BRIGHTSPACE ENG

Radboud Universiteit

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Werkinstructies

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How do I log on to Brightspace?

Open your web browser and navigate to brightspace.ru.nl, a login screen will appear. This login page works with the latest versions of most popular web browsers and operating systems. If you are on a laptop or desktop computer, we recommend using Google Chrome. Brightspace is available on your computer, tablet, and smartphone. You can also use the student portal to navigate to Brightspace.

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

EN   NL   Login

- Log in using your student number and password and click **Login**.
- When logging in for the first time, you will need to grant Brightspace permission to access your user ID to identify you within Brightspace. Read the conditions and click to continue.

You will now be logged on into Brightspace.

ℹ️ Are you having problems logging in? Send an email to icto@ru.nl with your problem. Be sure to include your student number.

How do I navigate within Brightspace?

The minibar
Your personal homepage
Course Home

The minibar

When logging in to Brightspace, you will first reach the homepage. In the top right corner, you will find a basic menu called the **minibar.**
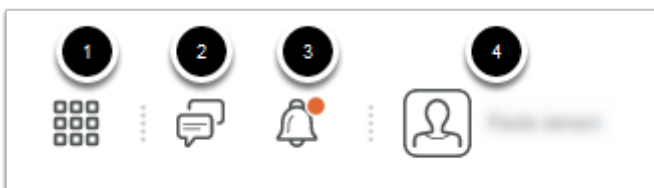
1. Check out your course list here (**Course Selector)**. You can search for a course, select them, and pin them to your home page.
2. **Subscription alerts**: you can choose to receive notifications when someone replies to posts in **Discussions**. Click the speech cloud icon to view these replies. You can recognize a new notification by the orange dot appearing next to the icon.
3. **Update alerts**: you will be notified when a teacher adds new content, announcements, grades or deadlines to one of your courses. Click the bell icon to view these items. New notifications are marked with an orange dot.
4. By clicking your own profile picture or name, you will be taken to your profile, notifications, and other account settings.

Your personal home page

When you enter Brightspace, your personal homepage appears. Each and every personal homepage has the same layout, regardless of whether you are a teacher or student.

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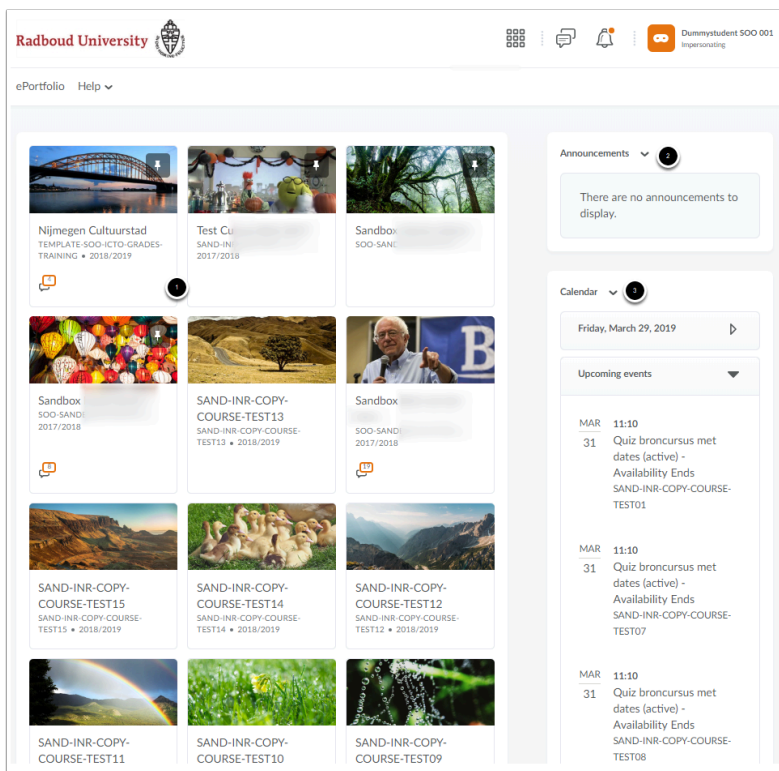
1. Here you will see an overview of the twelve courses you have last accessed. Brightspace will automatically display twelve courses, even if you have pinned fewer than twelve.
   - For some courses you will see icons with a number in an orange square. These icons represent Activities ((Assignments, Discussions and Quizzes). The number in the orange square shows how many unread items you have within that activity.
   - Click on the name of the course to open it.
   - Click on **View All Courses** to see all courses.

2. The **Announcements** section displays system messages regarding subjects such as maintenance being done to web lectures or Turnitin (no messages from enrolled courses will appear here). You can delete (and archive) an announcement by clicking the X in the top right corner. Click **Announcements** or **Show All Announcements** to see all announcements, both active and archived (**dismissed**) announcements.

3. In your personal **Calendar**, activities and events from courses will appear. **Upcoming events** shows these events in a list. Click **Calendar** to open the calendar.

💡 Do you want to return to the homepage? Clicking the Radboud University logo in the upper left corner of the screen will always take you right back.

Course Home

You can open a course by:

- Clicking a course on the homepage. The **Course Home** will appear.
- Find the course you need in the **Course Selector**. The **Course Home** will appear.

> 💡 To return to the Course Home from a different page, click **Course Home** in the navbar or the **course name** at the top of the screen.
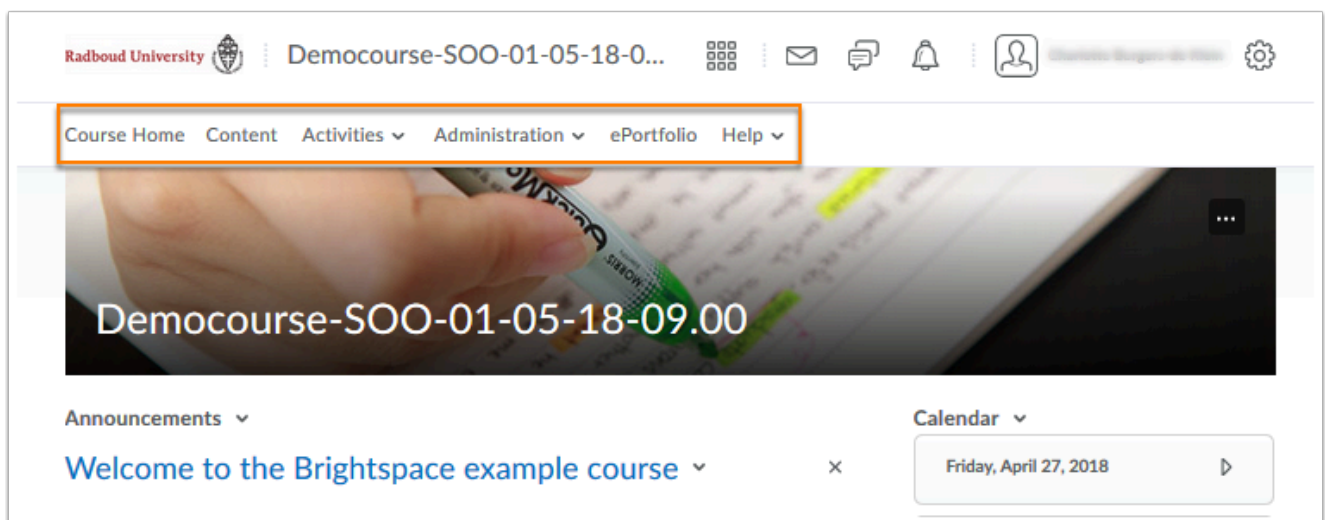
The navigation menu of a course is the same for all courses at the Radboud University, and generally called the **navbar**. From here, you can go to the following places:

- **Content:** this is where you can find the materials for each course (per week, for instance: *week 1, week 2,* etc.; or per theme, for instance: *Introduction, History, Politics,* etc.)
- **Activities:** this is where you can find all Assignments, Discussions, Quizzes, and Checklists in one place. **Kaltura** is also located in this menu, which is the Radboud University's video platform.
- **Administration**: this is the administrative part of a course. Among other things, this is where you can find the classlist of the course, manage your group memberships, view your grades, display your personal RU time table or view the course prospectus.

The remaining two menu options (**ePortfolio** and **Help**) are accessible from any Brightspace page:

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- **ePortfolio**: the Radboud University has access to the ePortfolio feature in Brightspace. The various faculties of the Radboud University have their own policy regarding the use of this feature. If your field of study requires you to use the portfolio, you will be instructed in its use separately.
- **Help**: the Help button takes you to a variety of manuals and instructions. Be sure to check out www.ru.nl/english/education/ for further assistance.
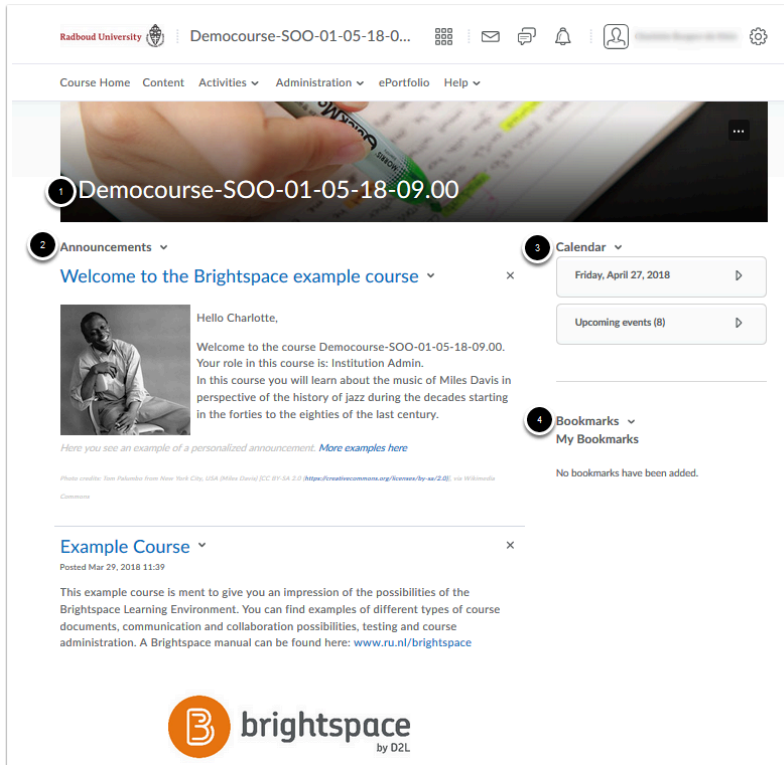
1. The **Course Banner** displays the current course title. The banner makes it easy to recognize and find a particular course.
2. The **Announcements** section displays messages that are specific to the course you are in. You can also opt in to email [notifications](#) for new announcements, which you can set per course.
3. The **Calendar** shows events pertaining to the course, such as meetings, deadlines for assignments, and materials to prepare for class.
4. **Bookmarks** are useful to quickly find important items you have marked elsewhere. Bookmarked items will also appear on the Course Home page.

Basic settings: course access and pinning

How do I register for courses in Brightspace?

Enrollment in a Brightspace course is done via OSIRIS. The connection between OSIRIS and Brightspace is nearly realtime. This means it will appear almost instantly after [registering in OSIRIS](#) (within approximately 15 minutes).

Where do I find my courses and how do I pin/unpin them?

> ℹ️ It is possible you have enrolled in a course in OSIRIS, but you cannot view it yet in Brightspace. In this case, the course teacher has set the course to inactive (even though we always recommend setting a start date instead). Ask your fellow students if the course shows up for them. When in doubt, double-check with your professor.

If you want a course to show up by default on your personal Brightspace homepage, pin it. The first six courses you are enrolled in are automatically pinned. You can pin a course in two ways: using the Course Selector or View All Courses on the homepage.

Pinning with Course Selector
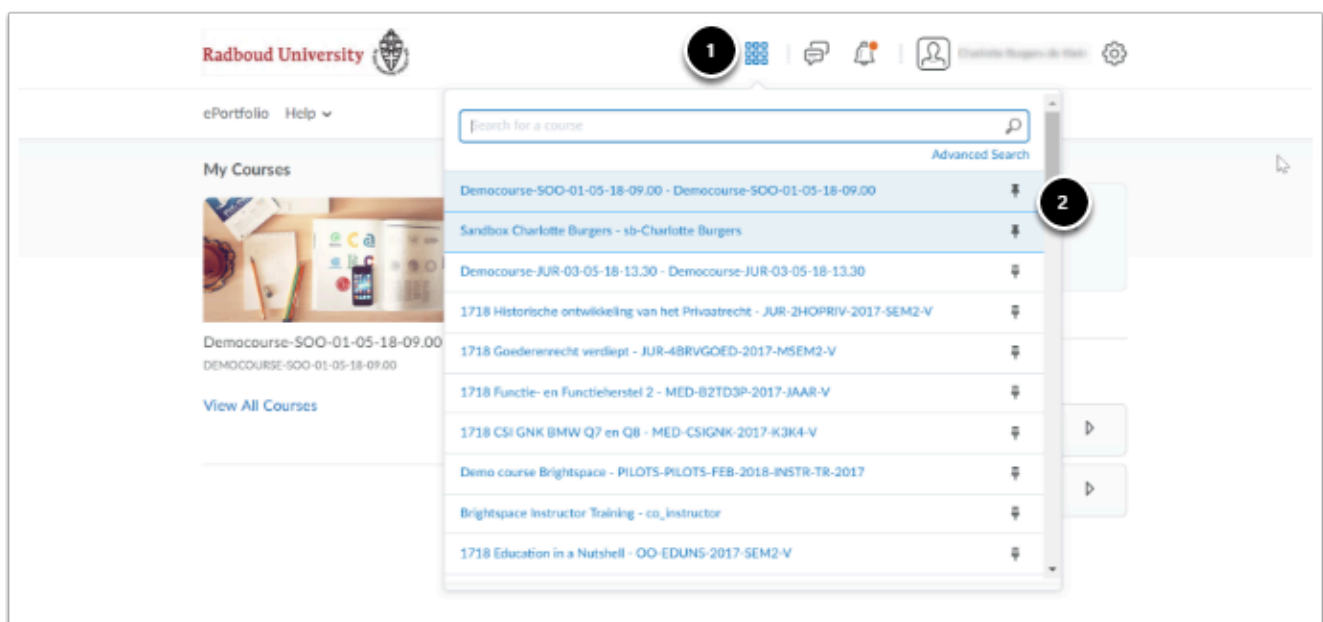
1. Click the **Course Selector** icon in the minibar of your homepage. A list with all the courses you enrolled in OSIRIS will appear.
2. Click the pushpin icon after a course name to pin or unpin it:
   - Dark pushpin icon: the course is pinned to your homepage.
   - Transparant icon: the course is unpinned.

3. Pinned courses will appear at the top of the list of search results by default. Use the search bar to look for courses and/or click **Advanced Search** to sort and filter your results, by start date or faculty, for instance. The course you searched for last will appear at the top of the list, below the courses you already pinned.

Note: the search bar will not show up until you are enrolled in twenty courses or more. Options for sorting all your courses will not be available unless you are taking courses at more than one faculty.

Pinning with View All Courses

1. Go to the Brightspace home page and click **View All Courses**.
2. Find the course you want to pin and click the three dots that appear when you place your mouse over the Course Banner.
3. Click the dots and choose **Pin** to pin the course.

What do I do when I have enrolled for a course, but cannot find it in Brightspace?

It can occur that you have enrolled for a course on OSIRIS, but that the course is not yet visible on Brightspace. In most cases this means that the teacher has put the course on inactive.

- Ask your fellow students if they are able to see the course, or check with your teacher.
- Check your enrollment on OSIRIS.
- Is the course still missing? Visit the Student Information Point (STIP), the Education Service Desk (OSP) or your faculty's student desk.

Basic settings: personal settings

How do I customize my profile?

By adding a picture to your personal profile, you can add a personal touch to your Brightspace environment.
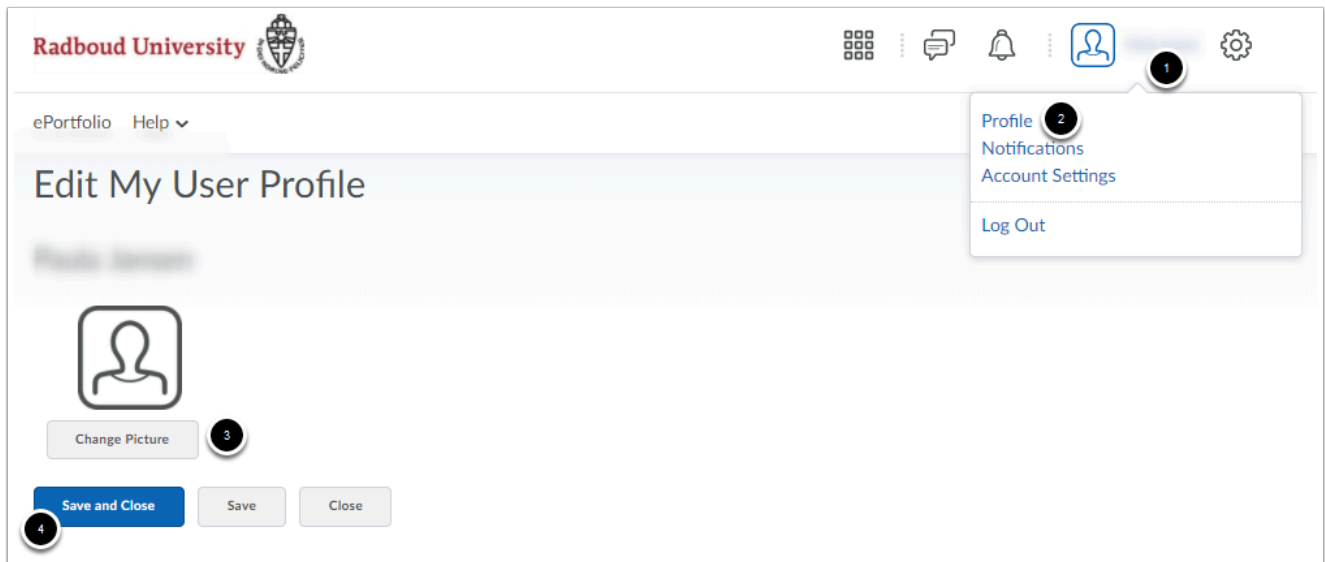
1. Click your name or your picture in the minibar.
2. Click **Profile**.
3. Click **Change Picture** and upload a picture of yourself.
4. Click **Save and Close** to return to the homepage.

How do I adjust my account preferences?

[Account Settings](#)
[Discussions](#)

In the **Account Settings** menu, you can adjust many of Brightspace's display options to your own liking.

1. On the first tab (**Account Settings**), you can adjust general account settings, such as font size, language and locale preferences, and various settings for other applications.
2. On the second tab (**Discussions**), you can adjust display and reply settings for discussion boards.

Account Settings
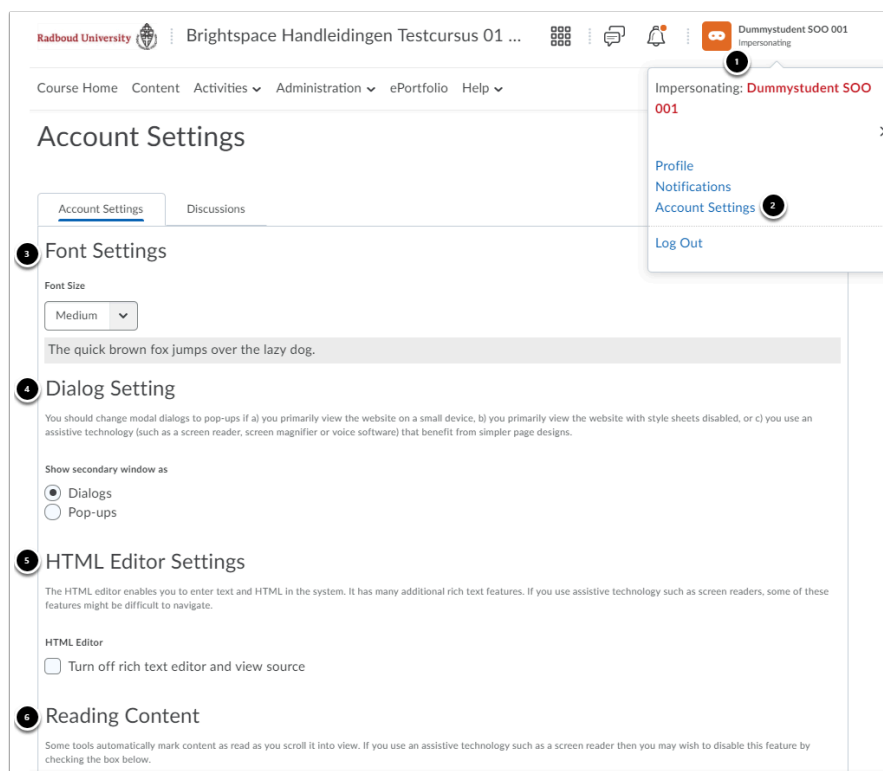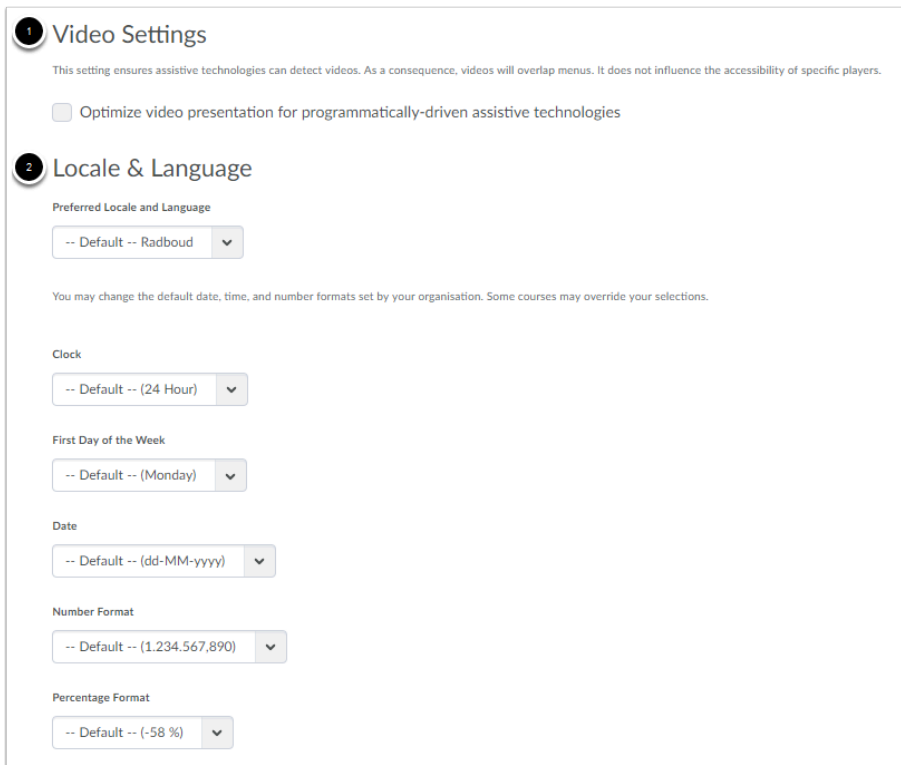
1. Click your name/picture in the minibar.
2. Click **Account Settings.** The **Account Settings** tab will appear.
3. **Font Settings** lets you change the size of the font used by Brightspace. Text in images, documents, and other objects will not change size with this setting.
4. The **Dialog Setting** section lets you select whether modal dialogs open in the same window you are working in (**Dialogs**) or in a new one (**Pop-ups**). Choose pop-ups if

you want to keep pages as organized as possible, for instance, when you are working on your phone or when using external screen reading or speech tools.

5. The **HTML Editor Settings** let you turn the HTML editor on or off. We highly recommend keeping this setting turned on! Not only does it remove all text editing features, it also stops recognizing line ends and exposes raw HTML code in existing objects.
6. Some features of Brightspace automatically mark objects you scroll by as read. Under **Reading Content**, you can prevent this behavior by turning off **Do not automatically mark items as read as the page scrolls**.
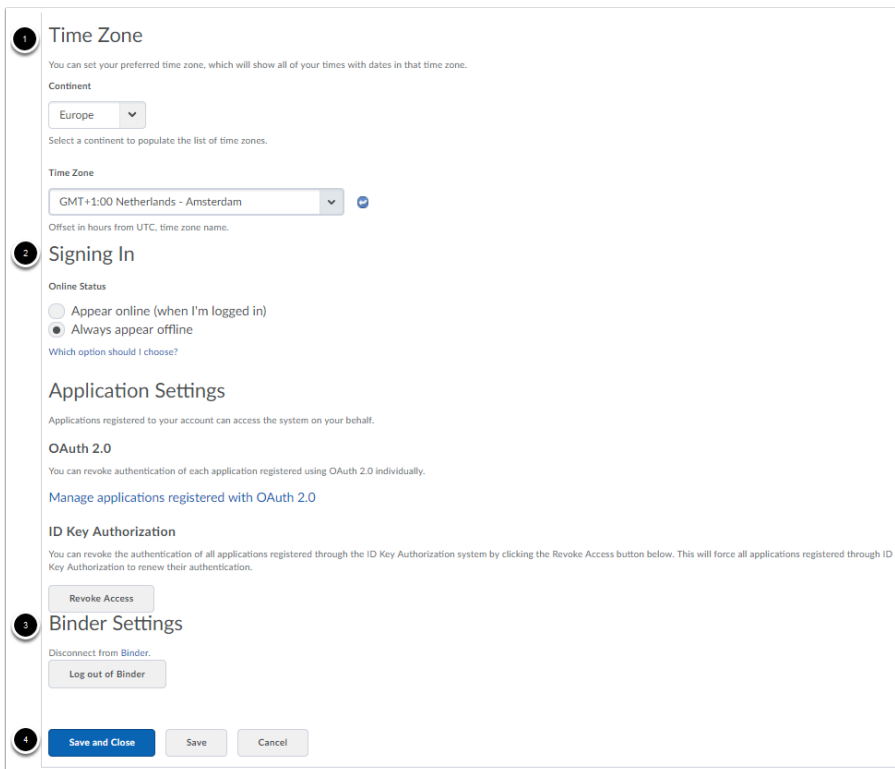
1. **Video Settings** controls whether assistive tools can see and playback video's. Turn this option on if you use these tools.
2. **Locale & Language** contains settings that change the display of timestamps, the first day of the week, date and number formats, and the way in which percentages are formatted. Note that some courses will override these settings.

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1. **Time Zone** lets you change what time zone is used by Brightspace.
2. **Signing In** controls whether you appear as online when logged in. Choose **Always appear offline** if you want to show as offline at all times, regardless of whether you are logged in or not.
3. You can log out of Binder under **Binder Settings.**
4. Click **Save and Close** to save the changes you made and return to the page you opened your account settings from.

Discussions

1. Click the **Discussions** tab to change settings for discussions.
2. **Personal Settings** lets you change your personal display preferences:
   - Under **Display Settings**, you can choose whether you want to see the discussion list pane on the left side of the screen. This pane appears when you open a topic or thread. (**Always show the Discussion List Pane**).
   - **Default View** lets you choose whether discussions open in the schematic **Grid View** or in **Reading View**, in which you can see an entire post without having to click it.
   - **Reply Settings** lets you choose whether replying to a post includes the original post in your reply (**Include original post in reply**).
   - **Subscription Settings** lets you control whether you automatically subscribe to threads you create yourself (**When creating a new thread, subscribe to the thread by default**).

3. **Grid View Settings** let you set your preferences for how discussions appear in grid view:
   - **Default Threading Style** lets you choose whether you can see threads between different posts (**Threaded** or **Unthreaded**).
   - Under **Display Settings**, you can choose whether you want to see posts expanded at the bottom of the screen or in a new pop-up window (**Show the**

preview pane). You can also choose to display a search bar in the grid (**Show the search bar**).

- **Post Fields to Display** allows you to turn the Post ID on or off.
- **Character Limits** can be used to limit the amount of characters you can see in the grid. Enter the amount of subject characters Brightspace should display.

4. Click **Save and Close** to save the changes you made and to return to the page where you came from.

> ℹ️ You can also change your discussion preferences from **Discussions**. Opening your preferences from there takes you to the same screen as when you open them from Account Settings.

Which notifications can I turn on or off and how do I receive them per email?

Notifications are messages containing course updates you can choose to receive via email. These are not the alerts you can see in Brightspace itself. You can turn email notifications on or off per course or per course component.

Please note: the preferred settings set under **Notifications** are applicable for **all courses** you are enrolled in.

> Teachers will relay the most important announcements with regards to their course through Announcements. We recommend that all students turn on email notifications for edited or newly added Announcements for each of their courses.
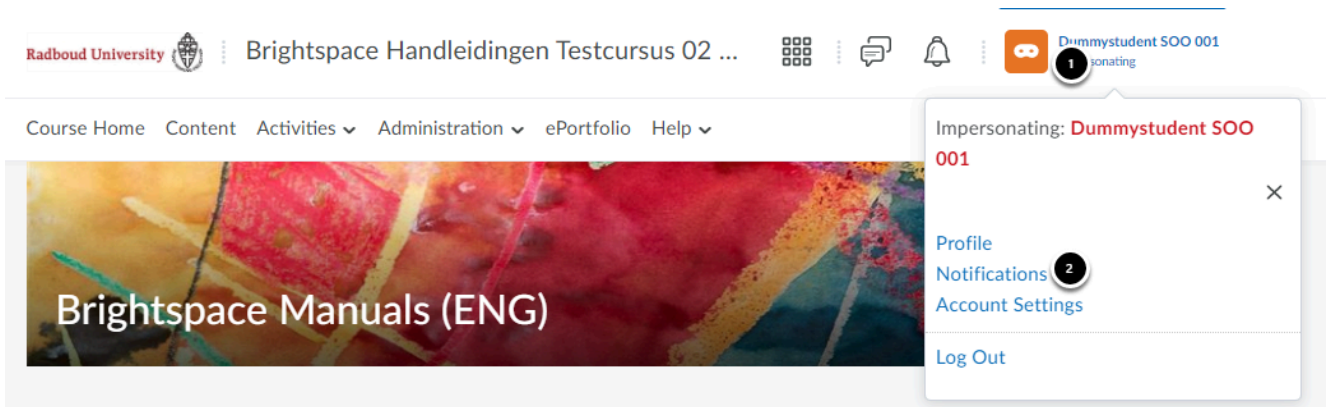
1. Click your name or your picture in the **minibar.**
2. Click **Notifications.**
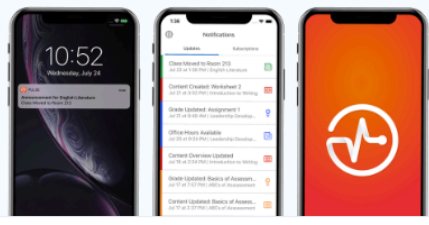
1. Under **Contact Methods** you will see which email address is being used for email notifications. This is your @student.ru.nl email address that is linked to your Brightspace account. You cannot change this to another address.
2. **Summary of Activity** can provide you with a **Daily** or **Weekly** summary of all your course notifications. If you opt in to this feature, you can choose what time the summary arrives. If you do not choose a time, the summary is sent to your inbox at midnight each day.

Instant Notifications	Email
Activity Feed - new comments from others on a post	☐
Activity Feed - new posts created by others	☐
Announcements - announcement updated	☐
Announcements - new announcement available	☐
Assignments - assignment feedback released	☐
Assignments - assignment due date or end date is 2 days away	☐
Assignments - assignment feedback updated	☐
Assignments - publish all feedback completion	☐
Content - content item created	☐
Content - content item updated	☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	☐
ePortfolio - feedback added to subscribed items	☐
ePortfolio - another user has subscribed to your updates	☐
ePortfolio - feedback added to my items	☐
Grades - grade item released	☐
Grades - grade item updated	☐
Quizzes - quiz due date or end date is 2 days away	☐

- Use **Instant Notifications** to select the activities for which you want to receive notifications. This applies for all courses, unless you exclude courses with **Exclude Some Courses.**

💡 Mails sent from Brightspace will automatically be sent to a student's @student.ru.nl address seeing as teachers are expected to use this mail to communicate with students.

1. **Customise Notifications** can be used to select whether you want to receive grades from Grades, and/or whether you want to receive notifications for future courses.
2. Use **Exclude Some Courses** to exclude the courses you do not want to receive notifications for. Click **Manage course exclusions** and then click the cross behind the name of the course you want to exclud. Click **Exclude all courses** if you do not want to receive any notification at all. This can also be useful when you have a lot of courses and only want to receive notifications for one or a few; then you can exclude everything and then select the few you do want to receive notifications for.
If you want to turn on notifications after previously turning them off, search for the name of the course and then click the restart-notification pictogram. Click **Restore excluded course** to reactivate the notifications for all courses.
3. Click **Save** to save your settings.
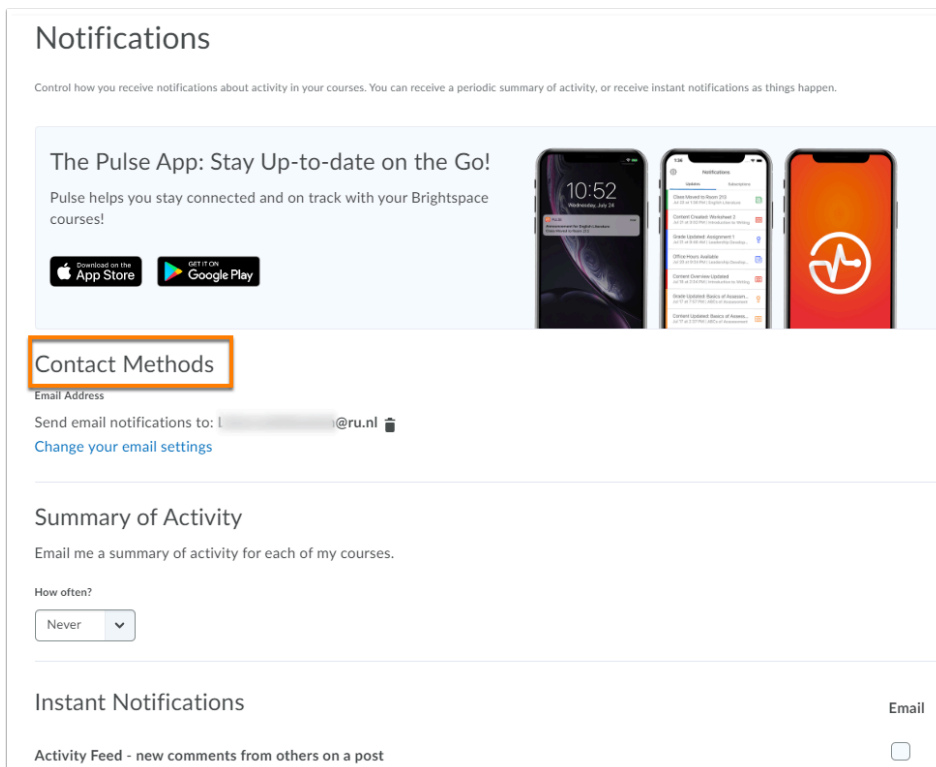
How do I receive email notifications about upcoming deadlines?

You can choose whether you want to receive a message when a deadline approaches. You can set this up in the Notifications panel.
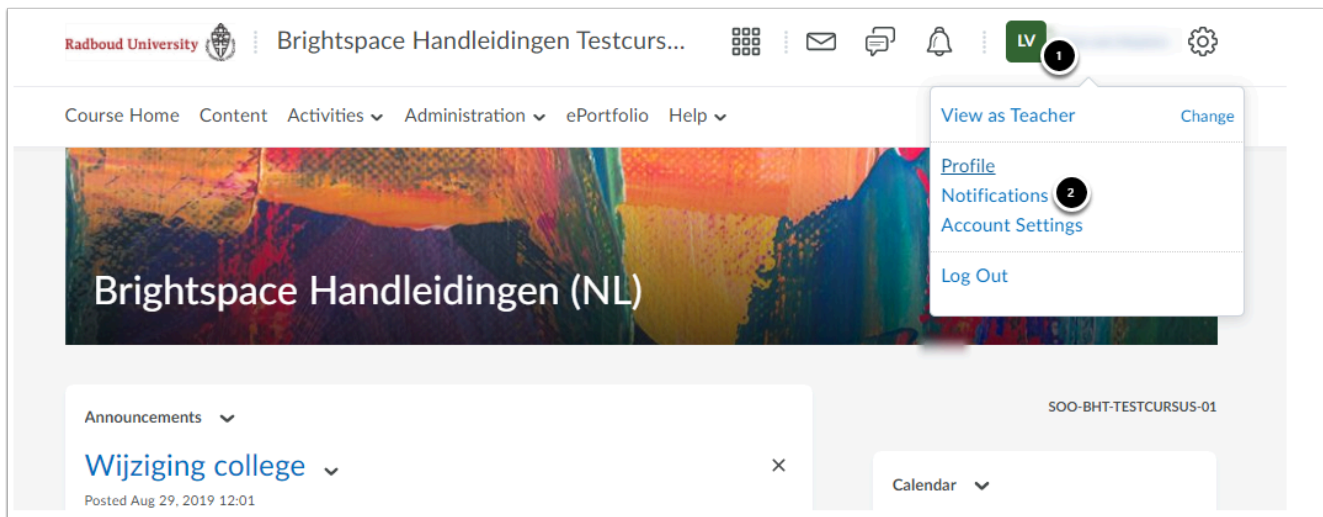
1. Click on your picture or name in the minibar.
2. Click **Notifications**.

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- Below **Contact Methods** you will the email address the notifications will be sent to. Brightspace will always use your @student.ru.nl address; this cannot be changed.

1. Check **Instant Notifications** for:
   - **Assignments - submission folder due date or end date is 2 days away** if you want to receive notifications for assignment deadlines.
   - **Quizzes - quiz due date or end date is two days away** if you want to receive notifications for quiz deadlines.
   In both cases, an email will arrive in your inbox two days before the end date for an assignment or quiz, using the email address you set in your profile settings.

2. Click **Save**.

Communication: apps, time table, course guide

Which apps are available for Brightspace?

Brightspace offers the possibility to use several apps that make it easier to work with Brightspace on a mobile device. Apart from these apps, you can also use Brightspace on your browser.

