

Accessing and Navigating Brightspace-Learners

Recommended Internet Browser

For the best user experience, Brightspace recommends using the latest version of:

1. Google Chrome
2. Safari
3. Firefox
4. Microsoft Edge

Login Information

When your account has been set up in Genius, you will use the same username and password to access Brightspace. You can use the following link to access the Brightspace without going through Genius. [Brightspace Homepage](#)

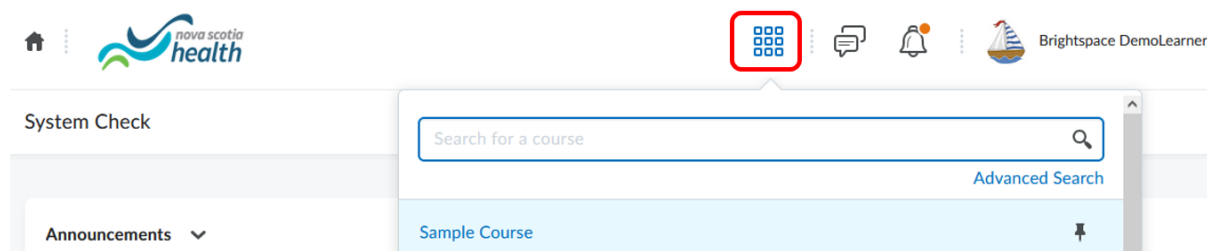
Navigating to Your Course

Note: These instructions describe navigating Brightspace on a desktop or laptop computer. The site might look different on a phone or tablet.

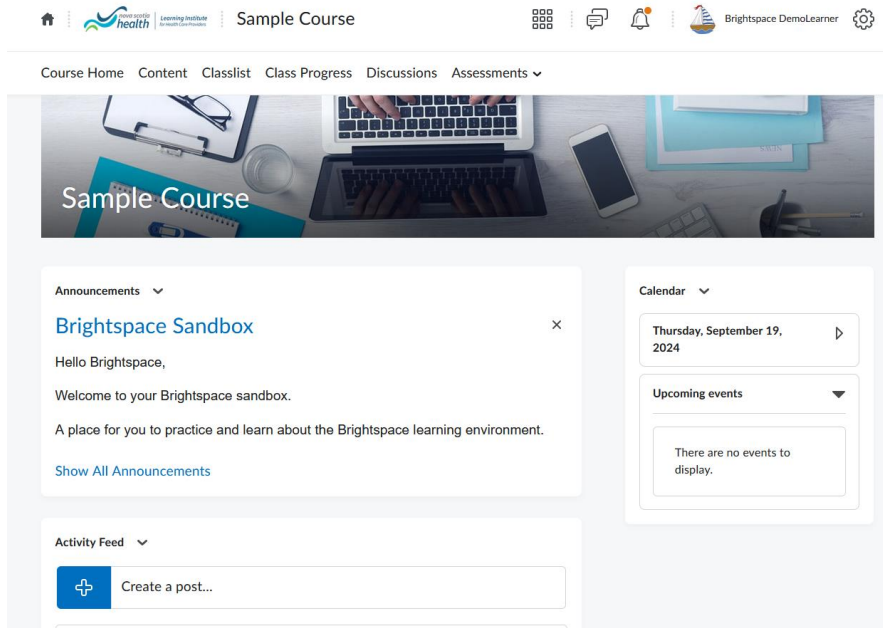
Once you log in, you will see the Nova Scotia Health home page. At the top of the home page, you will see the following, except your own initials will appear in the right corner when logged in to your account.



Use the **Course Selector** (3 x 3 grid)—this is the quickest way to get to your course(s):



Click on your desired course. This will bring you to the course home page.



