

How to Register and Complete Instructor Guide D2L Training by Brightspace

In this guide, learn how to create an account at Brightspace community and access and complete Instructor Guided D2L Training.

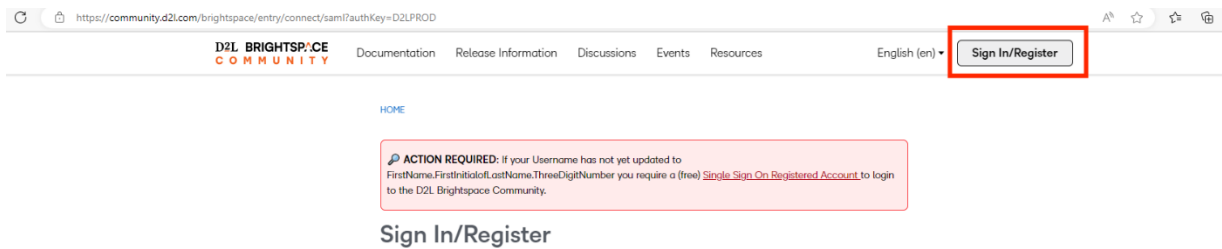
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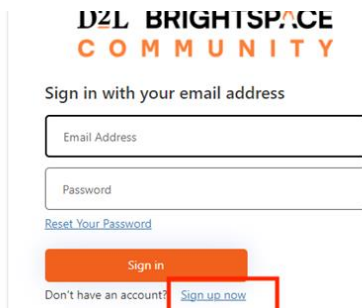
Creating a Brightspace Community account

Step 1: Go the [Brightspace Community login](#) page.

Step 2: Click on **Sign In/Register**.



Step 3: Click on **Sign up now**.



Step 4: Enter your email address in the indicated field and click on **Send verification code**. Note that SIU email is recommended for registration. If you do not have access to SIU credentials, non-SIU emails can be used.

32e2b802/B2C_1A_signup_signin_vanilla/api/CombinedSignInAndSignup/unified?local=signup&csrf_token=eXIXK1ZFQ3F

Cancel

**D2L BRIGHTSPACE
COMMUNITY**

Verification is necessary. Please click Send button.

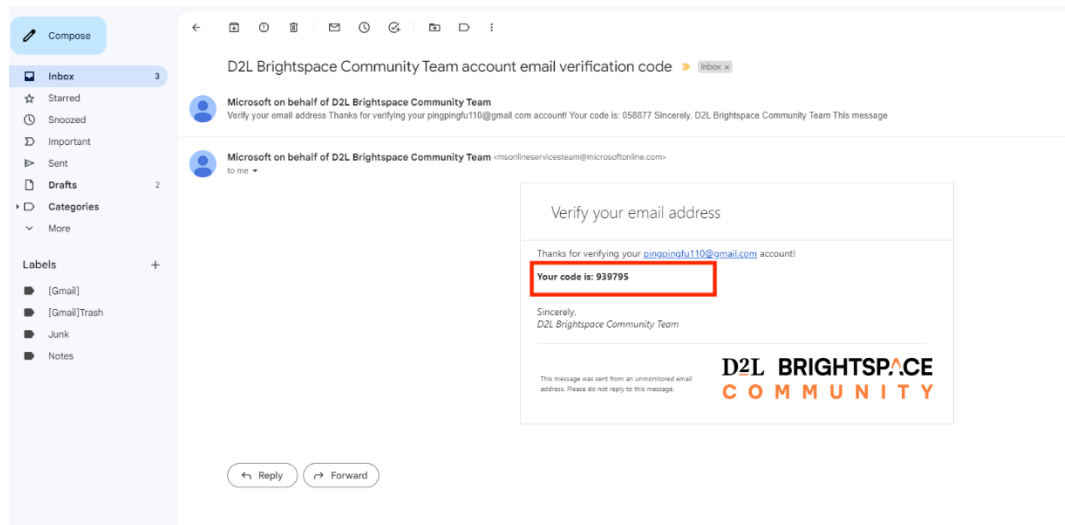
Email Address

Send verification code

New Password

Confirm New Password

Step 5: Check your inbox for verification code. Note that you may need to check your spam folder if you do not see it in your inbox in a few minutes.