Pulse

Pulse is the Brightspace app that can be used by both students and teachers. You can use Pulse to easily access your courses and course components, your Calendar and your Notifications. Pulse can be used on your phone and tablet, and it works with both IOS and Android.

💡 Do you want to know more about Pulse and how it works? Read the article How do I use the Pulse app?

How do I use the Pulse app?

Pulse

Pulse is an app for Brightspace users. It can be used by both teachers and students. You can use Pulse to view your courses and course components, upcoming activities, and Notifications both on your phone and tablet.

⚠ Please note: This instruction is made based on an iOS device. The interface of an Android device might differ from the images below.
Pulse will operate in your phone's default language. You can change the language settings for Pulse by going to your phone settings, then Pulse, and then changing the preferred language (iOS).

⚠ Do you use an iPhone? Then **third party links** (such as weblectures and Kaltura) are not accessible in the Pulse App. You can navigate to your [mobile browser](#) within the app. The settings for Safari with regard to cookies then need to be adjusted. Read more in the article: [How do I solve problems with external programs with (mobile) use of Brightspace?](#)

- Download the **Pulse** app in the Playstore or Apple Store.
- Open the app.

Radboud Universiteit

- Select your school (on iOS: **Pick my school)**. Type Radboud University in the search engine and click Radboud University when it comes up. You will be navigated to the Login screen of Brightspace.
- Log in with your Radboud account.
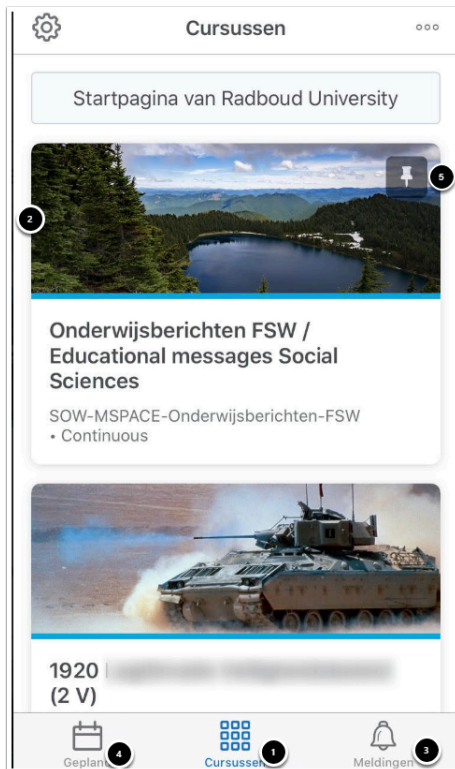
1. You will automatically be navigated to **Courses,** the window that contains all of your courses.
2. Select a course to see which items it contains. Note that is it not possible to filter your courses.
3. Click **Notifications** to view your notifications. If you have new notifications, an orange dot will appear.
4. Click **Gepland (planned)** to look at past and upcoming events. You can also add activities.
5. If you click the pin icon you can **pin** courses, just like with the desktop version. If you click the pin icon, the course will appear at the top of your course list. This can help you organise your courses.
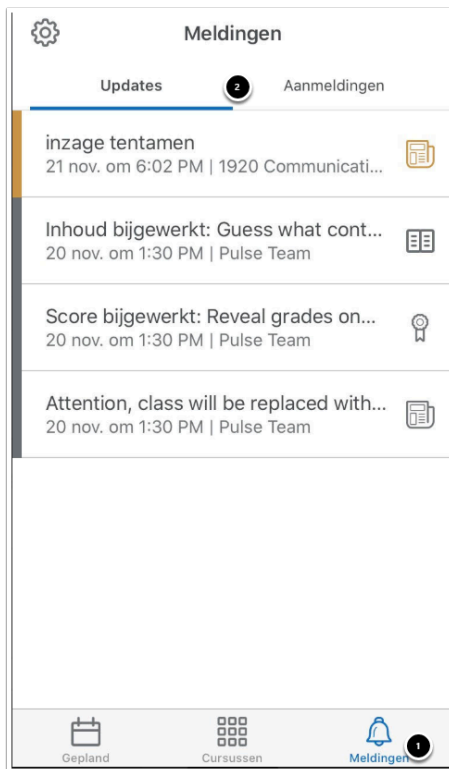
Courses

- Click the **Courses** tab to view a course.
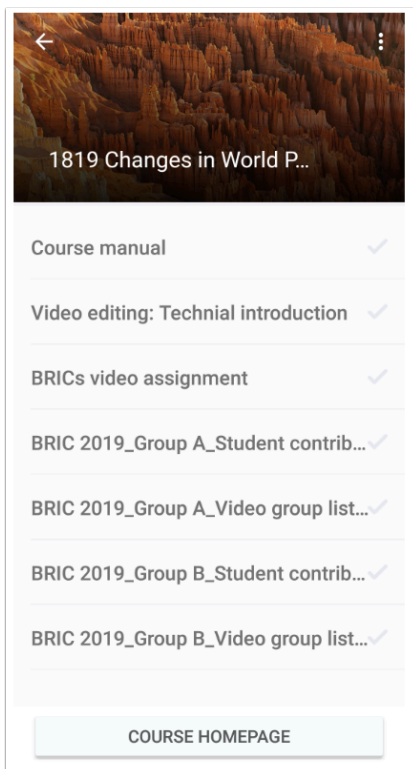
You will land on the **Content** page of the course. If you would like to navigate to Course Home or Activities, open the course in your mobile browser.

Notifications

1. Click **Notifications**.
2. You will see the tabs **Updates** and **Subscriptions,** which offer the following options:
   - Under **Updates** you will see the changes made in the content of a course.
   - Under **Subscriptions** you will see notifications of the discussion topics your are following.

ℹ Below **Subscriptions** you will only see the text that has been added to the discussion. For images and other media you will see a notification in the text, but you will still have to open the discussion in the browser.

💡 You can choose to receive push notifications from Pulse. To receive them, change the **settings of your phone** to receive notifications from Pulse. Pulse also needs to be able to refresh while on the background. You will then receive notifications about:

- Content Overview documents: new content teachers have added to the Overview of a course;
- Course Announcements: announcements about important updates or memories;
- Grades: you will receive updates when teachers add grades to the grade book.

Upcoming

If course information has been added to the Brightspace calendar, you can easily access it in Pulse.
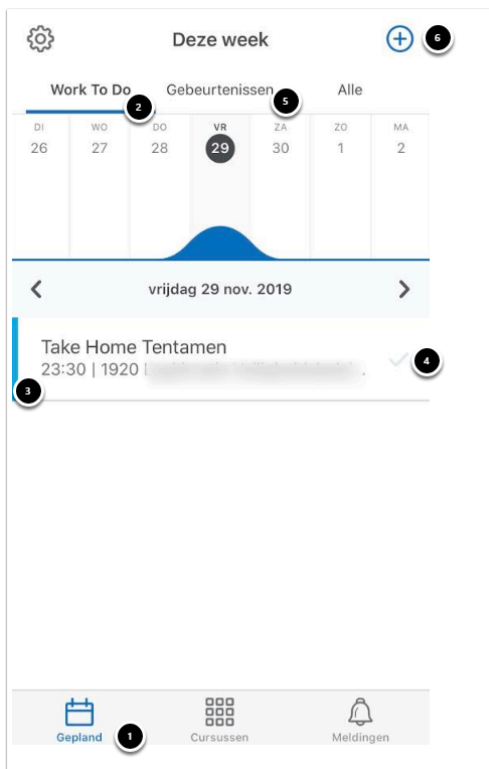
1. Click **Upcoming**.
2. Below the tab **Work To Do** you will find the activities for that week from Activities and Content (topics) you have added a due date for. The graph will show you how busy your week will be. Click on a day to see the activities from that day below the graph. Note that this is an overview of all activities in all courses.
3. Select an activity/event to open the details and to navigate to the Brightspace website.
4. The check mark behind an activity will show you whether you have completed it or not:

- A light gray check mark means uncompleted.
- A dark gray check mark means completed.

5. Below the tab **Events** you will see the calendar items from your Calendar for the selected week. The graph will show you how busy you week will be for each day. Select a day to see the events for that day below the graph.
6. Click on the plus sign to create a new activity or event (for iOS this button will be on the top right of the screen). Then choose **Event** or **Work To Do.**

1. Name the activity or event.
2. Use the drop-down menu to select the course the event belongs to.
3. Enter the date and time of the activity/event.
4. If you are working on an activity, you can add a percentage that indicates how much the activity will weigh for the final course grade. If you are working on an event, you can add a location and notes.
5. Click **Save.**

⚠ Events you add yourself are personal and can therefore only be seen by you yourself. They will only be visible in Pulse, not when you use your browser to access Brightspace.

Mobile browser

> ⚠ Some of the items that are visible in the browser might be invisible in Pulse (*this is the case for descriptions at **Files** for example.*) You can, however, easily navigate to your mobile browser from Pulse.
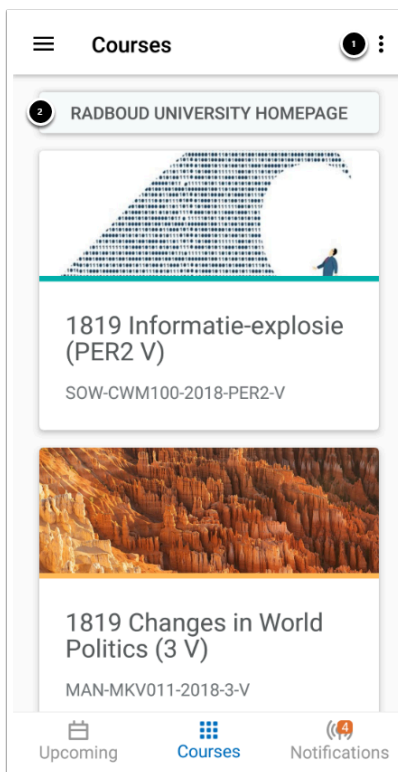
If you open Pulse, you will land on the **Courses** tab. From here there are two ways you can navigate to your mobile browser:

1. Click the three dots icon in the top-right corner of your screen. Now click **Launch Radboud University Homepage**. You will navigate to the personal homepage of your mobile browser.
2. Click **Radboud University Homepage**. You will navigate to the personal homepage of your mobile browser.

You can also navigate directly to a certain course.

• Click the desired course.
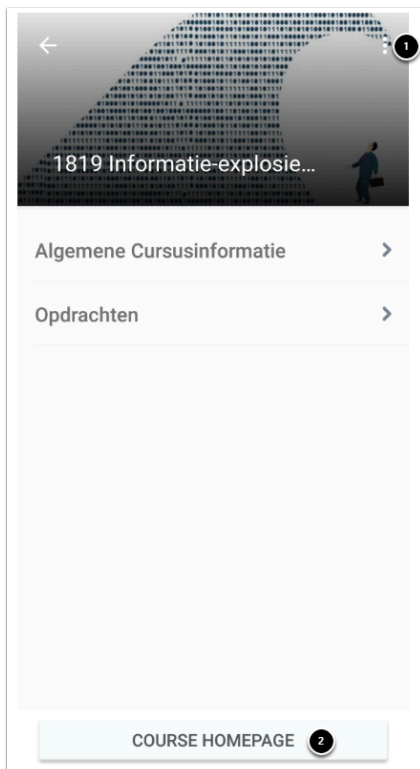
1. Click the three dots icon in the top-right corner of your screen. Then click **Launch Course Homepage**. You will be navigated to the Course Home of the selected course in your mobile browser.
2. You can also click **Course Homepage.** You will be navigated to the Course Home of the selected course in your mobile browser.

Where can I find the timetable for my course?
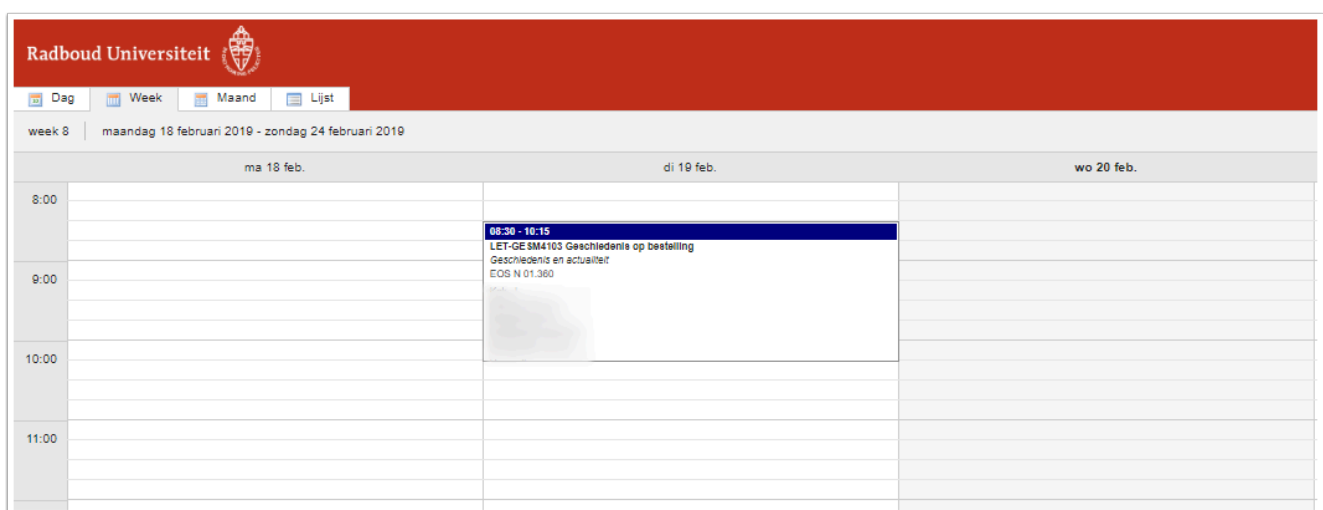
For each course you can navigate to RU MyTimetable, where you will find the timetable for the course concerned.

View timetable in MyTimetable

- Go to your personal homepage and click on the desired course.
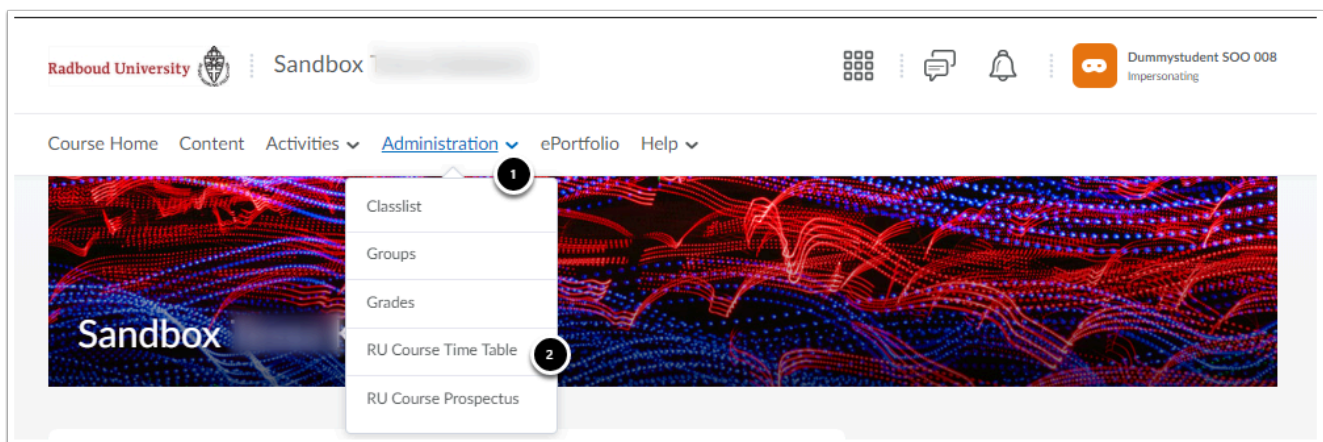
1. Navigate to **Administration** in the navbar of your course.
2. Click **RU Course Time Table**. RU MyTimetable will open in a new window.

The timetable of the course will appear in RU MyTimetable.

Where can I find the prospectus page of my course?

The prospectus of your course as you will find it in OSIRIS can easily be accessed from Brightspace.

- Go to your personal homepage and click the desired course.
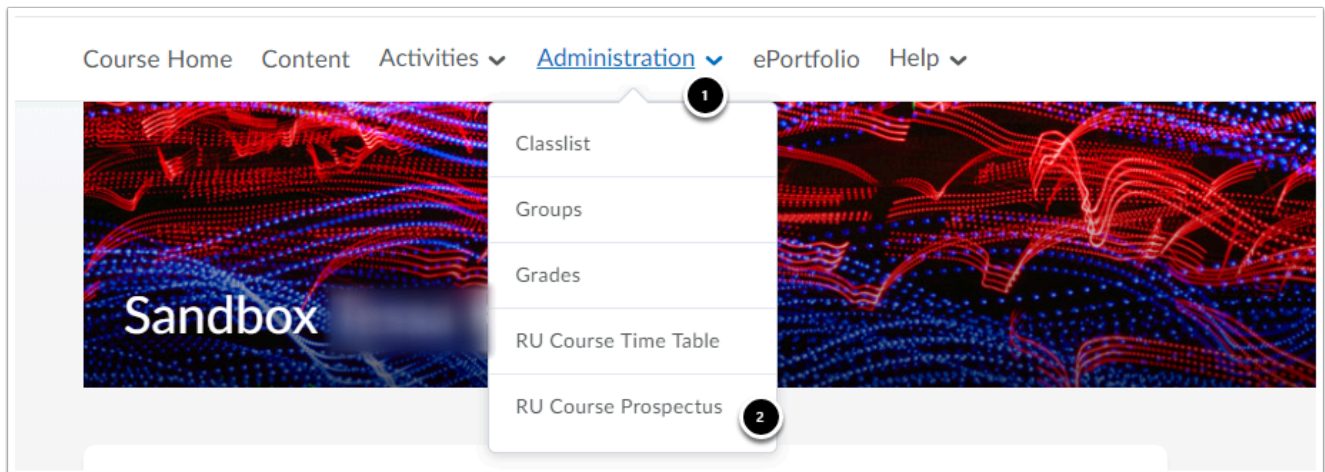
1. Navigate to **Administration** in the navbar of your course.
2. Click **RU Course Prospects.** The prospectus will open in a new window.

Does Brightspace work with any web browser?

Not all browsers are fully supported. Check [this page](#) to see which browsers are supported by the Brightspace development team.

How do I solve problems with external programs when using Brightspace?

When you are using Brightspace, problems can occur with integrated external programs such as Kaltura (*for example: the program does not open or work properly*). Oftentimes this has something to do with your browser's settings, specifially setting concerning third party cookies and iframes.

[Using Safari](#)
[Using Microsoft Edge](#)
[Using Google Chrome](#)
[Using Pulse](#)

Using Safari

On a Mac

If you access Brightspace using Safari, you can easily solve the issues with external apps by tweaking the cookie settings. By enabling cookies in Brightspace, the browser can now open and use the external apps.
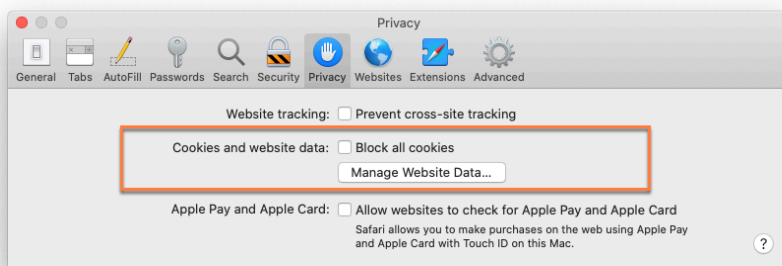
- Open **Safari**.
- Click **Preferences** in the **Safari** menu.
- Click **Privacy**.
- Make sure the option **Block all cookies** is deselected.

On an iPad or iPhone
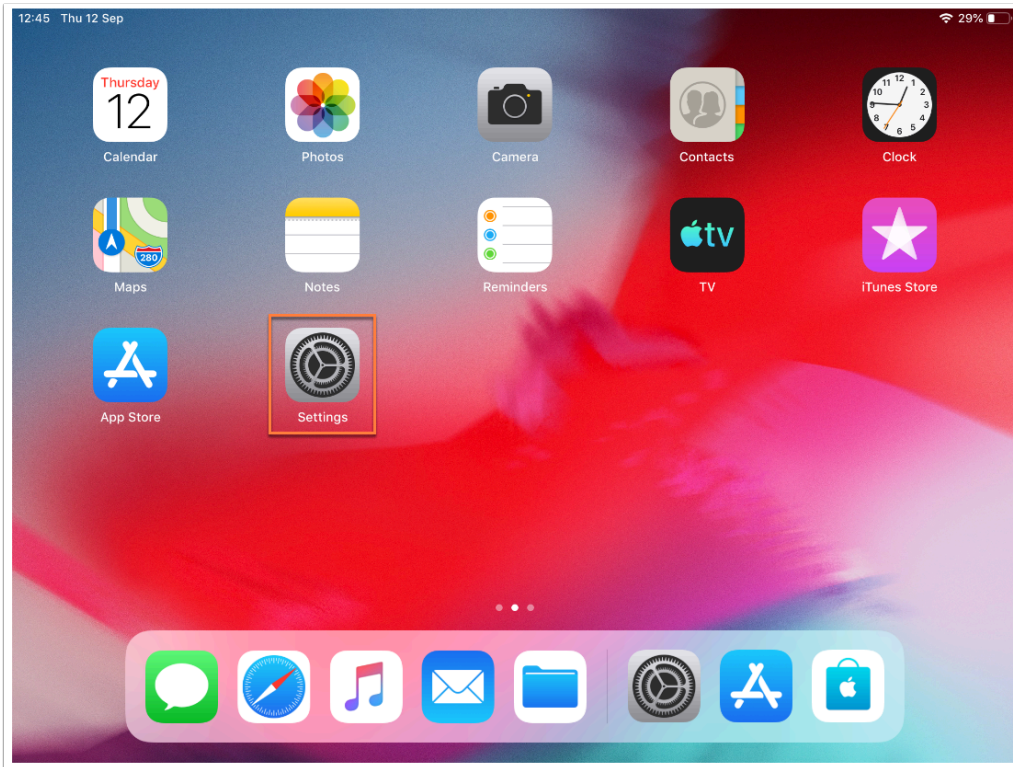
- Click **Settings**.
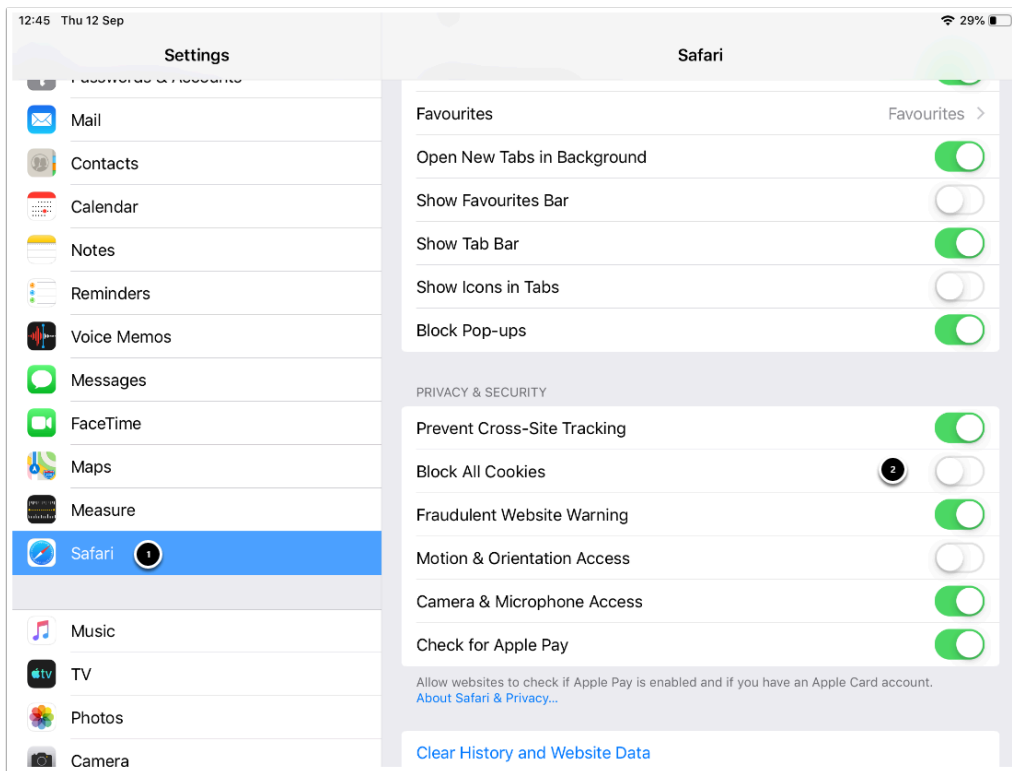
1. Go to **Safari.**
2. Search on the right for **Block All Cookies** and make sure this option is deselected.

> ℹ️ If have any questions you can always contact your faculty's ICT support person or send an email to brightspace@ru.nl / 1loket.rha@radboudumc.nl.

Using Microsoft Edge

- Open the browser.
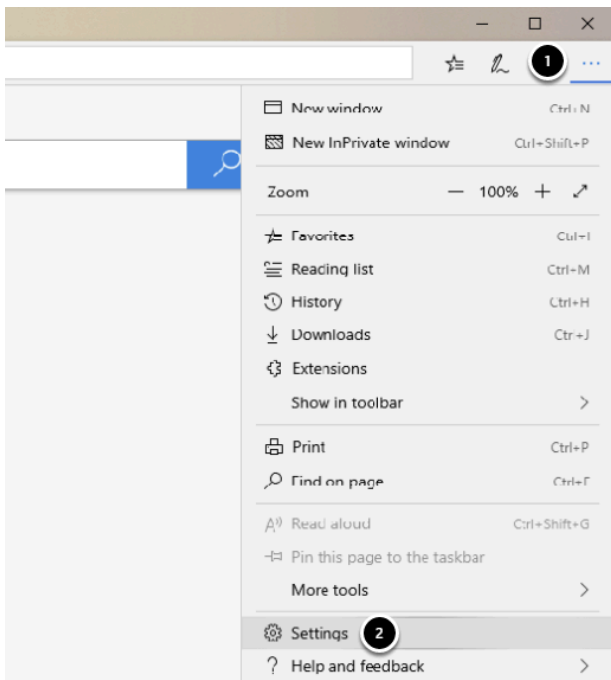
1. Click the three dots.
2. Click **Settings/Instellingen.**

1. Click **Privacy & security.**
2. For **Cookies,** select**: Don't block cookies.**

Using Google Chrome

- Open the browser.
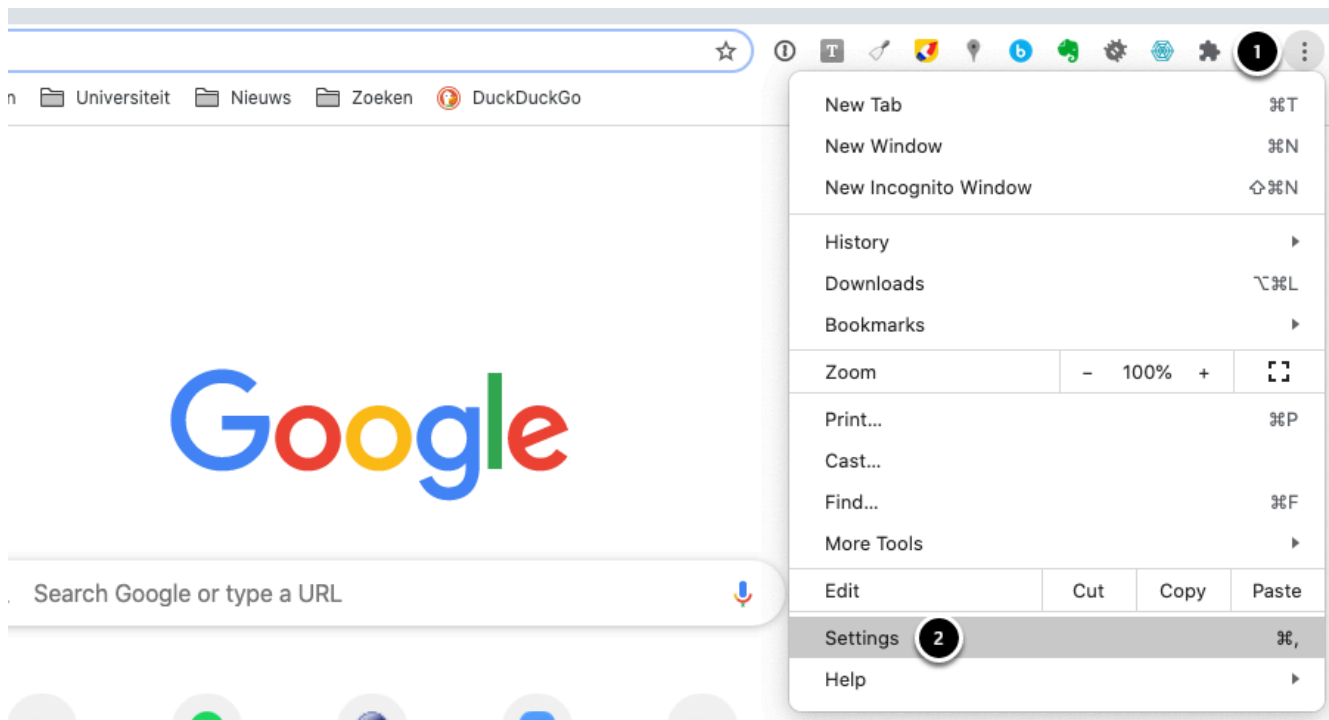
1. Click the three dots at the top right to open the menu.
2. Click **Settings.**
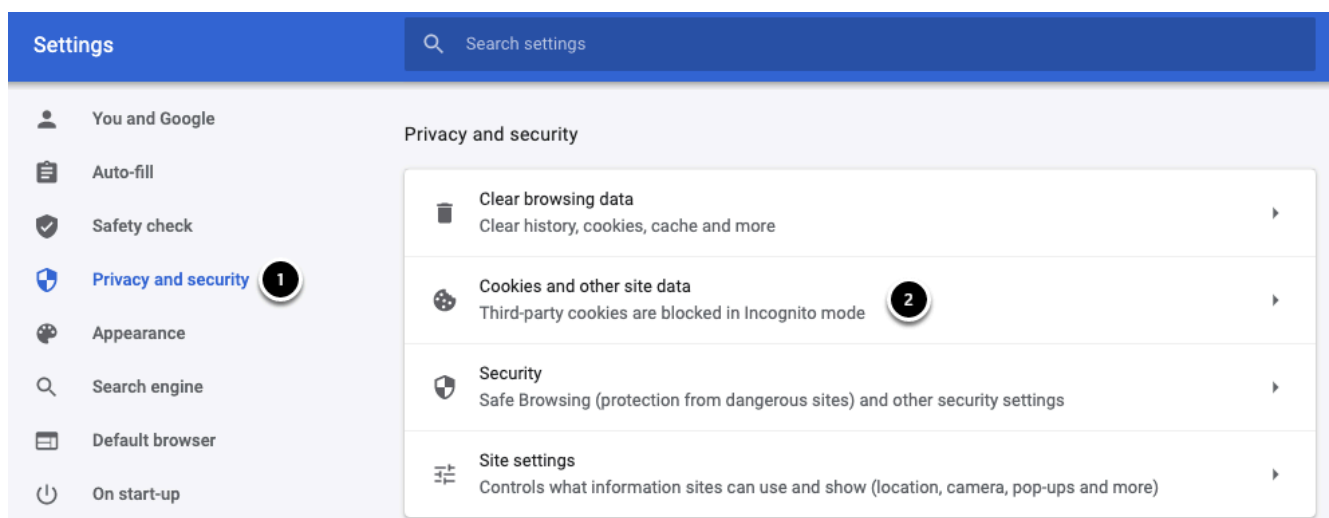
Werkinstructies

1. Click **Privacy and security.**
2. Click **Cookies and other site data.**
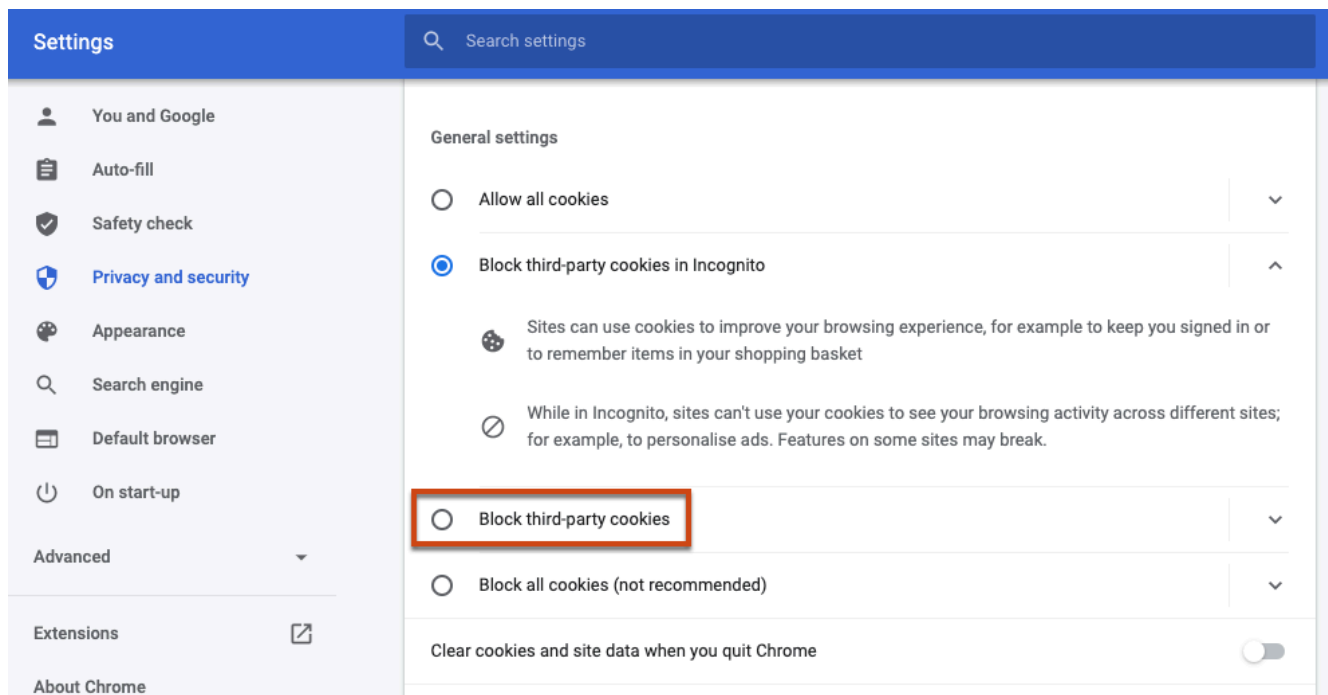
- Make sure **Block third-party cookies** is not selected.

Using Pulse

If you visit Brightspace using Pulse, there is no easy way to fix issues with external apps. In this case, we advise you to use a mobile web browser (not Safari) to use external apps such as Kaltura.

How do I use the chat feature?

The chat feature allows you to ask questions to your lecturer in a quick and accessible manner. They will add a chat feature to a Module in Content and announce when they are available to answer questions.

Use the chat feature

This is what the chat feature looks like in Content:

Live Q&A for week 1
💬 Chat
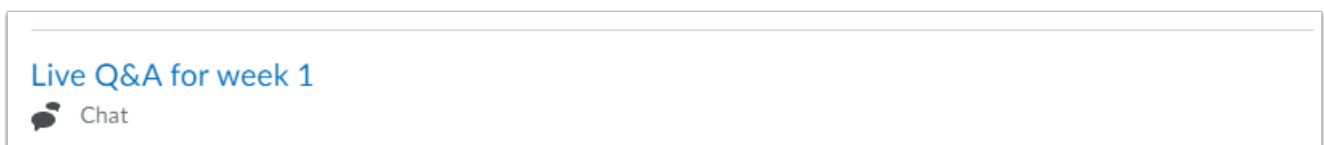
If you click this Topic you will go to this specific chat room. You can now ask questions to your lecturer.

Live Q&A for week 1 ⌄

Participants

DummystudentSOO 001
Steven

Steven joined the chat.
Steven I'll be here live till 16:00 to answer your questions.
DummystudentSOO 001 joined the chat.
DummystudentSOO 001: I have some questions on the article we had to read this week.

Send
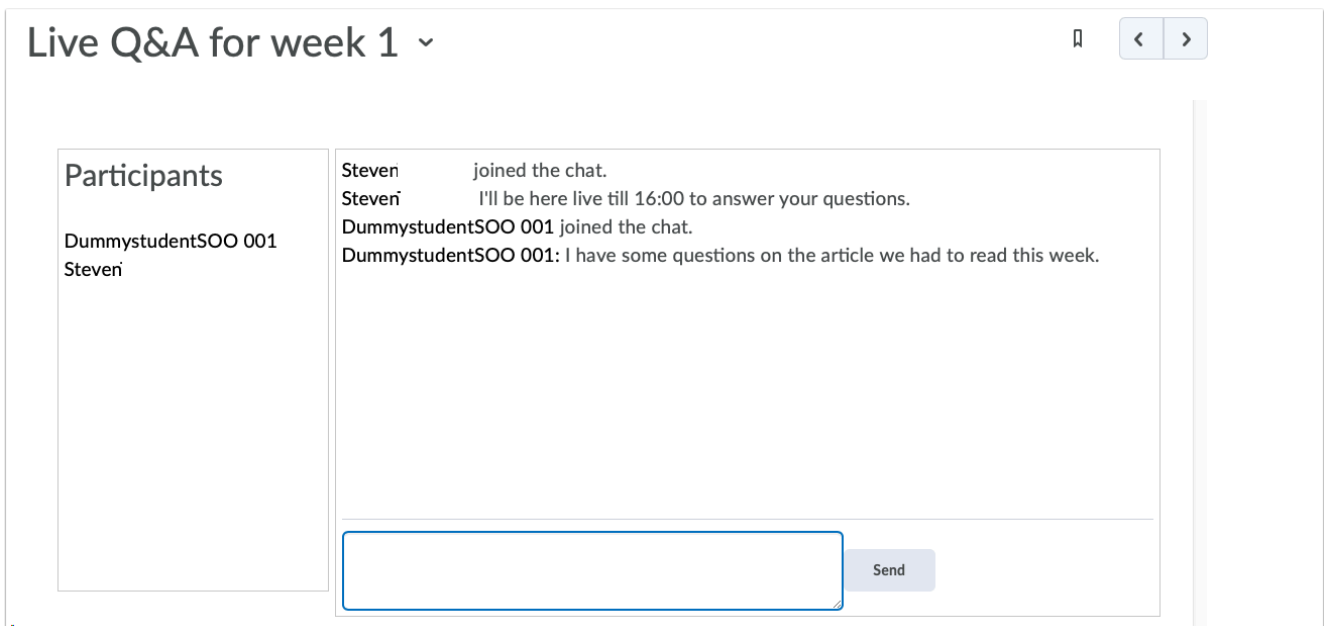
⚠️ • The chat feature has limited options: You can type a text message, but nothing more. This means you cannot add attachments, images, or links.