Course Home Content Classlist Class Progress Discussions Assessments

Sample Course

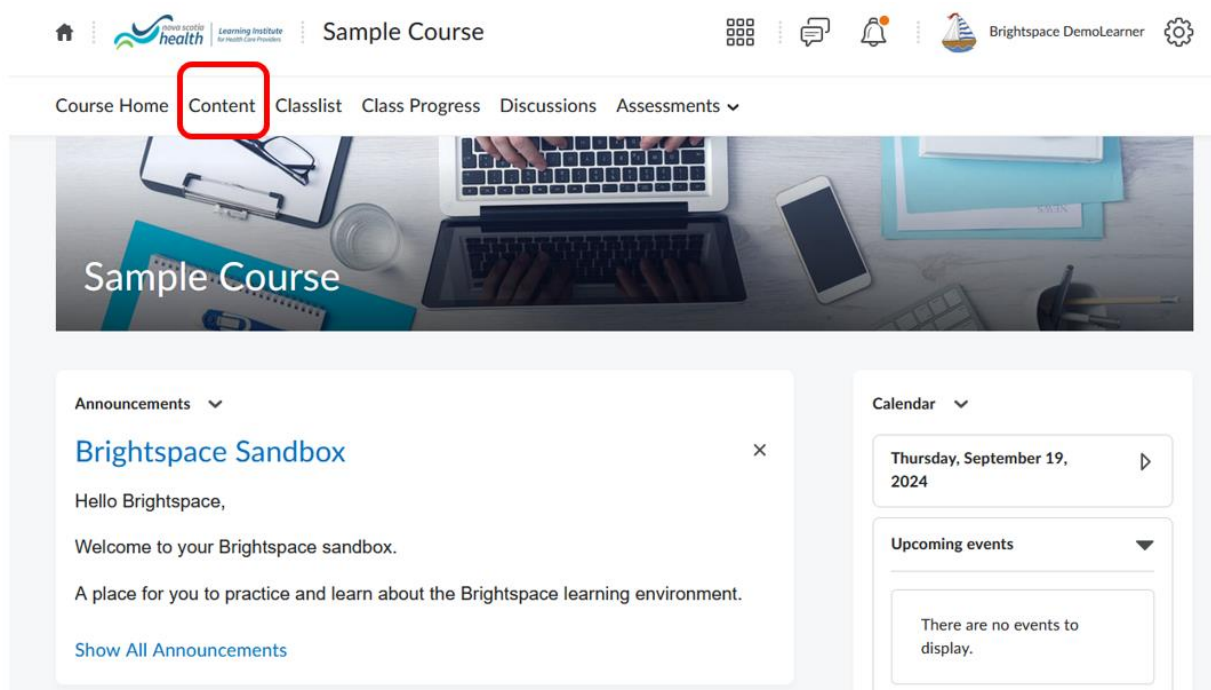
Announcements ▾
Brightspace Sandbox ×
Hello Brightspace,
Welcome to your Brightspace sandbox.
A place for you to practice and learn about the Brightspace learning environment.
[Show All Announcements](#)

Calendar ▾
Thursday, September 19, 2024
Upcoming events ▾
There are no events to display.

Activity Feed ▾
+ Create a post...

Course Content

To access the **course content**, click on Content in the navbar at the top:



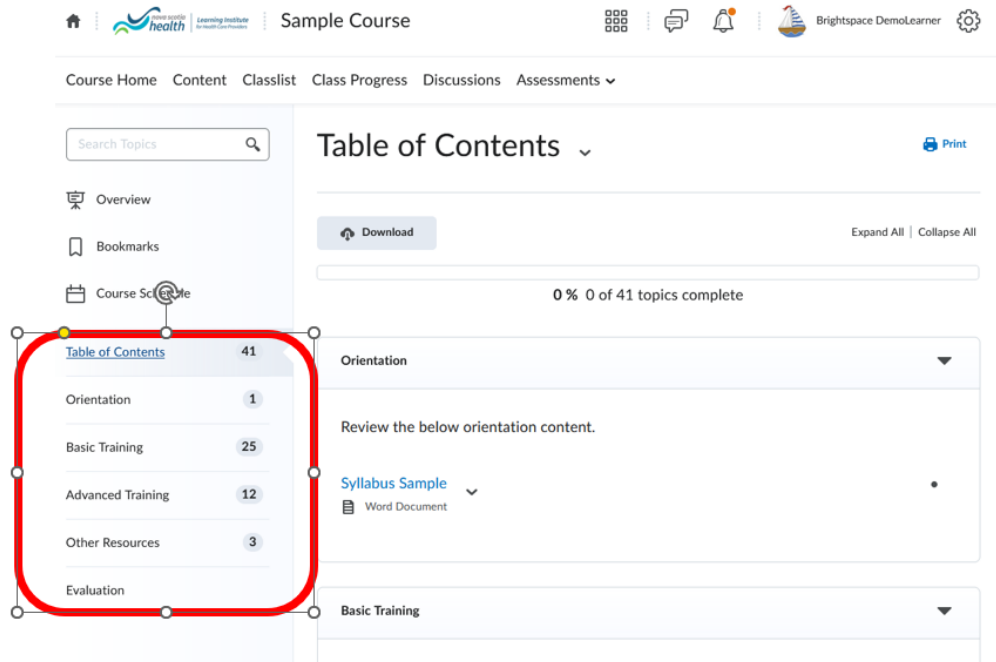
Course Home **Content** Classlist Class Progress Discussions Assessments

Sample Course

Announcements ▾
Brightspace Sandbox ×
Hello Brightspace,
Welcome to your Brightspace sandbox.
A place for you to practice and learn about the Brightspace learning environment.
[Show All Announcements](#)

Calendar ▾
Thursday, September 19, 2024
Upcoming events ▾
There are no events to display.

This brings you into your course Content section. The modules are listed on the left side:



The Content section is laid out like a filing cabinet. When you click on a folder (e.g., a module or unit), you get access to the material in the subfolders beneath. In the screenshot below, “Basic Training” folder is open, with the 6 submodules listed below (with additional course materials in each submodule) and displayed on the right.

Note: If you open a folder on the left, and you see a blank screen on the right, just scroll up to the top to view the Content.

Course Home | Content | Classlist | Class Progress | Discussions | Assessments

Search Topics

Basic Training

This is the information you need to get you up and running in the Brightspace learning environment.

Download Expand All Collapse All

0 % 0 of 25 topics complete

Basic Training - Powerpoint

Brightspace Faculty Basic Training
PowerPoint Presentation

Profile & Notifications

Video - Create a Profile
Video

Video - Manage Notifications
Video

Table of Contents

- Orientation 1
- Basic Training 25
- Basic Training- Powerpoint 1
- Profile & Notifications 3
- Calendar 2
- Announcements 1
- Adding Content 11
- Discussions 4

When you click on Basic Training Folder, then Profile & Notifications in the left-hand column, you will see the course materials listed in the right-hand column (e.g., videos and a PDF).