Step 6: Enter the code in the indicated field and click on **Verify code**.

< Cancel

D2L BRIGHTSPACE
COMMUNITY

Verification code has been sent to your inbox. Please copy it to the input box below.

Step 7: Complete the remaining information on this page. When completing the Role section, select **Instructor**. For Segment section, select **Higher education**. Enter **Southern Illinois University** as your organization.

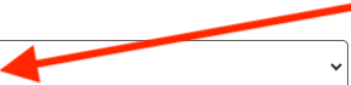
._signup_signin_vanilla/api/CombinedSignInAndSignup/unified?local=signup&csrf_t

< Cancel



D2L BRIGHTSPACE
COMMUNITY

E-mail address verified. You can now continue.

Role

Segment

Step 8: Click on the agreement box and click on **Create**.

The screenshot shows a registration form with the following elements:

- Role:** A dropdown menu with "Instructor" selected.
- Segment:** A dropdown menu with "Higher Education" selected.
- URL:** A text input field containing "https://mycourses.siu.edu".
- Agreement:** A checked checkbox with a red arrow pointing to it. Below it is the text: "By checking this box, I acknowledge that I have read, understood, and agree to the forum's [code of conduct](#)."
- Create Button:** An orange button labeled "Create" with a red arrow pointing to it.

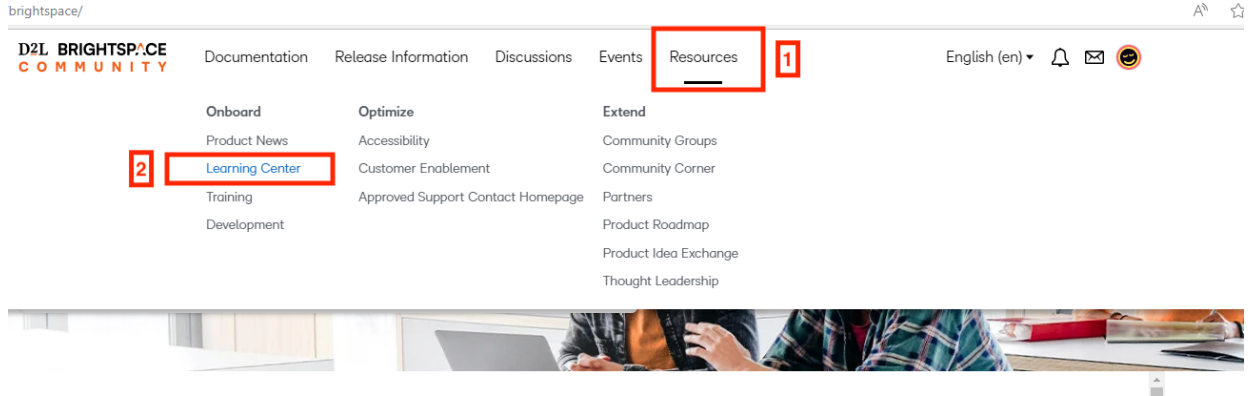
Step 9: Now you are signed into Brightspace Community.

The screenshot shows the Brightspace Community homepage with the following features:

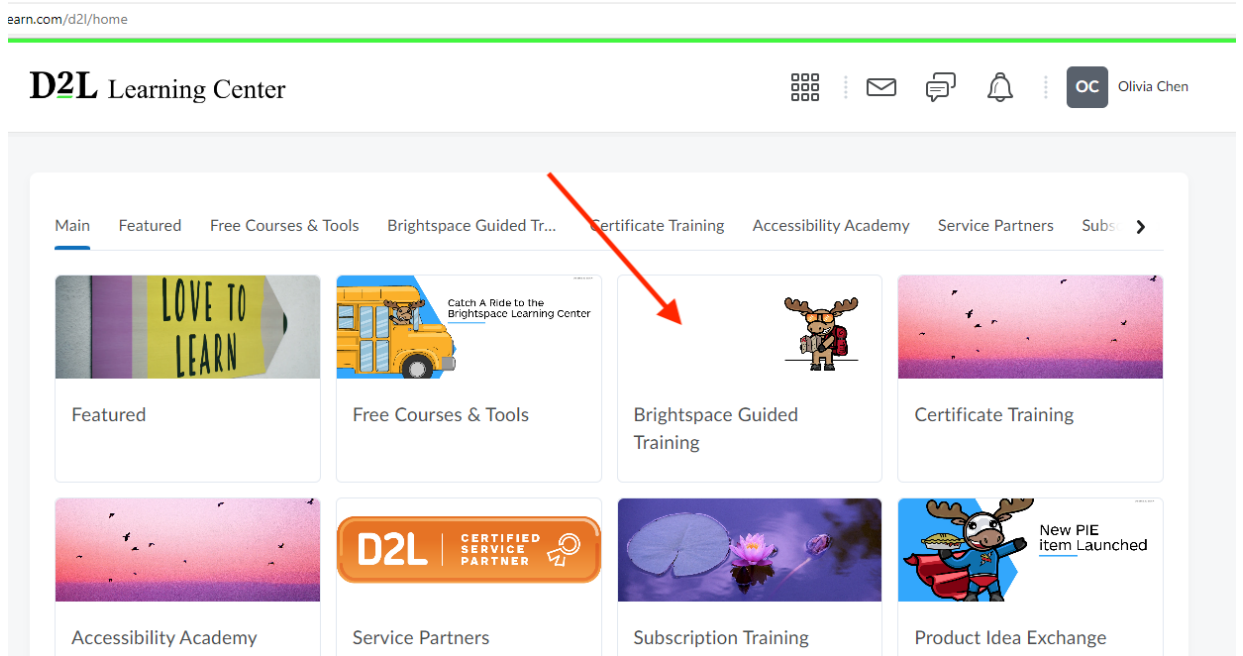
- Navigation:** Links for Documentation, Release Information, Discussions, Events, and Resources. A language dropdown is set to "English (en)".
- Search:** A search bar with filters for "Higher Ed/Postsecondary", "K-12", and "Corporate".
- Select Your Place of Teaching and Learning:** Three image-based buttons for "HIGHER ED", "K-12", and "CORPORATE".
- New Here?:** Buttons for "TAKE A COMMUNITY TOUR" and "ASK A QUESTION".
- Quick Links:** A list with "My Bookmarks" (0), "My Discussions" (0), and "My Drafts" (0).

Accessing Training

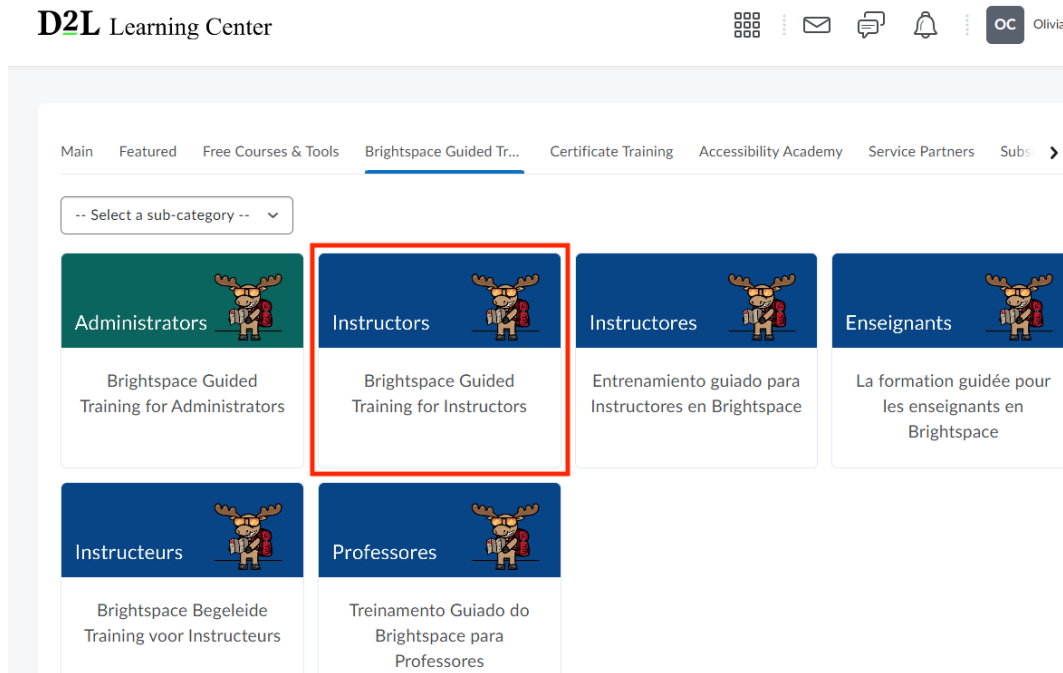
Step 1: After creating your password, you should see the Brightspace main page. Click on **Resources** in the menu bar and click on **Learning Center**.



