

BHNCDSB Brightspace Guide for Families

Accessing D2L

Homepage

Content

Assessment

Discussion

Portfolio

MS Teams

Logging into D2L

To access the Brightspace/D2L website go to
<http://bhncdsb.elearningontario.ca/d2l/home>



Welcome to BHNCDNB Brightspace

Welcome to the Brant Haldimand Norfolk Catholic District School Board (BHNCDNB) virtual/online learning environment. It is our hope that you are able to navigate this learning space easily. If you are a student or employee with us at BHNCDNB you should click on the User Login button below and you will be forwarded to Brightspace automatically. If prompted you should enter your board email address.

- The Guest Login button enables students from other school districts to access an eLearning course hosted by our board. Staff and students with the Brant Haldimand Norfolk Catholic District School board use the User Login button to access Brightspace.
- The username is the user's email address. Please remember to add the @bhncdsb.ca (e.g. bsmith0102@bhncdsb.ca)
- Teachers can look up and provide their students with username and password information if it has been forgotten or misplaced
- Please visit our FAQ resource before reaching out for help

User Login

FAQs

Guest Login

Use this option to login. If you are logging at home remember to use your EMAIL ADDRESS to log in (make sure you add @bhncdsb.ca after your login)

Troubleshooting Logins:

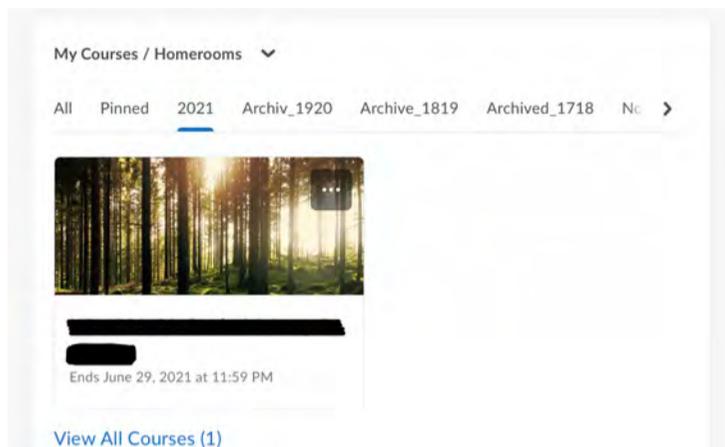
If you have more than one person logging into D2L on the same device. You will want to use INCOGNITO MODE in Chrome.

Instructions on how to turning on INCOGNITO MODE:

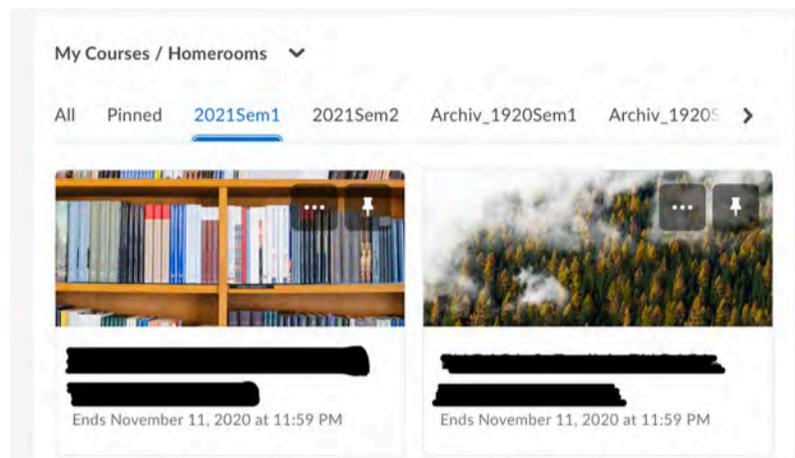
1. Open a new tab.
2. Click on the three horizontal dots found on the right-hand side of your website.
3. Then choose the INCOGNITO MODE in the drop down menus that appears (it is the third one on the list).
4. A new webpage will open and it will be black and have an icon in the centre with a hat and pair of glasses. This is INCOGNITO MODE, now you can enter your web address and log in without any problems.

Brightspace/D2L Homepage

Once you have successfully logged into your class, you will land on the page below. This is your HOMEPAGE.



Elementary Class

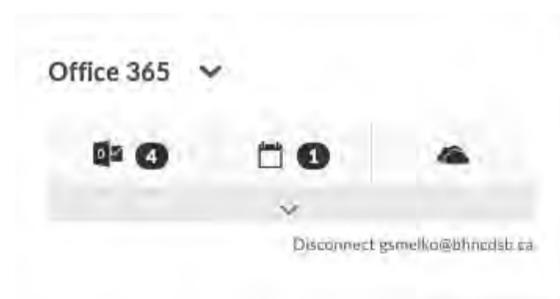
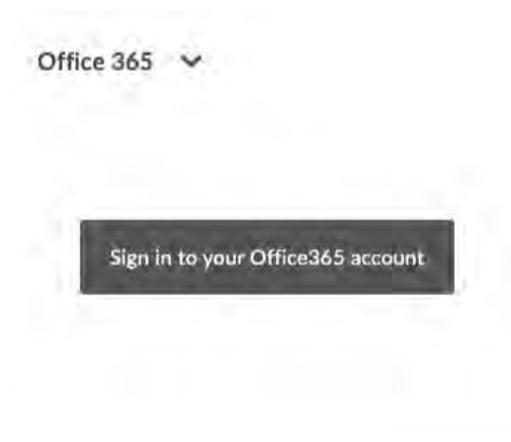


Secondary Classes

If you do not see your class or you see the classes are from last year, check that you have the correct year clicked off. Elementary will be 2021 (for the 2020-2021 school year). Secondary will be 2021Sem1 (for the 2020-2021 Semester 1 - Quadmester 1).

Also, located on your Brightspace Homepage is the OFFICE 365 Widget. This allows you direct access to your school email and OneDrive. You will be prompted to login to your child's Office 365 account. Use your child's login and password to access it.

