Brightspace. This email tool is separate from your student email account. The following explains more about using the email tool within D2L Brightspace.

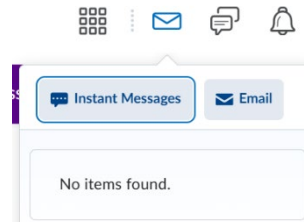
## Opening Email

The following explains how to open the email tool.

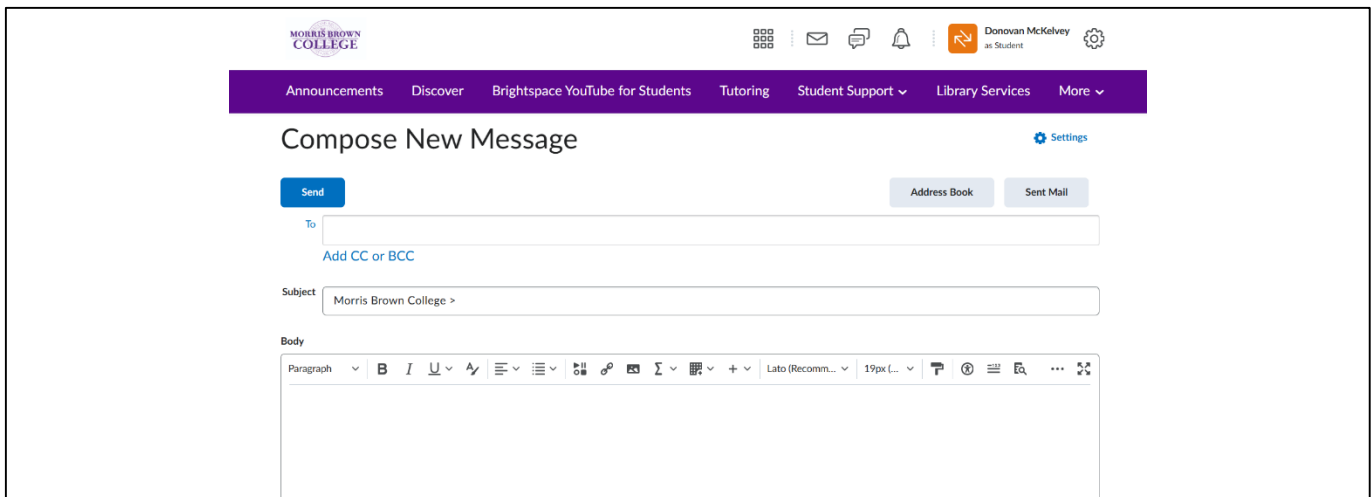
1. From the *NavBar*, click the **Email Alerts** icon.