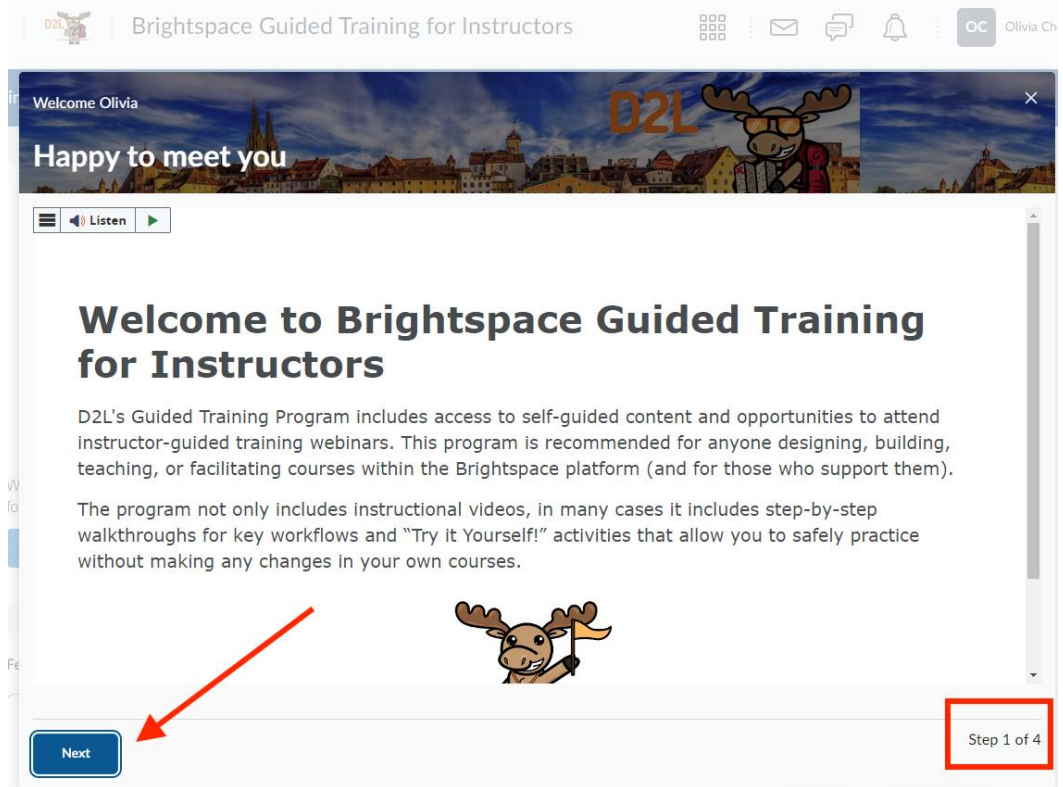
Step 2: Click on **Brightspace Guided Training** course.