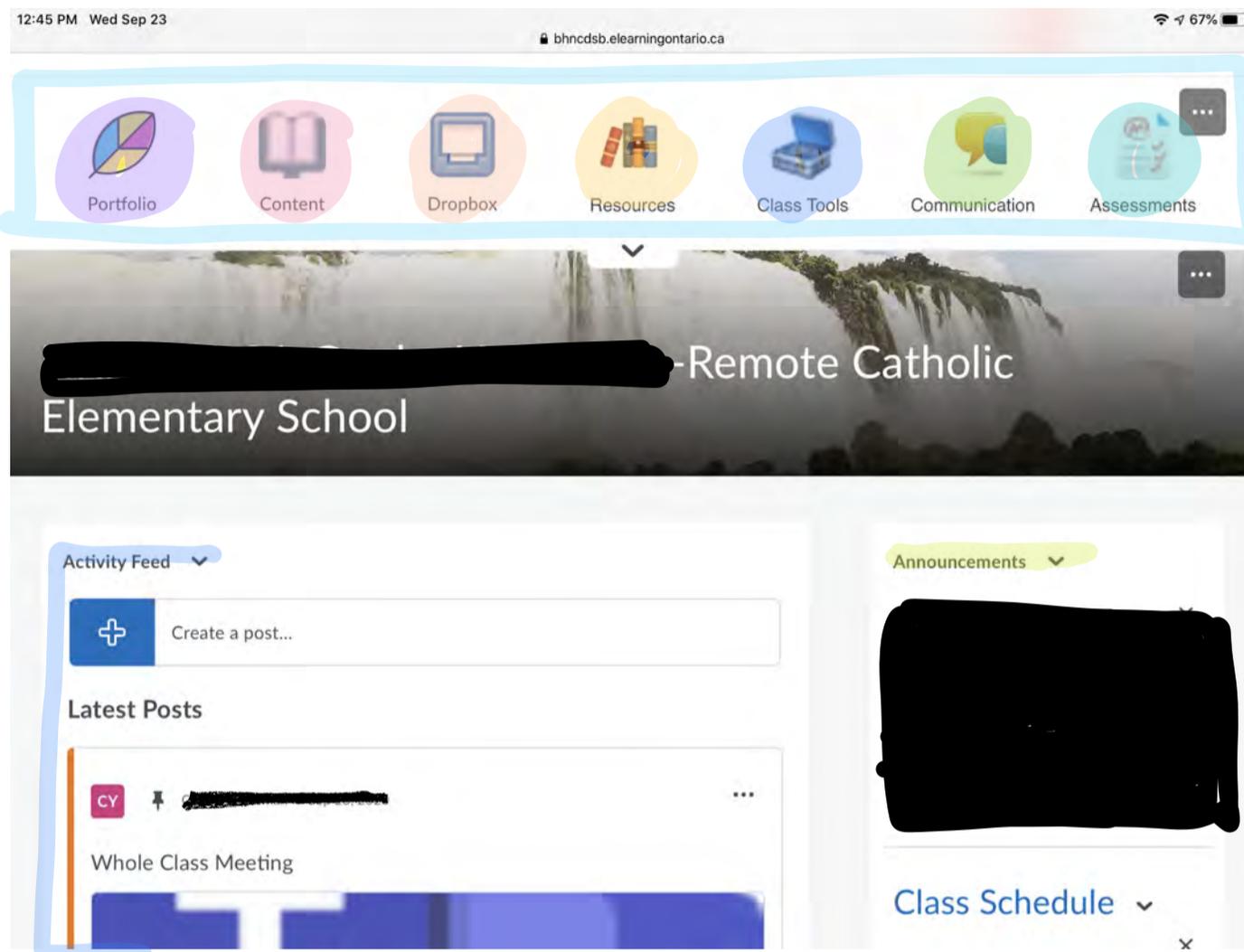
Your child will stay logged in after that. This widget will provide you quick access to email and OneDrive. It is also visible on each class homepage for easy access.



Click here to see a elementary class homepage

Elementary Class Homepage

(This is one example of an elementary homepage)



The Navbar - acts like a quicklink to different parts of the Brightspace/D2L Classroom.
Portfolio - is a place for students to collect all their work and reflect on assignments. Written work, videos and images can all be saved there.

Content - links you to all the class lessons and handouts.

Dropbox - is the place where students will submit their class assignments.

Resources - has links to various sites/programs students use in class.

Class Tools - is a dropdown menu which has links to different parts of the class page.

Communication - is a dropdown menu that links to different communication features (e.g. Discussion).

Assessment - is a dropdown menu that links to different assessment pieces of the class (e.g. Assignments (Dropbox), Quizzes, etc.)

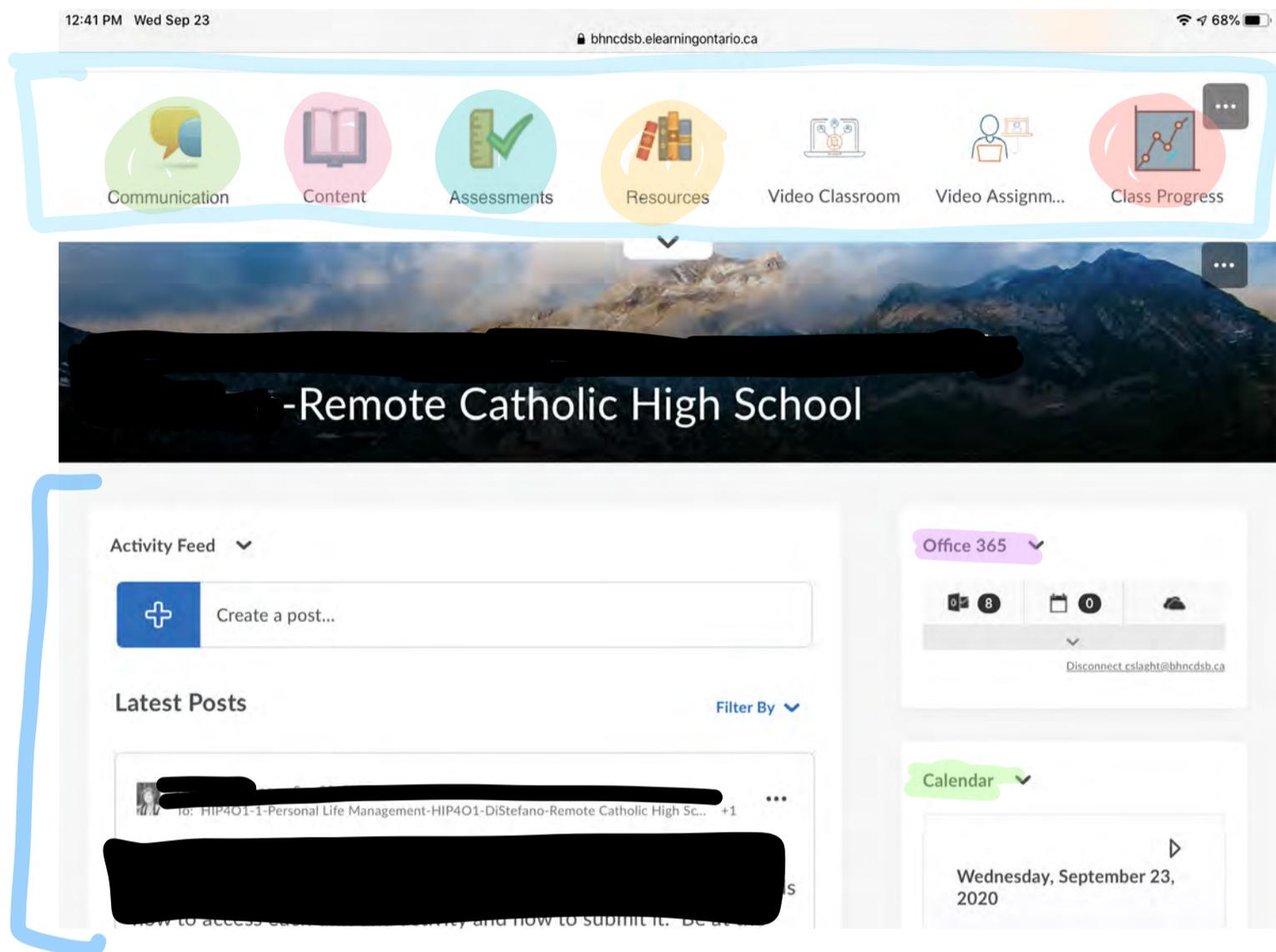
Announcements - this is where your teacher will post class announcements such as theme days or upcoming due dates.