2. Click on **Go to Email**.



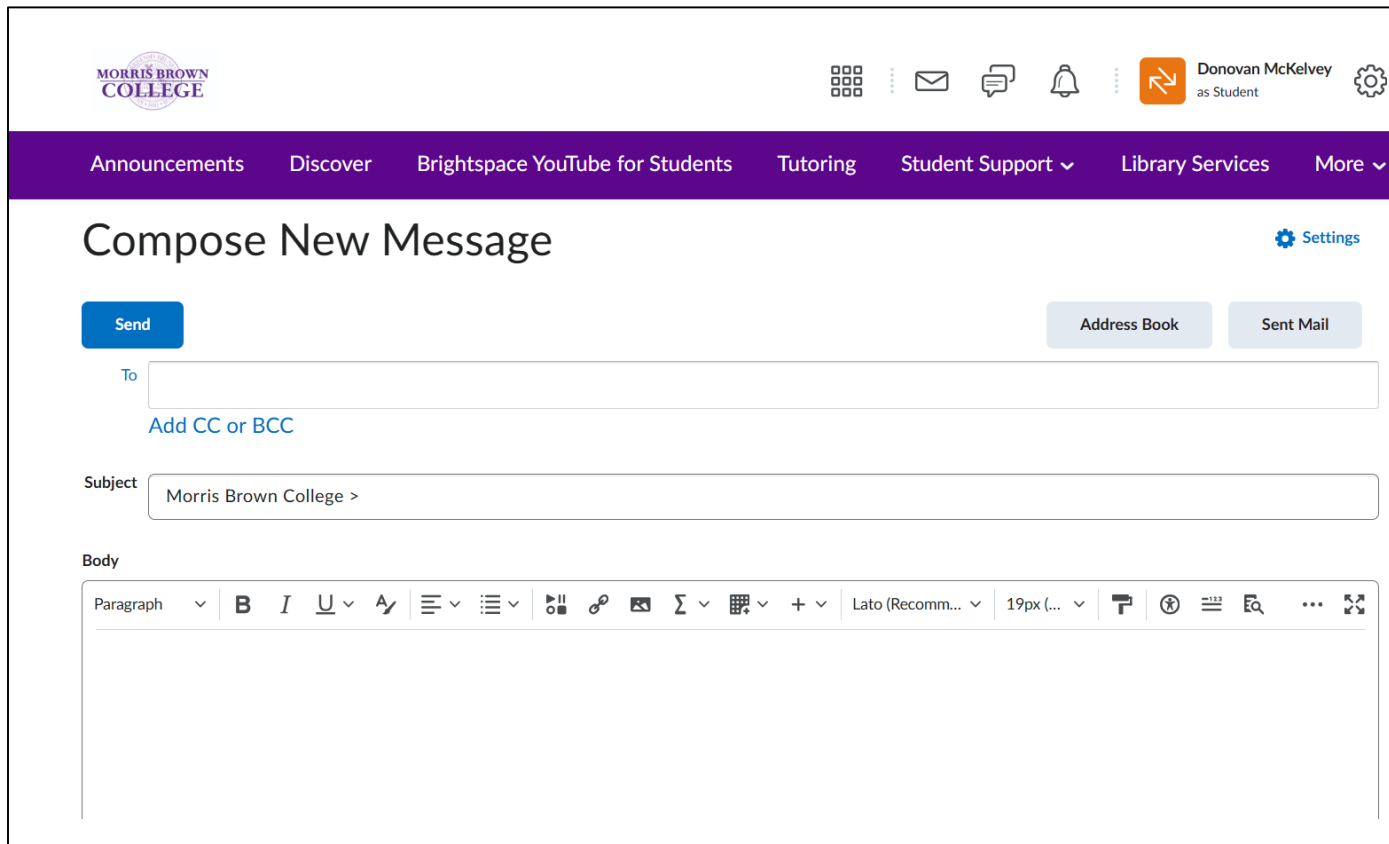
3. The *Compose New Message* option will appear on your screen.



# Sending an Email

The following explains how to send an email to your instructor or classmate.

1. The *Compose New Message* window will appear on your screen. To send an email, click the **Address Book**.



2. The *Address Book* window will appear on your screen, displaying the names of the people in your class.

**Address Book**

[New Contact](#)

Select one or more recipients, then click on the To, Cc, or Bcc links to add them to the Recipients area. Once you select all your recipients, click **Add Recipients** to add these recipients to your new message.

**Recipients:**

To:

Cc:

Bcc:

Filter By:  Folder:

- If you are enrolled in multiple classes, you can use the *Filter By* option to display user information for your class of choice.

**Recipients:**

To:

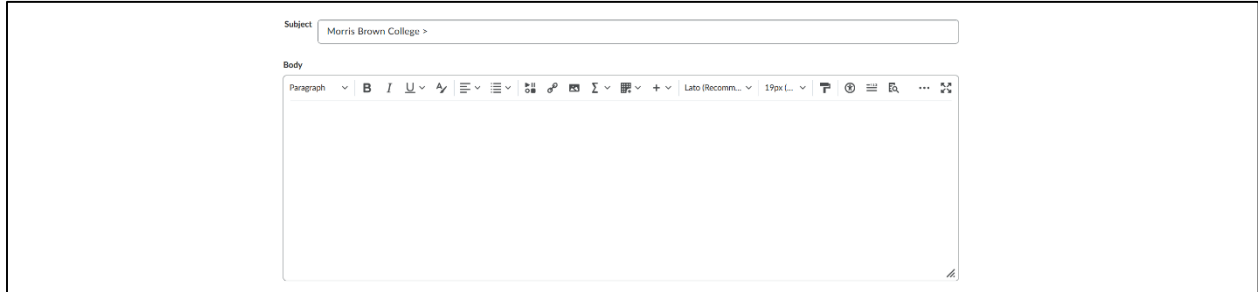
Cc:

Bcc:

Filter By:  Folder:

- Click the **checkboxes** to select the name(s) of the recipients that you want to send an email to.
- Click on one of the following:
  - To** – Select this option if the recipient is directly affected by this email.
  - Cc** – Select this option if the recipient should know about the email, but is not directly involved.
  - Bcc** – Select this option if the recipient should know about the email, but others listed in the *To* area and *Cc* area do not need to know that they received a copy of the email (recommended when sending to a large audience).

6. After you have selected your recipients, click the **Add Recipients** button in the *lower-left corner*.
7. You will be directed back to the *Compose New Message* window. Enter a **Subject** and your **Message**.



8. Click the **Send** button. Your message will be sent and you will be redirected back to the *Inbox*.

## Coursework

The *Coursework* tool is where you will find course materials such as the *syllabus*, *lecture slides*, *assignments*, etc.

The following explains how to use the *Coursework* area.

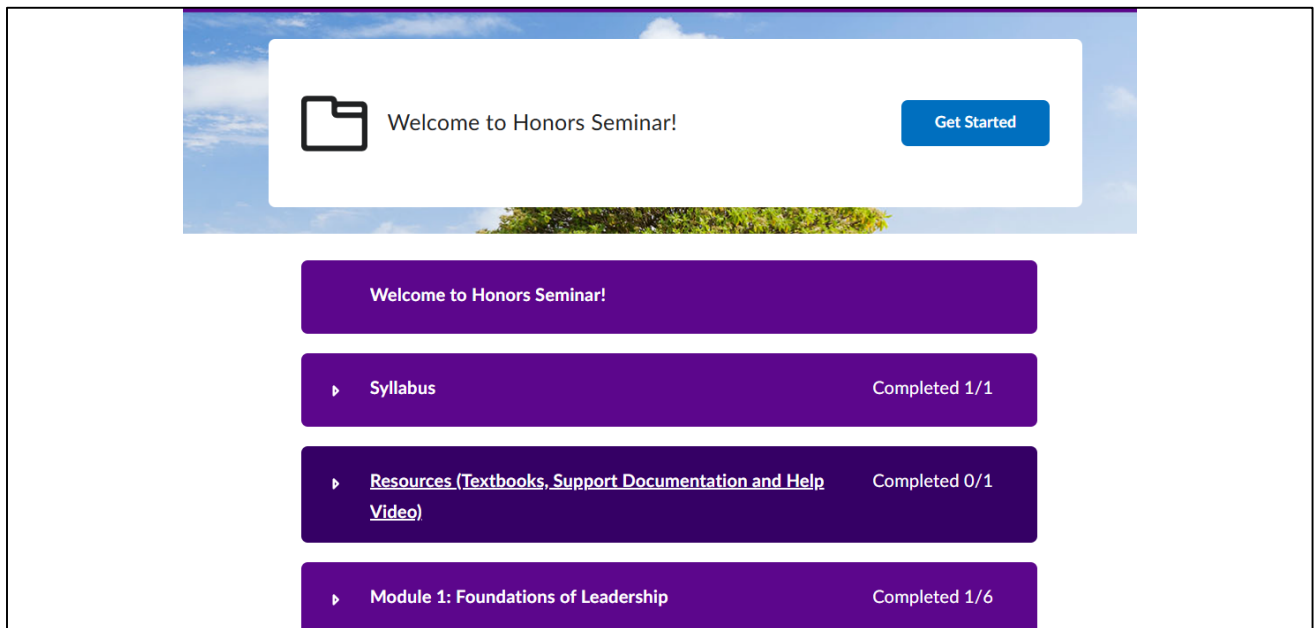
## Accessing and Viewing the Coursework

The following explains how to access the *Coursework* area.