Step 3: Select **Brightspace Guided Training for Instructors.**



Step 4: The introduction guide is launched. Read through the information and click on **Next** to advance to the next pages of information.



Step 5: Click on **Dismiss** when you read all the information and are ready to start the training.

Welcome Olivia

Jump in

Listen

Ready to jump in? Click Points of Interest to begin your teaching and learning journey!

Consider having your own Brightspace open in a second tab as you work through the material. If you're unsure if you have a space to test things out in, take advantage of our Try It Yourself experiences to learn the workflow.

To help us understand how you are progressing with Brightspace, please complete the surveys at the start and end of each Point of Interest. This way, we can continue to update and bring you the material you need!

Back Dismiss

Step 4 of 4

Step 6: click the **Get Started** module to start.

Brightspace Guided Training for Instructors

Points of Interest Ask a Question Watch Webinars Awards

Welcome to Brightspace Guided Training for Instructors!

Launch the Intro Guide

Points of Interest

Get Started
Begin Get Started
0% 0 of 7 Topics Completed

Communicate
0% 0 of 24 Topics Completed

Publish

Evaluate

Completing Units

Step 1: Read and complete the tasks under each topic on the left. These may include, but are not limited to, text, videos, surveys and/or interactive presentations.

The screenshot displays the Brightspace interface for 'Unit 3 of 7' under the 'Communicate' section. The left sidebar shows a progress list for 'Communicate' with 13/24 items completed. The main content area shows a video player titled 'Edit and Delete a Discussion Topic'. The video content includes a 'MENU' section with 'Video Demo: Edit Discussion Topics' and 'Video Demo: Delete Discussion Topics'. The 'Delete Discussion Topics' section has three steps: 'Step 1: Click the topics drop-down menu', 'Step 2: Select Delete', and 'Step 3: Confirm your action'. A callout box labeled 'Select Delete' points to the 'Delete' option in a dropdown menu.

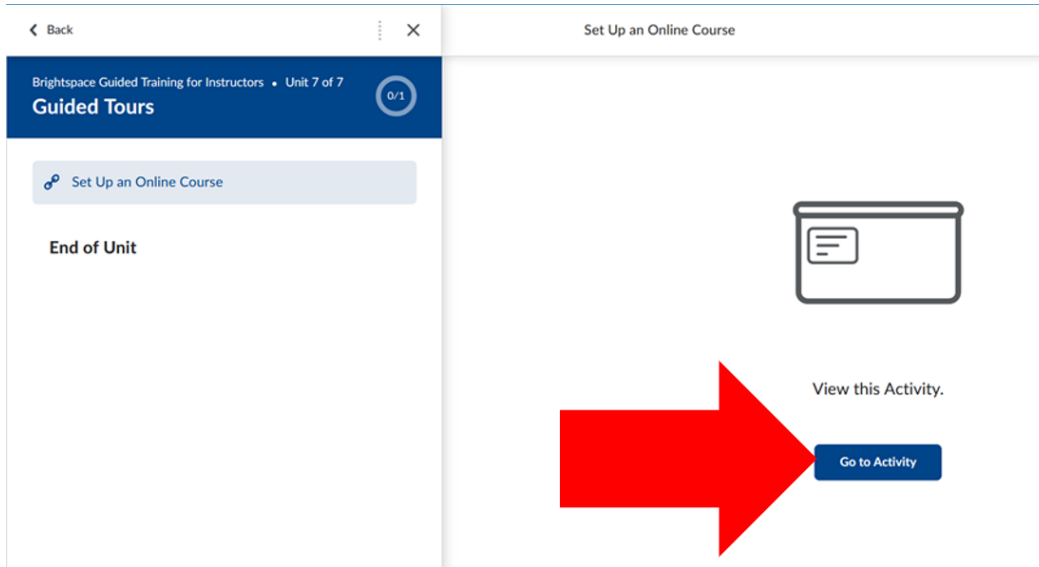
Step 2: Make sure to click “End of Unit” and then “I’m Done!” when finishing each unit.