Activity Feed - this is where all the daily messages are placed by the teacher. Your teacher will also link to different content you need to look at for the day. On the above example, you can see that the link is to a class TEAMS meeting. In order to access it, you click the

Click here to see a secondary class homepage

Secondary Class Homepage

(This is one example of a secondary homepage)



The Navbar - acts like a quicklink to different parts of the Brightspace/D2L Classroom.

Communication - is a dropdown menu that links to different communication features (e.g. Discussion).

Content - links to you all the class lessons and handouts.

Assessment - is a dropdown menu that links to different assessment pieces of the class (e.g. Assignments (Dropbox), Quizzes, etc.)

Resources - has links to various sites/programs students use in class.

Class Progress - tracks your progress through the class. It tells you how much content you've looked at, the number of assignments you've submitted, etc.

Office 365 - You need to log into with your school email and login. This will give you access to your school email, calendar (which can show the TEAMS meetings you were invited to and links to your OneDrive).

Calendar - will indicate all upcoming assignments.

Activity Feed - this is where all the daily messages are placed by the teacher. Your teacher will also link to different content you need to look at for the day.

Content

The Content section houses all the class information. All handouts, lessons and assignment instructions can be found in Content. Each content page can look a little different. Some teachers will organize the Content by Week while others may organize it by Unit or Subject.

Some basic information about navigating Content is:

1. The menu is found on the left hand side of the page. You will see colourful tabs down the side - this is your units, subjects or weeks.
2. Click a coloured tab on the left to access the information in that unit. A second level of tabs will appear - this is the individual handouts, lessons or assignments.
3. To view a specific handout, lesson or assignment click on the handout, lesson or assignment tab. The information will appear on the right hand side of the page.

Unit Tab →

Lesson Tab →

Content page →

Content page

Here are the Learning Goals and Success Criteria that we will be working on for the first few weeks:

[Gr 3 LG.m4a Click to hear audio. This link will open the audio file in a new tab in your browser.](#)

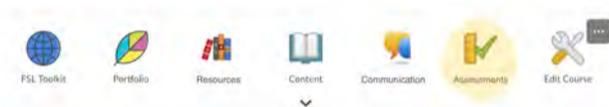
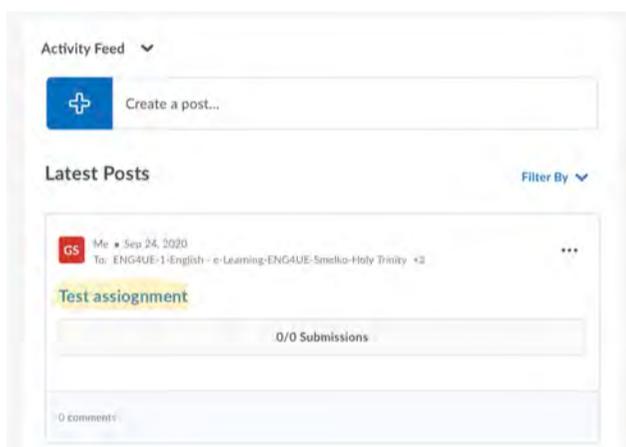
Learning Goals:	So that I can....
I am learning to make connections while reading and listening by asking questions...	better understand what a speaker is saying and feeling.
I am learning to make connections to my own life, other texts, and the world...	connect what I am reading to my own experiences and the world around me.
I am learning to retell a story in order by identifying the characters, setting, events, problem, and solution	better understand what I am reading.
I am learning to communicate my connections using sentences and pictures....	express my thoughts for others to read, understand, and enjoy.

Assessment

Assignments

Assignments is also called Dropbox. This is where you submit all your course work. You can get to assignments a couple of different ways.

1. On your class homepage. Sometimes your teacher will link the assignment/dropbox in the Activity Feed. You just click Submit Assignments and follow the instructions listed below.
2. You can also access the Assignments through the Navbar along the top. Locate the icon Dropbox or the Assessment dropdown menu and select Assignment. You will see a list of all the course assignments. Choose the assignment you wish to add content to by clicking the assignments title.



Note for submitting Assignments:

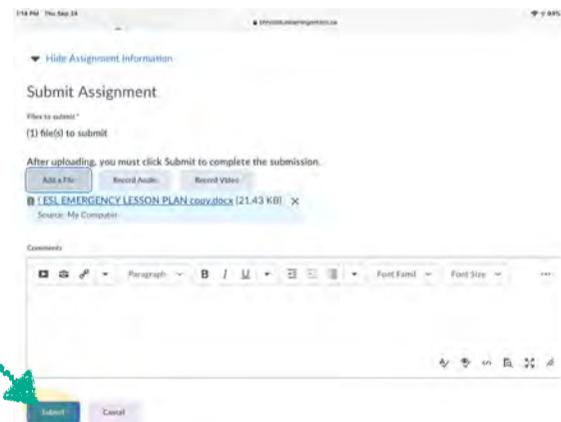
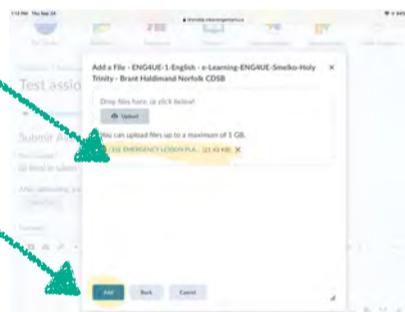
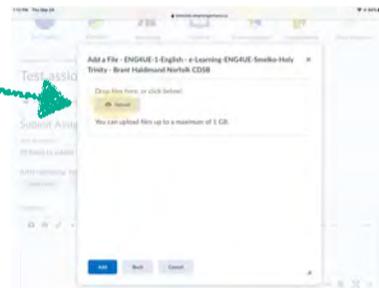
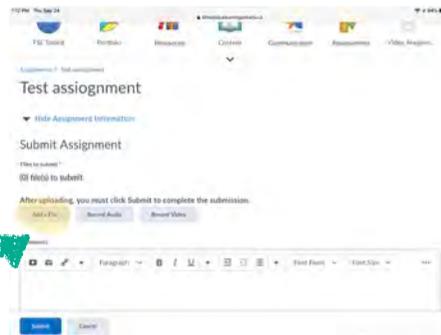
Please note that assignments must be smaller than 1GB. If you are submitting a video assignment you should upload the video to your school OneDrive and share it with your teacher OR you can upload it to your Portfolio and share it from there.

[Click here to see how to upload an assignment](#)

How to Upload an Assignment

Once you have accessed your assignment dropbox, you have a few steps to complete to upload your work.