1. From the *Course Homepage*, click **Coursework** on the *NavBar*.



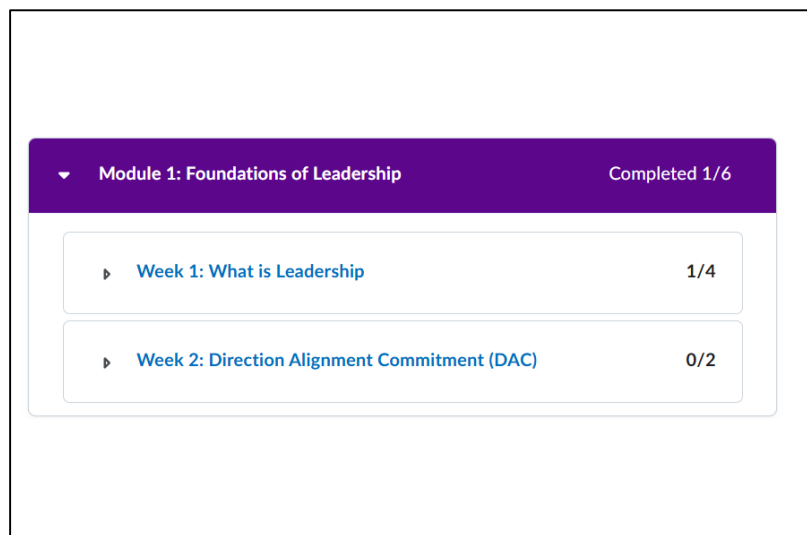
2. The *Table of Contents* will appear on your screen.



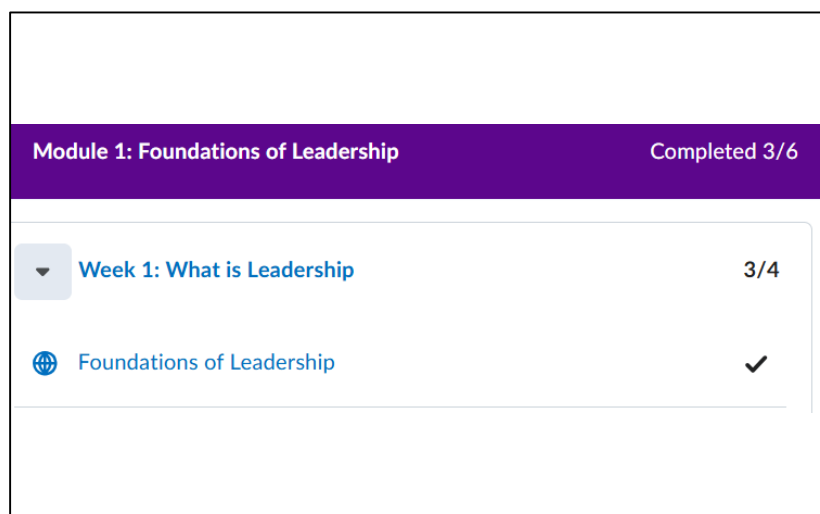
## Accessing Coursework Materials

The following explains how to access your coursework material that has been provided by your instructor.

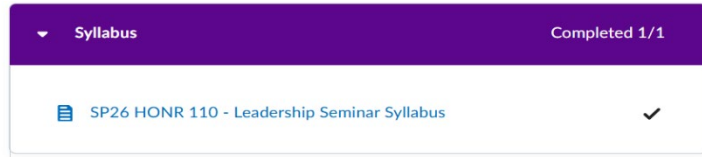
1. Click on a **Module** heading to view the topics within.