The screenshot displays the Brightspace interface for 'Unit 3 of 7' under the 'Communicate' section. The left sidebar shows a progress list for 'Communicate' with 24/24 items completed. The main content area shows a 'Congratulations!' message and an 'I'm Done!' button. Red arrows point to the 'End of Unit' button in the sidebar and the 'I'm Done!' button in the main content area.

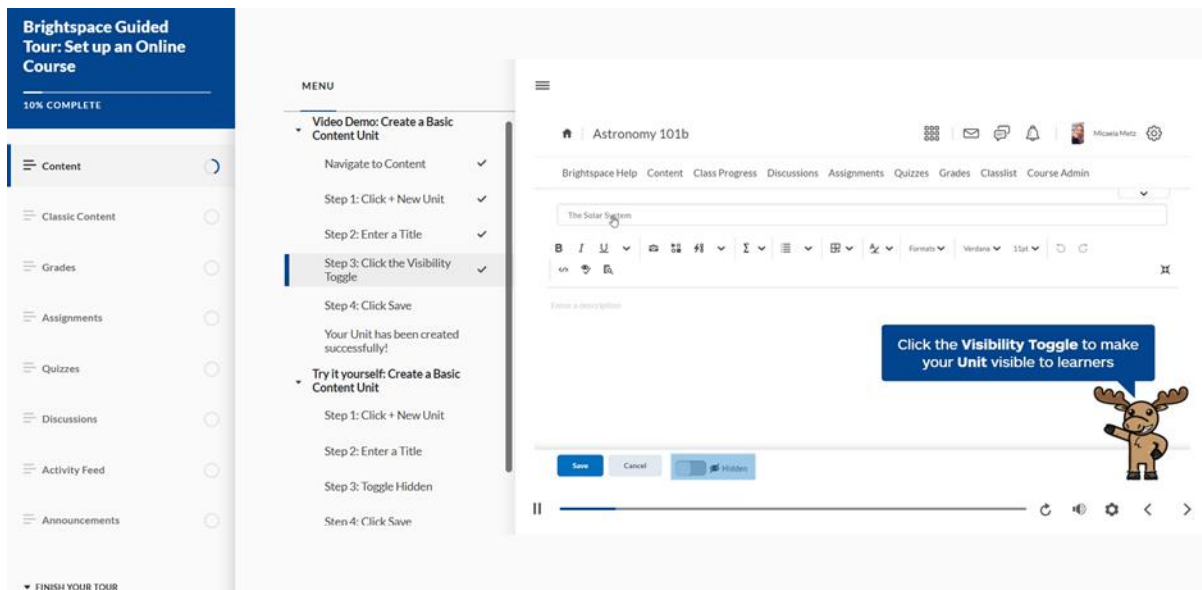
Step 3: Repeat step #1 and #2 for the rest of the modules in this training.

Setting Up an Online Course (Final Module)

Step 1: The final module, “Guided Tours,” will have you go to a different webpage to complete this module. Click “Go to Activity.”



Step 2: Like previously, complete the topics on the left side to apply what you have learned into creating an online course.