Werkinstructies
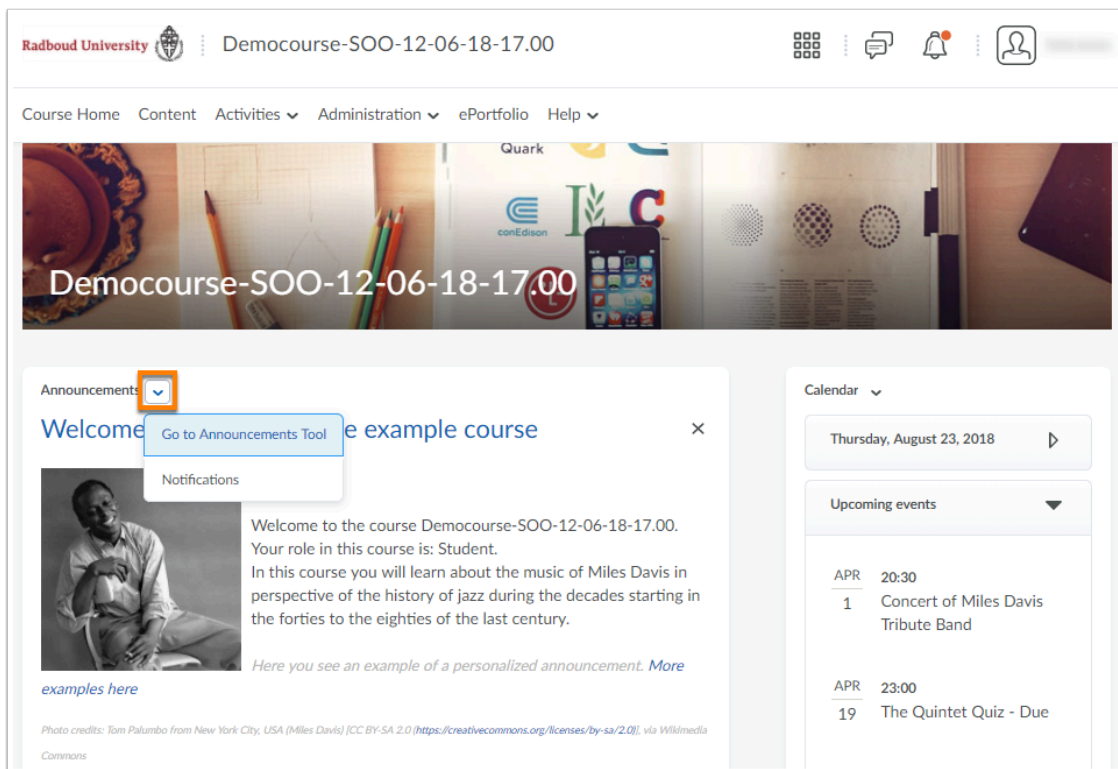
- The chat session will be visible in Content until 15 minutes after the last message was sent. After 15 minutes of inactivity the chat will be emptied. It will then no longer be visible for students.

Course Home: announcements, calendar, bookmarks

How do I dismiss or restore Announcements in Brightspace?

Teachers will relay important announcements with regards to their courses using the **Announcements** feature. These are visible on a course's homepage. By clicking the X to the upper right, you can dismiss a message, archiving it in the process (you cannot delete an announcement entirely). Did you inadvertently dismiss an announcement and do you want to put it back? In that case, you can easily do this via **Announcements**.

Announcements

1. Click the arrow after **Announcements**.
2. Click **Go to Announcements Tool**.

The Announcements Tool displays an overview of all announcements. You can see the start date of the messages posted by your teacher and easily view, dismiss or return them to the course homepage.

- Click on the arrow after any announcement to:
  - **View** them.
  - Dismiss or return them to the course homepage (**Dismiss from widget/Restore**). A dismissed announcement will show it has been **Dismissed**.

- Click **Notifications** to get to your notification settings.

> 💡 In the **Notifications** screen, you can opt in to email notifications for any Announcements that are posted to your courses. We recommend you do this, as teachers will use Announcements to relay important updates regarding their courses.

How do I view Brightspace Announcements in the Student portal?

The announcements that are displayed in Brightspace can also be viewed in the Student portal. This applies to both types of announcements that are used in Brightspace:

1. Organisation Announcements: messages that are accessible on your personal homepage when you log onto Brightspace.
2. Course Announcements: messages about a course that the teacher posts on the Course Home of a course.

> 🛈   You will not see messages that:
>
> • you have dismissed in Brightspace;
> • have been placed in a course that has not yet started or that is not active;
> • have been placed in an active course before it was active. Note that you are able to see these messages on Brightspace itself, just not on the portal.
> • have been placed in the course before you were enrolled. Note that you are able to see these messages on Brightspace itself, just not on the portal.

Give permission

Before you can see announcements from Brightspace in the Student portal, you have to give permission.

• Log onto https://portal.ru.nl/
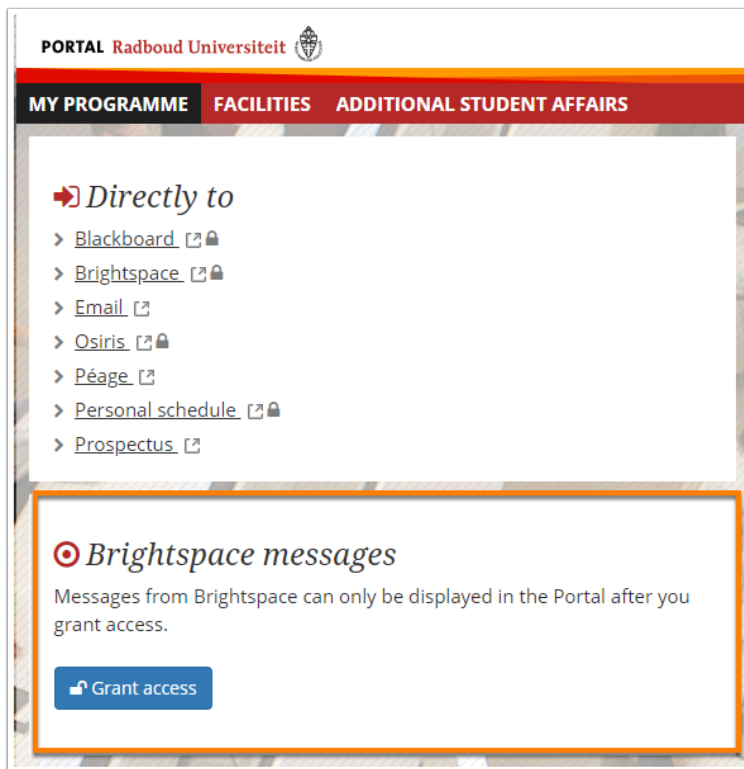
You will see a header called **Brightspace messages.** Below, you see the notification that allows you to give the portal access to your messages in Brightspace.

- Click **Grant access.** You will now navigate to the Brightspace log on screen.
- Log onto Brightspace the normal way by using SURF-conext.
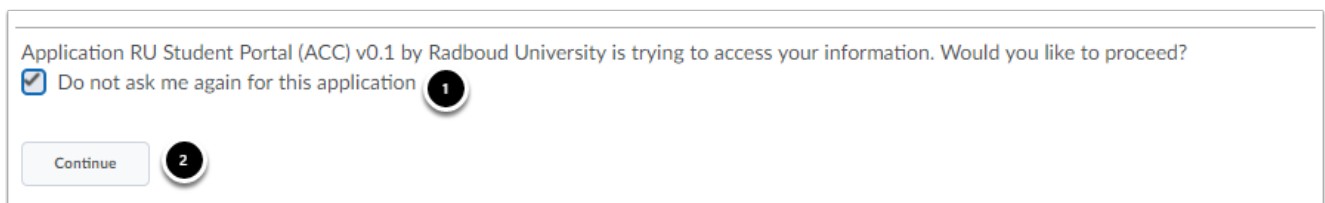
Brightspace will ask whether you want to give permission to share your announcements with the Student portal.

1. If you want do not want to see this message again, select the check box for **Do not ask me again for this application.**
2. Click **Continue.** You will now navigate back to the portal. From now on you will also see your Brightspace announcements in the Student portal.

> ℹ️ The portal will only start collecting announcements from the moment you grant permission. Messages that were posted to Brightspace before you granted this permission will not be visible in the portal.

View announcements

You will see the heading **Brightspace announcements** on your portal. Below you will find a list with the five most recent announcements. The most recent message will be at the top.

You will first see the subject of the message and then the date and time it was posted. To read the message, open it in Brightspace or the portal.

Open message in Brightspace

Click the title of the message. Brightspace will open in a new screen.

You will see the complete message in Announcements on Brightspace.

💡 You will see the entire announcement including possible layout and multimedia.

Open messages in the portal

- Click on the eye icon.

The entire message will now fold out.

⚠️ You will see the text of the announcement, but without possible layout or multimedia.

How do I use the Calendar?

The Calendar widget

The **Calendar** is your personal timetable. On your personal homepage and every **Course Home**, you'll find the Calendar widget. Here, you can see at a glance when the next event is coming up in one of your courses. On your personal homepage, you can see all events of all courses in your Calendar widget. If you open the Calendar widget on a Course homepage, you can only see the events that apply to the course you are in. Deadlines (Due Dates) are also marked as events in your Calendar. On your personal homepage, you can find the Calendar on the bottom right below Announcements. On a Course homepage, the Calendar is also on the right.

The Calendar widget is comprised of two parts:

- The calendar: this is the calendar view. The date highlighted in blue is the current date. Dates with a blue dot are dates with an event.
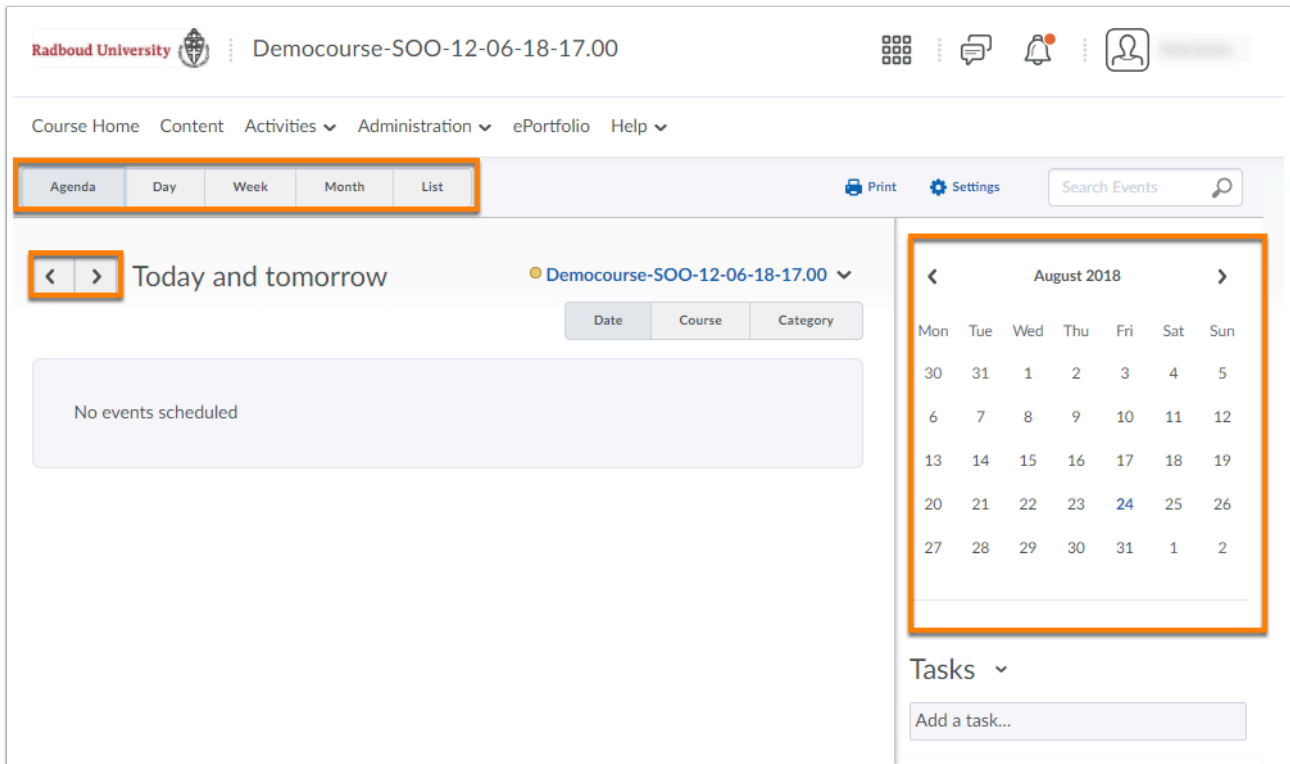
- **Upcoming events**: this is a list of events that are coming up. Click the arrow to collapse or expand these events.

Click the date or the arrow to collapse the Calendar widget as a whole.

The Calendar

- Click **Calendar** at the top of the widget to open the Calendar.

In your Calendar, you can see events from the calendars of every course you are in. Using the various tabs, you can choose how you want these calendars to appear:

- **Agenda**: peruse the events for today and tomorrow or for the entire week. In this view, you can also sort events by date, course or category.
- **Day**: view a day in your calendar per hour.
- **Week**: view a week in your calendar.
- **Month**: view a month in your calendar.
- **List**: view all your upcoming events in a sorted list. You can use this view as well to filter events by date, course or category.
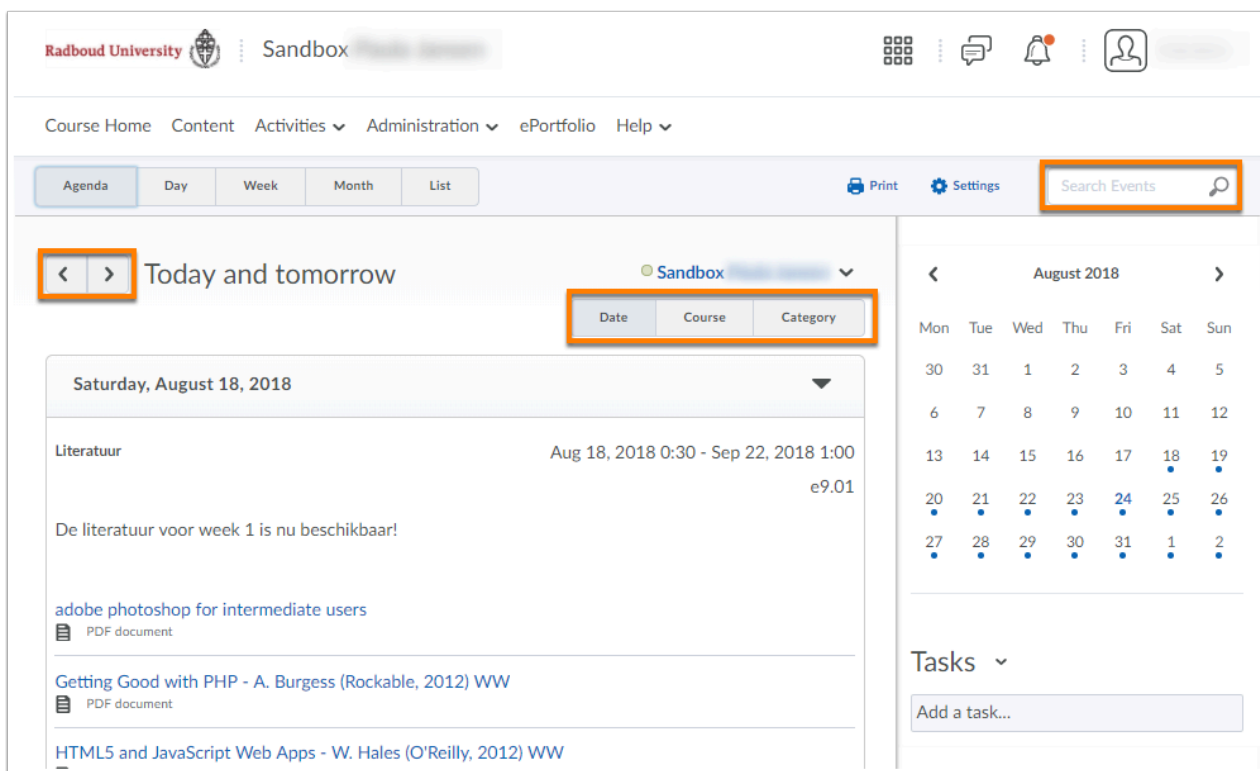
Werkinstructies

💡 Use the arrows to determine what unit of time you want the various views to show. Using these arrows, you can go forward a day, week or month, depending on what view you are in.

You can find the calendar on the right side of the screen. If a date has a dot below it, it means there is an event on that day. If you click a date, the widget will take you to an overview of that particular day.

Filtering, sorting, and searching in the Calendar

There are different ways to filter and sort events in your calendar. Some of those ways depend on what view you are using.

- Use **Search Events** to search for a specific event.
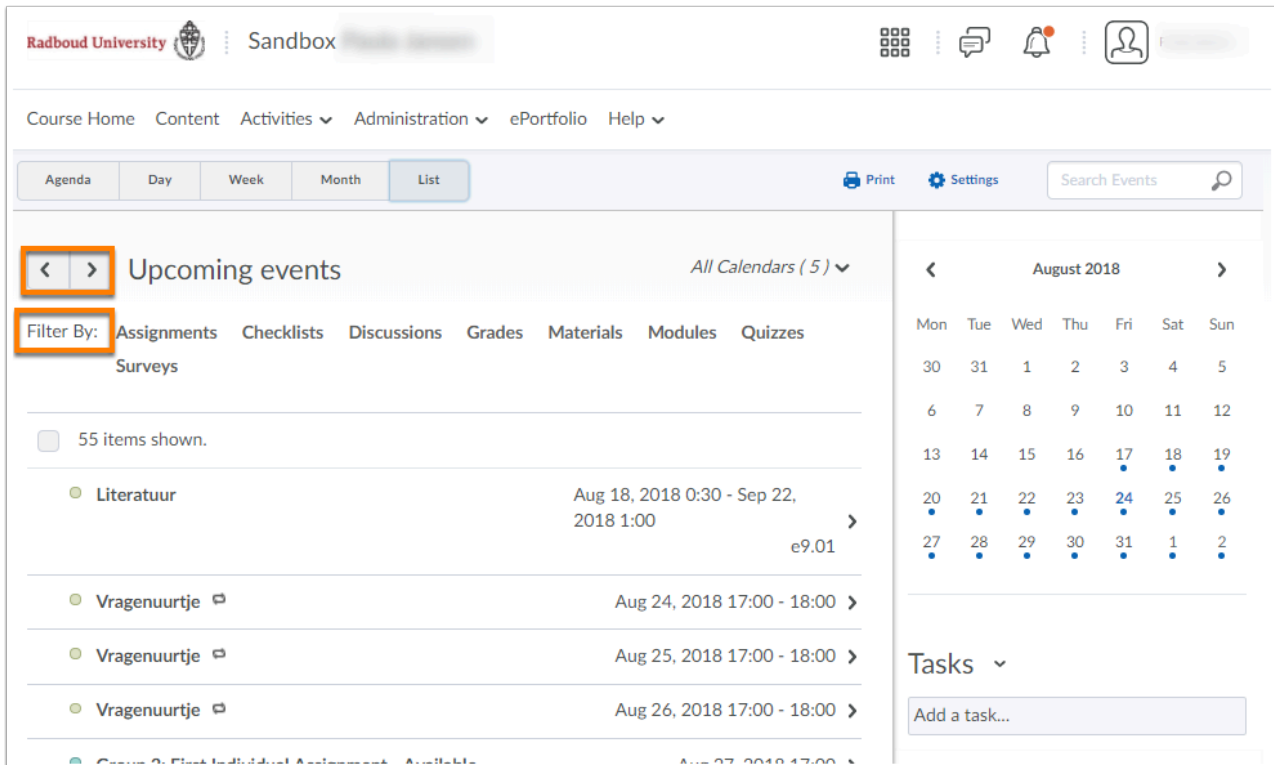
Agenda view:

When using the agenda view, you can sort events by:

- **Date**: sort events by date with the first occurring event at the top. Use the arrows on the left to determine which day's events you are seeing.

- **Course**: sort events by course.
- **Category**: sort events by category.

List view:

Using the list view, you can sort events by category (assignments, checklists, discussions, grades, materials, modules, quizzes or surveys).

- Click a category after **Filter By** to see only the events from that category.
- Click **Clear all filters** to see all events.
- Click the arrows to see **All events**, **Upcoming events**, or **Past events**.

> The coloured dots before every event indicate what course the event belongs to. You can also filter in the Calendar what course calendars you would like to see at once.

Choosing Calendars

- Click the arrow after the calendar name. In the list that opens, you can see the calendars of your courses. The calendar in the highlighted bar indicates what course you are in.
- Click a course to open the Calendar of that particular course.
- Click the X after a course name to hide the events of that calendar.
- Click **Show All Calendars** to display the events of all calendars.
- Click the plus sign to add a calendar's events to your own.
- Click the computer icon to change a calendar's dot color.
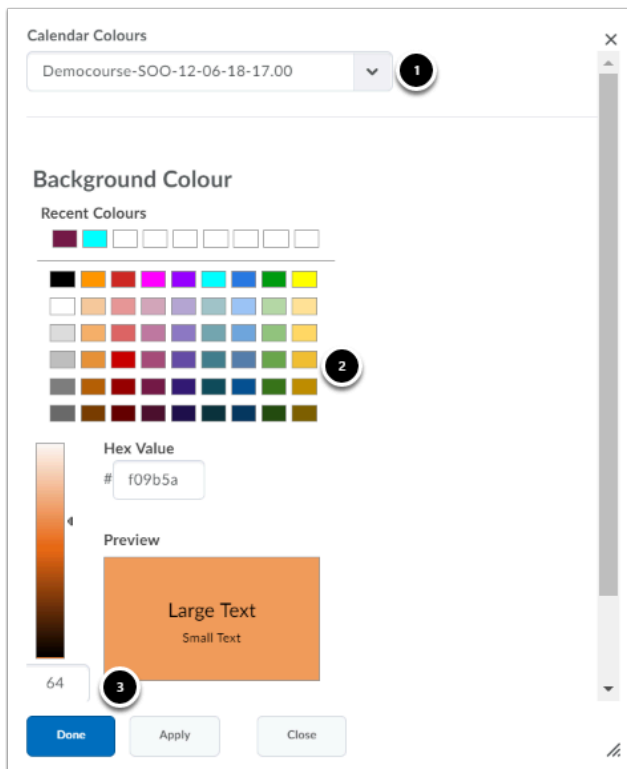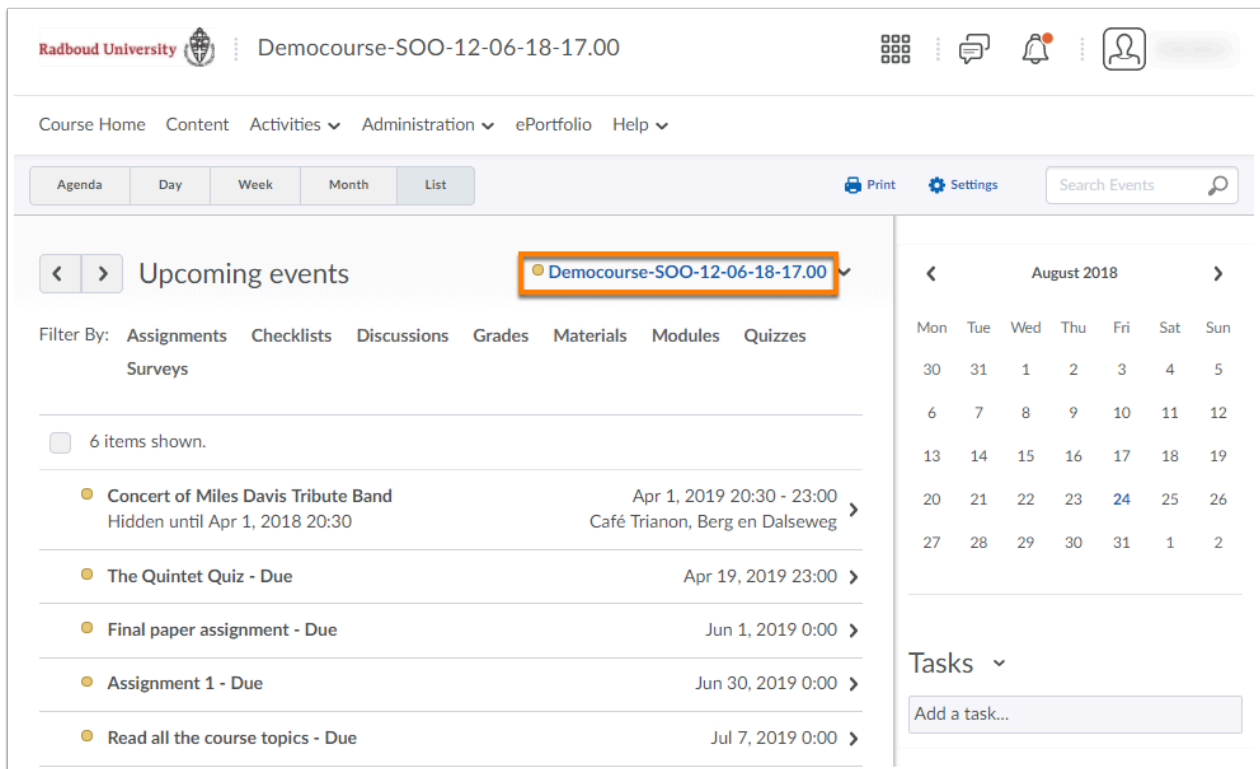
1. Choose the desired calendar below **Calendar Colours.**
2. Pick a colour.
3. Click done.

Viewing events

The various view options display events in a different way:

- **Agenda view**: this view sorts events in blocks listed consecutively. You can see the event name, description, time, and what calendar it belongs to. You can go directly to the associated activity by clicking it.
- **Day view**: this view organizes events in colored blocks. Click one of these blocks to see the name, description, time, and what calendar it belongs to. Click **More** to open an event.
- **Week view**: this view organizes events in colored blocks. Click one of these blocks to see the name, description, time, and what calendar it belongs to. Click **More** to open an event.
- **Month view**: this view organizes events in colored blocks. Click one of these blocks to see the name, description, time, and what calendar it belongs to. Click **More** to open an event.
- **List view:** all events are sorted in a list. Click the arrow on the right to open an event.

Werkinstructies

- Click the name of the course to see all events in blocks per date (the most recent event is at the top).

How do I change my Calendar preferences?

You can adjust the Calendar settings to suit you personal preferences.

1. Click **Settings**.

Werkinstructies

1. **Calendar Options** lets you change Calendar settings:
   - **Core Hours** determines what hours appear in your calendar. Check **Show Weekends** if you want weekends to appear as well..
   - Turn on **Enable Calendar Feeds** if you want to share your calendar with another platform, such as your Outlook or Google Calendar. See [Calendar sharing](#) if you want to learn more.

2. **Task Options** lets you adjust your preferences for tasks:
   - **Completed Tasks** determines for how long completed tasks will stay visible in the calendar.
   - **Upcoming Tasks Default Duration** sets the average duration of upcoming tasks.
   - Enable **Confirm before deleting tasks** if you want to be prompted before deleting any task in Brightspace.

3. Click **Save**.
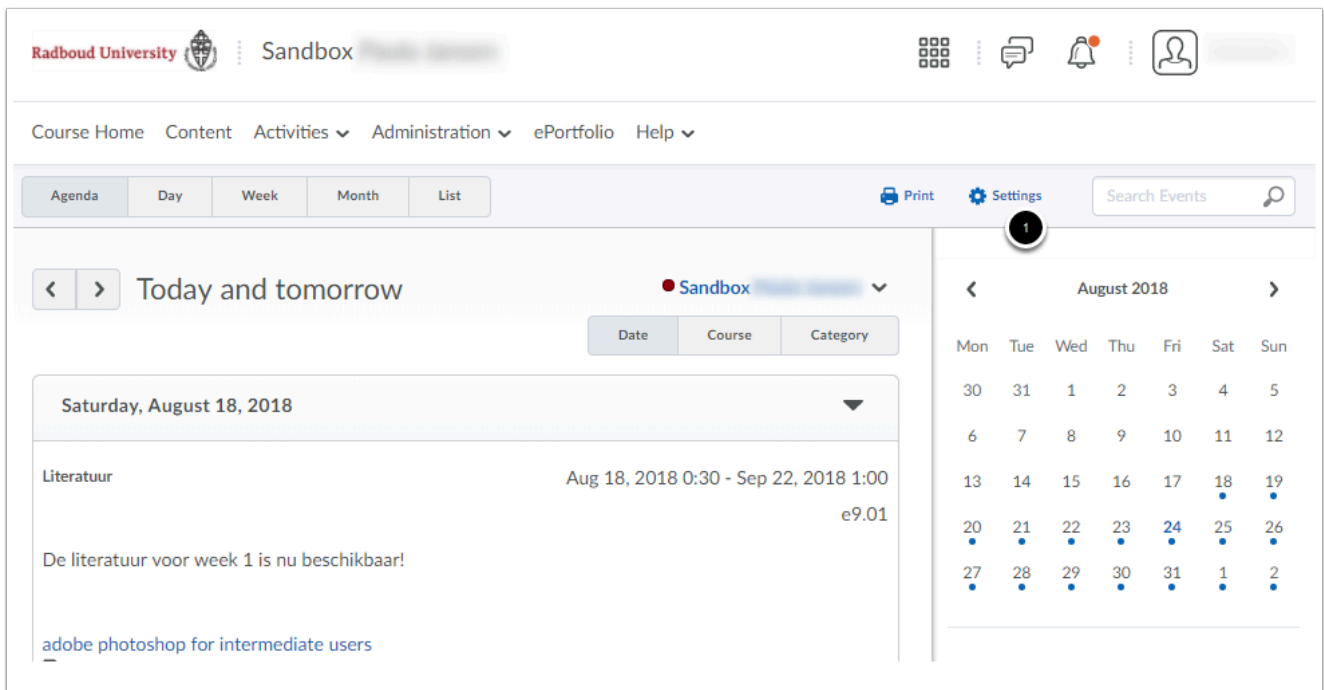
How do I sync my Calendar with other applications such as Gmail and how do I print it?

[Sharing your Calendar](#)
[Printing your Calendar](#)

Sharing your Calendar

You can import your Brightspace Calendar into another application that you are already using, such as Google Calendar or Microsoft Outlook. In order to do this, you need to create a link for your Brightspace Calendar that you can add to your other calendar. This is handy for viewing your calendar on your smartphone, for instance.

> ℹ️ Your other calendar application needs to support iCal links.

1. Click **Settings**. Select **Enable Calendar Feeds** in the screen that pops up. Click **Save**.
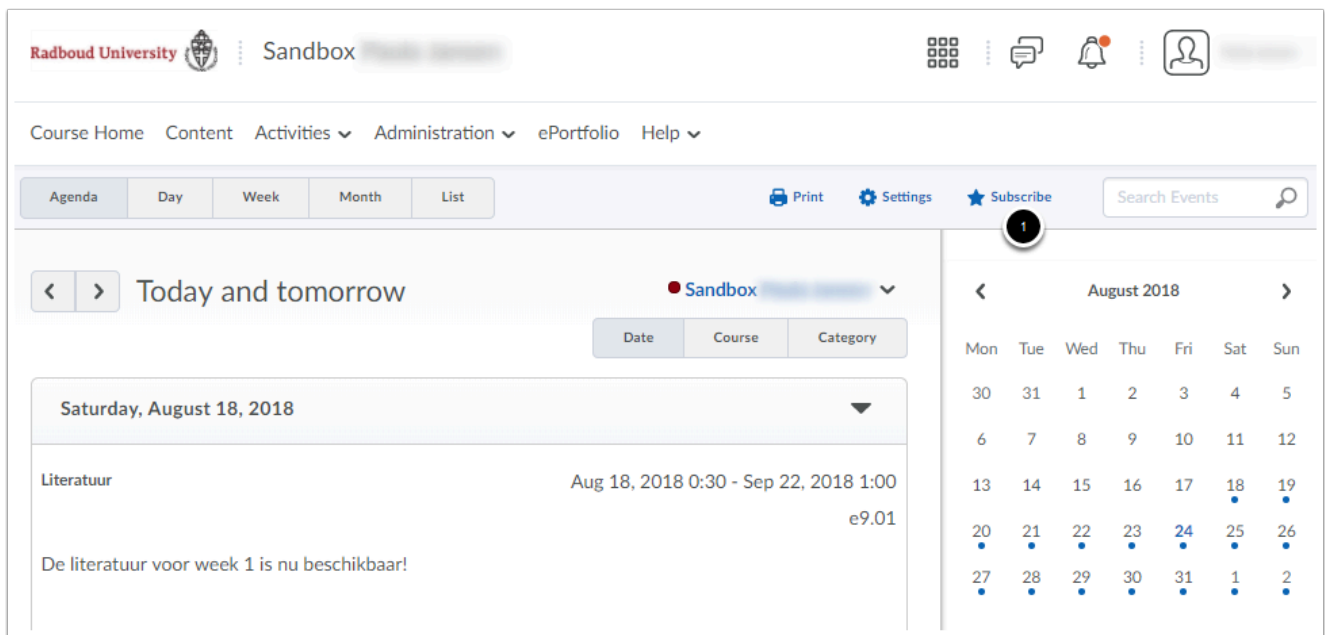
A new icon appears on the Calendar page.

1. Click **Subscribe**.
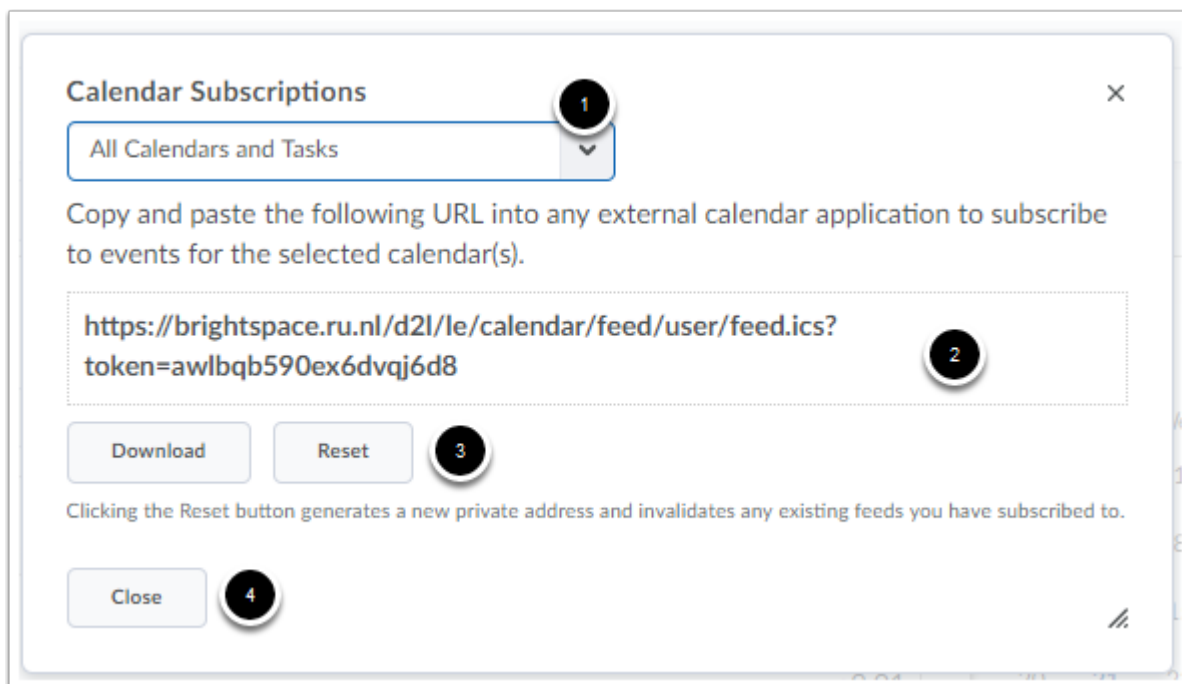
1. Choose what you want the external calendar to show under **Calendar Subscriptions**. You can select one specific course, just your tasks or everything.
2. Select and copy the link. Add it to your other application.
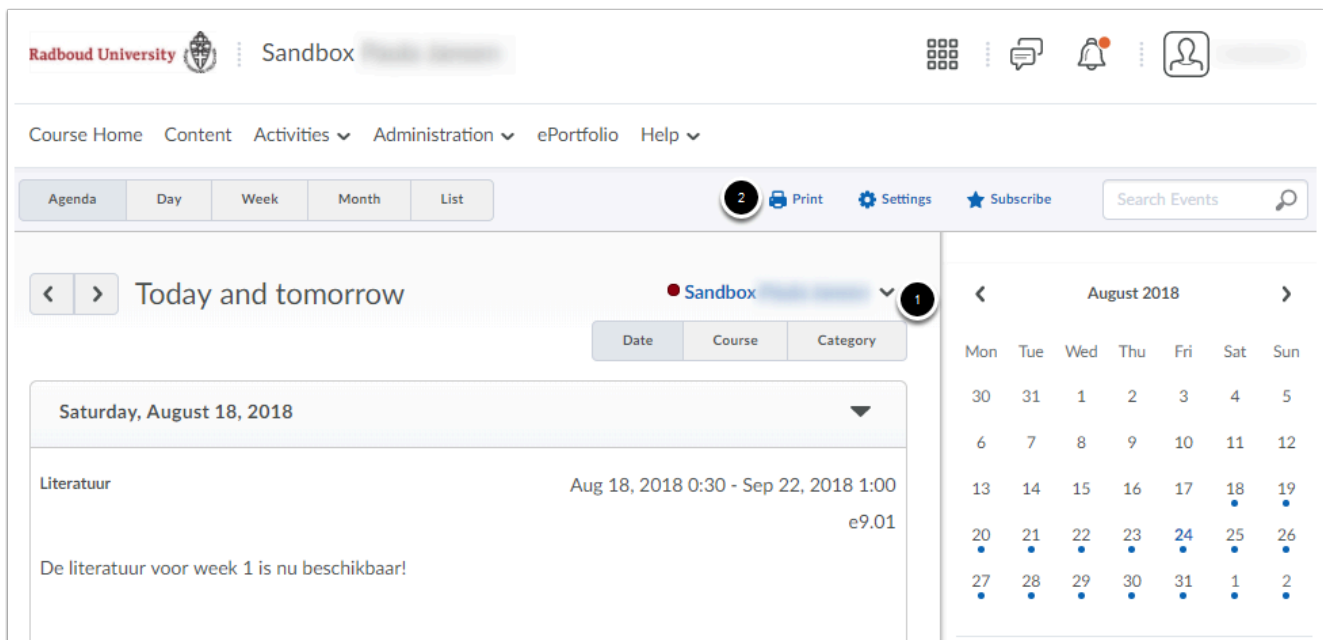
3. You can also download the contents for offline use. Note that any changes in the calendar will not be automatically entered! Click **Download**. You can open the ics file with most calendar applications.
4. Click **Close**.