2. Click on a **topic** to view its *contents*.

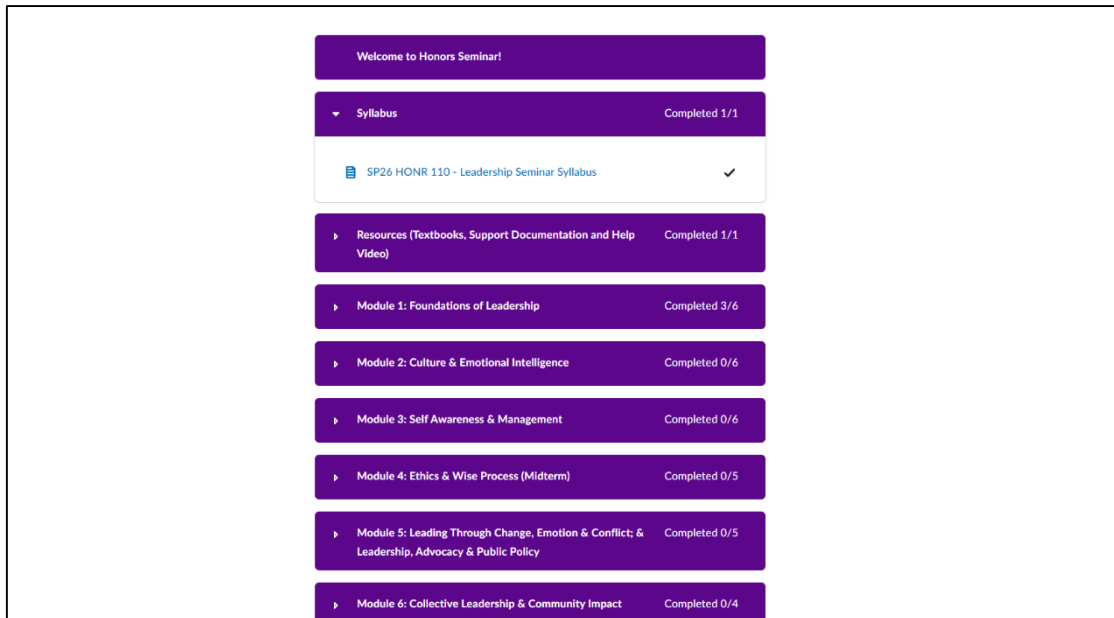


3. Once you have completed all topics within a module, a *green checkmark* will appear next to the module heading within the *Table of Contents*.



## The Coursework Browser

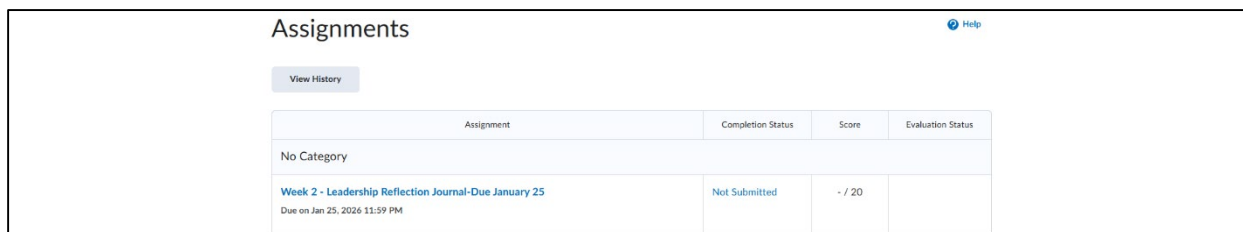
Another place where you can find the content for your course is in the *Coursework Browser*. Simply click on the **folders** in the *Coursework Browser* to access the various materials that has been provided by your instructor.



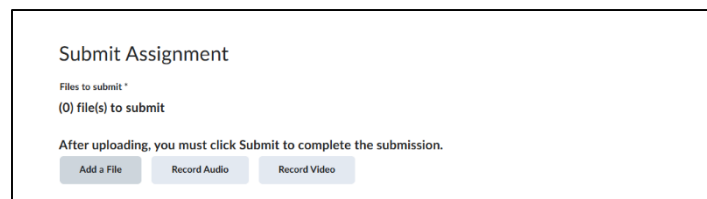
## Submitting an Assignment

The following explains how to submit an assignment.

1. In the *Assignments tab under Course Tools*, click the **assignment** that you are ready to submit to your instructor.