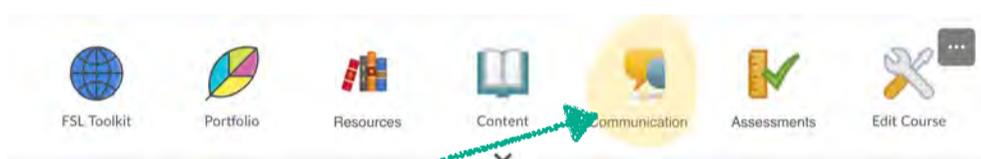
1. Click the Add File button.
2. Click the Upload
3. Select My Computer or OneDrive (if the work is saved to the cloud)
4. Choose your assignment and click open.
5. Make sure the assignment title is blue (you may need to wait for the file to load if it is large). Once the title is blue (and you see an x beside it) click the blue Submit at the bottom of the box.
6. It will take you back to your assignment dropbox where you need to click the blue submit again! (Don't forget this step or the assignment will not be submitted)
7. You will then see a page "Review Assignment Submission" This means your work has been submitted (and you should get an email to your school account) You then click Done.
8. You will see your assignment in the dropbox at this point.



How to create a Discussion Post

Discussion posts work like classroom discussions.

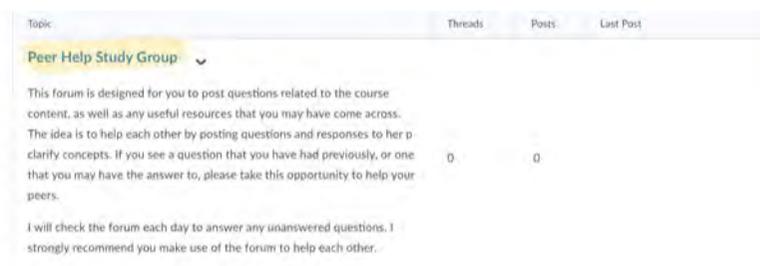
The difference is in a discussion post all your ideas are written down, this means you need to be careful how you present your ideas. Remember, sometimes humour doesn't translate in written form. Your ideas are being PUBLISHED and shared with your peers and teacher. You will want to make sure you edit your responses before you submit them.



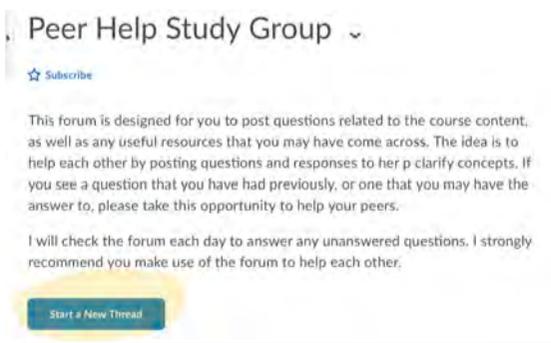
To access DISCUSSIONS, you need to click on the Communication icon in the Navbar. Then click Discussions.



A list of all your discussions will appear. Select your discussion by clicking the blue name of the discussion.

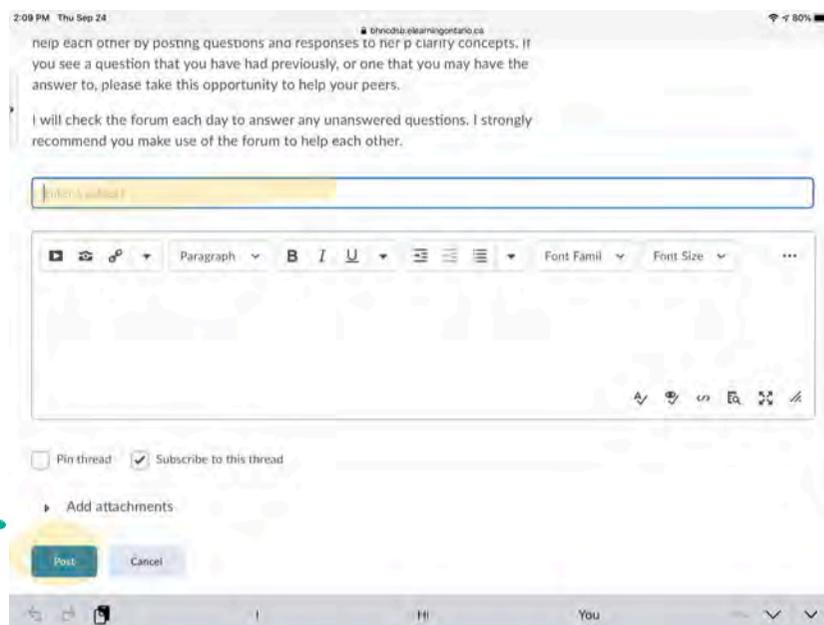


Your discussion will pop up and you need to click the blue Post your Thread to create your own post. NOTE: A discussion post is often referred to as a thread. So you need to create your thread before you can respond to a peer's thread.



Click here to continue

The box to write your post will appear. You must give your post a title. If you are responding to 1 of a series of questions your title should indicate what question you are responding to. Once you have written and edited your response click the blue Post button.

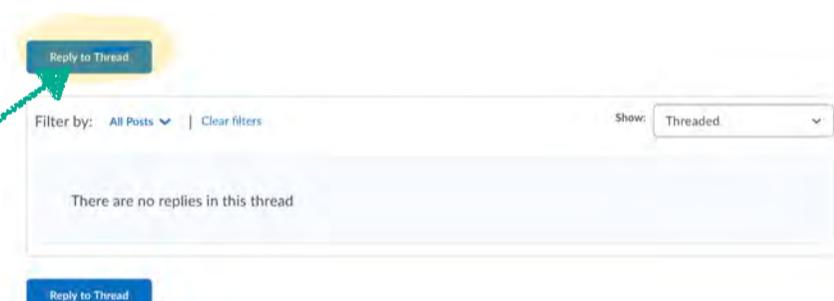


Your post will then appear. This also means you will be able to see your peers' posts and can respond to their ideas.

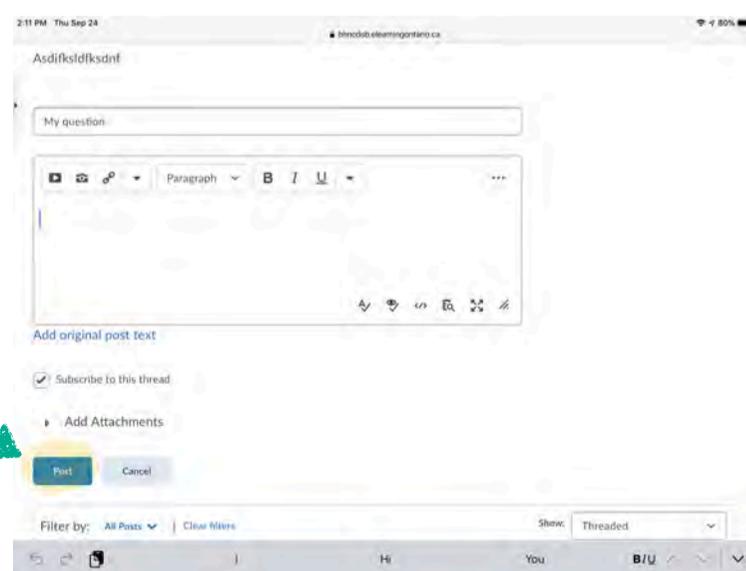


How to Reply to a Post

Click on the blue title of the post you would like to respond to. It will appear on your screen. You can read the post and then click the blue Reply to post. A similar box will appear as when you created your post. Type your responses (remember to edit) and click post.



NOTE: in a reply you do not need to create a title.