> ℹ️ If you copy and paste the link, you are subscribing to (parts of) the Brightspace Calendar. This means that updates are automatically synced to your calendar. By clicking download, you are importing the calendar as it is at that particular moment. You will not receive any updates by doing it that way.

> 💡 To add the link in an external application, you need to find the option that allows you to add calendars. There, you can add calendars from external sources such as the internet or a specific url.

Printing your Calendar

1. Select the calendar you want to print. Click **All Calendars** to print all calendars.
2. Click **Print**.
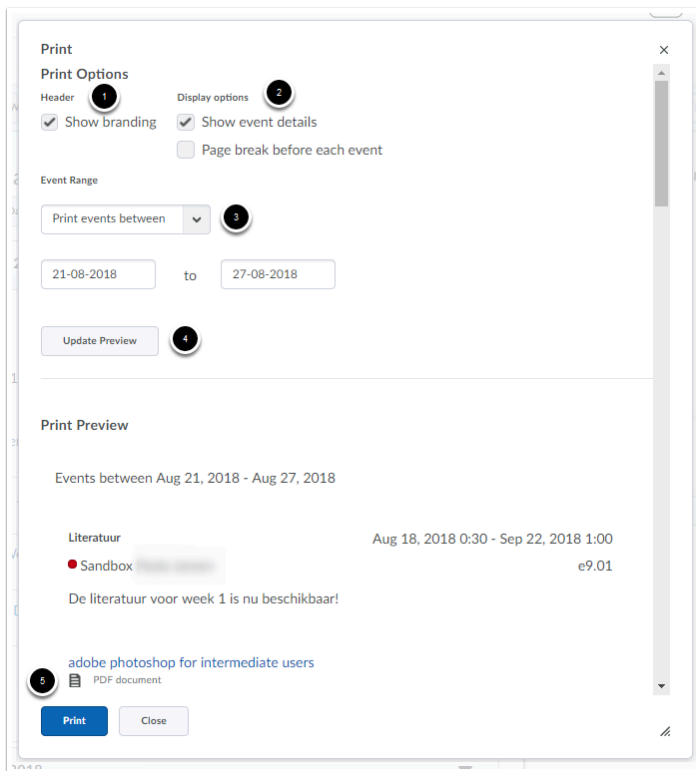
In the window that opens, you can choose what you wish to print:

1. Select **Show Branding** to display the selected calendar's title.
2. Turn the following options on or off under **Display Options**:
    - Select **Show event details** to display the descriptions of each calendar event.
    - Select **Page break before each event** to print each event on a new page (we do not recommend this option, as it requires a lot of paper).

3. Choose the following options under **Event Range**:
    - **Print all events**.
    - **Print events prior to**: print everything that occurred before the set date.
    - **Print events starting**: print everything that occurs after the set date.
    - **Print events between**: print everything that occurs between two dates.

4. Click **Update Preview** to get an updated **Print Preview** of what you are about to put to paper.
5. Click **Print**.

How do I use Tasks in my agenda (Calendar)?

[Create tasks](#)
[Edit tasks (add due date)](#)
[Complete and delete tasks](#)
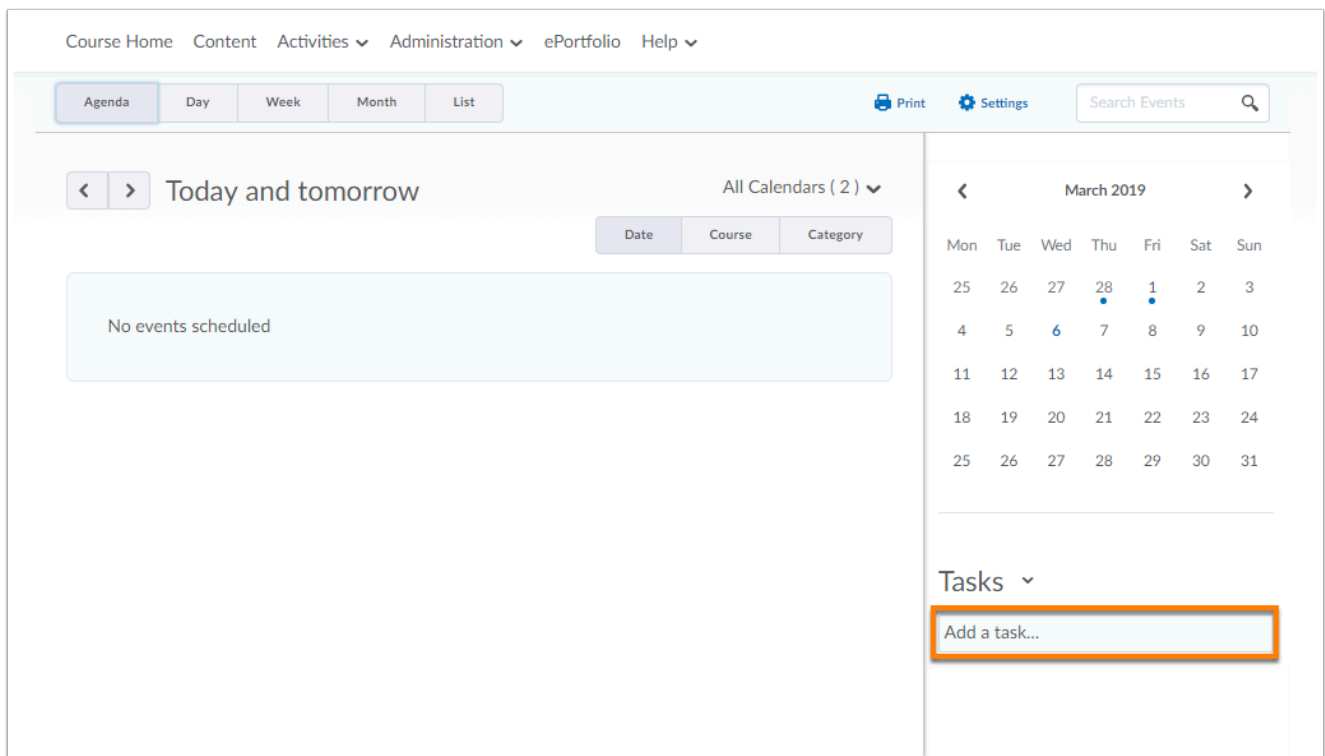
Tasks can be used to create a personal task list (tasks you can only see perosnally). These lists can be added to your calendar (**Calendar**). They depend on the course.

- Navigate to the **Calendar** via your personal homepage or via **Course home.** To do so, click on the **Calendar** widget.

> 💡 It is easy to share the tasks from your Brightspace Calendar with an external agenda, such as your Google or Outlook calendar. To do this, please read the article [How do I sync my Calendar with other applications such as Gmail and how do I print it?](#)

Create tasks

Werkinstructies

- Click **Add a task...** to add a task and write down the information in the text box.
- Press Enter on your keyboard or click on a random spot in your screen. You have now added the task.
- Repeat these steps for each task you wish to add.

> ℹ Tasks you have added do not automatically have a due date. They can only be viewed through the calendar. Additionally, you will not receive a notification about your tasks. It is possible to add a due date to create order for your tasks.

Edit tasks (add due date)

You can edit a task and add a due date and/or note. When you set up due dates, Brightspace will automatically order the tasks in your task list based on date.

- Click on the task to open it.
- If you want to change the title, double click it.
- Click **No due date** to set up the final submission date of this task. Enter the date and click the save icon to save the date. Note that when you select 'no due date', Brightspace will automatically enter the date three days from now.
- Click **Add a note...** to add notes.

Werkinstructies

- Click on the trashcan icon to delete a task.
- Check the box in front of the title of the task to mark it as **completed.**
- Click **Tasks** to return to the task list.
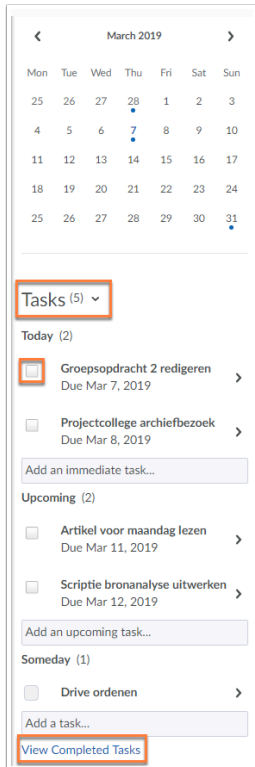
Because you added due dates the tasks have automatically been ordered based on their date when you view the task list. The number behind **Today**, **Upcoming** and **Someday** displays the number of tasks. The total number of tasks can be found behind **Tasks.** When you select the box in front of a task, it will be marked as completed. The task will then disappear from the overview.

- **Today**: asks with a due date for today or tomorrow. Note that this section also contains the tasks of which the due date has expired, but that are still unchecked.
    - Click **Add an immediate task** to create a task with a due date for tomorrow. Note that it is possible to change the due date at a later moment.

- **Upcoming**: tasks with a due date later than tomorrow.
    - Click **Add an upcoming task** to create a dask with a due date in three days. Note that it is possible to change the due date at a later moment.

- **Someday**: tasks without a due date.
    - Click **Add a task** to create a task without a due date. Note that it is possible to change the due date at a later moment.

- Click **View Completed Tasks** to review and possibly reopen your finished tasks.

ℹ️ You will only see the headings **Today**, **Upcoming** and **Someday** when you add tasks with a due date that matches these headings. If you only have tasks without a due date, for example, you will not see these headings.

Complete and delete tasks

It is very easy to complete and delete tasks simultaneously.

Complete
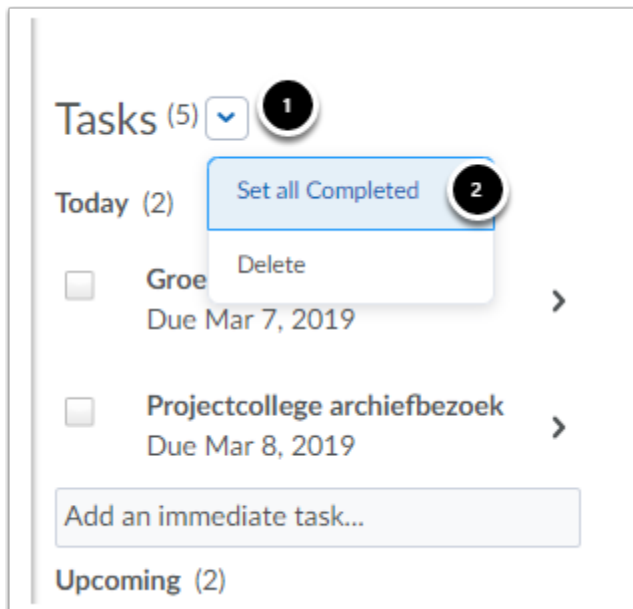
- Click on the arrow behind **Tasks**.
- Click **Set all Completed**.
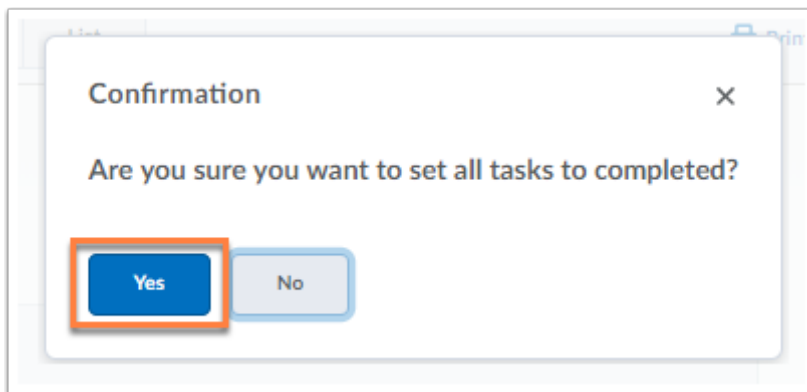
Brightspace will ask for a confirmation. Click **Yes.**

Delete
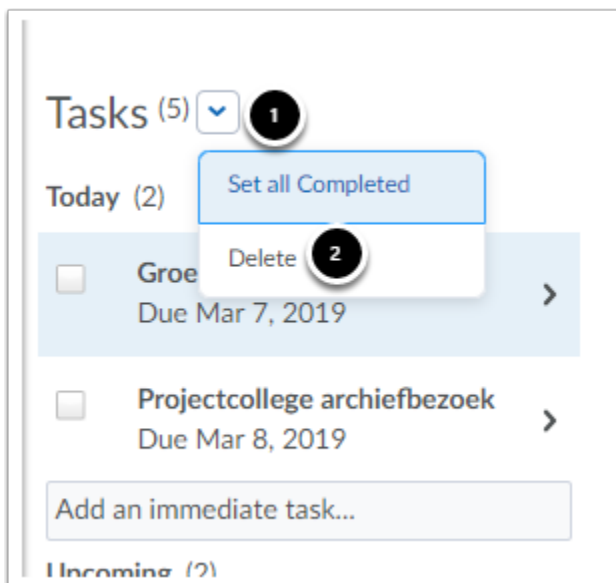
- Click on the arrow behind **Tasks**.
- Click **Delete**.

Werkinstructies
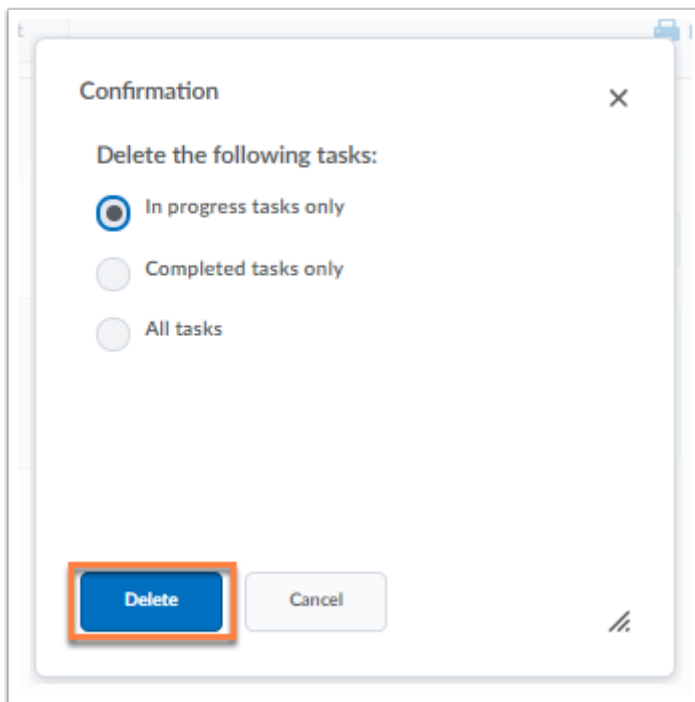
- You will have three options:
  - Select **In progress tasks only** to delete current tasks only.
  - Select **Completed tasks only** to delete completed tasks only.
  - Select **All tasks** to delete all tasks.

- Then click **Delete**.
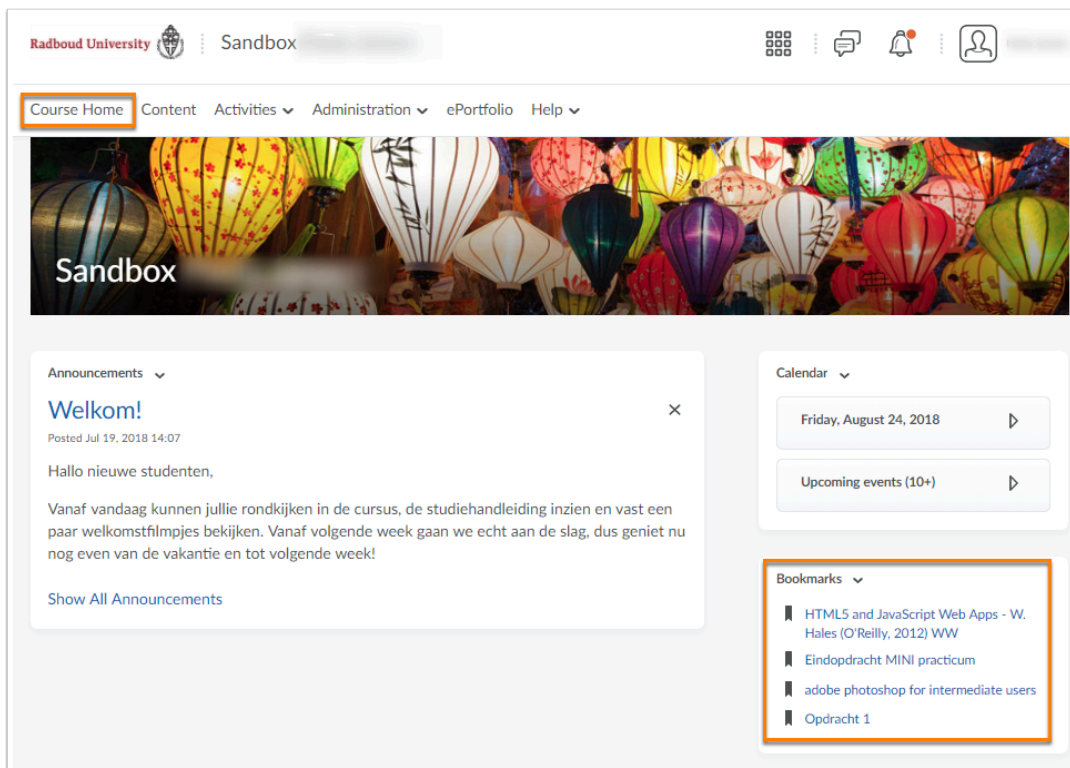
How do I use bookmarks?

Bookmarks
Adding and removing bookmarks

Bookmarks

Use **bookmarks** to quickly go to specific or favorite content (topics) on Brightspace. By bookmarking a topic, you can create a link that will then appear in your **Bookmarks** overview. You can go to this overview in two ways: by clicking **Course Home** or **Content**.

Via Course Home:

If you click a course, the **Course Home** page opens. You will find your bookmarks to the bottom right of your screen. Click one of these bookmarks to open the specified topic.
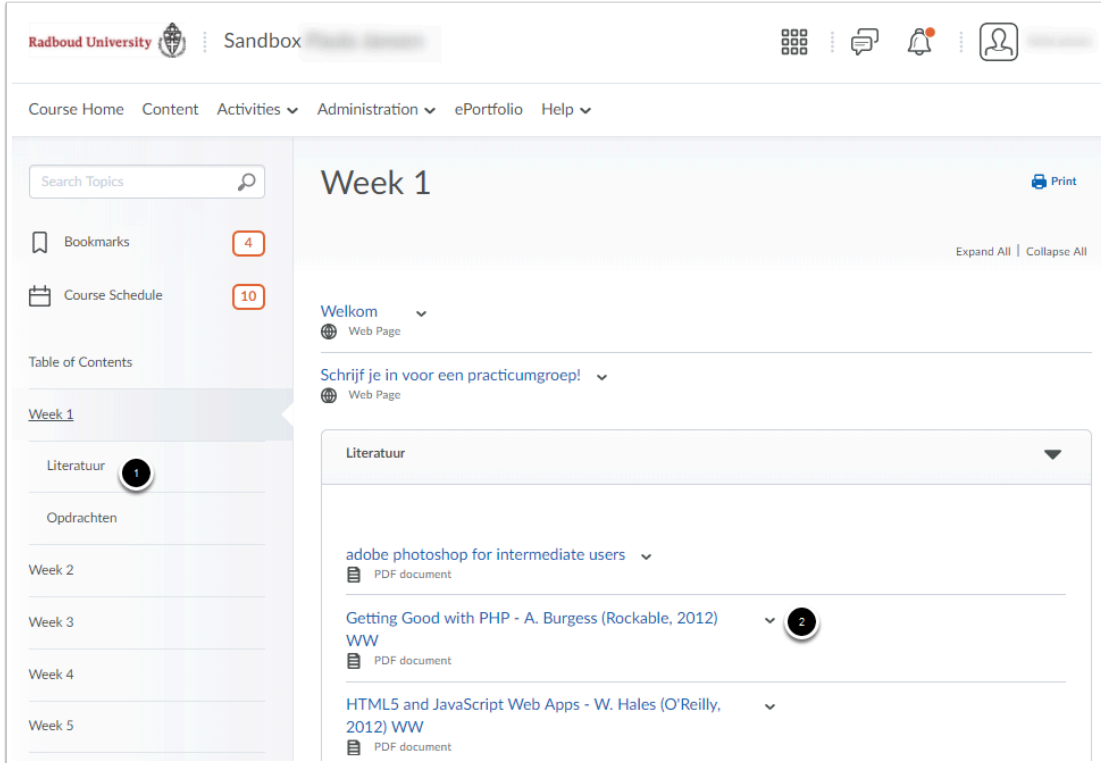
Via Content:

Click **Content** in the navigation bar of the course, after which your last visited module will open. Click **Bookmarks** in the left sidebar to open the list of your bookmarked topics. The number next to **Bookmarks** shows the amount of topics you have bookmarked. Select the topic you want to navigate to.

Adding and removing bookmarks

1. Go to the module where the topic you need is located.
2. Click the desired topic or object.
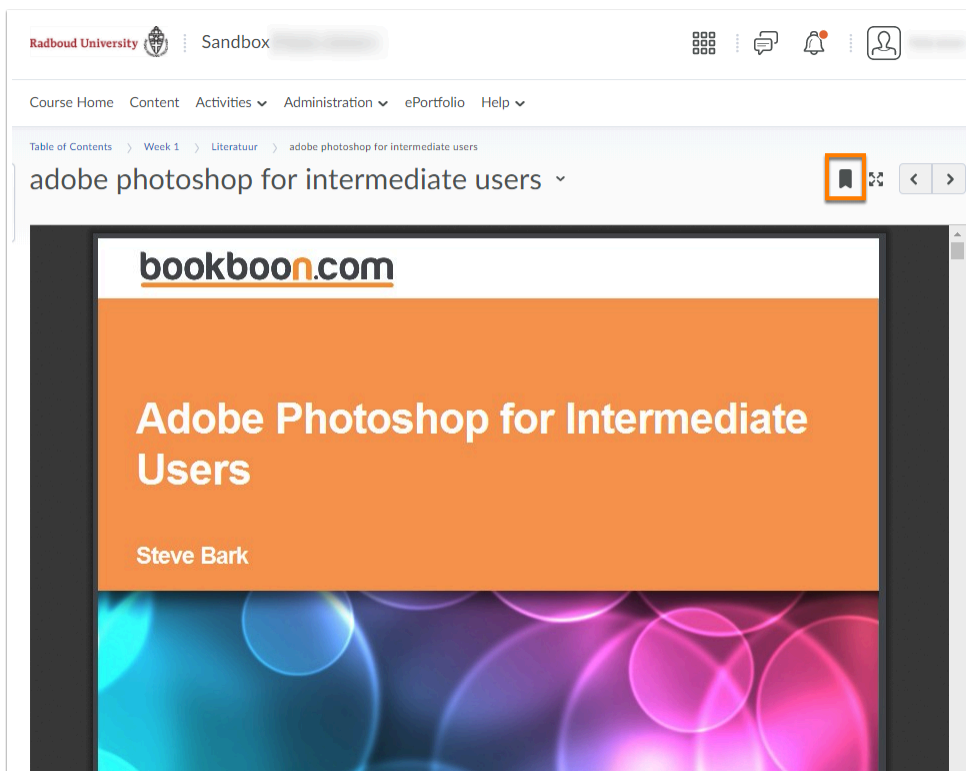
3. Click the bookmark icon in the top right to add it to your list of Bookmarks. Note that the bookmark icon will turn blue after clicking it. If the topic is already bookmarked, click it again to remove it.

Content: Overview, Course Schedule and Table of Contents

What can I do under Content?

Under Content you will find all the information that the teacher has placed in the course.
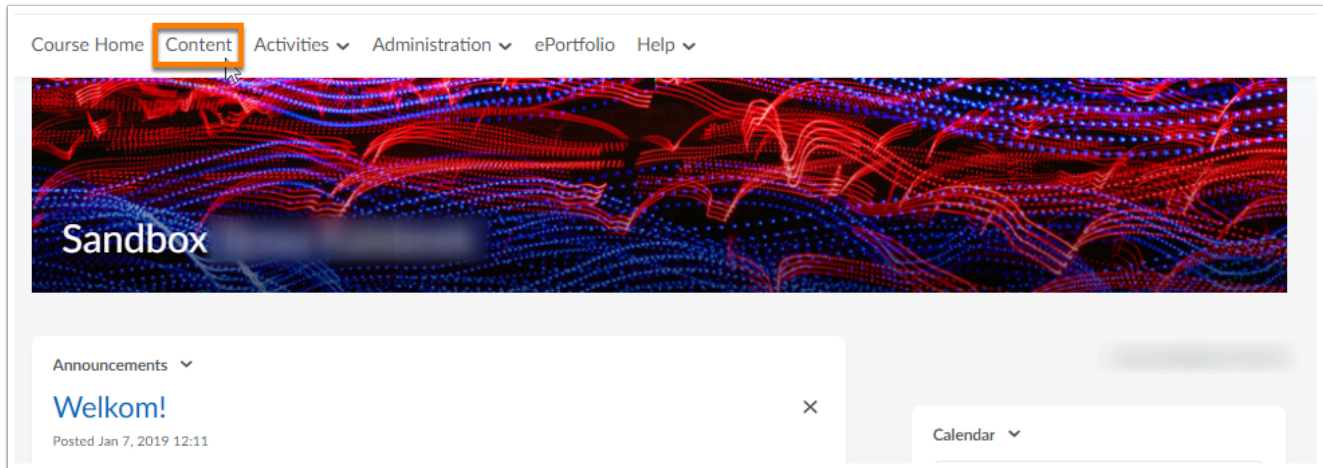
- Click **Content** in the navbar of your course.
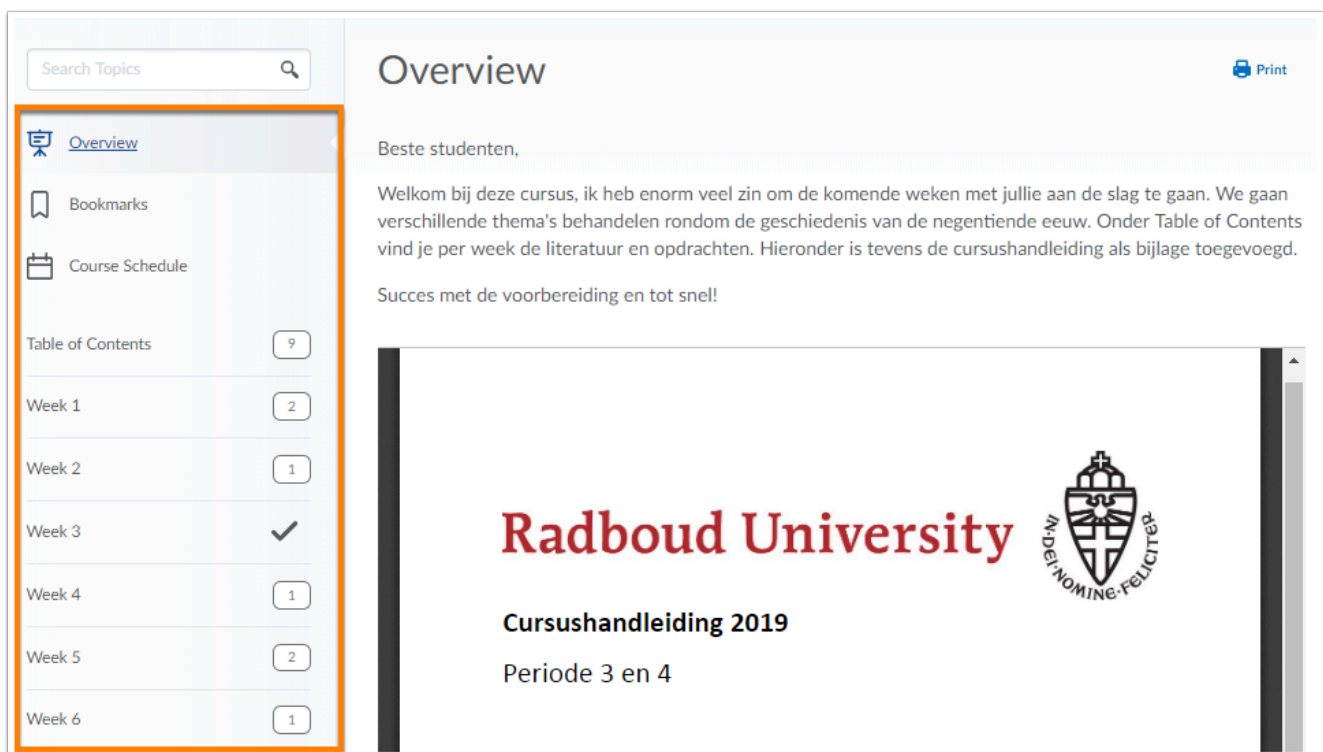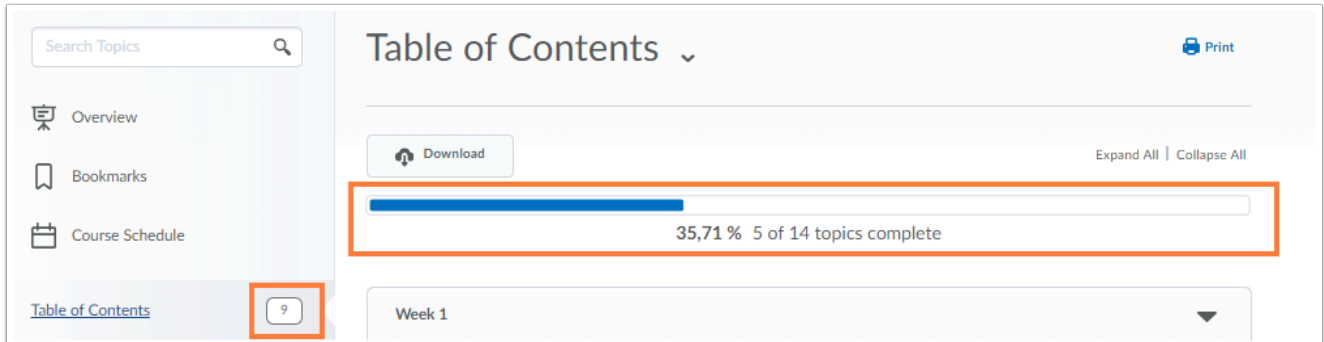
Via the menu on the left side of the screen you navigate to:

- [Overview](#) (welcome page): you land on this page when you first open the content page of a course. On this page, teachers post a personal message, an explanation of the various modules or general information such as contact details.

Werkinstructies

- [Bookmarks](bookmarks) (bookmarks): in the bookmark overview you will find all topics that you have bookmarked.
- [Course Schedule](): this page shows all parts of the calendar, such as assignments and quizzes that are on the schedule.
- Table of Contents (course structure): under Table of Contents you will find the course content, subdivided into Modules. Teachers can structure the course under Table of Contents in the way they want, for example modules per week or modules per course component type.
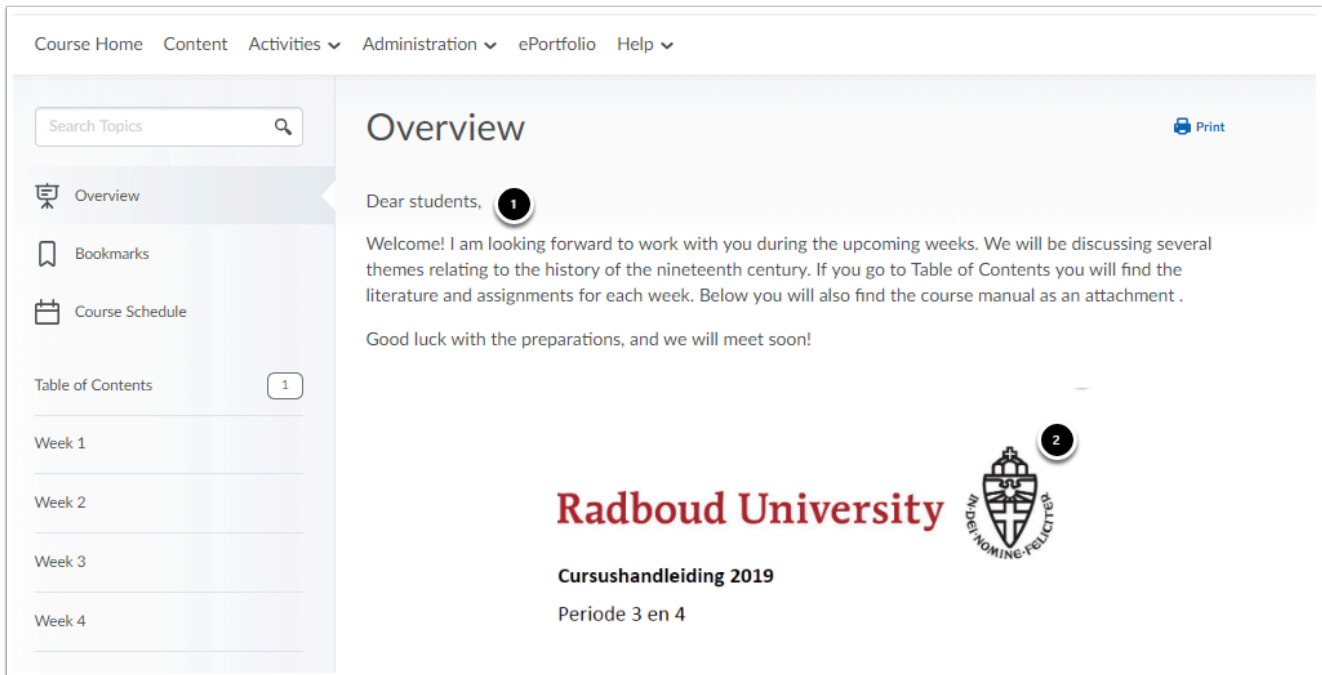
- ℹ️ Behind Course Schedule and behind the modules under Table of Contents there can be frames with a number. This number represents the parts within that module that you still have to complete. When you have completed all parts, a check mark appears.
- The teacher can choose to place a blue bar at the top of the Table of Contents that shows your total progress.
- If you navigate to Content, you land on the page you last visited.

What can I find under Overview? Content | Overview

Overview is the page you will navigate to when you first open the [Content](#) section of a course. A teacher can add:

- a welcome message;
- information about the course content, course demands, planning and the study materials;
- information about the coherence between different (sub) modules;
- other general information like sharing contact information.

If your teacher decides to refrain from posting, this section might be empty.

1. The teacher could post an introductory message under **Overview.**
2. It is also possible for teachers to upload files, *for example the course manual or an image.*

What can I do with Table of Contents?

When you go to **Table of Contents** you will find an overview of the course divided in **modules**. The teacher will post everything you might need for the course, such as literature and assignments.

1. Click **Content** in the navbar of your course. You will navigate to the page you have last visited.
2. Click **Table of Contents**.

Werkinstructies

1. Below **Table of Contents** you will find an overview of all course components and the modules that are a part of this couse. You can click on the arrow behind a module to fold out the components within the module.

2. Click **Download** to download all files in the Table of Contents at once.
3. Click **Print** to download the Table of Contents page.
4. Click a module in the navigation bar on the left to view the contents of this module.
5. Click on a course component while on the Table of Contents page to open this component directly.

(Sub)modules

Teachers can organise the courses in multiple ways. Some might create a module for each week of the course (*Week 1, Week 2, Week 3 etc)* or for each theme (*Introduction, Cultural Context, Economic conditions etc).*

Additionallly, the teacher can divide the modules in submodules which can be found below the head module. *In the example above, the teacher has created two submodules for the 'Week 4' module: the submodules Literatuur week 4 (Literature) and Opdracht week 4 (Assignments).* In the (sub)module you might find:

- literature (as a file or with a link);
- Assignments, Quizzes, Surveys, or Discussions;
- Weblectures.

