

# **Brightspace**

## Quick Start Guide for students

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This Quick Start Guide helps you to get started with Brightspace at Utrecht University. The topics that will be covered in this Quick Start Guide are:

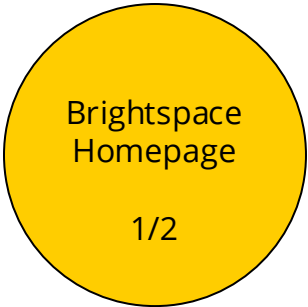
- the [Homepage](#)
- the [Course page](#)
- the [Content screen](#)

As we will continue to develop Brightspace please be aware that the screenshots may differ from your actual experience. This Quick Start Guide will be updated regularly.

# Brightspace Homepage

The homepage is the first page you will see after logging in with your Solis-id via <https://uu.brightspace.com>

This chapter will walk you through the menu on the homepage and show you how you can navigate to your courses.

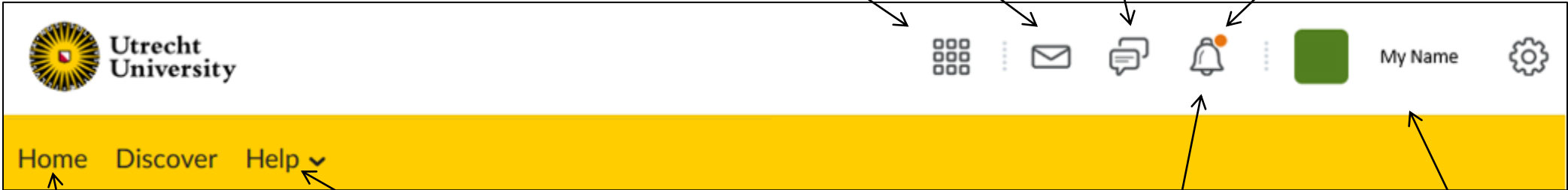


Compose new messages or look at unread emails under **Messages**.

Click on the **Course selector** to select your course. Pinned courses are shown on top.

**Subscriptions** - Notifications of new discussion posts in forums, topics and threads will be displayed here. You can also set which notifications you want to receive under **Discussion**.

**Updates** is where you receive notifications about new announcements, upcoming due dates and new/updated grades.



Click on **My home** return to the homepage.

Click on **Help** for Brightspace UU manuals, to navigate to the support site or to the Brightspace Community website.

The orange dot indicates a new notification.

Within the **personal menu** you can edit your user-specific settings such as your profile, notifications and accounts settings.

**My Courses** shows all courses you currently subscribed to. These courses are categorized under different tabs. Click on the three dots to pin the course so it shows up under the tab 'Pinned'.

## Welcome to Brightspace

Implementatieteam posted on 19 December 2024 11:00

Welcome to Brightspace, the new Learning Management System (LMS) of Utrecht University. For more information on getting started with Brightspace please look at this [intranet page](#).

Other useful links and resources:

- [Brightspace support](#): For manuals, quick guides and contact information of keyusers, educational advisors and our UU Brightspace support desk.
- [Training & workshops overview](#): Here you will find our complete training offer.
- Below you will find your personal sandbox course in the 'My Courses' widget. You can use this sandbox to try out Brightspace.

Currently we are still in the implementation phase of Brightspace. We are continuously working on improvements. Your feedback is very valuable to us. If you encounter issues, please contact [your keyuser](#).

### Experiencing issues with performance?

If you or your students are experiencing issues with the performance of Brightspace, for instance if it takes too long to load pages or hand in assignments, please report this to your keyuser with as much detail as possible regarding:

- Name of the course;
- Date & time of when the issue occurred;
- Location (was it on UU Wi-Fi?);
- Action (on which page or during which activity did the problem occur?)

We value your feedback and will use it to continuously improve Brightspace.

My Courses ▾

All 2024-2025 2025-2026 Communities Courses Dummycourses Sandboxes



Sample Course  
Communities



Sample Course  
Diergeneeskunde  
Communities



Sample Course  
Basis van Onderzoek  
en Statistiek

Work To Do ▾

Calendar ▾

Notifications Update ▾

**Work To Do** displays any overdue and/or upcoming activities across all the courses you are enrolled in.

**Calendar** shows the upcoming deadlines and important events for all the courses you are subscribed to.

**Notifications Update** shows you all the general announcements in Brightspace. Please note that this does not include course-specific announcements.

# Brightspace Course Page

The course page is the starting point of your course. This chapter will walk you through the course menu and show you how you can navigate through your course page.

The navigation bar helps you to navigate to the main aspects of your course.

Access course materials through **Content**, such as learning materials, the course syllabus, assignments, and quizzes.

Click on **Activities** to navigate directly to your Quizzes, Assignments, Discussions and Attendance. Learn more about these functionalities on the next page.