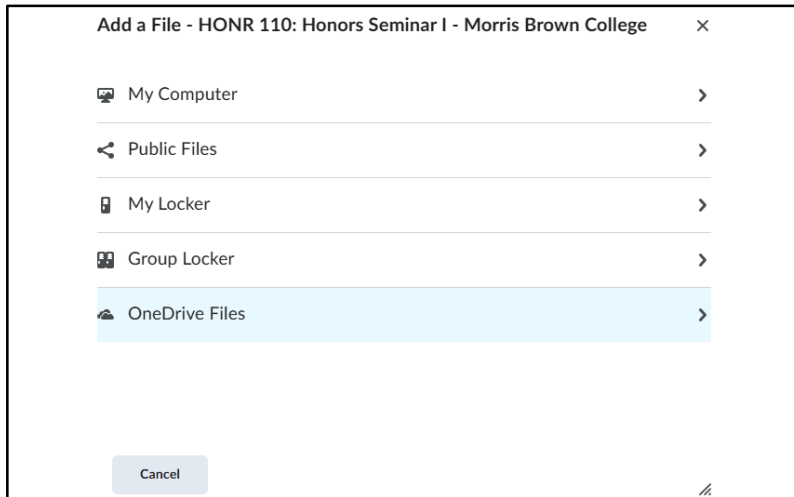


2. Click the **Add a File** button.



3. The *Add a File* window will appear. Click the **Add a File** button.

4. The *Add a File* window will appear. Locate the file on your computer that you want to submit to your instructor and click on the **file you wish to upload**.




5. The file is now ready for upload. Click the **Add** button in the *Add a File* window to add your file to your assignment.
6. Your file will be ready to upload. If desired, enter any comments about the assignment in the *Comments* field.
7. Click the **Submit** button to submit the assignment and comments to your instructor.
8. The *File Upload Results* window will appear on your screen indicating the status of your submission. Click the **Done** button to return to the *Dropbox Folders* screen.


## Submission History

The following explains how to review the submission history in the *Assignments area*.

1. In the *Assignments* area, click **View History**.
2. Select the *Folder* of your choice and click **Apply**.
3. Information about the submitted file(s) will appear on your screen.

*Note:* You can determine if the file has been read by your instructor by the following icons, located to the left of the filename:

 **Unread** – The file has not been read by your instructor.

 **Read** – The file has been read by your instructor.

## Instructor Feedback

The following explains how to review instructor feedback for assignments that you have submitted to the

*Assignments area*.

1. In the *Assignment*, if feedback is available from your instructor, the *feedback* icon will appear. Click the **Feedback Icon** to view any feedback from your instructor.
2. The *View Feedback* window will appear. Any feedback from your instructor, and/or files returned, will be displayed here. Click **Done** to return to the *Dropbox Folders*.

## ons

## Discussi

The *Discussions* area allows you to participate in discussions with other people in your class. The following explains how to *Read*, *Post*, and *Reply* to messages.

## Accessing Discussions

The following explains how to access the *Discussions* area in D2L Brightspace.

1. Click on **Discussions under Course Tools** in the *NavBar*.

The *Discussions List* will appear on your screen. The *Discussions List* consists of *Forums* and *Topics*. *Forums* organize discussion topics into categories. *Topics* are where students will start new threads (or conversations) and reply to existing threads.

## Creating a Message

The following explains how to create a message in the *Discussions* area.

1. In the *Discussions* area, click the **Topic** where you want to create a message for others to read.
2. Click on **Start a New Thread**. Enter a **Subject** and **Message**.
3. Click **Post** in the bottom-left corner.
4. The message will appear for other people in your class to read.

## Reading and Replying to Discussions Posted by Others

The following explains how to read and reply to messages posted by other people in the class.

1. From the *Discussions list*, click the **topic of your choice**.
2. The message(s) will appear on your screen. Messages that are unread will have a blue bar to the left of the message.
3. If there is a message that you would like to respond to, click on the **Subject** of the message.
4. The *topic* will open and display all threads in the topic. To reply to a thread, click on **Reply to Thread**.
5. A window will open for you to type your reply. Write your response, and then click **Post**.
6. Your reply will appear in the thread.

## Quizzes

The following explains how to access quizzes in D2L Brightspace.