Your progress with the modules might be tracked if the teacher has turned this feature on.
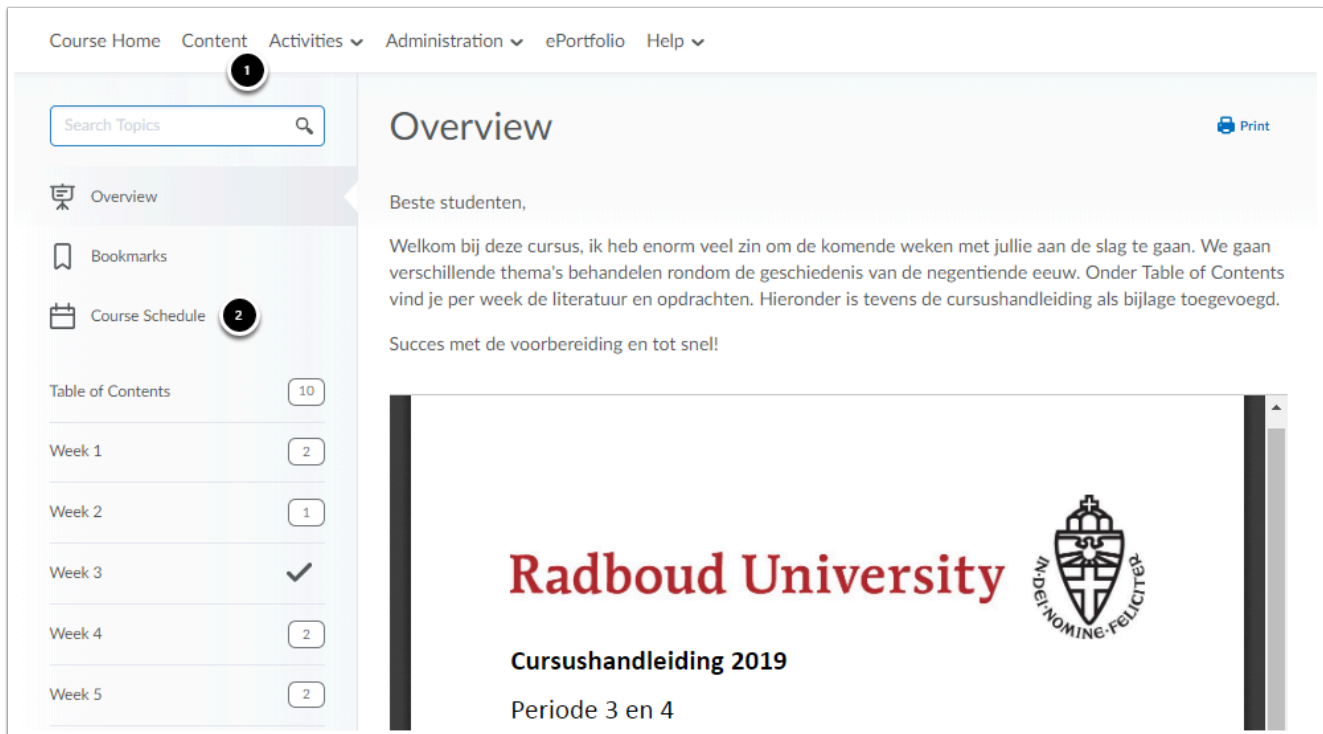
Werkinstructies

1. The teacher can put a blue bar at the top of the module that tracks your progress in percentages.
2. Behind assignments you will find a box that you need to check in order to complete the assignment.
3. After you have completed all of the assignments in a module, a checkmark will appear.

What can I do with Course Schedule?

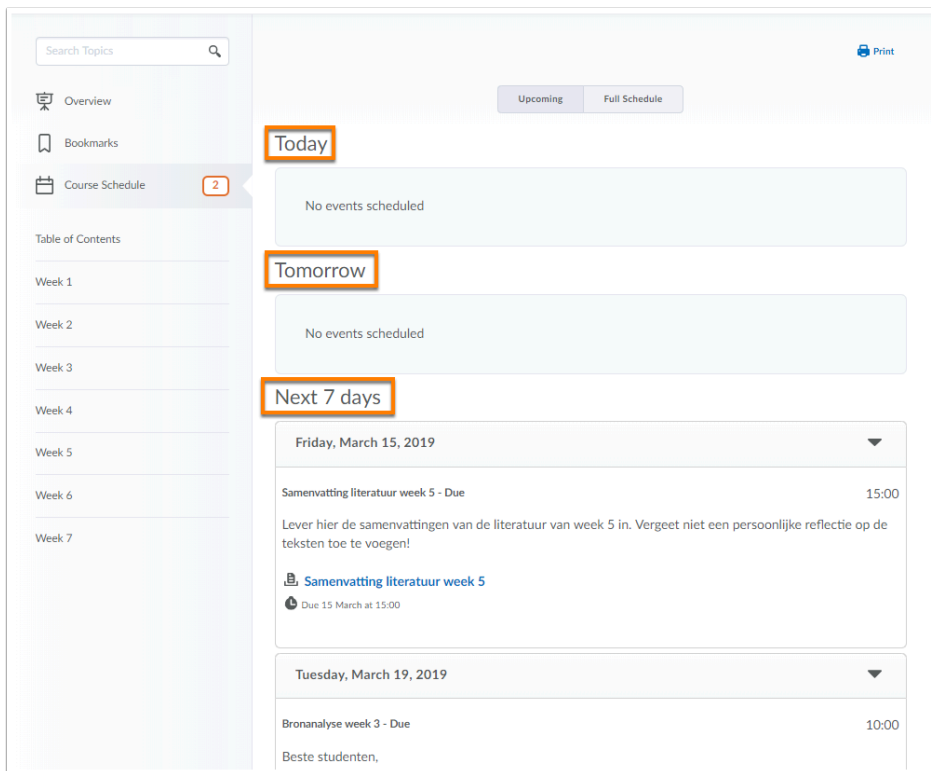In the **Course Schedule** section, you will find an overview of all calendar items (like Assignments and Quizzes) your teacher has created for a course.

1. Click **Content** in the navbar of your course. You will navigate to the content page/ module you last accessed.
2. Click **Course Schedule.**

Course Schedule will show all calendar items of the course in a chronological order. Brightspace makes a distinction between:

- **Today**: an assignment/a quiz is planned for today;

Werkinstructies

- **Tomorrow**: the due date of an assignment/a quiz is tomorrow;
- **Next 7 days**: the assignment/quiz has to be handed in within the next seven days.
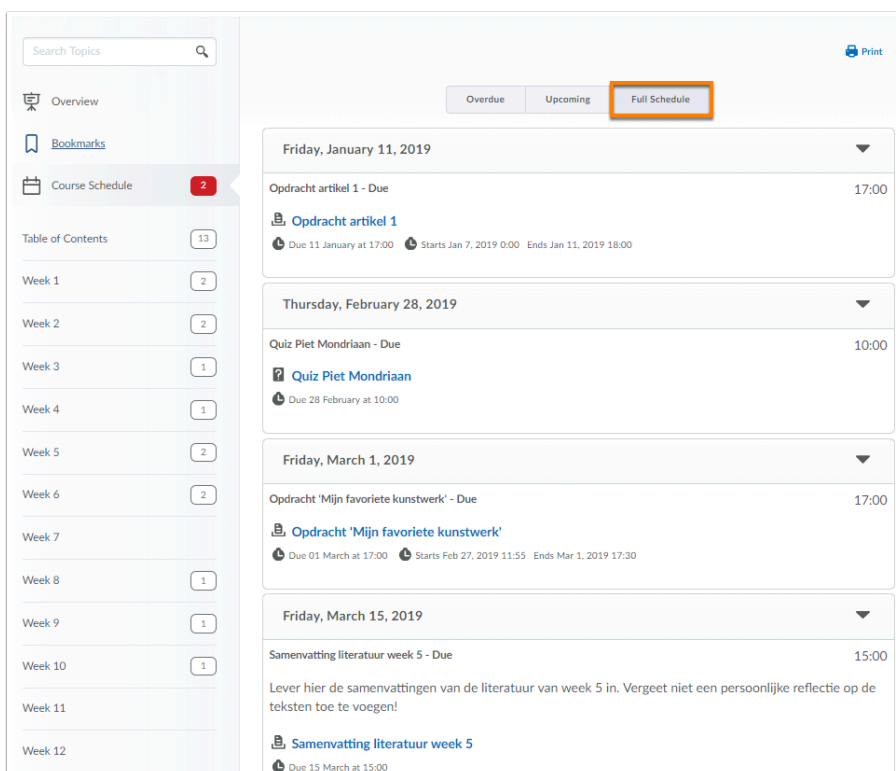
Onder **Overdue** zie je alle items die al gepasseerd zijn in chronologische volgorde, met de oudste bovenaan. Het rode cijfer achter Course Schedule laat zien hoeveel items gepasseerd zijn. Door de checkbox achter een item aan te vinken, zet je deze op voltooid en verdwijnt het item uit de Overdue lijst.

Go to **Full Schedule** to view all planned items with a date in this course. This includes activities that have already expired.

Activities: Assignments

How do Assignments work? Activities | Assignments

[Assignments homepage](#)
[Submission History](#)

Teachers can create an assignment in Brightspace where you can hand in your assignment. You can read more about submitting assignments in the article How do I hand in an Assignment?

Assignments homepage
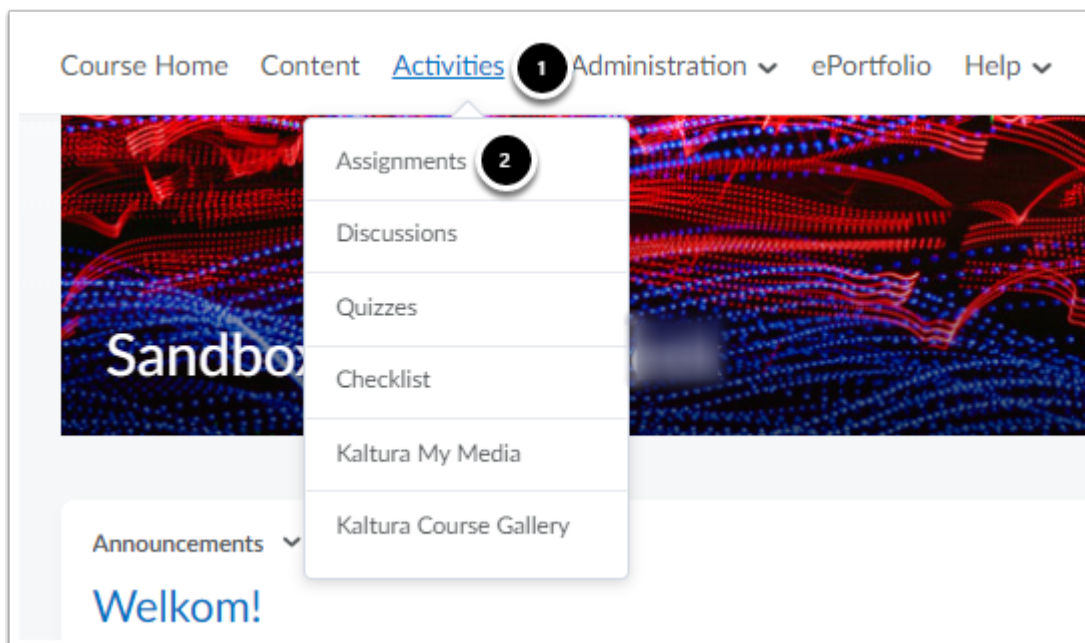
1. Navigate to **Activities** in the navbar of your course.
2. Click **Assignments.** You will navigate to the Assignments homepage.

On the **Assignments** homepage you will find an overview of all of the assignments that the teacher has created for the course. The table contains the following information:

1. Below **Assignments** you can find the assignments and the categories they belong to. When an assignment is closed, you will also see an end date. Click the name of an assignment to [submit your assignment](). *Note: when the due date has passed you cannot open the assignment anymore. However you can still open the submission.*
2. Below **Completion Status** you will find the status of the assignment (**Submitted** or **Not Submitted**). Click **Submitted** to view the assignment you have already submitted.
3. Below **Score** you will see the grade the teacher has assigned to your assignment. *Note: it depends on the teacher's settings how you see the score, for example as a number of points from a maximum number of points or as a percentage achieved.*
4. Below **Evaluation Status** you will find the evaluation status. If the teacher has not yet evaluated your assignment, you will see **Not yet evaluated**. If the teacher has added commentary or entered a score, you will see **Feedback: Unread/Read.** *Note that you will also see **Feedback** if the teacher has only entered a score. This does not automatically mean that the teacher has added written feedback.*
5. Below **Due Date** you will find the deadline of the assignment.

At the top left you will see **View History**. Click here to see the **Submission History** page.

> 💡 Do you want to receive a notification when the teacher publishes and/or updates feedback for an assignment? You can set this up in your [notifications](#). You can also choose to receive a notification two days before the assignment's deadline.

Submission History

- Below **Assignment** you can select the assignment of which you want to see the history. Click **Apply**.
- Below **Assignment Type** you can see what type of assignment you are dealing with (**Individual assignment** of **Group assignment**).
- Below **Submission(s)** you can see the file(s) you have handed in.
- Below **Date Submitted** you can see which date you handed in the assignments.

How do I submit/hand in an Assignment?

Assignments Types
Submit Assignment: File submission
Submit Assignment: Text submission

Assignments Types

Teachers can create multiple types of assignments with different submission procedures. This means the way in which you have to submit an assignment depends on the settings a teacher made when creating the assignment:

- **File submission:** you have to upload your assignment as a file (*for example a Word-file, PDF-file, audio file or video file).*
- **Text submission**: you have to enter a text, image or link to your work in a text box in the assignment *(for example, if you have to create a web page this is where you can enter the link to the page).*
- **On paper submission**: you have to hand in the assignment as a hard copy and you do not have to upload it in the assignment (this allows teachers to upload the assessment of hard copy assignments in the grade book).
- **Observed in person:** you perform a certain task during class (*for example a presentation or assessment)* and the teacher will then enter the assessment in the assignment. You do not have to upload a file in the assessment (this option allows teachers to upload the assessment of presentations and assessments during class in the grade book).

The teacher will tell you beforehand whether you have to submit the assignment in Brightspace.

Submit Assignment: File submission

You will find your Assignments under Activities.

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments.** You will be navigated to the **Assignments** homepage.

> ℹ️ A teacher can choose to put a link to an assignment in Content with other materials for that subject. If this is the case, you can also hand in an assignment by finding it in the right module.

- Click the title of the assignment you wish to hand in.

Werkinstructies

1. The assignment details are listed here, which you can hide by clicking **Hide/Show Submission Folder Information.**
2. If a rubric was added to the assignment, it will appear below **Show Rubrics**.
3. **Submit Assignment** is where you can hand in the assignment:
   - **Add a File** lets you upload one or more files.
   - **Record Audio/Record Video** will let you record an audio or video snippet. Your device will need a microphone and/or webcam for this.
   - You can add comments to your files in the **Comments** box.
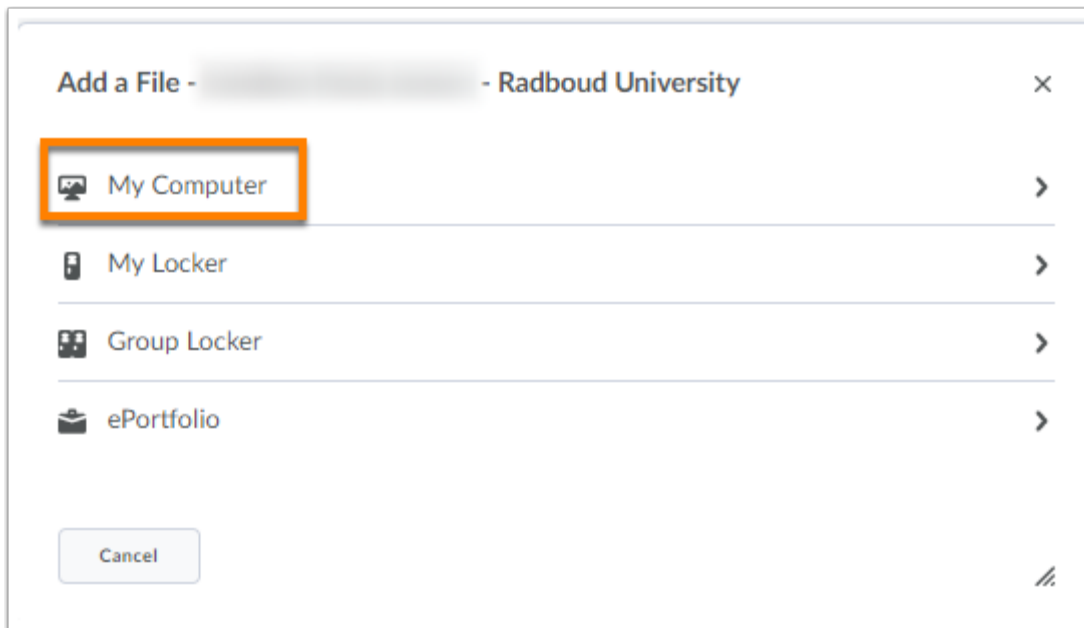
- When you click **Add a file**, a window appears. Click **My computer** to add a file or multiple files from your computer. Click **Upload** or drag the your file(s) to the Upload field.
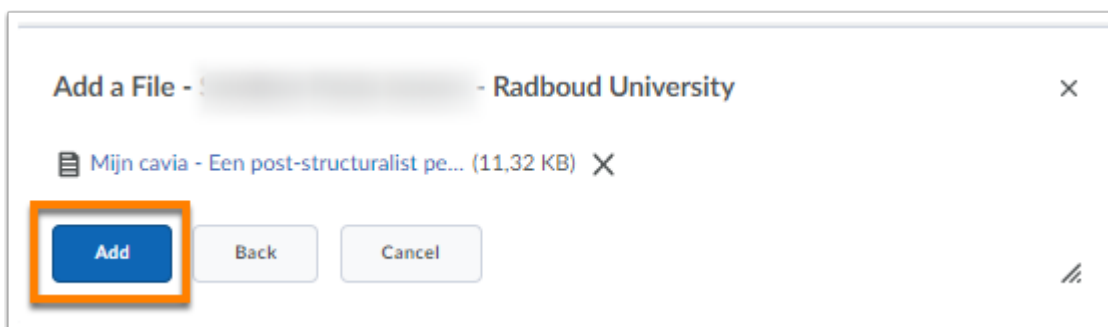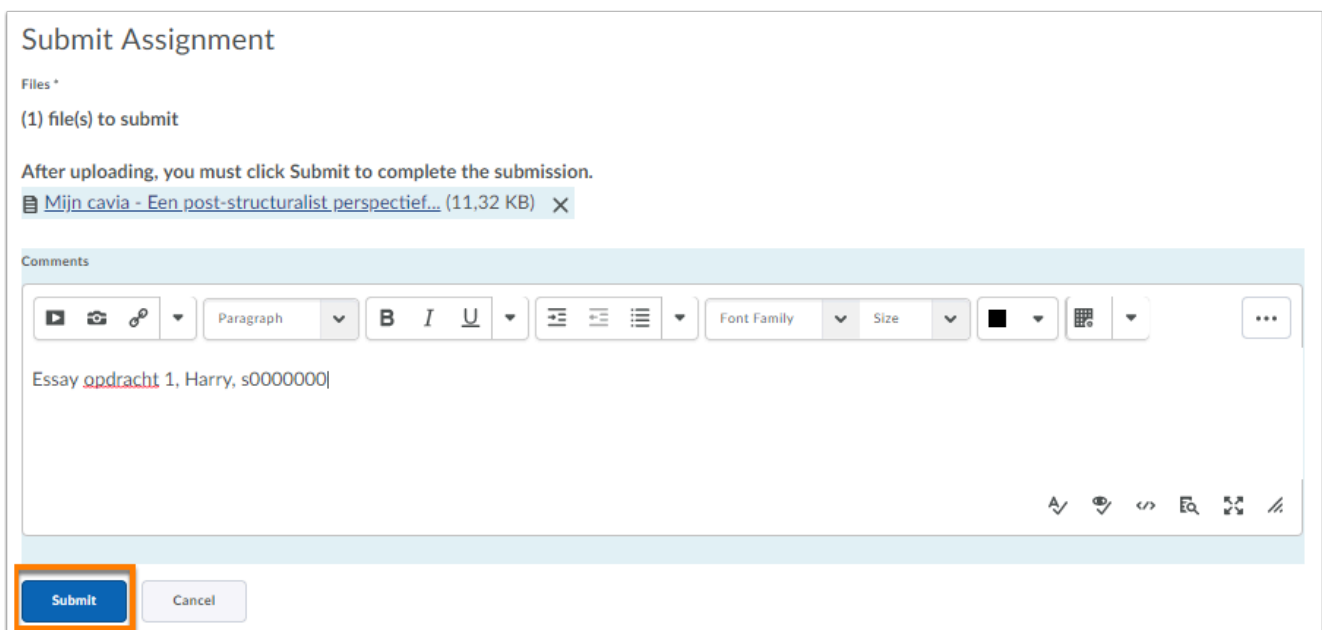

- The file(s) you uploaded will be listed in the next step. Click **Add** to submit them.

> ℹ️ Brightspace supports different file types in **Assignments.** The following file formats are compatible:
>
> - Web document: HTM, HTML, MHT, MHTML
> - Text document: RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD
> - Image: JPG, JPEG, PNG, GIF, BMP, TIF, TIFF
> - Media: SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA

- Click **Submit** to submit your assignment if you are certain everything is filled out properly. Next, an overview of what you just uploaded to Brightspace will appear. Click **Done** to return to the Assignments homepage.
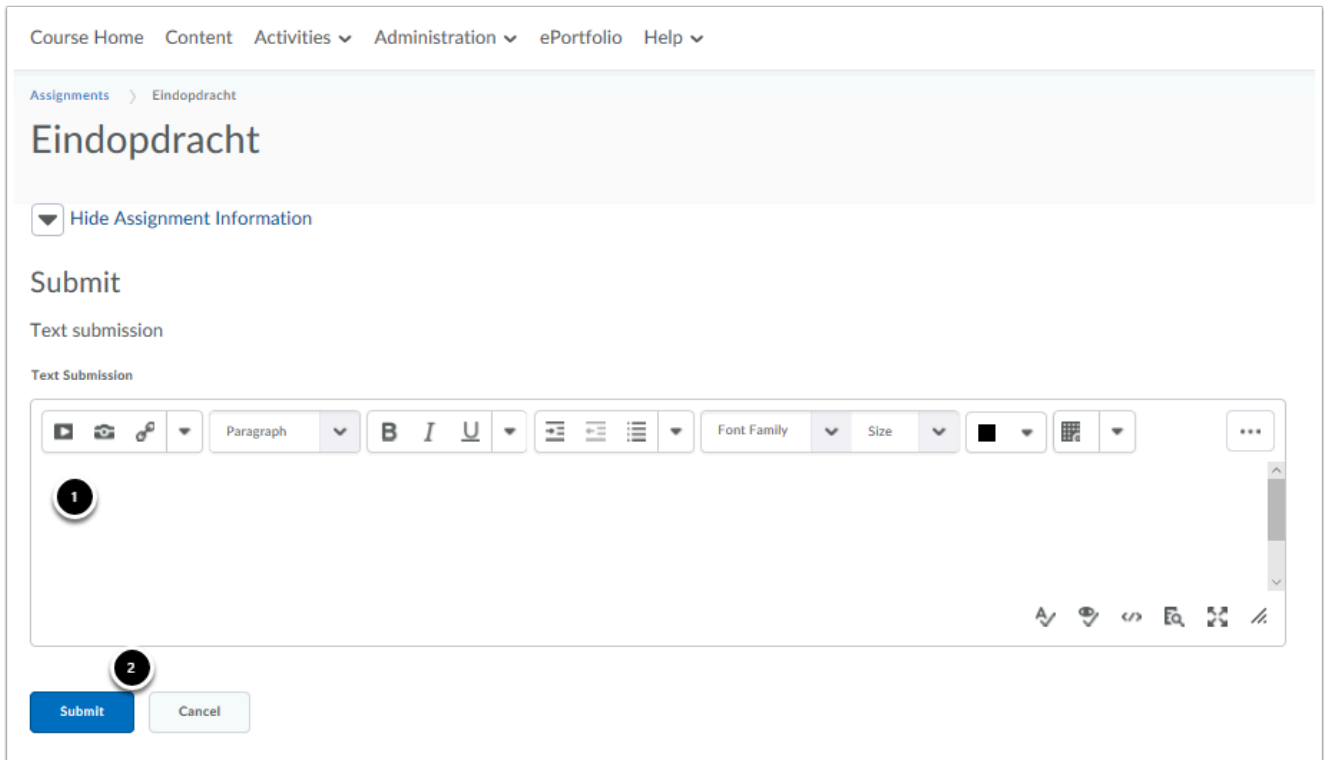
> ℹ️ When you submit an assignment successfully, a confirmation email will always be sent to you with the date and time of your submission attempt, the name and size of the file and the Submission ID.

Submit Assignment: Text submission

- Navigate to **Activities** in the navbar of your course.

- Click **Assignments.**
- Click the assignment concerned.

1. Enter the text for the assignment under **Text Submission.** If desired, you can use the layout option in the HTML editor (text box).
2. Click **Submit** to hand in your text submission.

How do I hand in a video assignment?

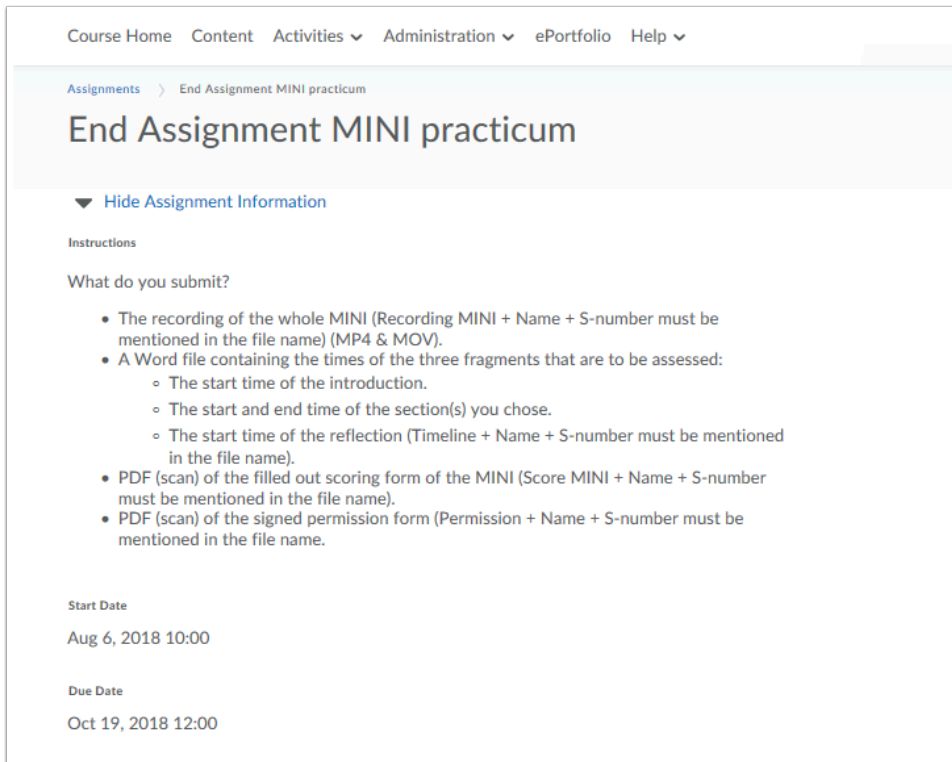> ℹ️ If you have to hand in a video as part of an assignment, you should always upload it to Kaltura first. You can read about uploading videos in Kaltura in this article: How do I add a video to Kaltura?

- Navigate to **Activities** in the navbar of your course.
- Click **Assignments**.
- Click the assignment name.

An overview of the assignment with the title, description, deadline and (optional) attachment(s) will appear.

- To hand in your assignment, click **Insert Stuff** in the HTML editor.

- Click **Add Kaltura Media**.
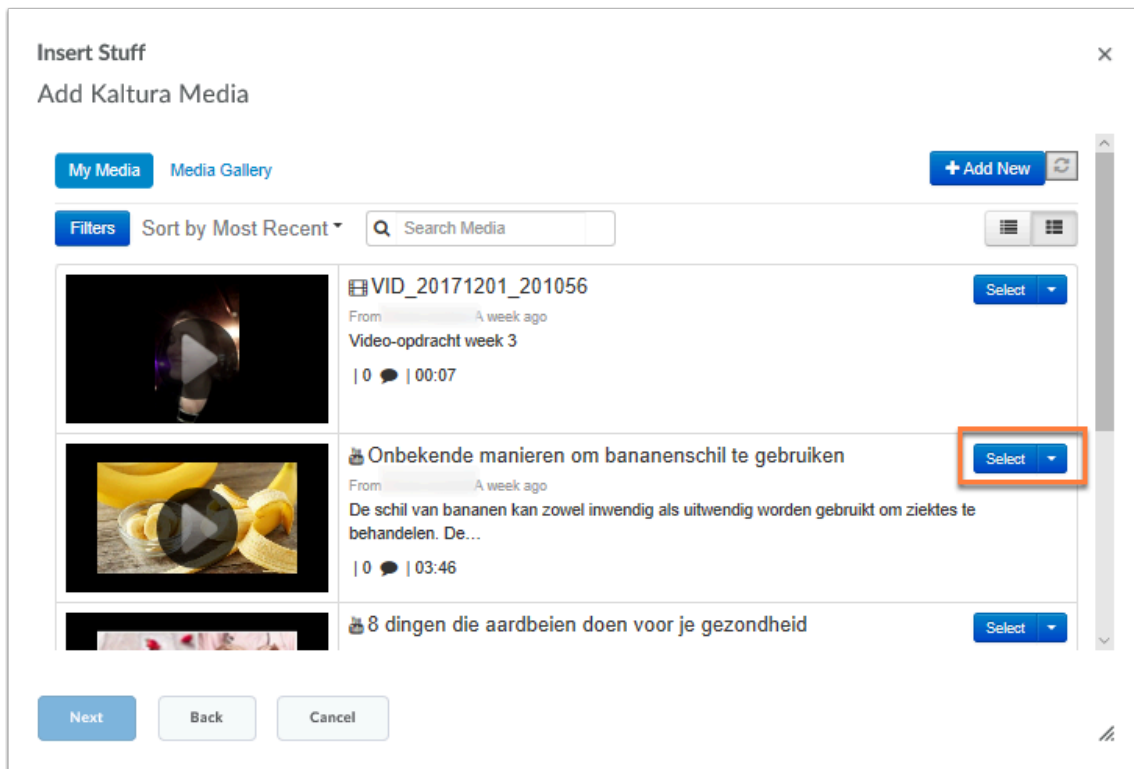
- Click **Select** for the correct video. A notification with the words **We blocked this for you** might appear. You can ignore this prompt. Click **Insert.**
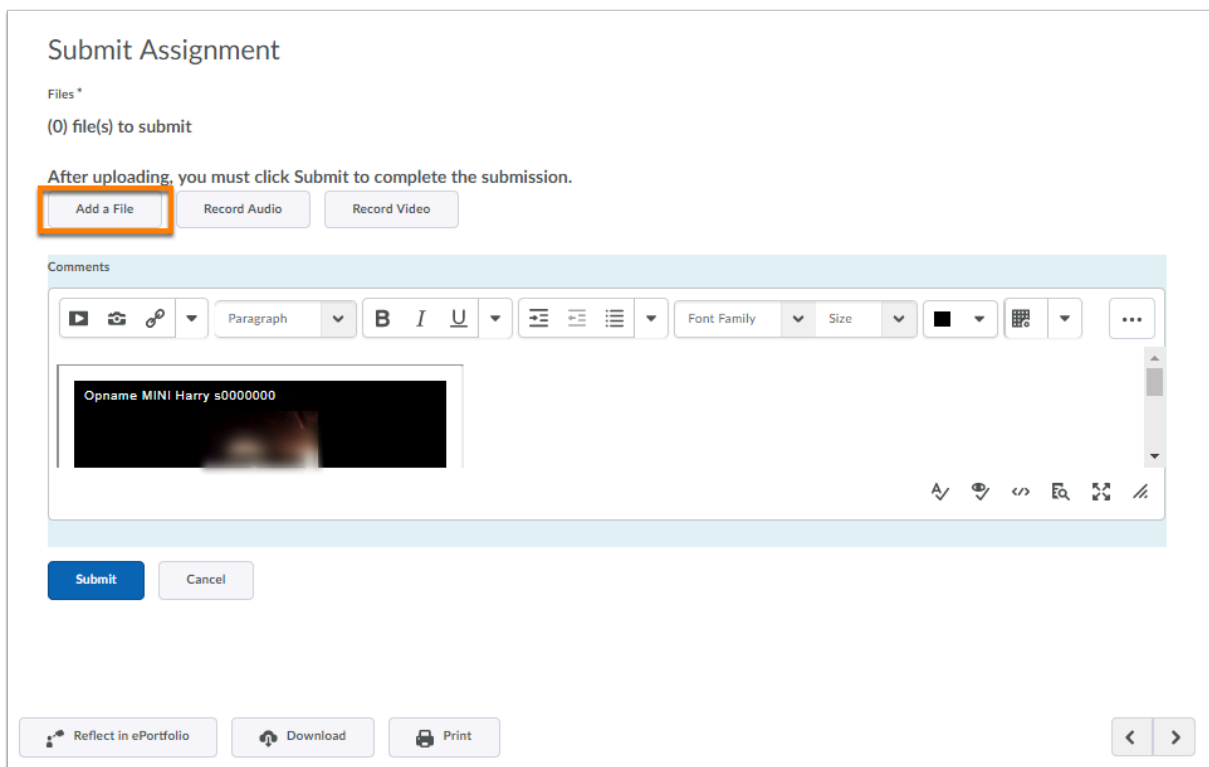
In case the teacher has indicated that an attachment is required to submit the assignment (**File based submission, attachment required**):

- Click **Add a File** to add any other files.
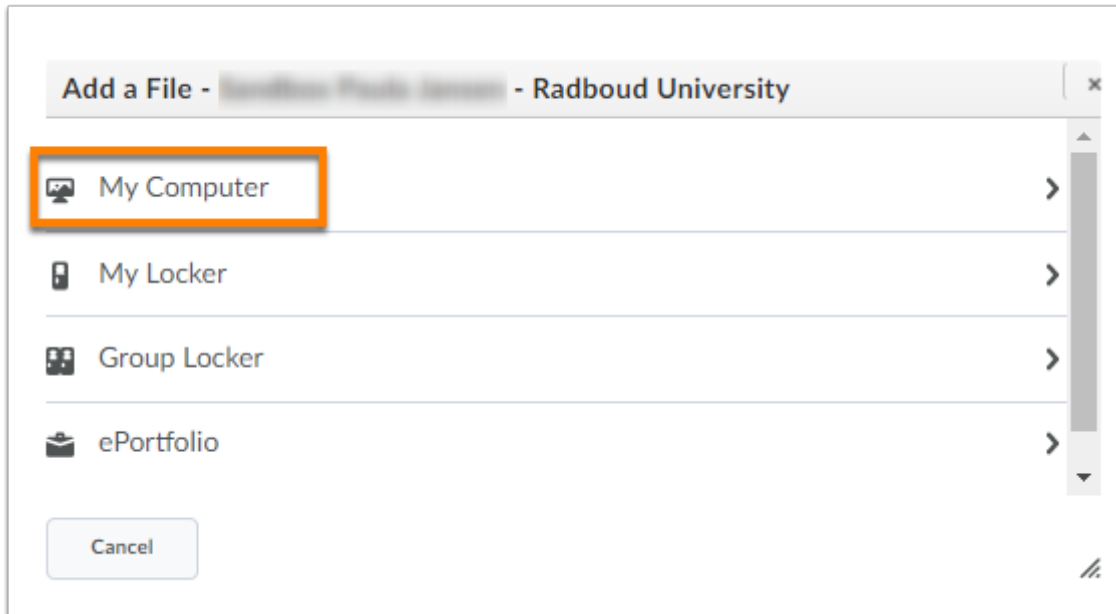
- Click **My Computer**. Click **Upload** and find the appropriate files on your computer.
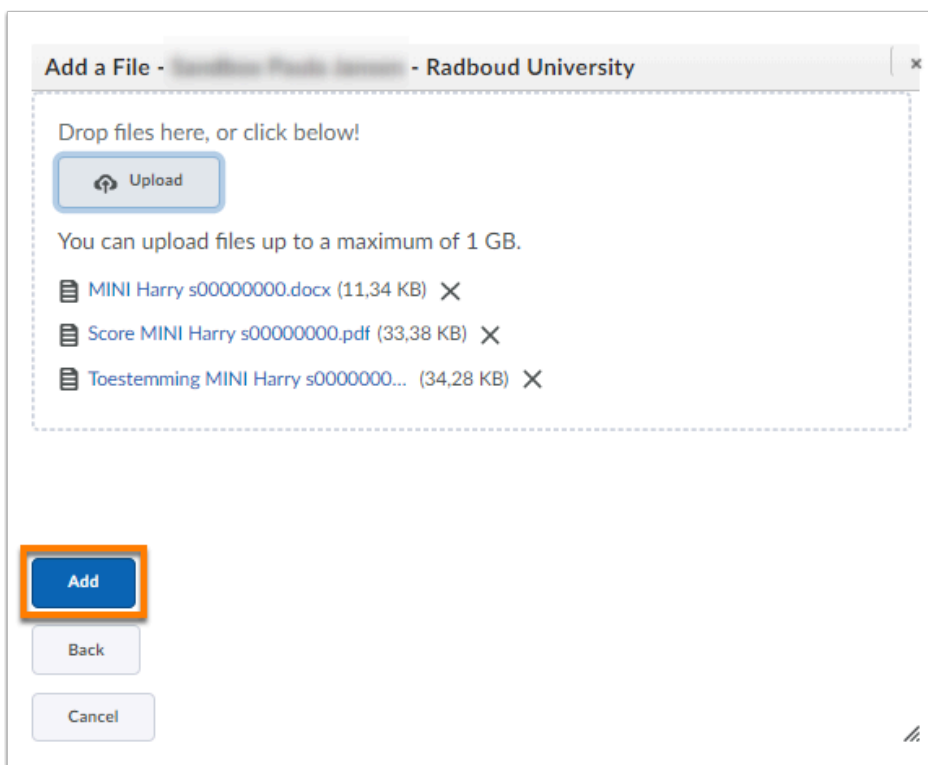
- Click **Add**.

- Click **Submit** to hand in the assignment. You will see a summary of what you have handed in. Click **Done.**

In case your teacher has indicated that attaching a file isn't required to hand in the assignment, (**Text submission, no file required**):

1. add any additional commentary about the video (optional);
2. click **Submit** to hand in the video.

