TRINITY

Student Brightspace Overview

Logging In

Two Options
1. Go to: https://trollweb.trnty.edu/
   - Click on Brightspace on the blue ribbon at the top of the page
2. Go to: https://brightspace.trnty.edu/d2l/home

TIP: Book mark one of these pages on your computer or tablet to make them easy to get to

How-To Access Courses

1. Login to Brightspace (you may need to enter your username and password)
2. Scroll to the appropriate semester to find your course(s)
3. Double click on the course by name and course code

How-To Turn on Notifications

1. Click the blue button in the top right-hand corner above your name
2. Select "Notifications"
3. Under this tab you can download the Brightspace phone app and set-up notifications
4. TIP: Select a few notifications and save them for all classes
5. You can also download the Brightspace phone app called Pulse

View Announcements

On the top, left-hand side of the home page for your course is where professors can place announcements for all students in the class. Be sure to check these regularly, and definitely before class for course updates, reminders, and other important information

TIP: In Notifications, turn on the option to receive email or texts when your professors post Announcements for courses

How-To View Instructor Profile

1. On the homepage scroll to the bottom right-side of the page
2. Under "Instructor Profile" professors usually post their picture, name, bio, and contact information (email address and phone number). Contact information should also be in the course syllabus.

Visual TOC (Table of Contents)

- On the home pages for your courses, you will be able to view topics, learning modules that your professors have pinned for easy access
- You can also click on the Content key to access a more detailed view of the Table of Contents for your course

     o The syllabus, course objectives, and course materials are stored here

Content
1. Click on topics/learning modules on the Homepage
2. Click Content on the blue toolbar to see the Table of Contents – see materials for your course divided usually into modules (topic blocks) or weeks

Assignments – and how-to submit them
1. Find the name of your assignment
2. Click the title of the assignment highlighted in blue
3. Scroll to Submit Assignment
4. Check for assignment instructions and notes/instructions from your professor
5. Click on Add a File (Be sure to have saved the completed assignment document on your computer in the required format)
6. Click on My Computer
7. Click Upload
8. Click Add and select the file from your computer
9. Click on the blue Submit key

Grades
In the grades section you can view individual assignment grades. Remember that different professors grade assignments in different ways – some with clear rubric scores, others by making notes, etc.

NOTE: Some professors do not keep grading records in Brightspace, so be sure to check with your professor, so you can track how you are doing on assignments.

Classlist
This tool allows you to email your professors and classmates -
1. Click on the box above all the names to select the entire class
2. Click on the left in front of a student or professor name to only email one person or selected individuals
3. A dialog box will pop up that allows you to type and send an email

Check with your professor(s) for instructions if your course requires you to do discussion posts/forums or take quizzes/exams in Brightspace. These options are also on the blue ribbon at the top of the page.

Helps

Trinity's IT HelpDesk | help.desk@trnty.edu | https://it.trnty.edu | 708-239-4858
Trinity's HelpDesk can assist you with general questions, but they do not provide in-depth technical support for Brightspace.

Contact Brightspace directly for technical support.
https://community.brightspace.com/support/s/contactsupport