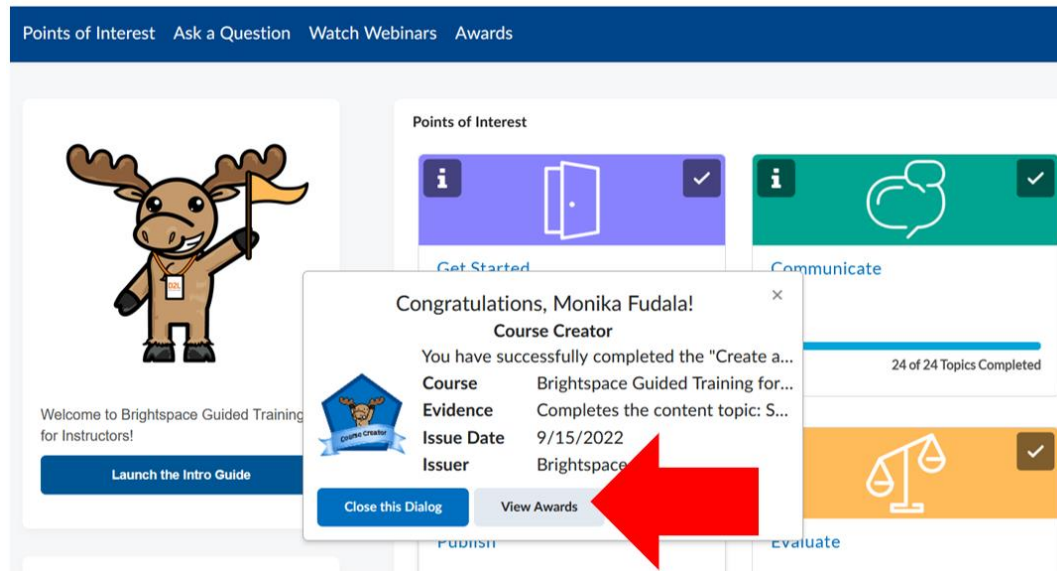


NOTE: When you are done, the “Guided Tours” module may not appear complete right away. If this occurs, you may have to log out and log back in to appear complete.

Completing Training – Final Steps

Step 1: When you complete all the modules, you will get a notification of completion with a badge to show for it. Congrats!

Step 2: Click on the pop up, “View Awards.”



The screenshot displays the Brightspace user interface. At the top, a dark blue navigation bar contains the links: "Points of Interest", "Ask a Question", "Watch Webinars", and "Awards". Below this, the main content area is divided into sections. On the left, there is a cartoon moose character holding a flag, with the text "Welcome to Brightspace Guided Training for Instructors!" and a button labeled "Launch the Intro Guide". To the right, under the heading "Points of Interest", there are several colored cards representing different topics: "Get Started" (purple), "Communicate" (green), and "Evaluate" (orange). A modal dialog box is overlaid on the screen, titled "Congratulations, Monika Fudala! Course Creator". The dialog contains the message "You have successfully completed the 'Create a...'" and a progress bar showing "24 of 24 Topics Completed". Below the message, there is a table with the following details:

Course	Brightspace Guided Training for...
Evidence	Completes the content topic: S...
Issue Date	9/15/2022
Issuer	Brightspace

At the bottom of the dialog, there are two buttons: "Close this Dialog" and "View Awards". A large red arrow points to the "View Awards" button.

Sharing Your Accomplishment with Others

Step 1: You can take a screenshot and upload this to D2L, however we recommend completing the next steps to create a Badge Account.

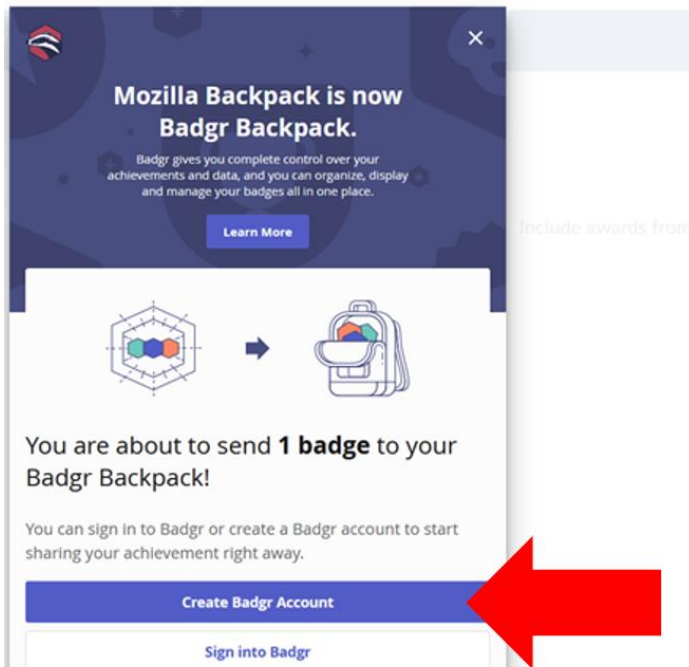
Step 2: Once you see your badge, “Course Creator,” click on “Share” on the bottom of that badge.