How can I resubmit assignments?
Activities | Assignments

Teachers can permit students to upload multiple files to an assignment or limit it to just one file. Whether you can upload more than one file to an assignment depends on how your teacher configured it.

When multiple attempts are allowed, a teacher can select two options:

1. Only the most recent attempt is saved.
2. All attempts are saved.
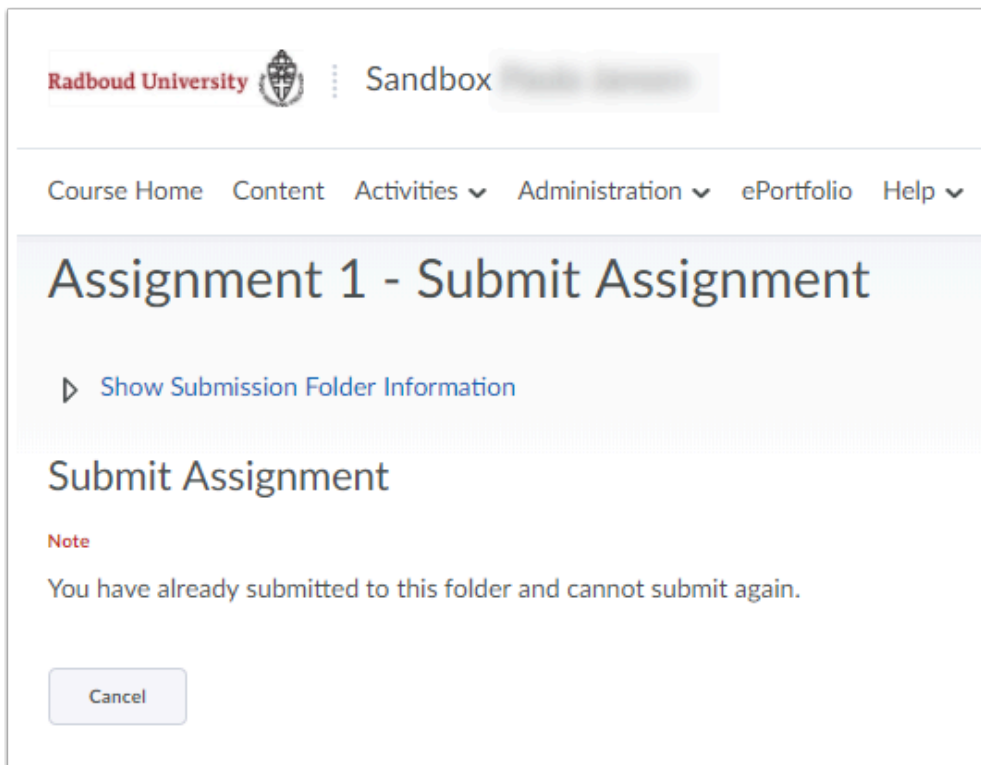
Only one submission allowed
Only the most recent submission is kept
All submissions are kept

Only one submission allowed

- Go to **Activities** in your course's navbar.
- Click **Assignments.**
- Click the Assignment you want to hand in.

If you cannot upload the assignment more than once, you will receive an error message: **You have already submitted to this folder and cannot submit again**.

- Click **Cancel** to return to the Assignment Submission Folder homepage.

> ⚠️ If you have only one submission attempt, you will have to contact your teacher and ask to remove your already submitted file before you can submit a new file. It is up to your teacher to decide if your request is granted or not.

Only the most recent submission is kept

- Go to **Activities** in your course's navbar.
- Click **Assignments**.
- Click the Assignment you want to hand in.

If you are allowed to upload another file, overwriting your old one, the following message will appear: **You have already submitted to this folder. By submitting again, you will overwrite your previous submissions**.
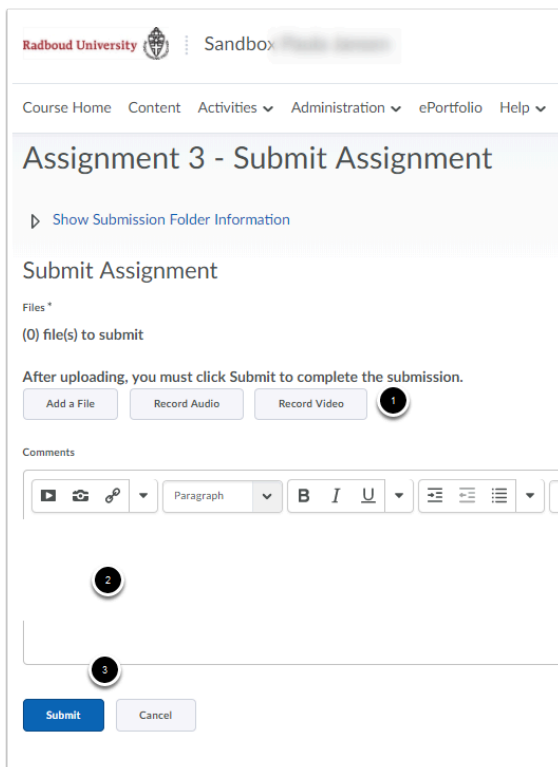
1. Click **Add a File/Record Audio/Record Video** to upload your document or multimedia file.

2. Add any comments below **Comments**.
3. Click **Overwrite** to replace your previous submission attempt with your new file.

All submissions are kept

- Go to **Activities** in your course's navbar.
- Click **Assignments**.
- Click the Assignment you want to hand in.

If you are allowed to reupload your assignment, and all submissions are kept, you will not receive any kind of message.

1. Click **Add a File/Record Audio/Record Video** to add your document or multimedia file.
2. Add any comments below **Comments**.
3. Click **Submit** to hand in your new submission attempt.

ℹ️ In the overview on the Assignment Submission Folder homepage, you can see how many files you have uploaded in the **Submissions** column. This number goes up with each submission attempt, even if the assignment only keeps the most recent attempt. This column does not show the number of submission

attempts, but the number of files you have submitted, regardless of the assignment settings.

Where can I find previously submitted assignments?

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about where to find your submitted **assignments**. A written manual can be found below the video.

Assignments you have submitted on Brightspace remain available so you can review them at a later moment.
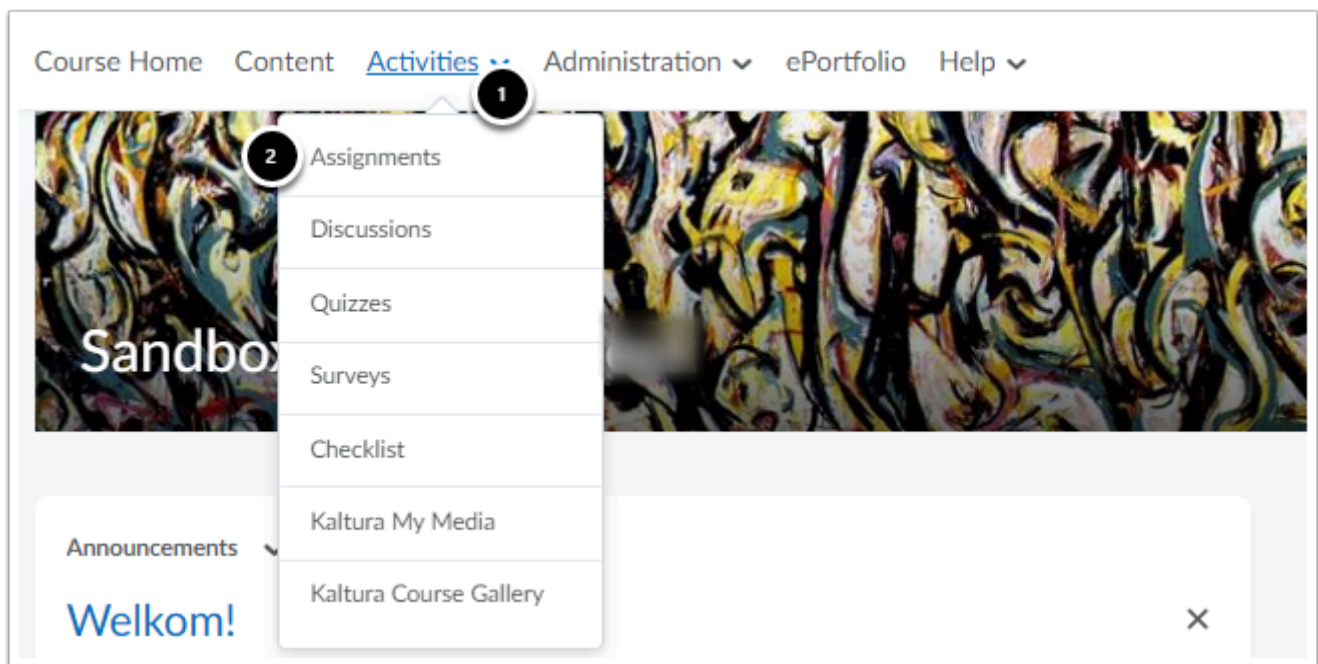
1. Navigate to **Activities** in the navbar of your course.
2. Click **Assignments**. You will now navigate to the Assignments homepage.

Once on the Assignments homepage, you will see all assignments of a course divided in categories.

- Click **Submitted** under **Completion Status** to review your submitted assignment.

- You will now be navigated to the **Submission History** page.
- The assignment you have handed in can be found under **Submission(s).** Click the link to open the file(s).

Werkinstructies
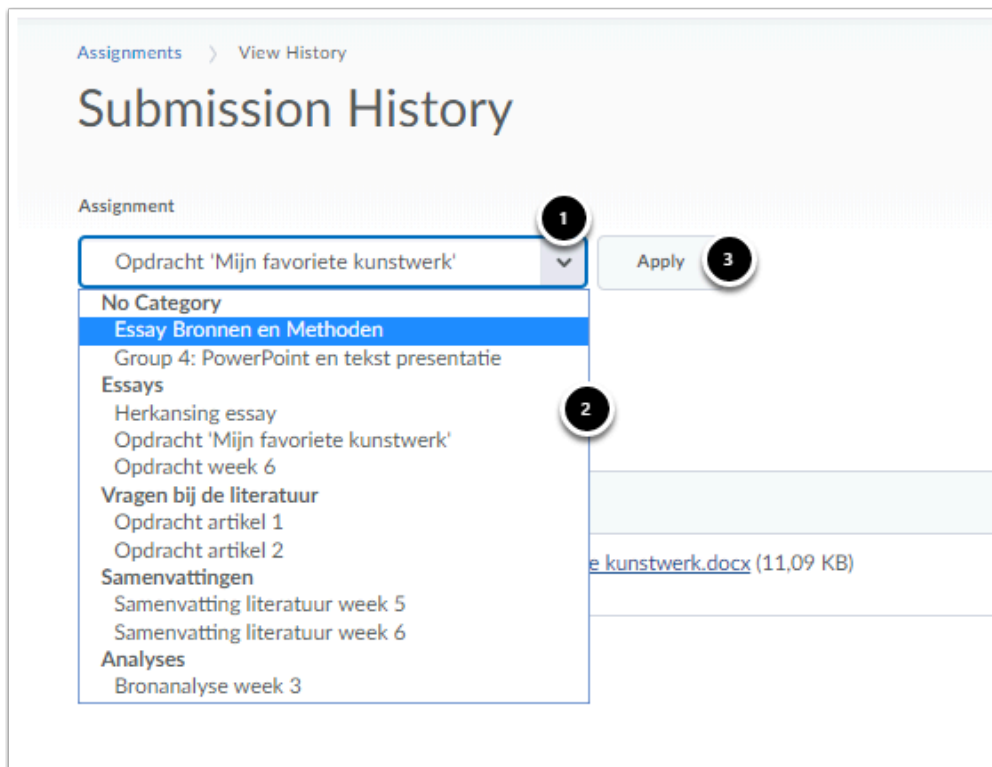
It is also possible to open other assignments once you are in **Submission History.**

1. Click the fold-out arrow to open the list with all assignments.
2. Click the assignment of which you want to see the submission(s).
3. Click **Apply.** The submitted assignment will appear under **Submission(s).**

How can I view a rubric that a teacher uses to grade my work?

[View a rubric before handing in an Assignment](#)
[View a rubric after an Assignment is graded](#)

If a teacher grades an Assignment with a rubric that is added and attached to an assignment, you can view this rubric. You can peruse it before writing and submitting an assignment, so that you are aware of the criteria the teacher uses to grade your work. After your teacher has graded your assignment, you can also see what score you attained based on the rubric's criteria.

View a rubric before handing in an Assignment

- Go to **Activities** in your course's navbar.
- Click **Assignments.** The assignments homepage opens.
- Click the assignment for which you want to view the attached rubric.

- Click **Show Rubrics**.

You will now see the rubric along with the grading criteria your teacher will use to assess your assignment.

View a rubric after an Assignment is graded

- Go to **Activities** in your course's navbar.
- Click **Assignments**. The assignment homepage opens.
- Click the assignment for which you want to view the rubric.

If an Assignment is graded, you can see your grade in the **Score** column. The **Feedback** column gives you access to the rubric that was used.

- Click **View Feedback** to view the rubric including any feedback your teacher has added.

Werkinstructies

Submission Feedback displays the grading criteria. Below that, you can view the rest of the rubric. Cells highlighted in blue mark the score you achieved in your assignment.

Werkinstructies

1. Below the rubric, your final grade for the assignment is listed.
2. **Feedback Date** displays when the teacher added their feedback to your assignment.
3. **User Submissions** is where your handed in assignment is located.
4. Click **Done** to return to the assignments homepage.

Activities: Discussions

How do I use Discussions?

Discussions homepage
Discussions List
Subscriptions
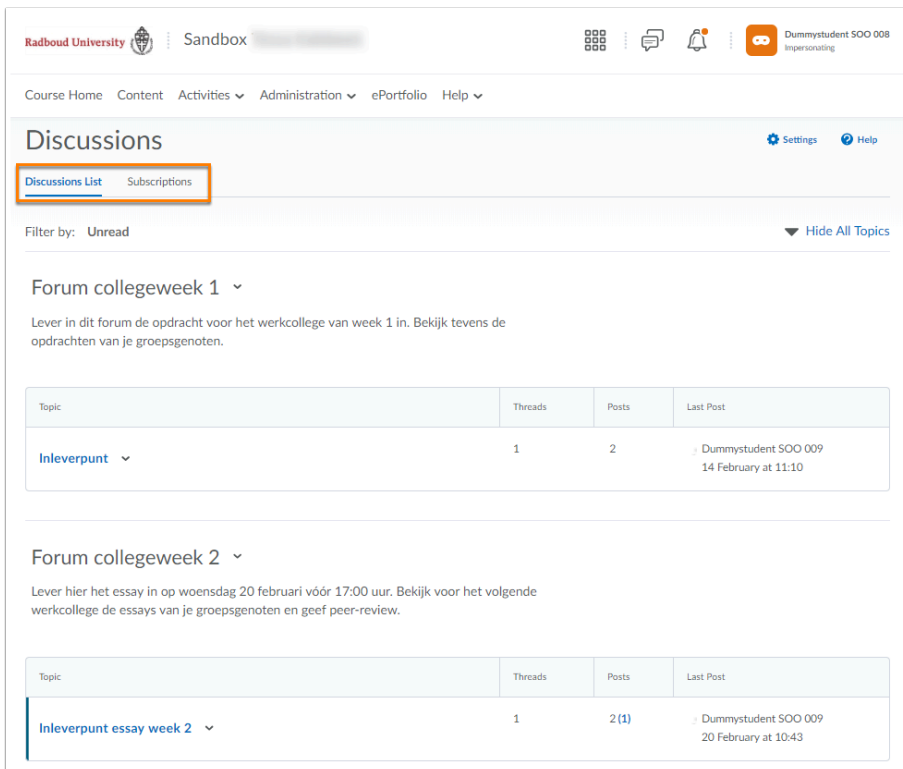
Teachers can create a discussion forum within a course. As a student, you will have the possibility to use this forum to submit assignments, consult, ask questions and discuss with your fellow students.

Discussions homepage
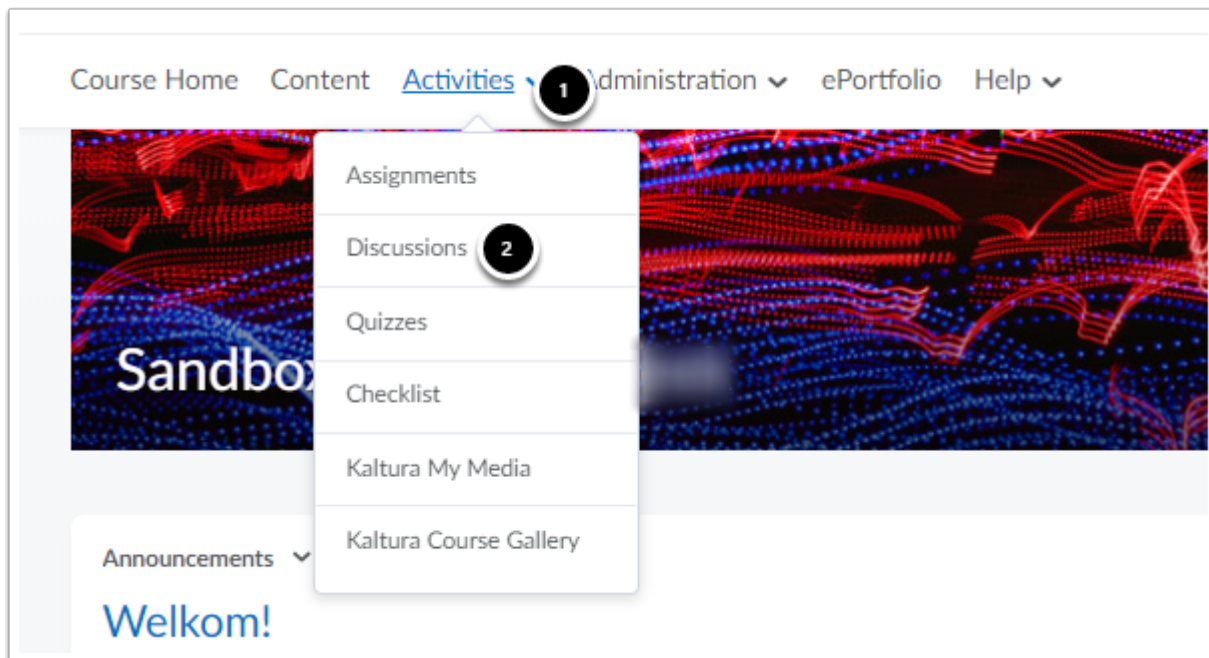
1. Navigate to **Activities** in the navbar of your course.
2. Click **Discussions.** You will be navigated to the Discussions homepage.

Werkinstructies

- On the Discussions homepage you will find an overview of all forums and the corresponding topics that the teacher has created for the course. This is the **Discussions List.**
- Below **Subscriptions** you can select how you wish to receive notifications (emails) about discussion forums, topics, and threads you have subscribed to.

Discussions List

The **Discussions List** will show a list of all forums, topics and threads that have been created by teachers or students. Below **Posts** you will see how many messages have been posted in the topic concerned. The blue number between brackets behind the number of posts indicated how many posts are currently unread.

> 💡 For more information about participating in a discussion, please read the following article: How do I participate in a discussion?

Subscriptions

Subscriptions will show a list of all forums, topics and threads you are receiving notifications from.

Werkinstructies
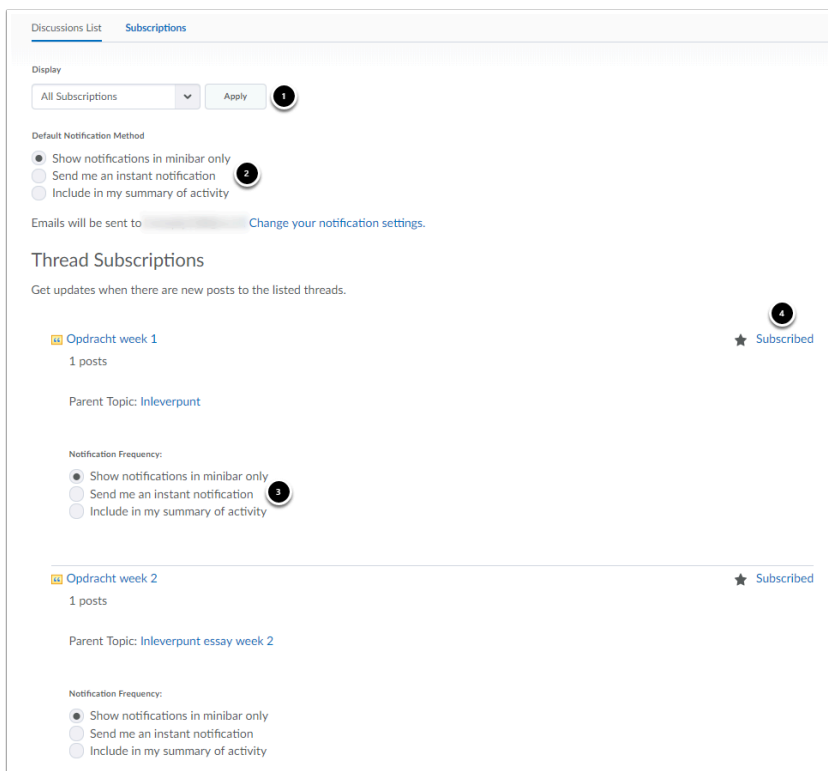
1. Select whether you wish to see all your subscriptions (**All Subscriptions**), or only specific subscriptions; the forums (**Forum Subscriptions Only**), the topics (**Topic Subscriptions Only**) or the threads (**Thread Subscriptions Only**).
2. Below **Default Notification Method** you can choose whether you want to receive notifications in the minibar, as an email, or in your daily summary of activity.
3. It is possible to set up your notification for each forum, topic and thread individually.
4. Click **Subscribed** to unsubscribe from a forum, topic or thread. A window will appear that asks you to confirm your action.

> ⓘ In a topic or thread you can set whether you want to receive notifications. You do this by clicking on Subscribe at the topic or thread.

How do I participate in a discussion?

[Discussions](#)
[Topics and threads](#)
[React to a post](#)
[Where can I find responses?](#)
[Rate a post](#)
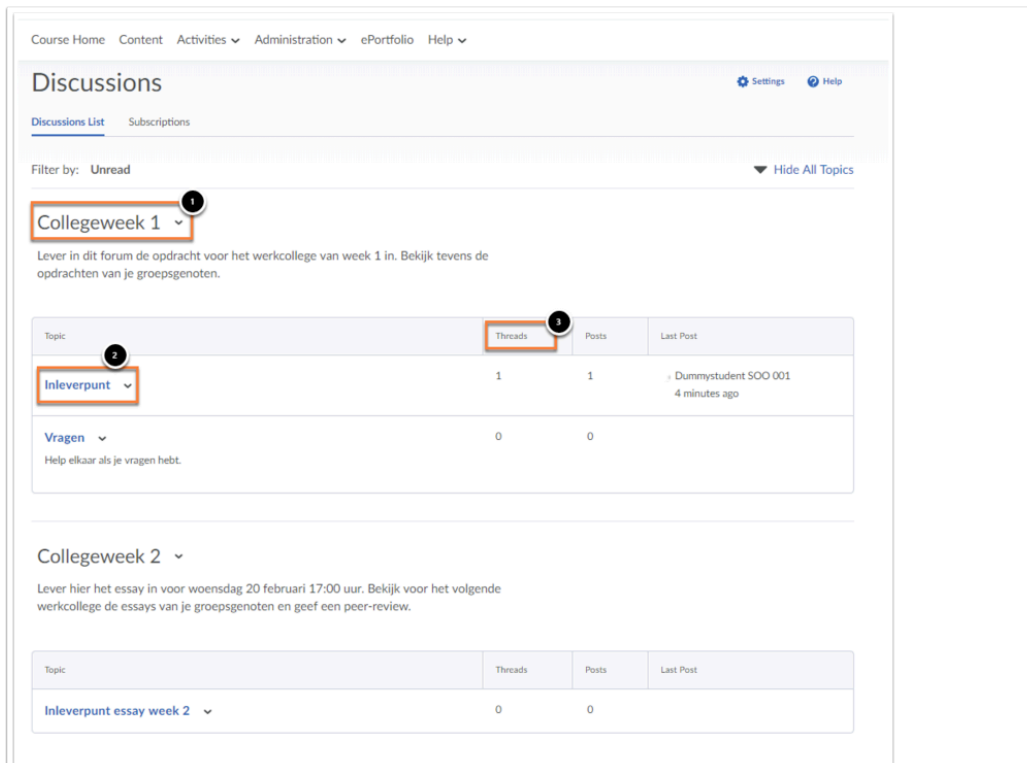
Discussions

Teachers can create a discussion forum within a course. As a student, you will have the possibility to use this forum to submit assignments, consult, ask questions and discuss with your fellow students.

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.** You will navigate to the Discussions homepage.
- Here you will find an overview of all discussion forums and topics the teacher has created for this course. This is called the **Discussions List.**

Discussions consists of three different components:

1. You can discuss with fellow students in a discussion **forum.**
2. This is done within one or several themes (**topics**).

3. Within this topic, it is possible to create one or multiple **threads.**

> ⚠️ It is possible that teachers decide to create separate topics and/or threads for specific groups within the course. They can choose whether you can or cannot see the topics/threads of other groups. Teachers thus can decide which components will be visible for who.

Teachers can create a discussion forum within a course. As a student, you will have the possibility to use this forum to submit assignments, consult, ask questions and discuss with your fellow students.
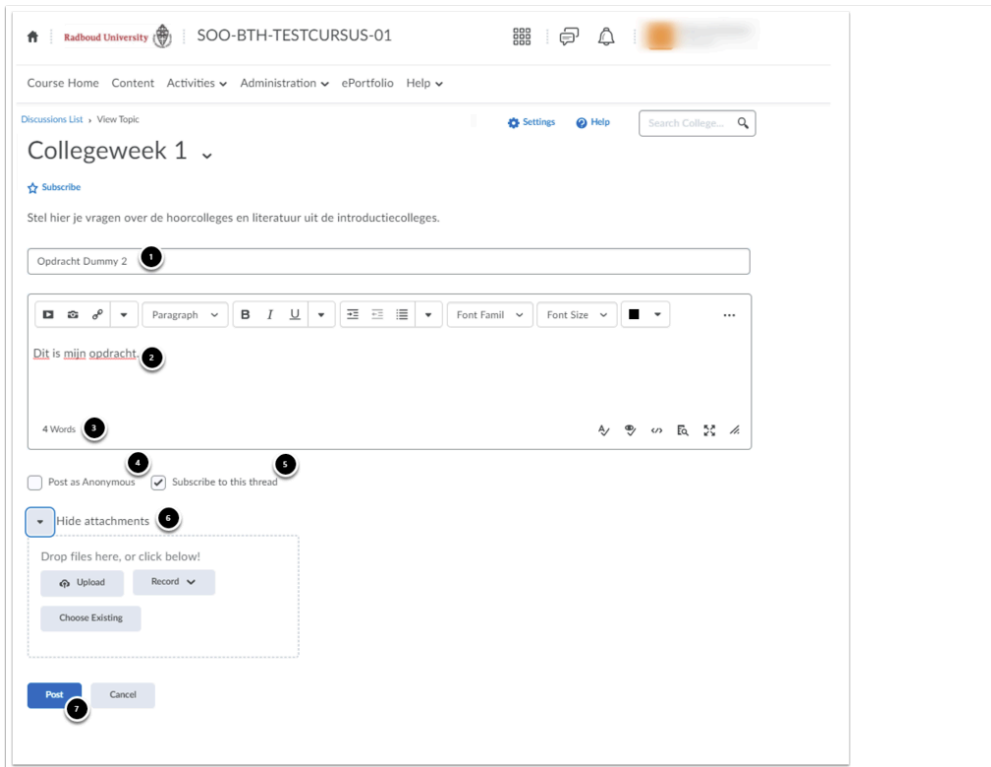
- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.** You will navigate to the Discussions homepage.
- Here you will find an overview of all forums and topics the teacher has created for this course. This is called the **Discussion List.**

Topics and threads

A **topic** is the place within a forum where you can post and read messages. Within the topic you can create threads, which is a main message to which people can respond with a **post.** A thread is created the following way:

- Go to the Discussions homepage and click a **topic.** You will see a description of the topic and all threads that have been posted previously.
- Click **Start a New Thread**.

1. Enter a subject.
2. Add text, *for example a question you want to ask or the reason for creating the thread.*
3. When you have created a thread, you will automatically receive notifications (emails) when someone replies to your thread. If you do not want to receive these notifications, deselect **Subscribe to this thread.**
4. Click **Add attachments** to add a file. Then click **Upload** and find the right file.
5. Click **Post.**

React to a post

Within a topic it is possible to react to other peoples' **threads**. *For example, you can provide other students with feedback if they have posted an assignment or answer a question that another student or the teacher has asked.*

- Click the desired topic on the Discussions homepage.
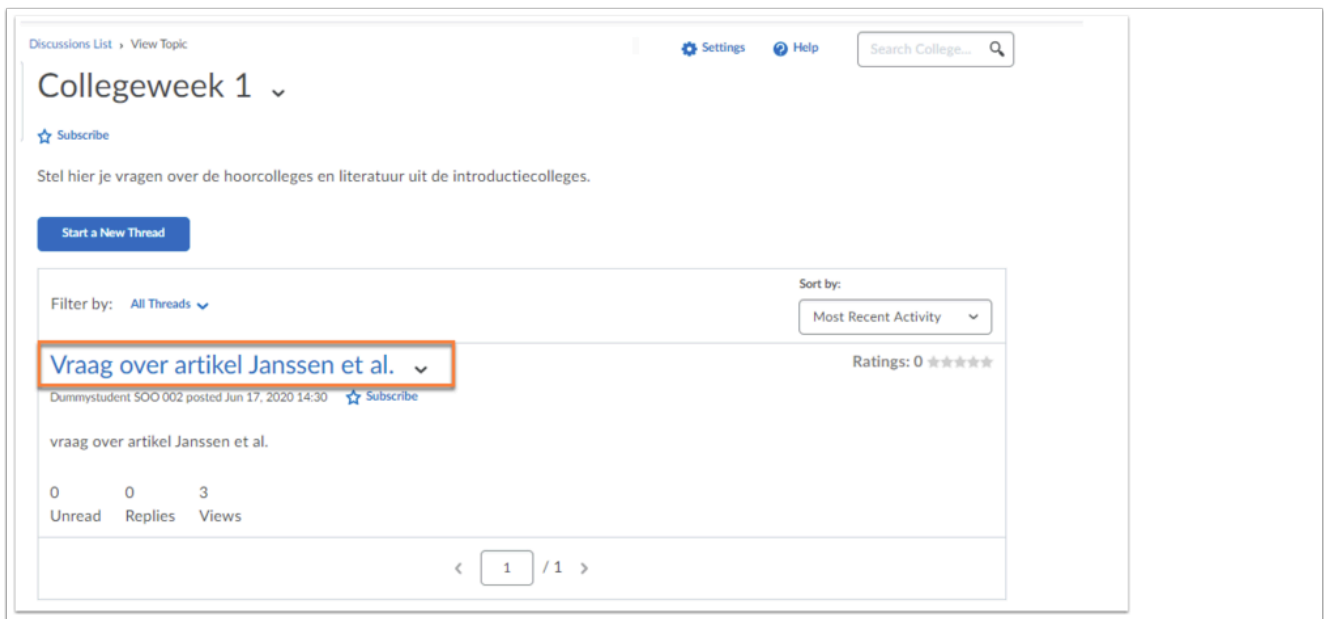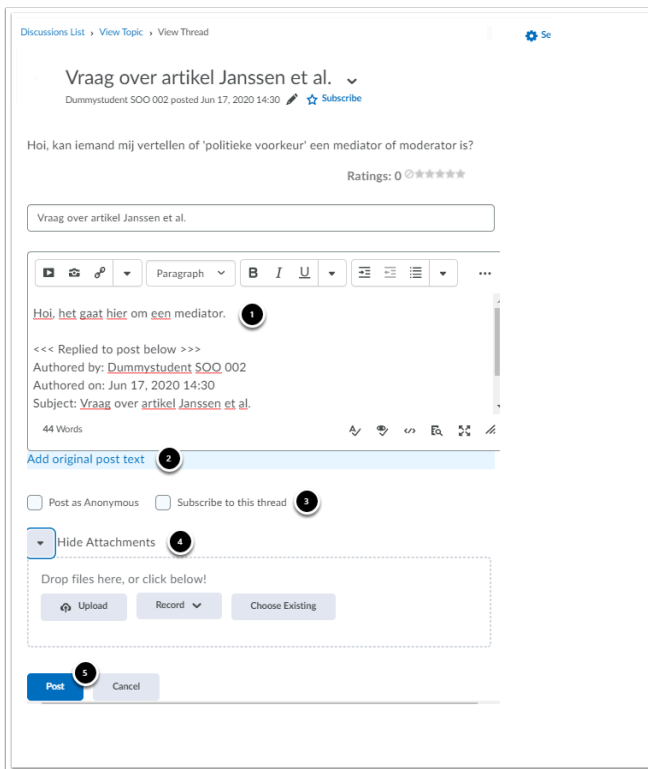
Werkinstructies

- Click on the title of the thread you wish to react to.

- Click **Reply to Thread**.

- Write your reaction to the thread in the HTML-editor.
- Click **Add original post text** to add the post you are reacting to.
- When you react to a thread, you will automatically receive notifications (emails) when someone replies to your thread. If you do not want to receive these notifications, deselect **Subscribe to this thread.**
- Click **Add attachments** to add a file. Then click **Upload** and find the right file.
- Click **Post.**

⚠️ When and how you can react to a thread depends on the teacher. They can choose to make it a requirement for you to start your own thread before you can react to someone else's. If this is the case, you will see **Must post first** when you access the topic and you will not see any posts. Only when you have started a thread yourself you will see the posts of fellow students.

Where can I find responses?

There are several ways to know when someone has responded to your thread.
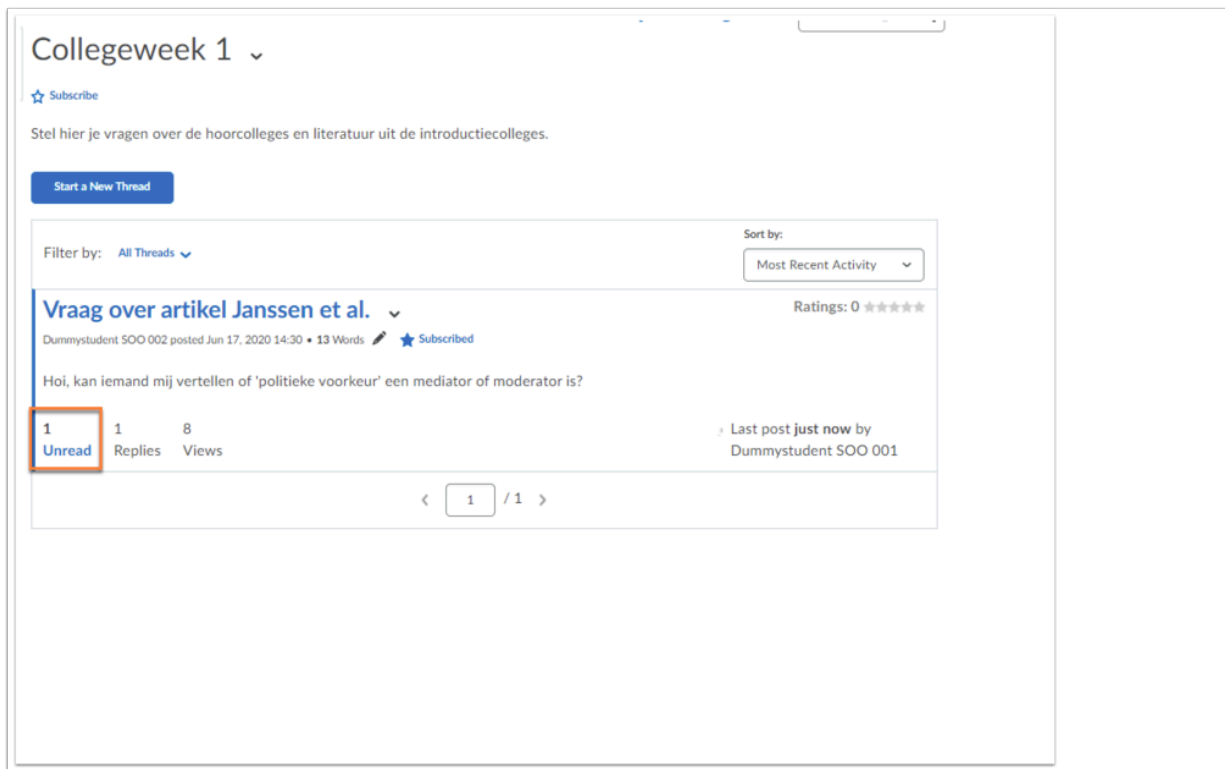
- Below your thread you will see the word **Unread**. The number above indicated how many unread reactions your thread has. Click **Unread** to read them.