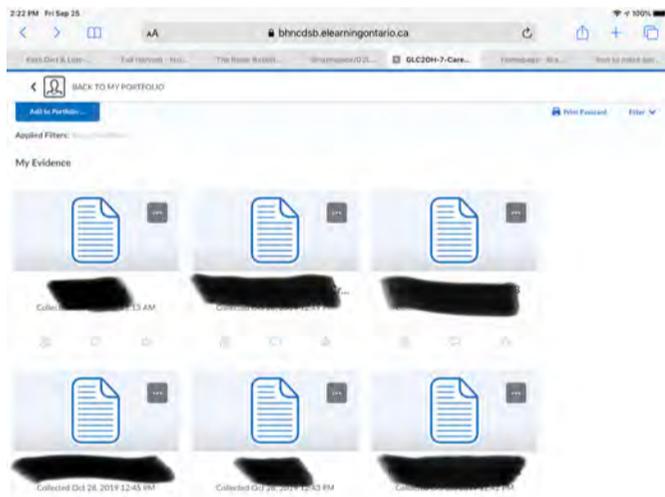
Portfolio

Portfolio is a folder which can house all your course work. You can access the content and you can also share the content with your peers for review. Your teacher is also able to comment and provide feedback to the material you upload to Portfolio. You can upload a variety of files - video, images, and documents can all be uploaded.

There are a couple of different ways to access Portfolio. You can access it through your D2L class page. You can also download the app and access it on your smartphone. It is available on both iPhone and Android phones.



When accessing Portfolio, all your courses (both past and present) will appear. To access your current courses, you need to scroll down to the bottom and find your course name. Then click to enter your class page.



All your work will appear in your Portfolio class folder. You can add new pieces by clicking the blue button that says Add File.

When you add a piece you have the ability to add notes and/or reflect on the piece. You can upload an audio recording explaining your piece and add some written thoughts. Your teacher also has the ability to give you feedback.

Say something about it

Upload an audio file

Write down some thoughts

Add a written reflection.

Type a reflection ...

Categorize your work

Pick the categories that will help you easily find this evidence later.

Add Category ▾

Click here to continue

Submitting work using Portfolio

There are several ways to submit a piece of evidence/work from Portfolio.

Option A: Uploading a picture or video of work to your Brightspace Course using the Portfolio Icon on the Navbar.

Option B: Downloading the Portfolio App on a tablet, smartphone, or iPad. This option is best if you are using a device that will NOT be shared with a sibling.

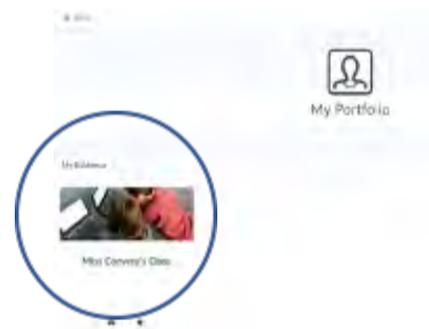
Option C: Downloading the Portfolio App on a shared device. This option is best when a device will be shared among siblings and each sibling will be using the portfolio app to capture work.

Option A: To upload a picture you have taken follow the steps below:

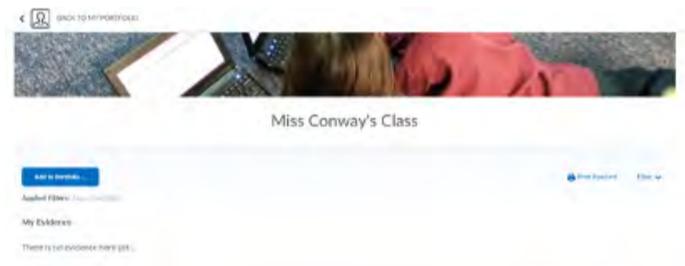
1. Locate the Portfolio Icon on the Navbar.



2. You will be then asked to select the course that you wish to add evidence/work to. Select your/your child's current 2020/21 class.



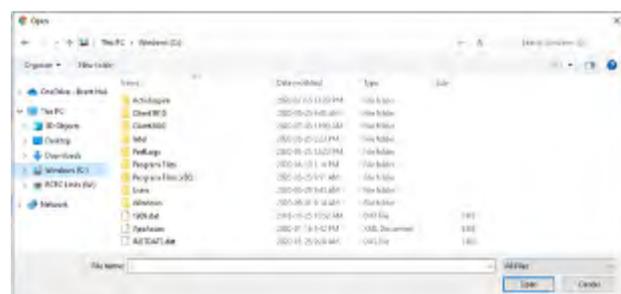
3. To add a piece of evidence or work that your child has done, select the icon "add to Portfolio"



4. The computer will now ask you to find on your device where the picture/video is located. If you have the window open on your device where the picture/video is housed, you can select that file and drag it over. If not, select **browse**.



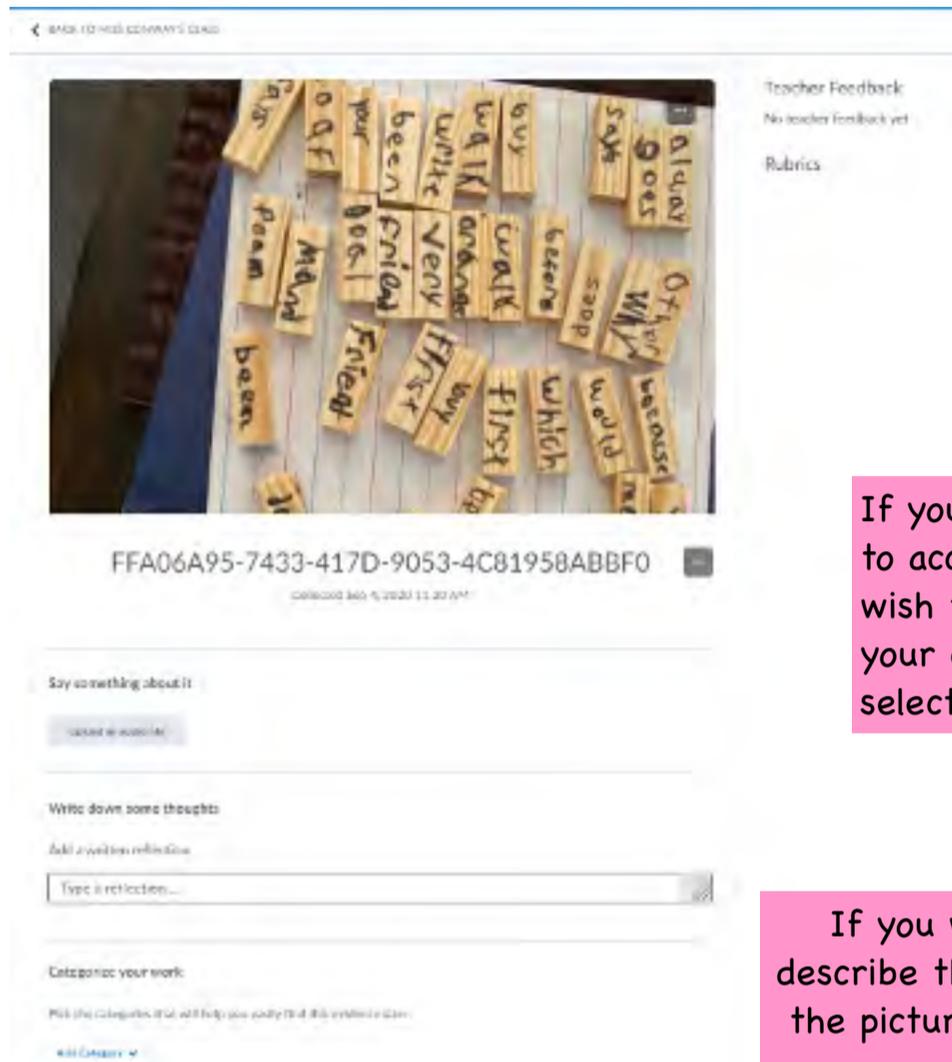
5. If you selected browse, your device will then open up a new window where you can search for, locate and select the file you wish to upload to Portfolio. Once you locate and select the file, click **Open**.