### Taking a Quiz

1. From the Course Homepage, click **Quizzes under Course Tools** on the *NavBar*.
2. The *Quiz List* will appear on your screen.
3. From within the *Quiz List*, click the **quiz** that you want to open.

4. Thoroughly read the instructions on the screen and then click **Start Quiz** to begin.

5. A *Confirmation* window will appear on your screen. Read the instructions in the window, then click the **OK** button.
6. The quiz will display in your web browser.
7. Answer each question and then click the **Save** button for each question.
8. Some quizzes will have questions on multiple pages. To navigate to different pages, click the **Previous Page** and **Next Page** buttons at the bottom of the page.
9. When you are finished taking the quiz and want to submit your answers:
  - a. Click the **Save All Responses** button.
  - b. Next, click the **Go to Submit Quiz** button.
10. The *Quiz Submission Confirmation* window will appear. Click the **Submit Quiz** button to submit your answers.

*Note:* If you attempt to submit a quiz that has unanswered questions, a warning message will appear. Links to the unanswered questions will appear below the message. Clicking these **links** will return you to the unanswered question.

11. A *Confirmation* window will appear on your screen. Click the **Yes, submit quiz** button to submit your quiz.

## Information on Timed Quizzes

Most instructors will set a time limit for quizzes. If your quiz has a time limit, it will be displayed at the top of your quiz with the *Time Limit*, followed by the *Time Left*. Please be aware of the following:

- Some quizzes that have a time limit have been set up and will result in a score of **zero points** if the quiz is submitted after the time limit.
- Some quizzes that have a time limit have been set up to **prevent** you from continuing your quiz after the time limit. Only the questions that you have saved will be submitted (questions that you have not saved will be not be submitted).

## Reviewing Your Quiz Results

The following explains how to review your quiz results.

1. From within the *Quiz List*, click the **drop-down** arrow next to the Quiz you want to review.

2. Click on **Submissions**.
3. The results will appear on your screen.

*Note:* Be aware that the quiz results only appear when they are released by your instructor, so your results may not be available immediately after taking the quiz.

## Checking Grades

The following explains how to check your grades in D2L Brightspace.

1. Click on **Grades under Course Tools** in the *NavBar*.
2. The *Grades* window will appear on your screen.

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Class Participation		- / 25	-%	
Week 2 - Leadership Reflection Journal	- / 20	- / -	-%	
Week 4 - Leadership Reflection Journal	- / 20	- / -	-%	
Week 6 - Leadership Reflection Journal	- / 20	- / -	-%	

*Note:* The *Final Calculated Grade* area will not appear until your instructor releases this information. Often, this information will not be released until the end of the term.

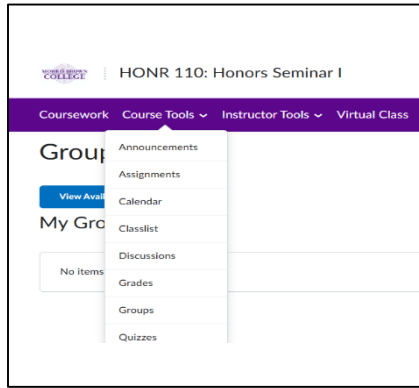
## Groups

Your instructor may place you in a group or ask you to sign up for a group. The following provides you with information about groups in D2L Brightspace.

### Finding your Group

The following explains how to find your group.

1. Click the **Groups tab under the Course Tools** drop-down menu on the *NavBar*.
2. From the drop-down, click on **Groups**.



3. Under the *Groups* column, you will see the group that you have been assigned to in the class. In the *Members* column, you will see how many people are in your group. If your group has been assigned its own *Dropbox*, *Discussion board*, and/or *Locker*, they will also be displayed.
4. To see the members of your group, click the **number** under the *Members* column.

## Additional Help

For additional help, please contact *the Morris Brown College Service Desk*:

- **Email:** [servicedesk@morrisbrown.edu](mailto:servicedesk@morrisbrown.edu)
- **Email:** [brightspace@morrisbrown.edu](mailto:brightspace@morrisbrown.edu)

You can learn more about the *Morris Brown College Service Desk* by visiting the [MBC Help Hub](#).