It is also possible to receive notifications for **Discussions.** Read the article [What notifications can I turn on or off and how do I receive them per email?](#) for more information on setting up notifications. You can also change these settings by going to **Discussions.**
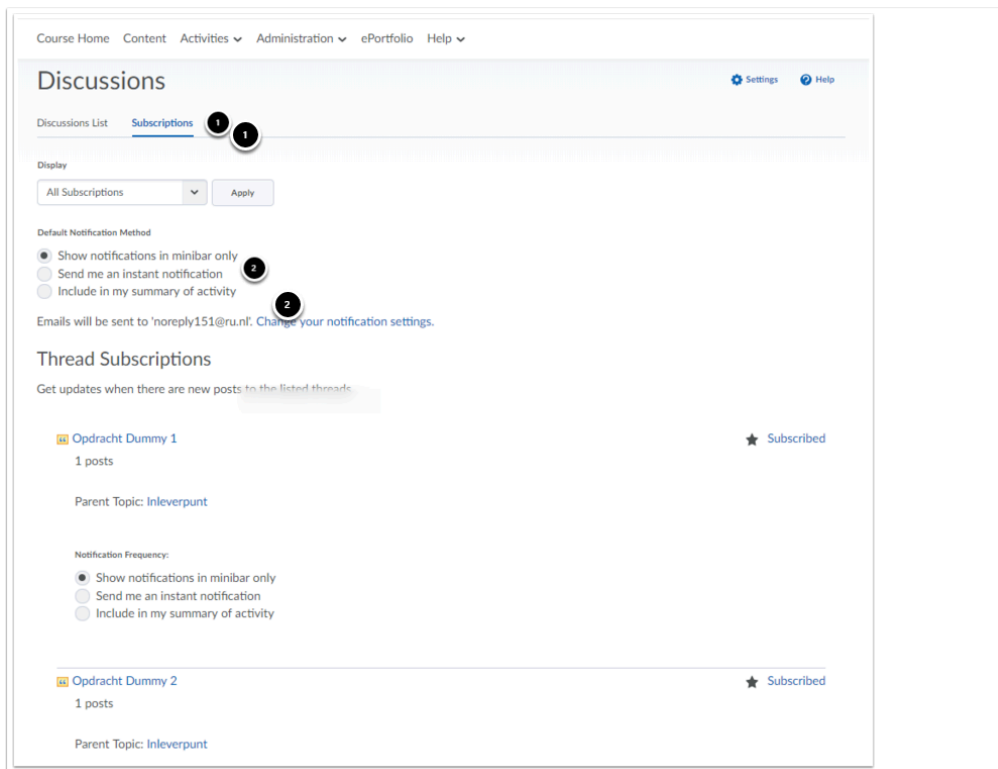
1. Click **Subscriptions** on the Discussions homepage.
2. Select which notifications you would like to receive.

Rate a post
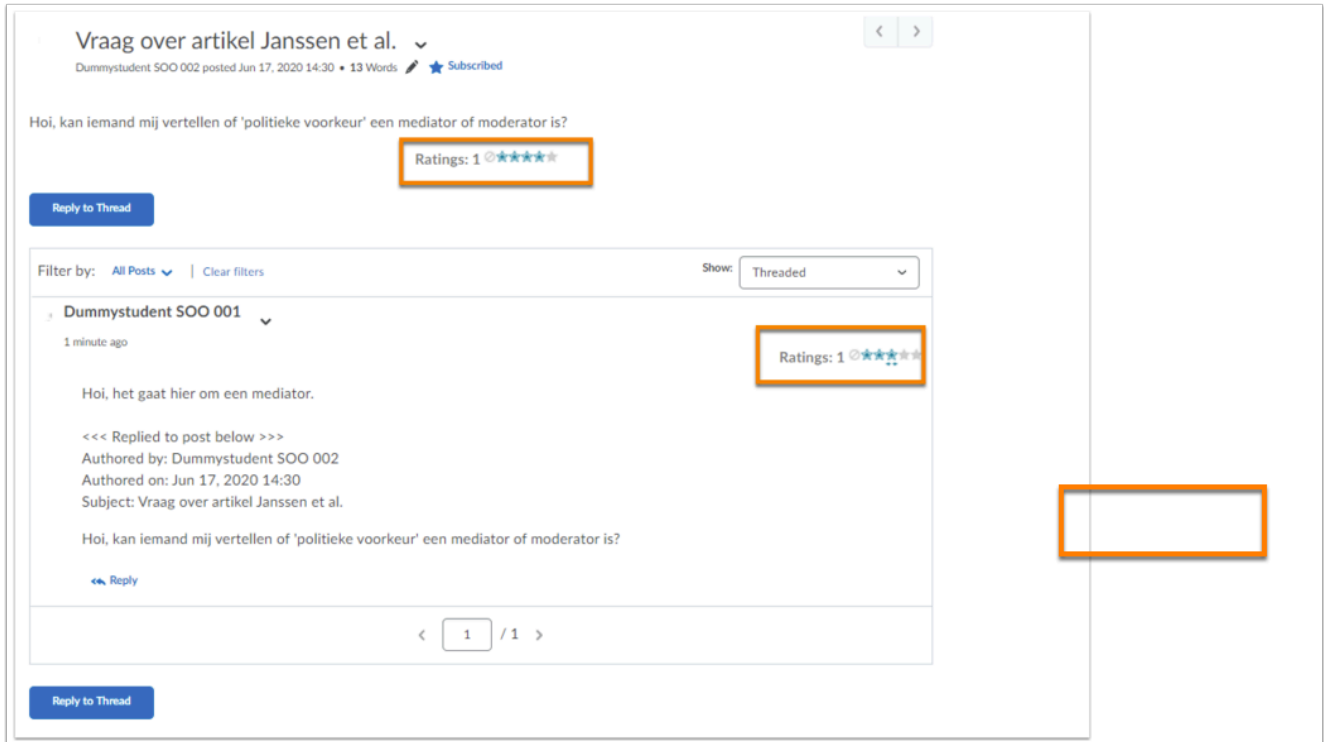
If the teacher enables this feature, it is possible to rate the posts of other students. There are several ways to do this:

- **Five-Star Rating Scheme**: you can give your students one to five stars for their post.
- **Up Vote/Down Vote Rating Scheme:** you can give the post a positive or negative vote.
- **Up Vote Only Rating Scheme**: you can give the post a positive vote.

Five-Star Rating Scheme

If you are using the five-star rating scheme, you can use **Ratings** to select the desired number of stars. It is possible to change or delete your rating by clicking a different number of stars or by clicking the circle with a bar. You can vote both on the original post of a thread as well as on the reactions.

Up Vote/Down Vote Rating Scheme
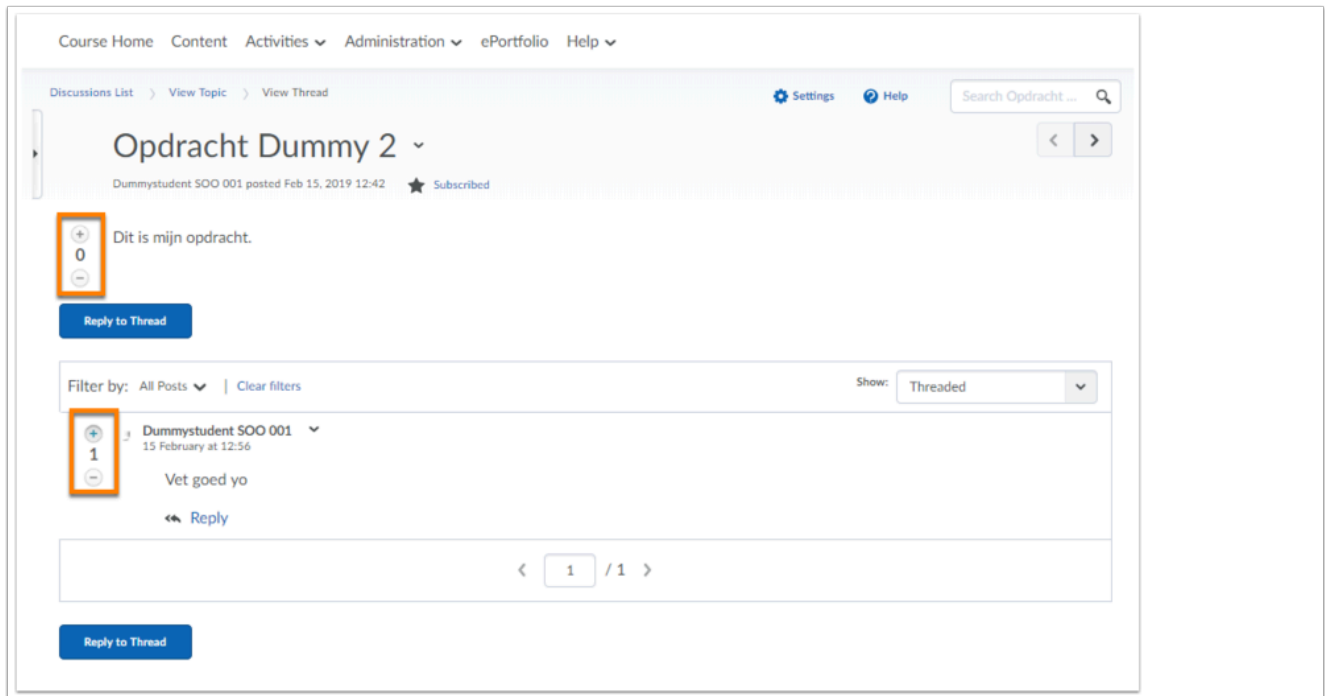
- Click the plus icon to give the thread a positive vote.
- Click the minus icon to give the thread a negative vote.

You can alter or undo your rating by clicking the plus or minus icon again. You can vote once on each post.

Up Vote Only Rating Scheme
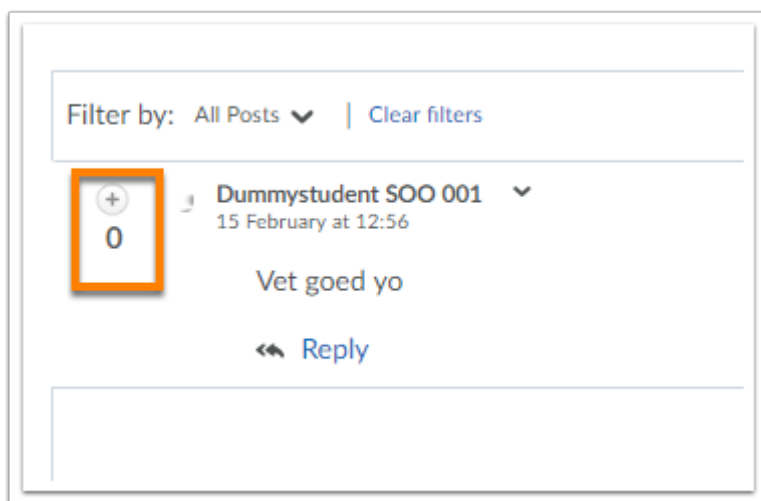
If the only option you have is a positive vote, you can vote by clicking the plus icon. Clicking the icon again allows you to change or undo your rating.
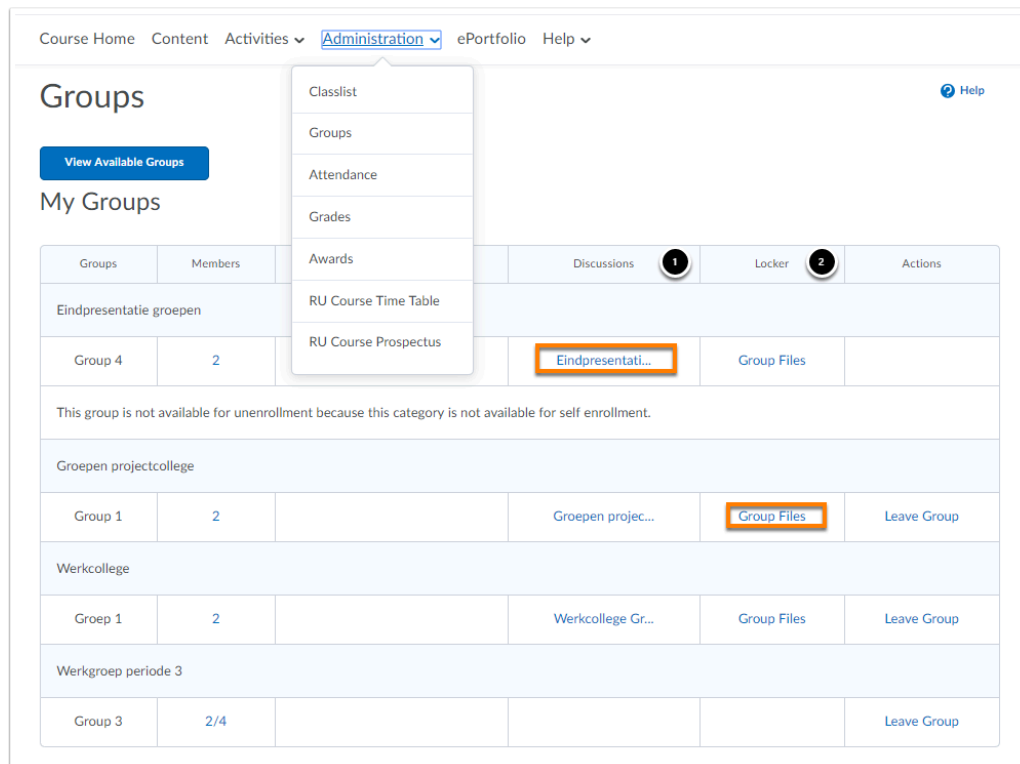
How can I collaborate with students on files in Brightspace?

The teacher has the ability to create a place within the Brightspace course where students can work together in groups as well as share files with each other.

- To enable group work, the teacher can set up a [Group Locker.](#) A locker is a digital storage facility, similar to Dropbox, where up to 1 GB of data can be uploaded and saved. You and your other group members can share different types of files (documents, images etc) with each other.
- Another option is for the teacher to open a Discussion, where students can discuss, ask questions and consult.

Go to **Administration > Groups** to see whether you can access Discussions or Lockers.

- Go to **Administration** in the navbar of your course.
- Click **Groups.** You will be navigated to the groups homepage. Here you will find an overview of all groups you are a part of (through OSIRIS, the teacher, or [self-enrollment in Brightspace](#)).

1. The column **Discussions** will show whether the teacher has created a group discussion for your group. Click the title to open the discussion.
2. The column **Locker** will show whether the teacher has created a group locker for your group. Click **Group Files** to open the locker.
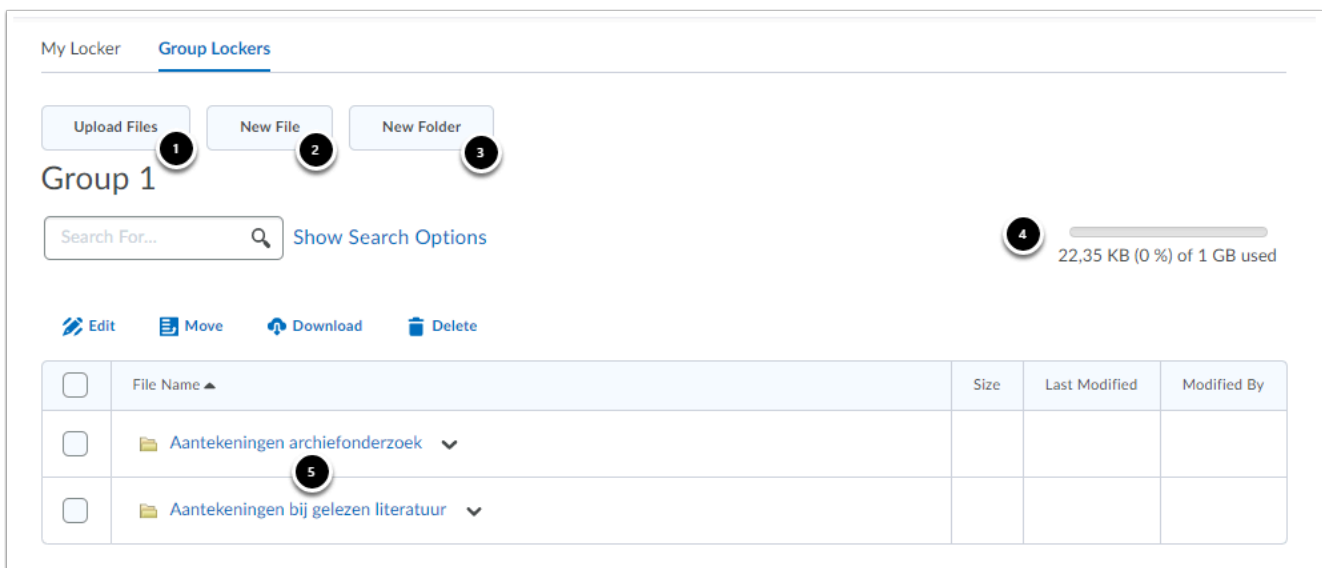
> 💡 It is also possible to navigate to the discussions page via **Activities > Discussions**. If no discussion topics have been created for the course, an announcement will appear: 'You don't have any discussion topics available to post to.'
>
> More information about Discussions can be found in the following article: [How do I use Discussions?](#)

Locker

- Navigate to **Administration** > **Groups** and click **Group Files.**
- Click the second tab to open the overview page of the Group Locker.

1. Click **Upload Files** to upload a file from your computer.
2. Click **New File** to create a file in Brightspace. Give the file a name and add a description if desired. The description will be shown in the overview of files in the locker.
   Then you can use **Edit contents** to add text, videos, images, and links, among others.
3. Use folders to manage the contents of the locker. Click **New Folder** to create a new folder in which you can upload files.
4. On this scale you will see how much of the storage space has been used (the maximum is 1 GB).
5. Click the name of the folder to open it.

The column **File Name** will show all uploaded files and created folders.
Behind the file name you will see the size of the file as well as when the file was last modified and by who.

> ℹ️ It is not possible to collaborate with students on one file at the same time.

Activities: Quizzes and Surveys

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Werkinstructies

How do I take a quiz?

Quizzes homepage

Teachers can create a Quiz for a course. You have to take this quiz on Brightspace, after which the teacher can provide feedback.
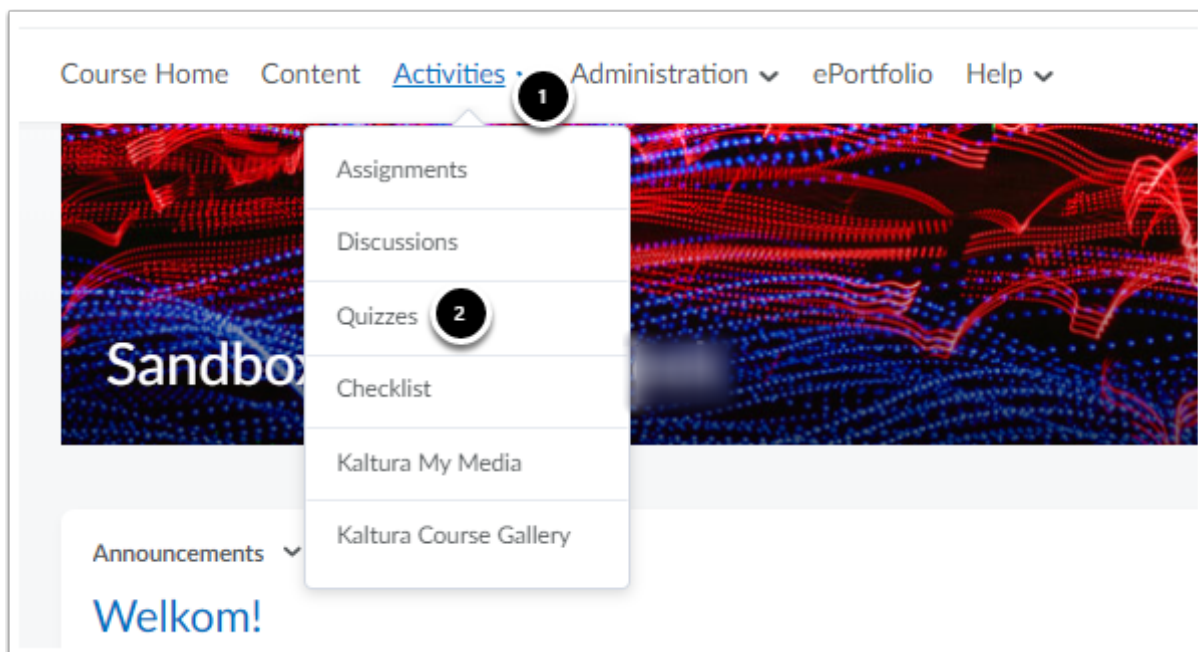
1. Navigate to **Activities** in the navbar of your course.
2. Click **Quizzes.** You will navigate to the Quizzes homepage.

- Below **Current Quizzes** you will see the different quizzes the teacher has created for a course. Below the title of the quiz you will also find the deadline and the availability.
- Below **Feedback** you will see whether the teacher has provided commentary on your answers or not.
- Below **Attempts** you will find the number of attempts you have to take the quiz and also how many attempts you have currently used.

1. Click the name of the quiz to open it. You will be navigated to the the **Summary** page.
2. Click on the arrow behind a quiz to open the drop-down menu. From here you will navigate to **Submissions** and **Reports**.

Summary

On the **Summary** page you will find information about the quiz. If you have any attempts left, you can also start them here.

Werkinstructies

Quiz List > Summary

Summary - Quiz week 2 ⌄

Quiz Details

Current Time

11:50 Update

Current User

Dummystudent SOO 008 (username: DUMMYSTUDENT-SOO-008)

Quiz Period

Due on Feb 22, 2019 12:00
Availability: always available

Time Allowed

unlimited (estimated time required: 2:00:00)

Attempts

Allowed - 3, Completed - 0

Instructions

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

Click "Start Quiz" to begin Attempt 1.

Start Quiz!

- Below **Quiz Details** you will find the time, the user, the deadline, whether the quiz is available, how much time you will need to take the quiz, and how many attempts are allowed and how many you have used.
- Below **Instructions** you will find a description that will help you to take the quiz.
- Click **Start Quiz!** to start the quiz.

Take a quiz

After you have clicked **Start Quiz!** you will be navigated to the page with questions. When you answer a question, the answer will be saved automatically. It is possible to change your answer before you submit your quiz. After you have submitted all questions, you have to click **Submit Quiz.**

A final window will appear. If you want to change any of your answers, you have to click **Back to Questions.** If you feel confident about your answers, click **Submit Quiz** to submit them.

After you have taken a quiz and have no remaining attempts, a **Summary** will appear that shows the details of the quiz. Above the Quiz Details you will see **Attempts Completed.** There is no further possibility to take the quiz again.

Submissions

- Go to the pop-up menu of a quiz and click **Submissions** to review the submitted quiz attempts.

Werkinstructies

If you have not taken a quiz, you will see **You have not attempted this quiz**.
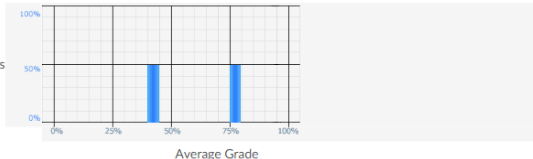
If you have participated in a quiz, an overview will appear with the attempts. The information you have access to is determined by the teacher, who can change the settings. The default setting is that students are able to see their score (**Individual Attempts** and **Score**), but it is also possible that you have access to the statistics of other students.

- Below **Individual Attempts** you will see the different attempts you have handed in. If you see a text box behind the attempt, the teacher has provided feedback.

- Click on an attempt to see on what date and at what time you took the quiz, possible feedback, and your score. The teacher can also make your answers and/or the correct answers available with the questions.

- Below **Score** you will see the scores you have received for the different attempts. The score consists of the number of points you have acquired out of the total amount of points. Note that the way in which you see the score once again depends on the settings the teacher has chosen.
- Behind **Overall Grade (...)** you will see the final score. If there have been multiple attempts the score depends on the settings of the teacher. The way Brightspace calculates the final score can be found between brackets:
  - **Highest Attempt**: the attempt with the highest score counts.
  - **Lowest Attempt**: the attempt with the lowest score counts.
  - **Average of all Attempts**: the final score is the average of the scores of all attempts.
  - **First Attempt**: just the first attempt counts.
  - **Last Attempt:** just the last attempt counts.

- You might see the statistics of the other people in your group compared to yours. This depends on the teacher's settings.

Reports

Teachers can create reports about (the statistics of) a quiz. The results of all participants will then be put together and displayed in graphs. This allows you to see what scores other students have received and what the group average is.

- Click **Reports** in the pop-up menu of a quiz to review the statistics report of a quiz.
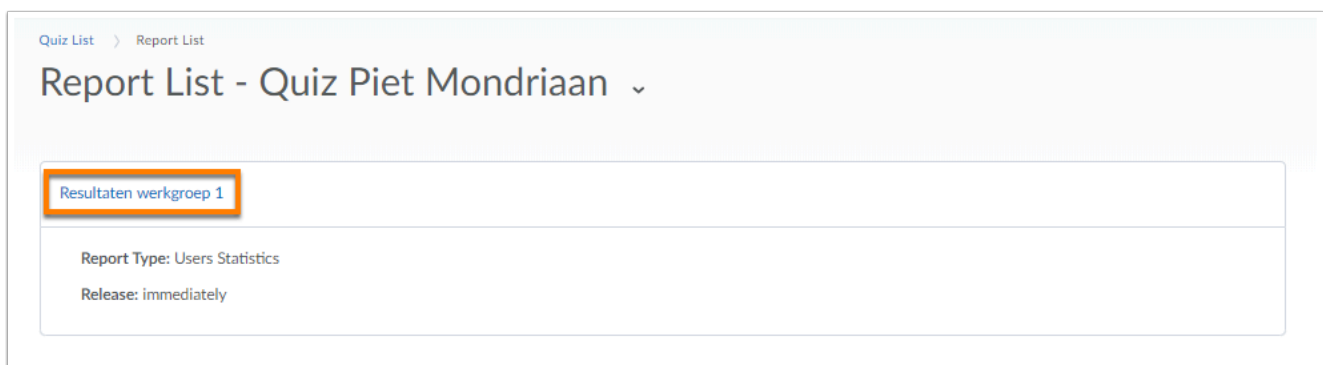
When the teacher has generated a report, you will find it in the **Report List.** Click on the title of the report you wish to see.

- If desired, add the start date and end date to determine the period of which you wish to see quiz results.
- Click **Generate HTML** to open the report in your browser.
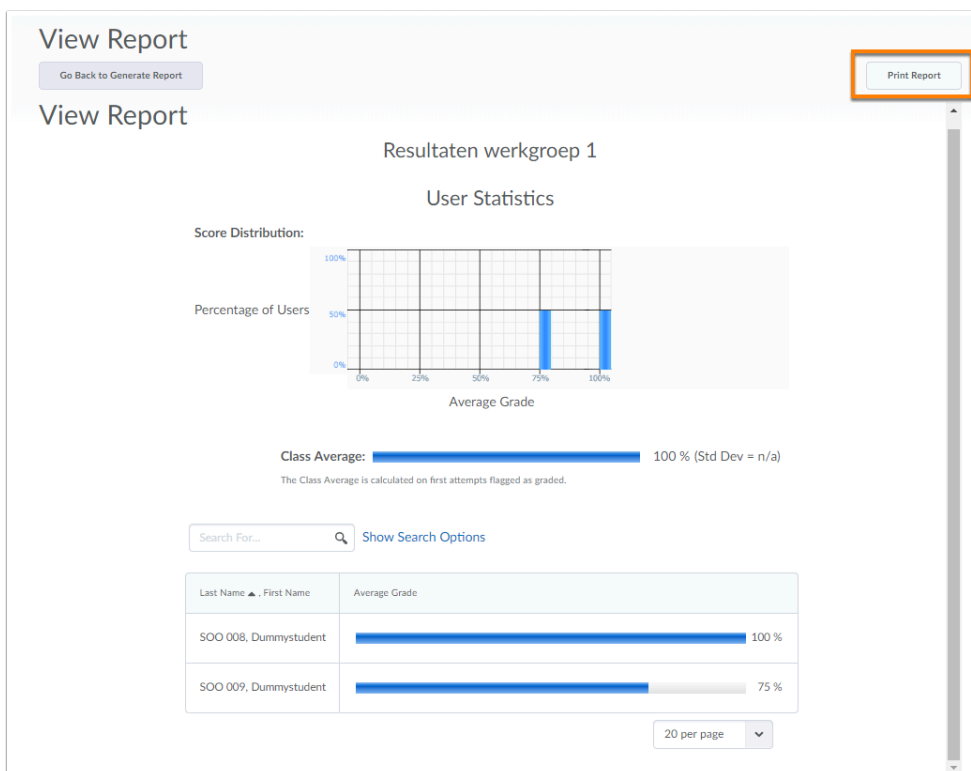
- You will see the statistics that the teacher has set up. *For example, the average of all students and/or the score for each student.*

- Click **Print Report** to print the statistics.

How do I fill out a survey? Activities | Surveys

Survey homepage

A teacher can create a **Survey** to get better insight about how you as a student evaluate the course. *For example, this could concern workload, the literature, and group work during class.*
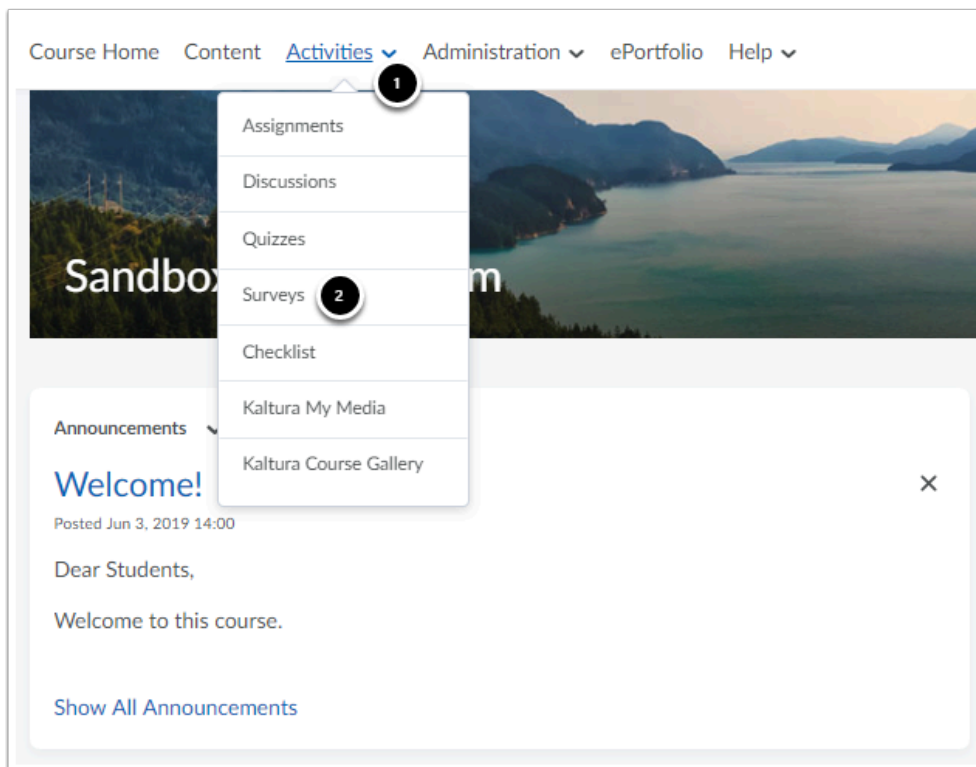
1. Navigate to **Activities** in the navbar of your course.
2. Click **Surveys**. You will be navigated to the Surveys homepage.

- Below **Current Surveys** you see an overview of all surveys that the teacher has made for the course. Below the title of the survey you can also find the possible start and end date.
- Below **Responses** you can see how often you have already completed the survey and whether there is a limit to the number of attempts you have.

1. Click on the title of a survey to open it.
2. Click on the fold-out arrow behind a Survey to open the shortcut menu. You can then navigate to Reports. Note: you can only view a report if the teacher has set this up and if the survey is closed.

Fill out survey

- Click on the desired survey on the Survey homepage.

- Under **Current Surveys** you will find an overview of all of the surveys the teacher has created for the course. Below the title of the survey you will also see a possible begin date and end date.
- Under **Responses** you will see how many times you have previously filled out the survey and whether there is a limit for the amount of attempts you have.

1. Click the title of the survey to open it.
2. Click the arrow next to a **Survey** to open the quick-access menu. From here, you can navigate to Reports. Please note that you can only view the report if the teacher has made it available. Furthermore, the survey has to be closed.

You will be navigated to the page where you have to fill out the survey. The teacher can use different types of open and closed questions.

When you are finished or want to quit, click:

- **Save Responses** to save your answers. This action will not send the survey to the teacher, which means you can finish it or change answers at a later moment;
- **Submit Survey** to submit the survey. Then confirm you want to hand in the survey by clicking **Yes.**
- **Exit** (top right) to quit without saving. Note that Brightspace will register this as an ongoing attempt.

> ℹ️ When you click **Submit Survey** when you have not yet filled out all questions, you will receive a notification after you have confirmed. This notification asks you whether you want to submit the survey (**Submit Survey**) or return to the questions (**Back to Questions**).

> ⚠️ A survey is not anonymous by default. When creating the survey, the teacher has two options:
>
> 1. Anonymous answers: the teacher will not know it was you who gave a certain answer.
> 2. Answers by name: the teacher knows which answers belong to who.
>
>   If you want to know whether the survey is anonymous, ask your teacher.
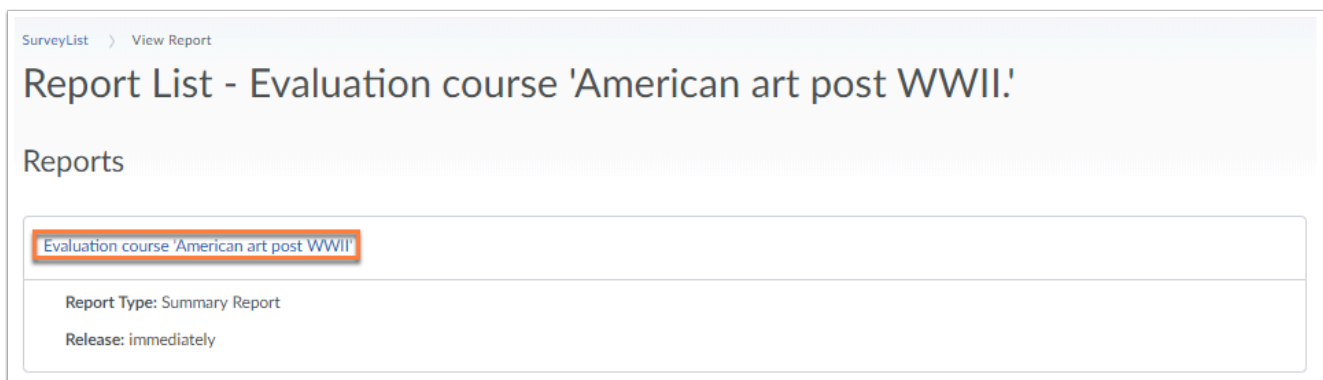
Reports

Teachers are able to create a report about the results of a survey. All answers from all of the students will be displayed in one report.

- Click **Reports** in the quick-access menu of a survey.

SurveyList 〉 View Report

Report List - Evaluation course 'American art post WWII.'

Reports

Evaluation course 'American art post WWII'

Report Type: Summary Report

Release: immediately

Werkinstructies

After the teacher has published a report, you will see it below **Reports.** Click on the title of the report you wish to see.

- If desired, enter the begin date and end date to determine the period of which you want to see survey results.
- Click **Generate HTML** (do not click **Done!**) to open the report in your browser.

Werkinstructies
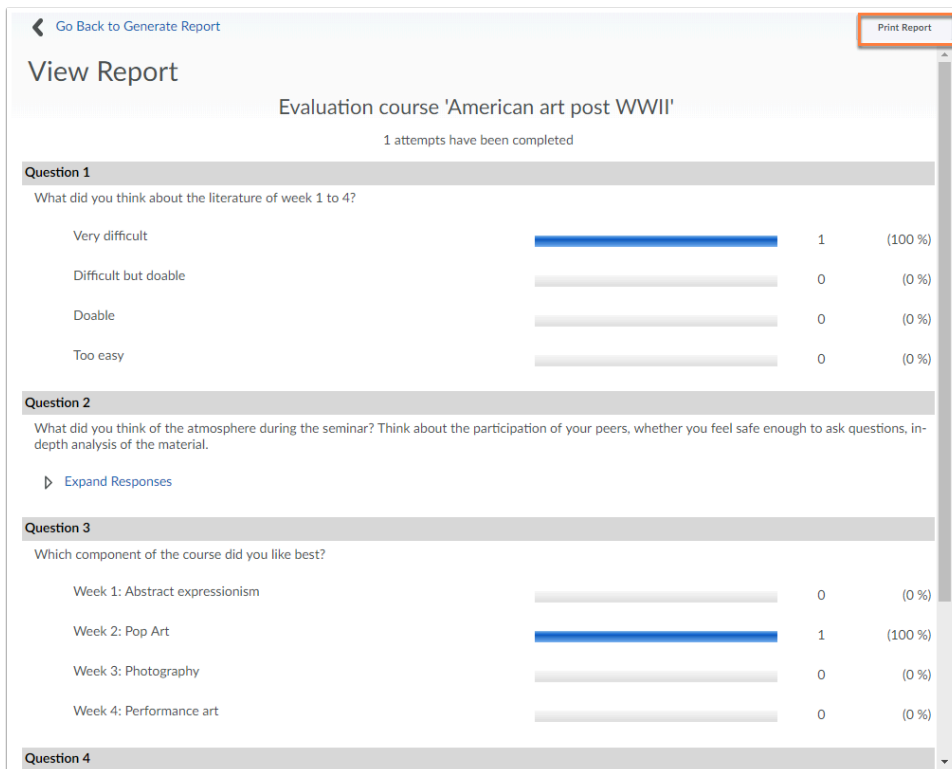
- You will see the answers of all students who have filled out the survey. Please note that the specifics of what you get to see depend on the teacher's settings.
- Click **Print Report** to print the report.
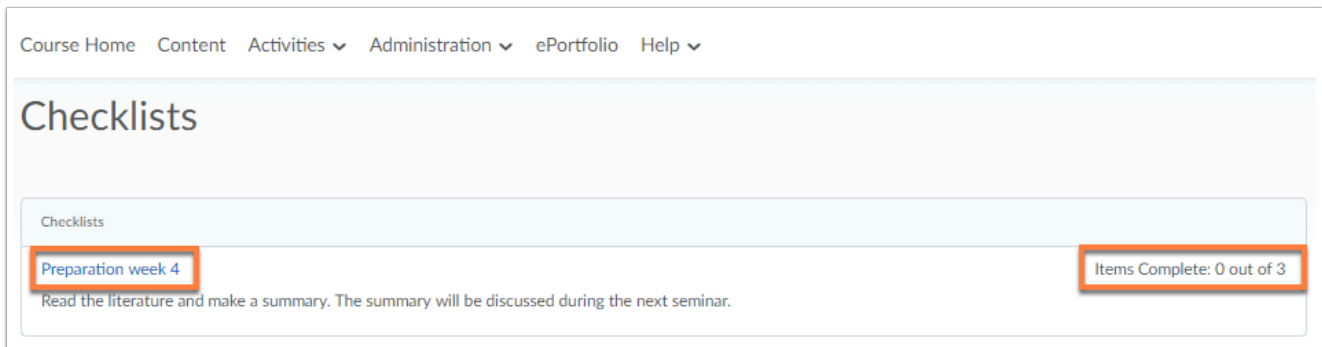
Activities: Checklist

How do I use Checklists?