The screenshot shows the 'My Awards' section of a website. At the top, there is a navigation bar with links: 'Points of Interest', 'Ask a Question', 'Watch Webinars', and 'Awards'. Below this, there are tabs for 'My Awards' and 'View Available Awards'. A search bar labeled 'Search awards' is present. Under the 'Badges' section, a badge titled 'Course Creator' is displayed. The badge text reads: 'Course Creator', 'Brightspace', 'Guided', 'Training for', 'Instructors'. Below the text is a blue shield-shaped icon with a cartoon character and the words 'Course Creator'. At the bottom of the badge is a 'Share' button with a left-pointing arrow. A large red arrow points to this 'Share' button.

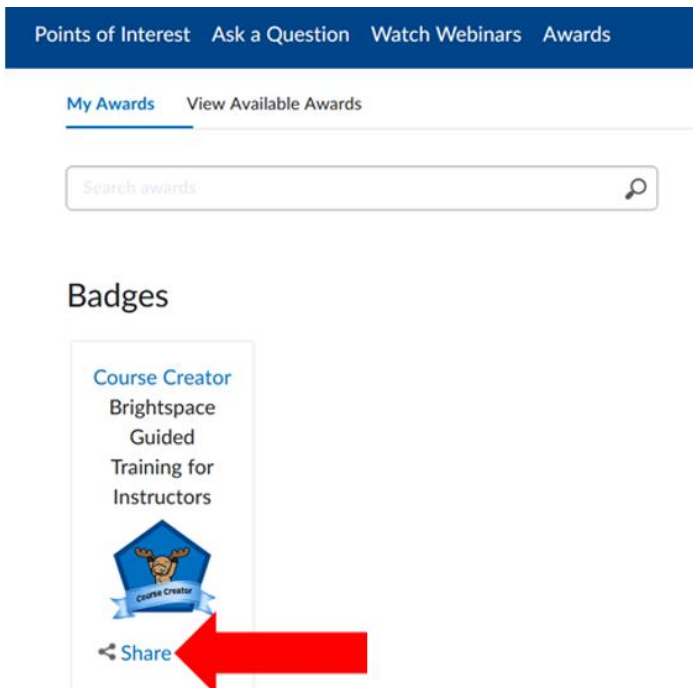
Step 3: Then, type in your email and click “Share to Badgr Backpack.”

The screenshot shows a 'Share My Award' dialog box overlaid on the 'My Awards' page. The dialog box title is 'Share My Award' and it features the 'Course Creator' badge icon. There is a 'Share to Profile' button. Below that, a text prompt asks the user to provide an email address for logging into Badgr Backpack. A checkbox is checked, certifying the user is 13 years of age or older. There are two input fields for 'Email *' and 'Confirm Email *'. At the bottom of the dialog box, there is a 'Share to Badgr Backpack' button and a 'Close' button. A large red arrow points to the 'Share to Badgr Backpack' button.

Step 4: Once you do this, click on “Create Badgr Account.”



Step 5: Go through the steps of creating your account and verifying your email. Once you have created a Badgr Account, RETURN to Brightspace to your “Course Creator” badge and click “Share” again.



Step 6: Type in the same email you used to create our Badgr Account and click “Share to Bdgr Backpack” again.

of Interest Ask a Question Watch

Awards View Available Awards

Share My Award

Course Creator

Share to Profile

Please provide the email address you use to login to Badgr Backpack. If you do not have a Badgr Backpack account, enter the email address you would like to use and follow the steps to register.

By checking this box you are certifying that you are 13 years of age or older.

Email *

Confirm Email *

Share to Badgr Backpack

Close

Include awards from other coi

Badges

Course Creator
Brightspace
Guided
Training for
Instructors

Share

Step 7: Once the badge has finished processing, you should be able to see your badge in your Badgr Backpack! If you would like to share your credential, click Share!