6. After selecting Open, the program will then refresh the page and you will see your newly uploaded picture/video on the **My Profile** page.

Click here to continue

7. If you wish to add an explanation of the piece of evidence, you can do so by selecting/clicking on the piece of evidence. This will prompt the program to bring you to a different webpage. It should look similar to the page below.



If your child's teacher has viewed the piece of evidence and provided feedback, you will see it here.

If you would like to add a recorded audio file to accompany the piece of evidence. You may wish to do this to explain the activity, to add your child's thinking, etc. To do so you can select the "Upload an Audio File".

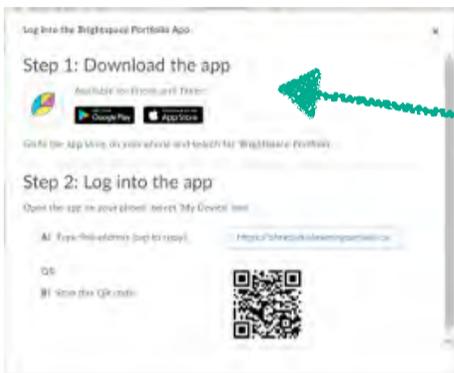
If you would like to add a few sentences to describe the activity, to add as an explanation for the picture/video you can do so by typing in this box.

[Click here for Downloading the App \(single user\)](#)

Downloading the Portfolio App to a Smartphone, Tablet or iPad

Downloading Portfolio App to a device for Single User

1. To begin the process of downloading the app, select **Log Into the App**



2. A new window will open, showing you the app icon and the different app stores where you can download the app from (Google Play or Apple Store)

3. Once you have the app downloaded, open the app and select "My Device"

4. The app may ask you to allow the app use of your camera and microphone as well as access to your photos. Approve these requests.

5. The app will then ask you to Connect to your school. You have 2 options to choose from:

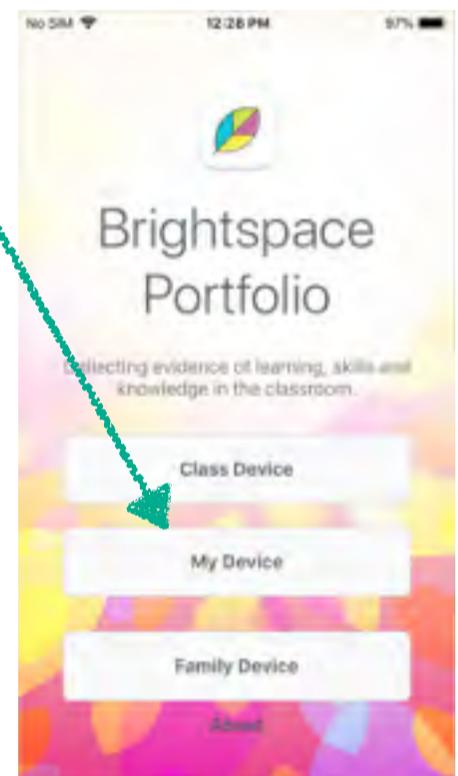
1. Type the URL `Http://...` from Step 2 of above
2. Scan the QR code (square black and white square in step 2 of submitting work using Portfolio with your device's camera. If you choose this option, your device will then show your outward facing camera. Go back to your Brightspace webpage showing your school's QR code.

6. You will then be promoted to sign in using your child's username and password. This username and password are the same login your child uses to log onto a school computer or access Brightspace.

USERNAME: first initial last name followed by a set of numbers. (gsmelko0314)

Password: a set of numbers, letters and/or symbols

7. After entering your child's credentials, you will now be able to add evidence to their portfolio.

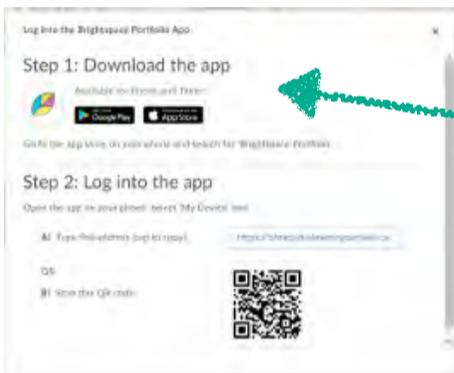
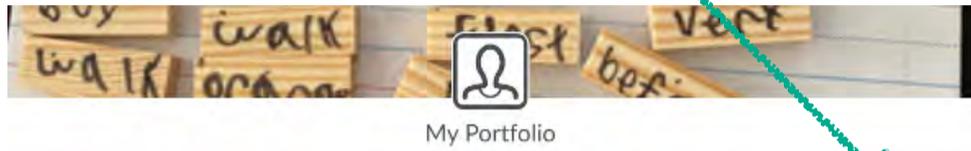


[Click here for Downloading the App \(Multi user\)](#)

Downloading the Portfolio App to a Smartphone, Tablet or iPad

Downloading Portfolio App to a device for multiple children use

1. To begin the process of downloading the app, select **Log Into the App**



2. A new window will open, showing you the app icon and the different app stores where you can download the app from (Google Play or Apple Store)

3. Once you have the app downloaded, open the app and select **"Family Device"**

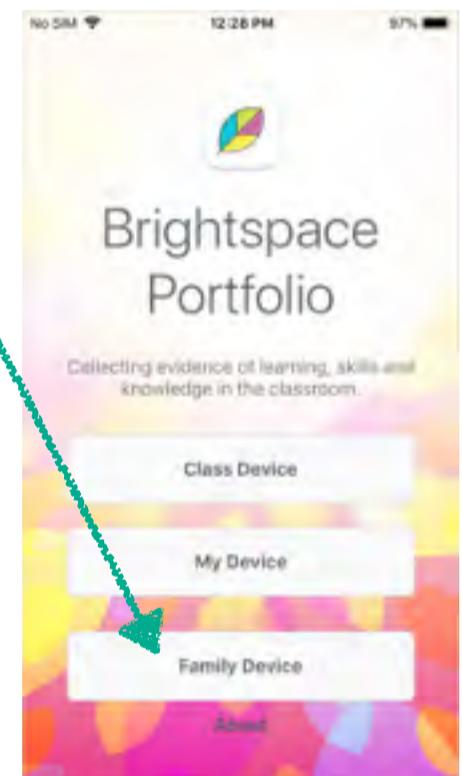
4. The app may ask you to allow the app use of your camera and microphone as well as access to your photos. Approve these requests.