Course Home | Content | Classlist | Class Progress | Discussions | Assessments

Search Topics

Profile & Notifications

Download

50 % 2 of 4 topics complete

Brightspace Video- Navigating and Creating Profile
Link

Video - Create a Profile
Video

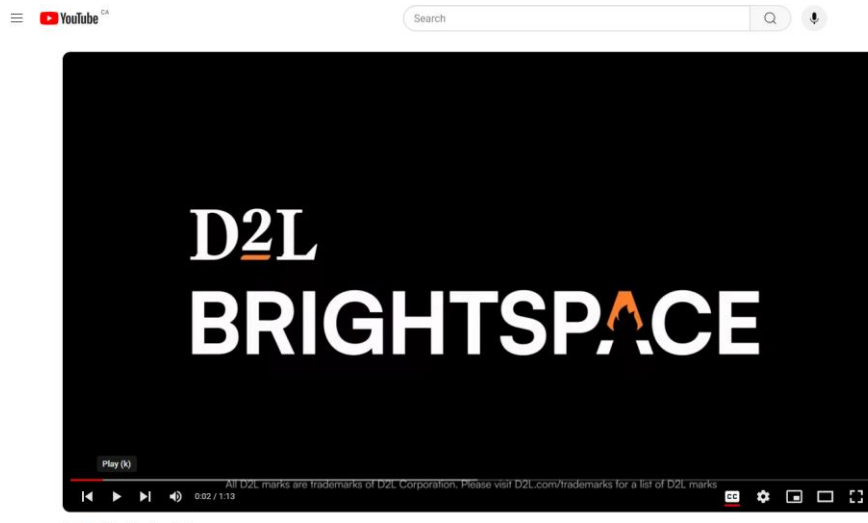
Video - Manage Notifications
Video

Notifications
PDF document

Table of Contents

- Orientation 1
- Basic Training 24
- Basic Training- Powerpoint 1
- Profile & Notifications 2
- Calendar 2
- Announcements 1
- Adding Content 11

When you click on the Brightspace Video- Navigating and Creating Profile, it will open a new window and display the video.



The same would be true for whichever course material you are accessing e.g., PDF, link, video, audio file, or may even link over to another part of the course e.g., quiz, discussion board, etc.

If you open a PDF, such as the Navigation PDF, here is what the display would look like.

Course Home Content Classlist Class Progress Discussions Assessments

Table of Contents > Navigation > Brightspace Navigation- Learner

Brightspace Navigation- Learner

1 of 1 Automatic Zoom

How to Navigate Brightspace Learning Environment

The following common interface elements help you navigate Brightspace Learning Environment:

- Minibar** - The minibar is always visible and helps you navigate Brightspace Learning Environment.
- My Home** - Returns you to your organization's homepage. You can usually find important information from your organization on the homepage.
- Course Selector** - Use the course selector to access your courses. For easy access, you can pin your courses to the top of the list.
- Messages** - Notifies you about unread mail and instant messages from instructors and other learners.
- Subscriptions** - Notifies you about new blog posts, subscribed discussion forums, topics, and threads.
- Updates** - Notifies you about new and updated announcements, due dates and end dates, and grades.
- Username** - Allows you to make changes to your notifications, account settings, and log out.
- Navbar** - Provides links to course-specific tools, for example, Assignments (Discussions and Dropboxes), Assessments (Quizzes and Surveys), Grades and more.
- Course Homepage** - Provides quick access to important information related to the course, for example, news and calendar items.

https://documentation.brightspace.com/EN/learners/learner_navigating_brightspace.htm

Reflect in ePortfolio Download Print Open with docReader

The coloured circles highlight some additional navigation:

- Red** circles: To move to the previous or next content item (e.g., PDF, video, etc.), click the arrows at the top or bottom of the page.

2. **Orange** circle: The **breadcrumb trail** shows you the folder structure that each content item fits into. You can click on any of the breadcrumbs to navigate back through the folders, or to the table of contents. This can help you understand where you are within the course.
3. **Blue** circle: The course content options at the bottom of the page lets you **print** or **download** each content item, if applicable.
4. **Purple** circle: This option lets you open the current content item in a new window.
5. **Green** circle: This option lets you open the current content item with ReadSpeaker docReader. A new content viewer appears with volume and playback controls. More information on [ReadSpeaker docReader](#)

Additional Navigation Tips for Content

- While in the Content tool, clicking on the **Table of Contents** title will always close/reset all folders.
- Clicking on the course title at the top of the screen will bring you to the course Home Page.
- Clicking the home icon (the house in the top left corner) will bring you to the NS Health home page.

Go To Genius NavBar Button

On the NavBar there is a Go to Genius button that can be used to return to the Genius website. Using this button will require you to enter your log in credentials again.

Course Admin Course Home Content Discussions Calendar Assignments Grades Go to Genius

For additional tools and how to navigate to, please refer to [Brightspace Community](#).