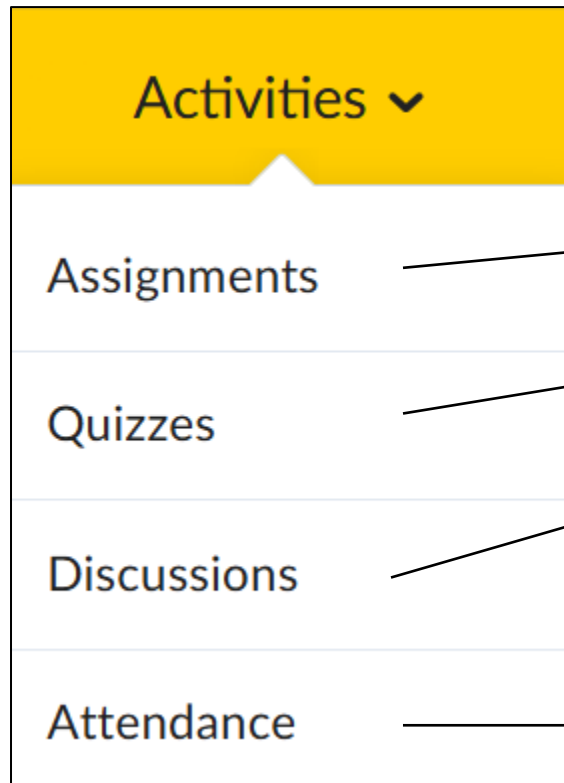
Underneath **Help** you can find links to manuals, hands-on support and instructions by Brightspace.

Course Home Content Groups Activities ▾ Grades Help ▾

Click on the **Course Home** button to navigate back to the homepage of your course. Do you want to return to the Brightspace homepage? Click on the Utrecht University logo in the top-left corner.

If you go to **Groups**, you can find the available groups and find the groups that you are part of.

**Grades** directs you to the gradebook where you can find grades from course activities.



→ **Assignments** allows you to upload and submit assignments directly into Brightspace. You can hand in an assignment individually or as a group.

→ Go to **Quizzes** to review all the future, current, and past quizzes within your course.

→ Use the **Discussions** tool to view and subscribe to discussion topics, as well as start new threads. Teachers can create discussions within a course to give students the opportunity to collaborate with each other, ask questions or discuss course content/assignments.

→ Go to **Attendance** to register your class attendance.




Go to **Groups** to see your group memberships, subscribe to a group or leave a group.

Course Home Content Groups Activities ▾ Grades Help ▾

## Groups Help

[View Available Groups](#)

### My Groups

Groups	Members	Assignment	Discussions	Locker	Email	Actions
Inschrijven test						
<a href="#">Thema 1</a>	0/10					<a href="#">Leave Group</a>

Brightspace  
Course page  
4/4

**Announcements** shows you all course-specific announcements in Brightspace. These announcements will not be shown on the general Brightspace homepage.

The screenshot displays the Brightspace Course page layout. At the top left is the 'Announcements' widget, which includes a title, a post date, a description, and a link to 'Show All Announcements'. Below this is the 'Content Overview' widget, showing two content items: 'Introduction' (4/5 Topics Completed) and 'Read, watch and listen' (6/6 Topics Completed). On the right side, there is a 'Search' widget with a search bar and a 'Powered by Atomic Search' label. Below the search widget are two more widgets: 'Work To Do' and 'Calendar', both with dropdown arrows. Arrows from external text boxes point to each of these four widgets.

The **Search** widget allows you to search for terms within the course

The **Work to do** widget shows you the learning activities with an overdue or upcoming deadline.

**Calendar** shows all upcoming deadlines and events for this specific course.

**Content Overview** is where you can see a visual overview of all the course content and the completion rate of all the activities.

# Brightspace Content

The content page is where you can find and navigate through all the course materials. Here you can find your syllabus, documents, lecture recordings and PowerPoint presentations, but often also by learning activities such as assignments and quizzes.

The content in Brightspace is structured in **units, lessons** and **folders**.

The screenshot shows the Brightspace course interface for a course named 'Sandbox'. At the top, there is a navigation bar with the Utrecht University logo, the course name 'Sandbox', and several icons (grid, envelope, speech bubble, bell, and a user profile icon labeled 'Your Name' with a gear icon). Below this is a yellow navigation bar with links: 'Course Home', 'Content', 'Groups', 'Activities', 'Grades', and 'Help'. A search bar labeled 'Search titles, descriptions' is positioned below the navigation bar. On the left side, there is a vertical list of course content items. The first item, 'Introduction', is highlighted with a blue border and a dropdown arrow. Below it are '0.1 Welcome to the course!', '0.2 About this course', '0.4 Introduce yourself', and '0.5 The Elevate toolbox'. At the bottom of this list is '0.6 Choose your group', which is also highlighted with a blue border. The main content area on the right displays the title 'Introduction'.

On the left side of the page, you will find an overview of all the course content. Use the index to navigate through the course materials.

# Brightspace

## Quick Start Guide for Students

More information on specific functionalities in Brightspace can be found at the [D2L Brightspace Community](#).

Please contact your course-coordinator or lecturer regarding content-related questions.



**Utrecht  
University**

Sharing science,  
*shaping tomorrow*