5. At this point, you will need 2 QR codes for each of the the children using the device.

Class QR Code



Student QR Code



TIP: Ask your child's teacher to send you a copy of the class QR code as well as your child's QR Code. For ease of use, print these QR codes so that they can be easily scanned when needed.

6. Scan the CLASS QR code **then** scan your child's QR code.

[Click here for Using the Portfolio App](#)

Using the Portfolio App

Once you have logged in or scanned the QR codes, the app will then give you the ability to capture a picture or video.

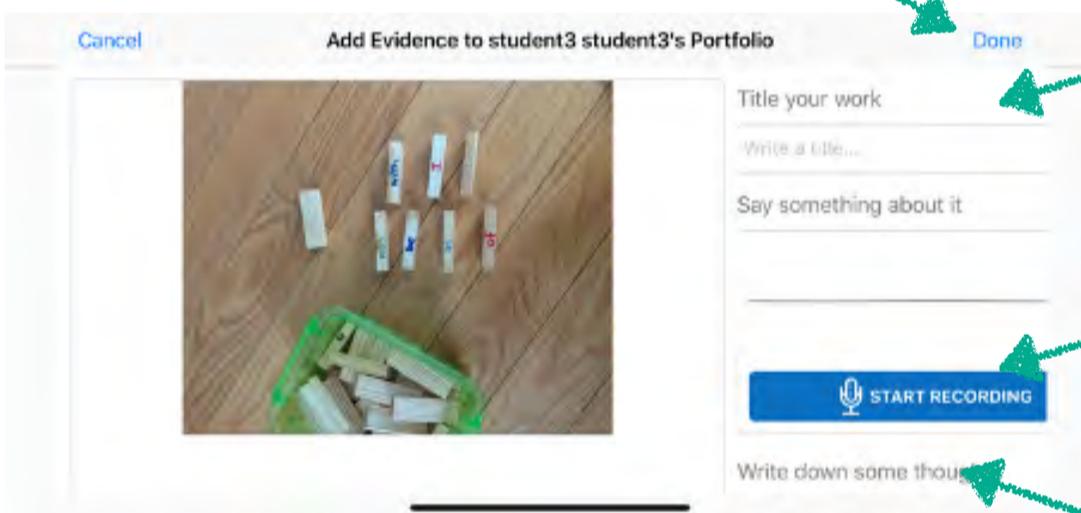


Switch camera to take a selfie

Click to capture an image

Click to switch the mode to capture a video.

When finished click **DONE**



Click and type to give your work a title. TIP: It helps to name the work the assignment title, or the focus of the work.

Comment or elaborate on the work by recording yourself.

Comment or elaborate on the work by typing in this box.

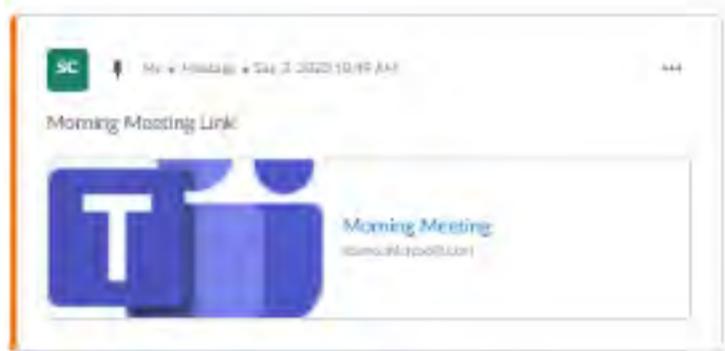
MS Teams

MS Teams is the program we are using to provide synchronous/living teaching sessions between students and their teachers.

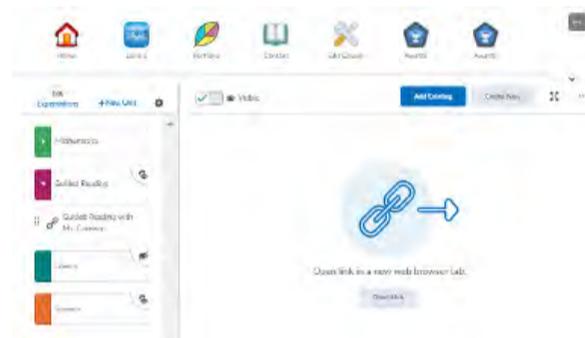
Where do I find the link to a Teams Meeting?

A link to a Teams meeting can be in different places on a Brightspace page. It could be located on the Activity Feed or in the Content Area.

In the Activity Feed on the Class Homepage



In the Content Area



You have 3 options when it comes to joining a MS Teams Meeting:

OPTION A: Download the Microsoft Teams App and join the meeting using the app.

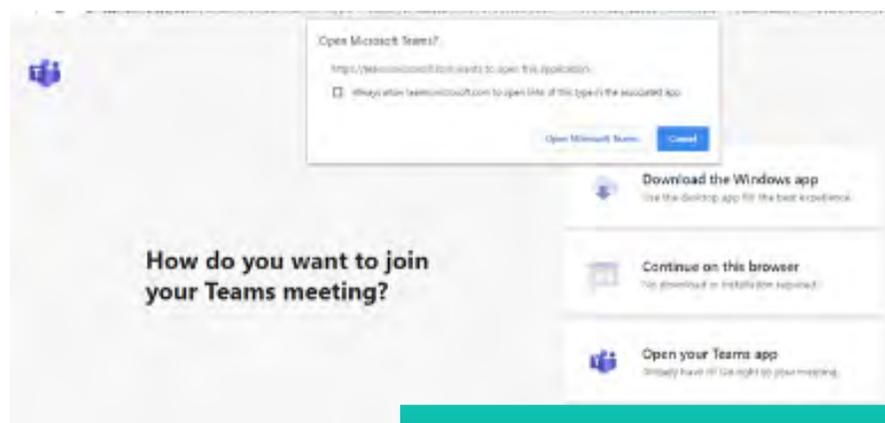
OPTION B: If you already have the Microsoft Teams app, you can join using it.

OPTION C: You can use the online browser version of Teams. For this option, you do not need to download the app (NOTE: not all features are available in the browser).

OPTION A: Downloading the Microsoft Teams App

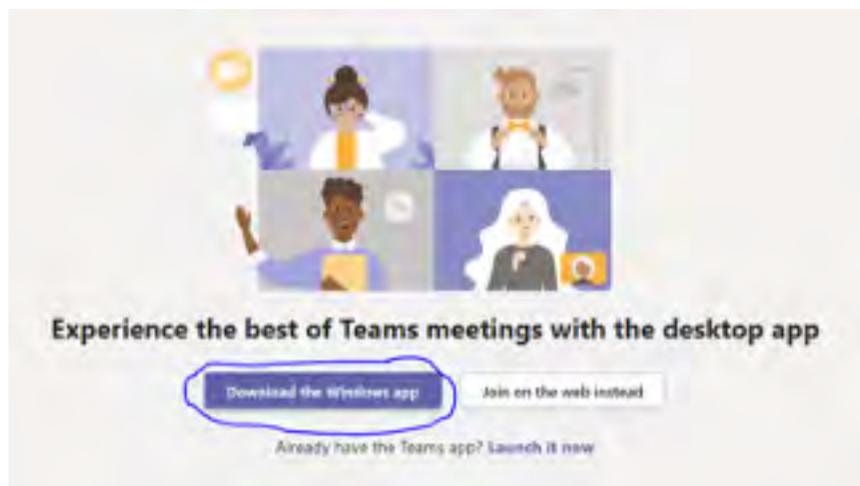
Depending on your device, this process could look different from the example below. For the example we used an HP Laptop to download the app.

1. Follow the steps above to access the Teams meeting.
2. A new window will open, your device will then ask you how you would like to join the meeting. Select Download the Windows app (if on a device that has the Microsoft suite). If not, you may be prompted to download the app using an app store/Google Play store.

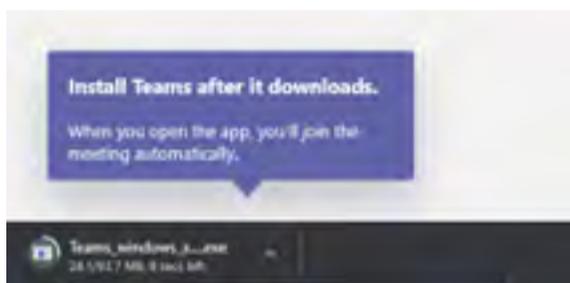


Click here to continue

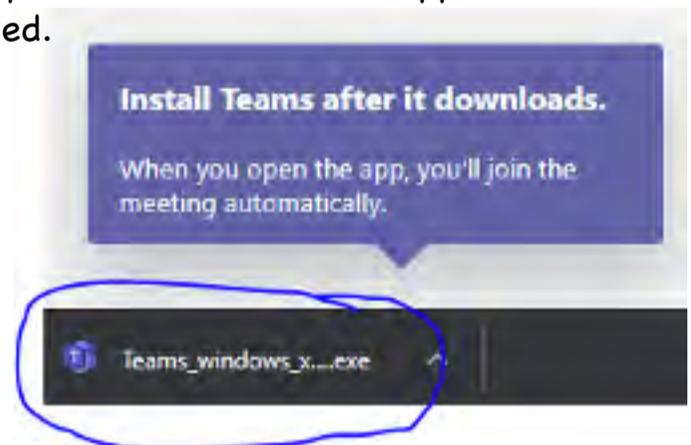
Select Download the Windows App



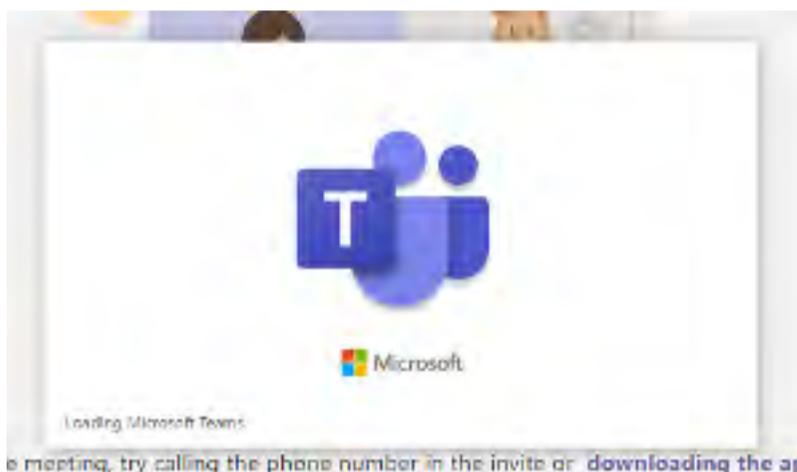
The Teams app should begin downloading.



Click to open the Teams window app that has been downloaded.



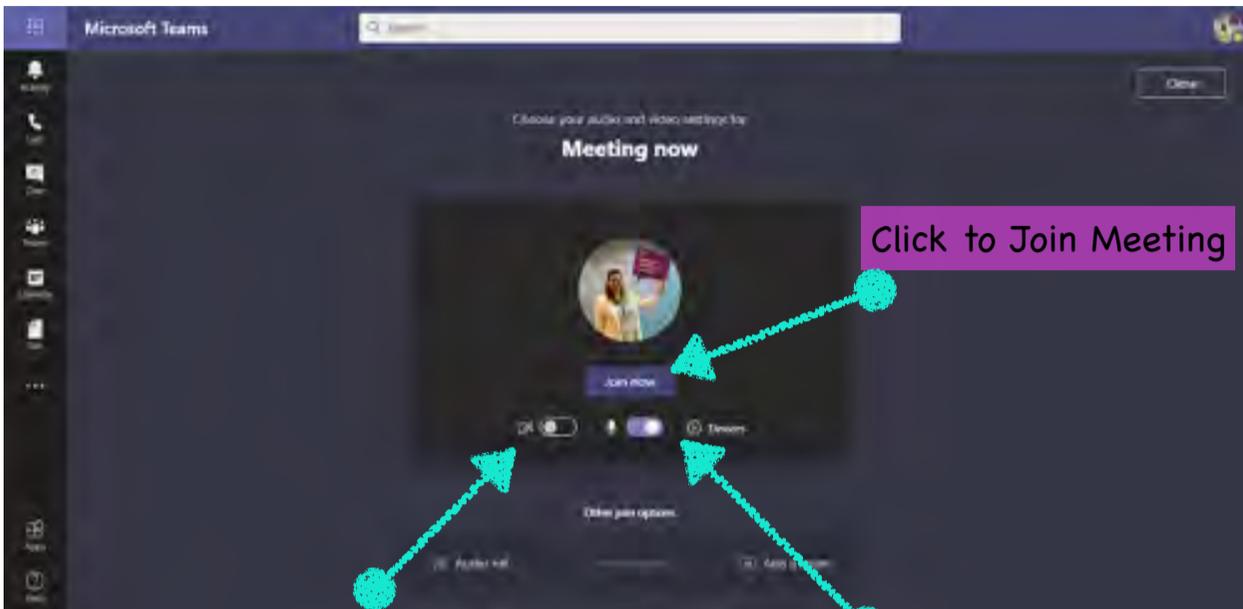
A Teams app window will pop up to share that the computer has begun setting up the downloaded app.



[Click here for joining a Teams Meeting](#)

Joining a Teams Meeting

When joining a Teams meeting, whether you click on "continue in this browser" or "open in your Teams app" you will land on page below. NOTE: you have not yet joined your meeting.



Click to Join Meeting

Slide the toggle to allow camera. A "/" through the video camera icon indicates that you have not allowed the camera to be used.

Slide the toggle to allow microphone to be used. Purple indicates that your microphone is on.

Microsoft Teams Interface Overview

Select this icon to share your screen (with your teacher's permission).

Select this icon to see the chat box. Here you can type in your ideas to share with your class.



Select this hang up to leave the meeting.

Slide the toggle to allow camera. A "/" through the video camera icon indicates that you have not allowed the camera to be used.

Slide the toggle to allow microphone to be used.

Select the HAND icon to raise your hand during a meeting. This will indicate to your teacher that you wish to speak and share. REMEMBER: You will need to click the Hand Icon again to lower your hand.

For further assistance with Brightspace and Teams, please contact your classroom teacher.