Teachers can create a **Checklist** to emphasize important and/or mandatory assignments, documents, or other topics. *For example, a teacher can decide to create a checklist for each course week, for an assignment or for a specific topic.* When you have completed the task, you can check the box in the checklist. Checklists will give you a quick overview of the tasks you have to perform.

- Navigate to **Activities** in the navbar of your course.
- Click **Checklist.**

Below **Checklists** you will see one or more checklist(s) that the teacher has created. You will see the title of the checklist as well as a description and how many tasks you have completed.

- Click the title of the task to open it.

Werkinstructies

1. The teacher can organise the tasks in categories. *The example above shows the categories To Read and To Do.*
2. Within this category there will be items to complete. *In the example above you will see literature that you need to read under the Category To Read, and assignments you have to make under the Category To Do.*
   - An item can come with a description, *with for example a link to the literature.*
   - An item can come with a deadline. The teacher will determine this deadline and can have it appear in your **Calendar**.

3. Select the box in front of an item to mark it as completed.
4. Click **Save** to save your progress.
5. Click **Cancel** to return to the list with the checklist.

- After you have clicked Save, the Checklist will show you on which day and at what time you completed the task.

Administration: groups, classlist

How do I enroll into groups within a course?

An instructional video is included for this subject. This instructional video will provide a step-by-step explanation about how to enroll into **groups** and use **groups** as a student. A written manual can be found below the video.
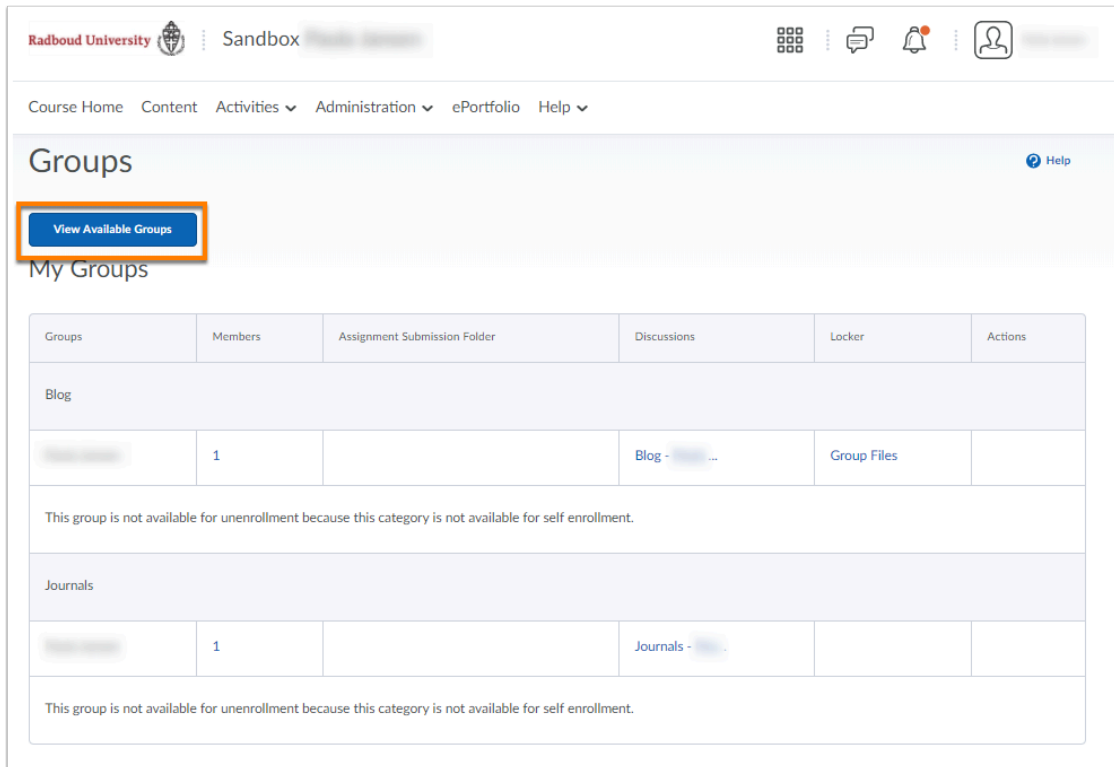
Enrolling through OSIRIS

Enrolling in groups is handled through OSIRIS in most cases, usually when you sign up for a course. These groups are then transferred to Brightspace. You can find a manual with more information about enrolling in OSIRIS groups [here](). Any changes to your group enrollment can only be done via OSIRIS, not Brightspace.

Groups in Brightspace

Teachers can also create various groups within Brightspace, to hand in group assignments, for instance. These groups can be found via **Administration** - **Groups** in the navbar. Here, you can also see if your teacher created a custom group structure or whether Brightspace automatically created groups. Under Groups, you can find the groups of which you are a member. If the teacher has set up **self enrollment**, you can choose what groups you want to be a member of.

Enrolling in Groups in Brightspace

- Click **View Available Groups** for an overview of all the groups in which you can enroll.
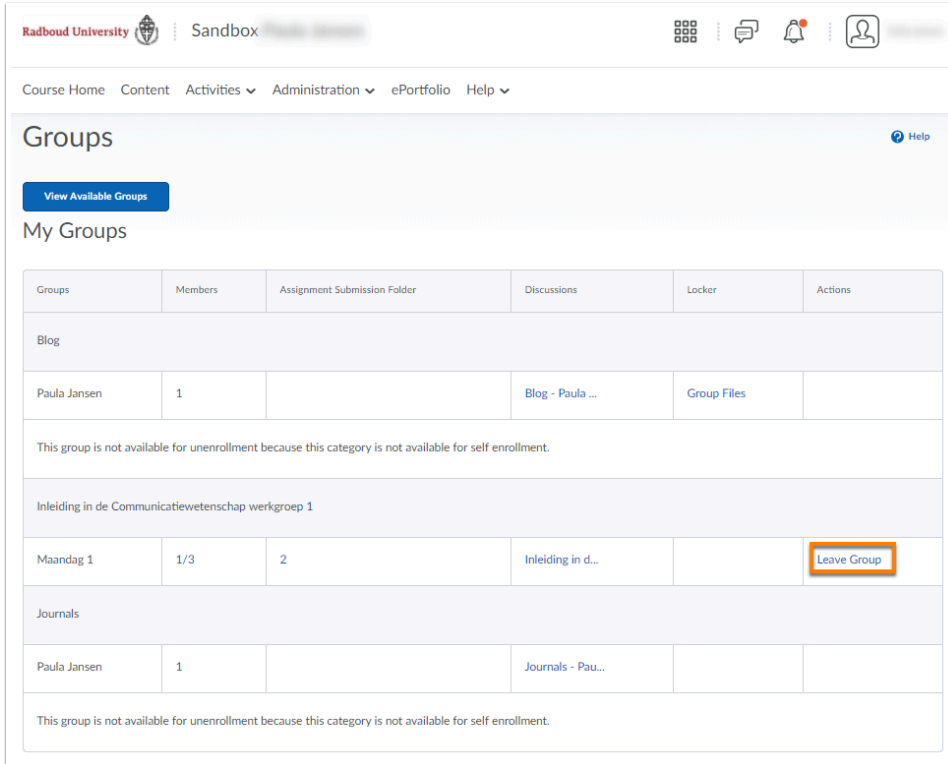
- Choose a group and click **Join Group**. The group will now be listed under **My Groups**.

- If you made a mistake and you want to unenroll, click **Leave Group**. Make sure you do this before the set **End Date**, or you will not be able to change your group membership anymore.

How can I see who participates in my course? Administration | Classlist

In Brightspace it is possible to quickly see which students follow the same course as well as which teachers teach the course.
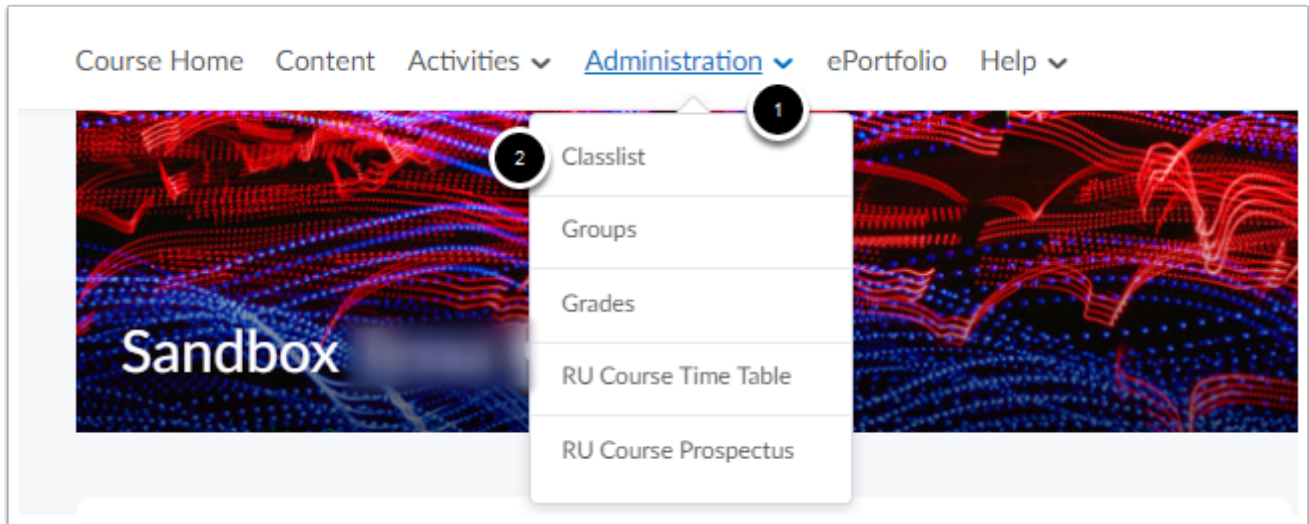
1. Navigate to **Administration** in the navbar of your course.
2. Click **Classlist**.

Werkinstructies

The **Classlist** page will show an overview of the participants of the course.

- Go to the top navigation bar to select which participants you wish to see: just the students (**Student**), just the teachers (**Teacher**), other participants (**Other**), or all participants (**All**).
- Use **Search For** to seach for a specific participant:
    - Select whether you are searching for a participant (**User**) or group (**Groups**) behind **View By** and then click **Apply.**
    - Click **Show Search Options** if you want more search options. *For example, it is now possible to search for first names, last names, or the role within the course.*

- You will see the names of participants under **Image.**
- Under **Last Name/First Name** you will see the names of the participants. Click **Last Name/First Name** to see either the first name or last name first. Click the arrow to sort the names based on (reversed) alphabetical order.
- Under **Role** you will see which role a person fulfills within the course, for example student, coordinator or teacher. Click **Role** to sort the roles based on (reversed) alphabetical order.
- If there are a lot of participants in the course, use the drop-down menu to select the number of participants per page.

> ℹ️ Do you want to know which groups you are part of? Read the article [How do I see which Brightspace groups there are and which group(s) I am in?](#)

How do I see which Brightspace groups there are and which group(s) I am in?

If you have to do group work in a course, a teacher can create groups in Brightspace. You can easily see which groups there are and which group (s) you are in.

1. Go to **Administration** in the navbar of your course.
2. Click **Groups**.

Under **My Groups** you can see which groups you are in:

- Below **Groups** you can see group categories. The categories are presented in a gray bar. Below that all groups that you are part of are displayed, which is usually only one.
- Below **Members** you see how the number of group members within said group.
- Below **Assignments** you can see if there are group assignments attached to the group.
- Below **Discussions** you can see if there is a discussion attached to the group.
- Below **Lockers** you can see if there is a locker available for the group (**Group Files**).
- Below **Actions** you can optionally leave the group (**Leave Group**).
  Note: this is only possible if selfenrollment is enabled for the group. If the groups are created via Osiris, you can only unenroll via Osiris.

Via **Assignments**, **Discussions** and **Lockers** you can quickly navigate to the relevant group assignment, group discussion or locker. If you click assignments you can only view the submitted assignment from groups. If you want to view all/new assignments, navigate to **Assignments** via the navbar of the course.

If there is only one assignment available for the group category, the assignment title will be displayed. If there are multiple assignments you see a number.

Click the number of group members to see which other students are enrolled in your group. A pop-up appears.

Werkinstructies
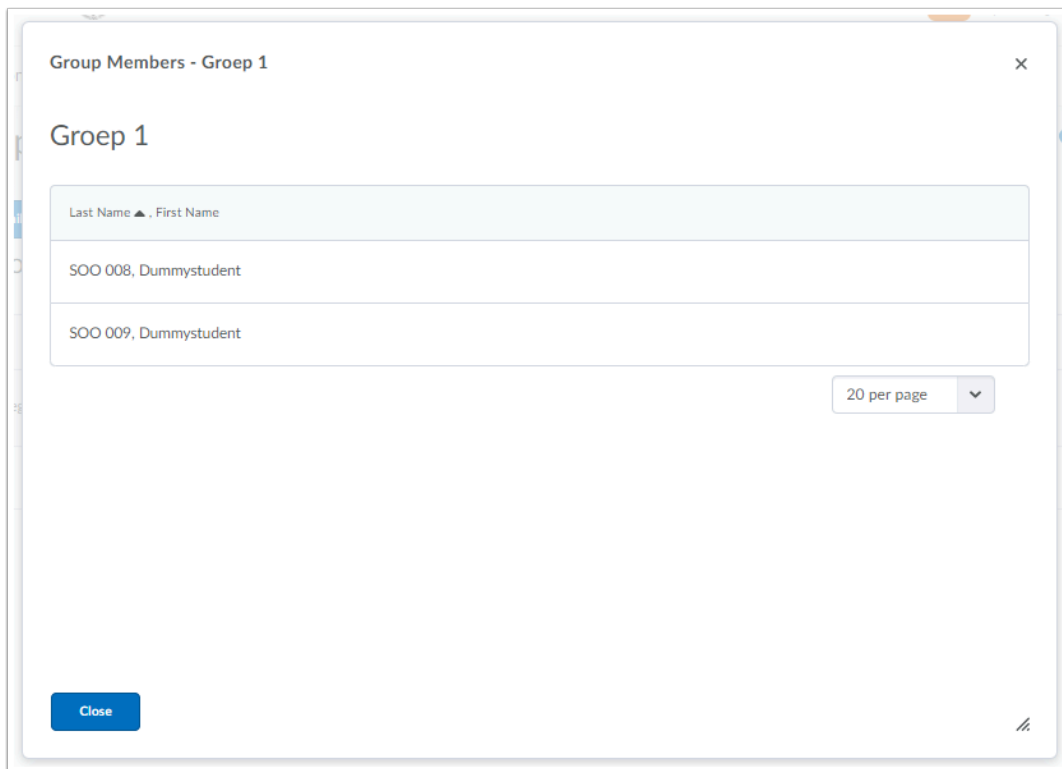
The pop-up screen displays a list of all students who are part of your group.

💡 Read more about how you register for groups in the article: **How do I enroll into groups within a course?**

How can I view my Attendance?

Teachers can use Brightspace to keep track of students' attendance. If your teacher uses Attendance, you can see what the teacher has entered about your attendance. If attendance is mandatory, you can see whether your percentage of attendance is high enough to fulfill the requirements of the mandatory attendance.
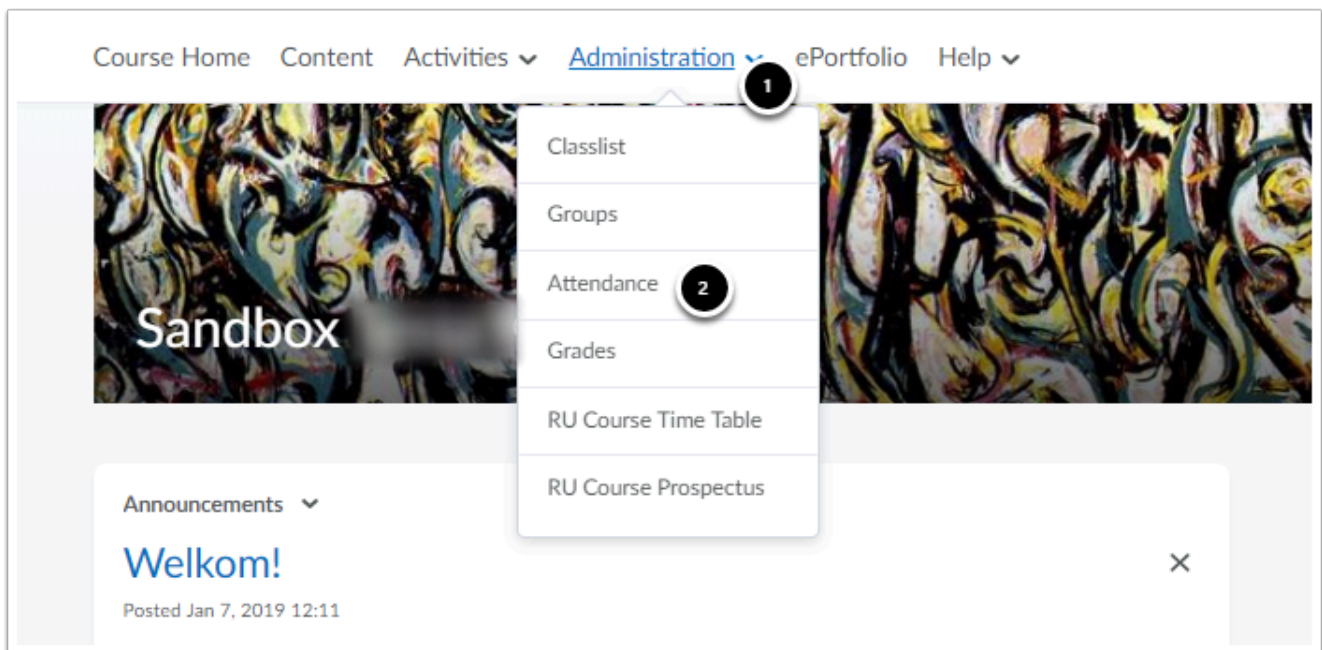
1. Navigate to **Administration** in the navbar of your course.
2. Click **Attendance.**
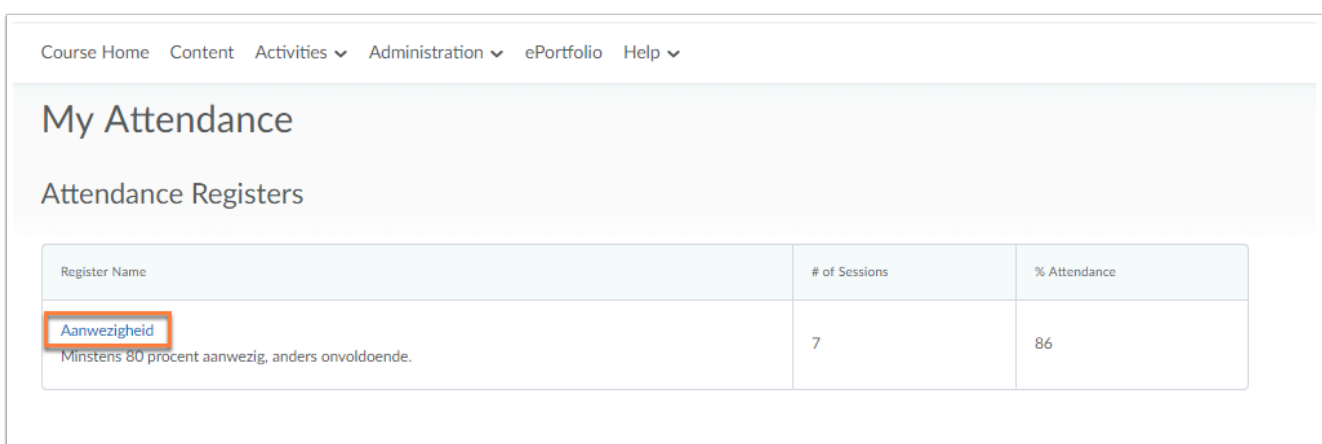
Below **My Attendance** you will see the **Attendance Registers** that have been used. *There could be multiple registers because the teacher wants to keep track of the attendance of different groups, for example.* A register consists of:

- the name of the register with a possible description;
- the total number of sessions for which attendance is kept;
- the attendance percentage measured in the total number of sessions.

Click on the name of the register to see the details of your attendance (**Attendance Data).**

- Below **Attendance** you will see an overview of the register and of your attendance:
  - The title and description of the register;
  - The total amount of sessions;
  - The percentage of your attendance;
  - An overview of your attendance, *for example how often you are present and/or absent and whether you had a good reason to miss class.*

- The table will show the status of your attendance for each session.

Video: Kaltura, Virtual Classroom, weblectures

How does Kaltura work? Activities | Kaltura

[Kaltura My Media and Kaltura Course Gallery](#)
[My Media](#)
[Course Gallery](#)
[Add My Media videos to Course Gallery](#)

When you want to add a video to a Brightspace course, you can use Kaltura to do so. Kaltura is an interactive video and audio platform integrated in Brightspace. The tool serves as a resource for posting and editing videos.

Working with Kaltura has several benefits:

- Your video is uploaded to a secure environment, where you can manage the videos yourself.
- On the **My Media** page you will find all of your uploads. This way you will always have an overview of all videos you have uploaded for different courses and on different moments.
- You can choose whether to publish a video or not. If a video is set on private mode, you will be the only one who can see it. When you publish a video, others within the selected course can see it.
- You can also edit videos in Kaltura. *For example, you can change the name, description, and thumbnail of a video.*
- Another possibility in Kaltura is the option to create a quiz with questions about your video.

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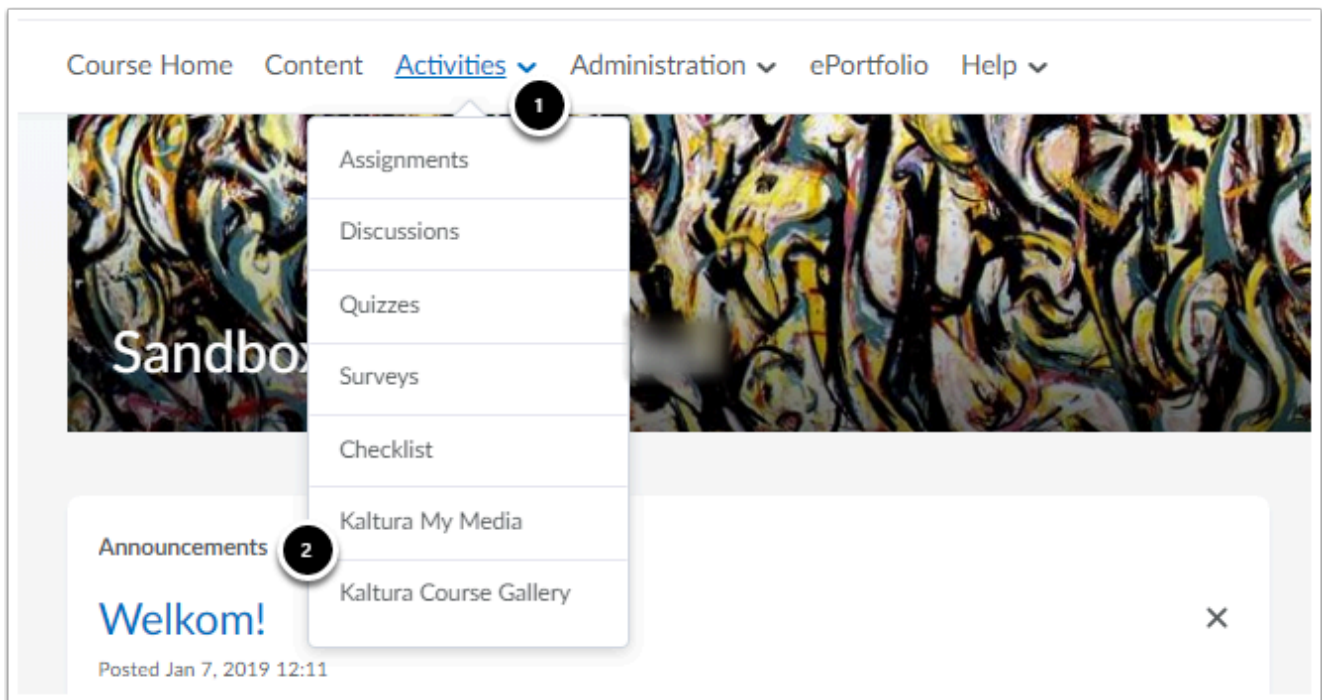
1. Navigate to **Activities** in the navbar of your course.
2. Click **Kaltura My Media.**

Kaltura My Media and Kaltura Course Gallery

Kaltura consists of two components: the **My Media** page and the **Course Gallery**.

My Media
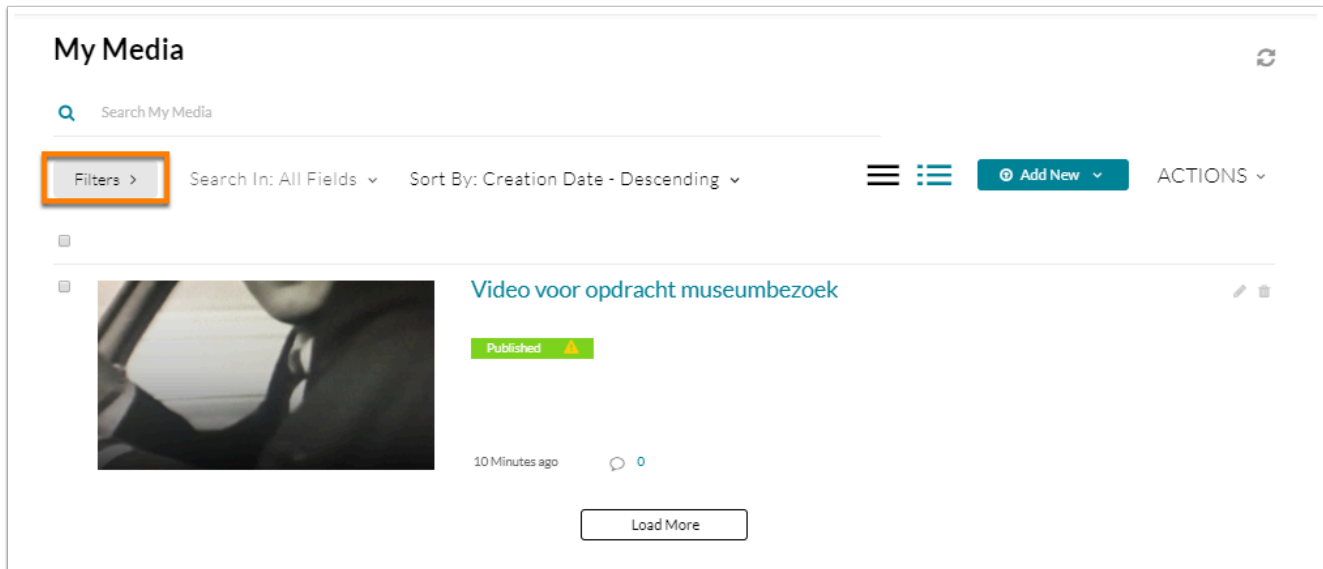
- It is possible to upload videos to Kaltura using **Kaltura My Media.** You will also find an overview of the videos you have uploaded previously, and here you can alter, delete, and publish these videos to make them available for other course participants.

💡 Read the article [How do I add a video to Kaltura?](#) to get more information about uploading videos to Kaltura.

⚠ When you upload new videos, always do so via Kaltura My Media rather than Kaltura Course Gallery. This is an important distinction, because newly uploaded videos are private on My Media, whereas they immediately will be visible for other users when uploaded to the Course Gallery.

When you click **Filters,** a fold-out window will appear with different filter options:

- **Media type**: The type of media, for example a video or audio file;
- **Publish Status**: A video is private, published, running, or denied;
- **Ownership**: Filter for the owner of a video;
- **Captions**: The availability of a caption;
- **Duration**: Filter based on the length of a video;
- **Creation Date:** Filter based on the creation date of a video.

Course Gallery

- Each course has their own **Kaltura Course Gallery.** Here you will find an overview of all of the media that has been published by all participants of the course. You can add previously uploaded media to the **Course Gallery** and review statistics.

Add My Media videos to Course Gallery

You can add videos to the **Course Gallery** from **My Media.** When you publish a video in the Course Gallery, other students can view them as well. You can publish it in the Course Gallery.
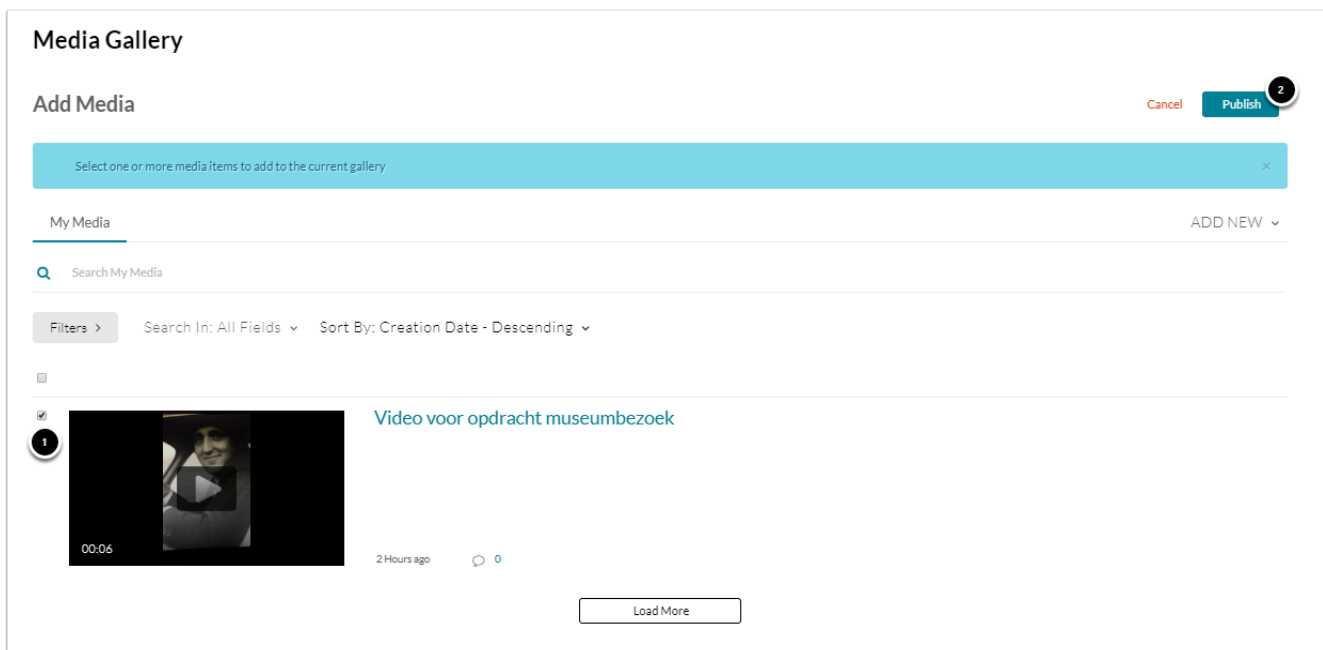
Read more about adding videos to the Course Gallery in the article: [How do I add a video to Kaltura?](#)
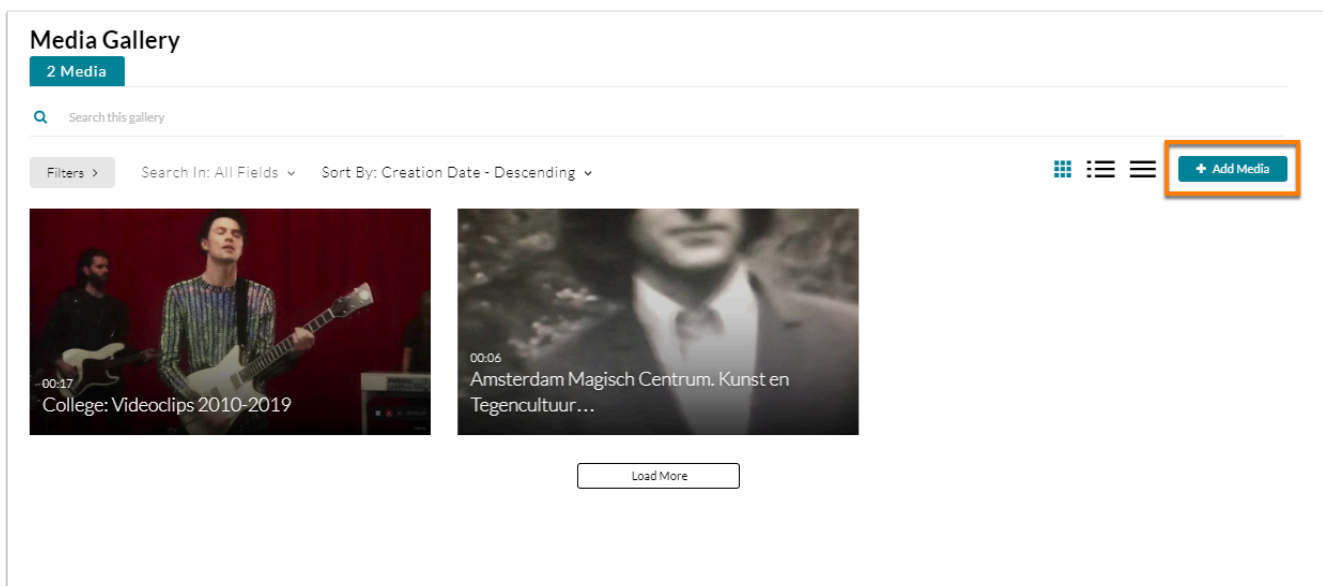
Publishing a video happens in the Course Gallery:

- Go to **Activities** in the navbar of your course. Click **Kaltura Course Gallery.**
- Click **+Add Media.** You will navigate to the Add Media page.

1. Select the My Media video you want to add.
2. Click **Publish.** Your video will be uploaded to the Course Gallery.
   If the manager of the course first needs to give permission to publish your video, you will see a notification stating your video is **Pending.** As soon as the manager (the teacher) accepts your video, it will appear in the Course Gallery.

For more information about adding a video from Kaltura to an assignment, please read the following article: **How do I hand in a video assignment?**

How do I add a video to Kaltura?
Activities | Kaltura My Media

[Kaltura My Media and Kaltura Course Gallery](#)
[Add media to Kaltura](#)
[Change media settings](#)
[Publish media](#)
[Delete media](#)

Kaltura My Media and Kaltura Course Gallery

When you want to add a video to a Brightspace course, you will have to use **Kaltura**. Kaltura consists of the **My Media-**page and the **Course Gallery.**

- Through **Kaltura My Media** you can upload videos to Kaltura. Here you will also find an overview of the videos that have been uploaded previously. Additionally, you can edit, delete and publish videos to make them accessible for other participants in the course.
- Each course has its own **Kaltura Course Gallery,** where you will find an overview of all of the media that participants have published in the course. It is possible to add previously uploaded media to the **Course Gallery** and to view statistics.

⚠ When you add videos to Kaltura, you do so via Kaltura My Media and not through the Kaltura Course Gallery. When you add a video using Course Gallery, it will instantly be visible for all participants in the course.

ℹ If you want to learn more about how you can add a Kaltura video to an assignment, you can read the following article: [How do I hand in a video assignment?](#)

Add media to Kaltura

- Navigate to **Activities** in the navbar of the course.
- Click **Kaltura My Media**.
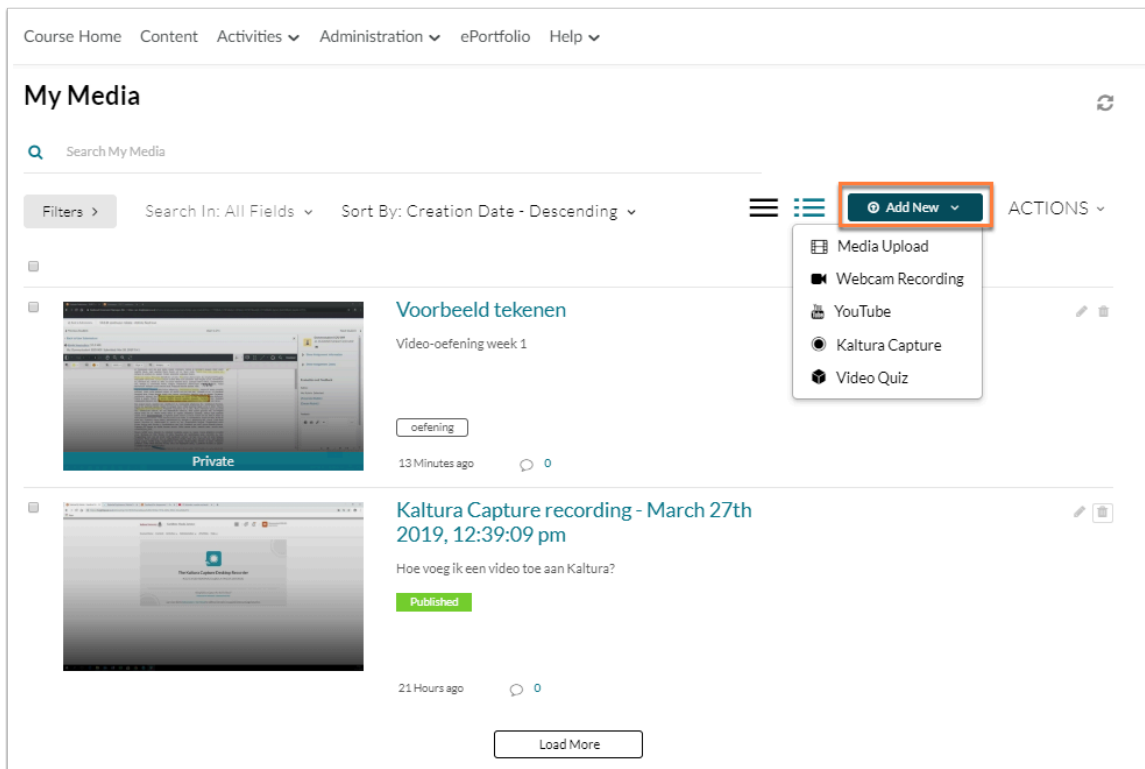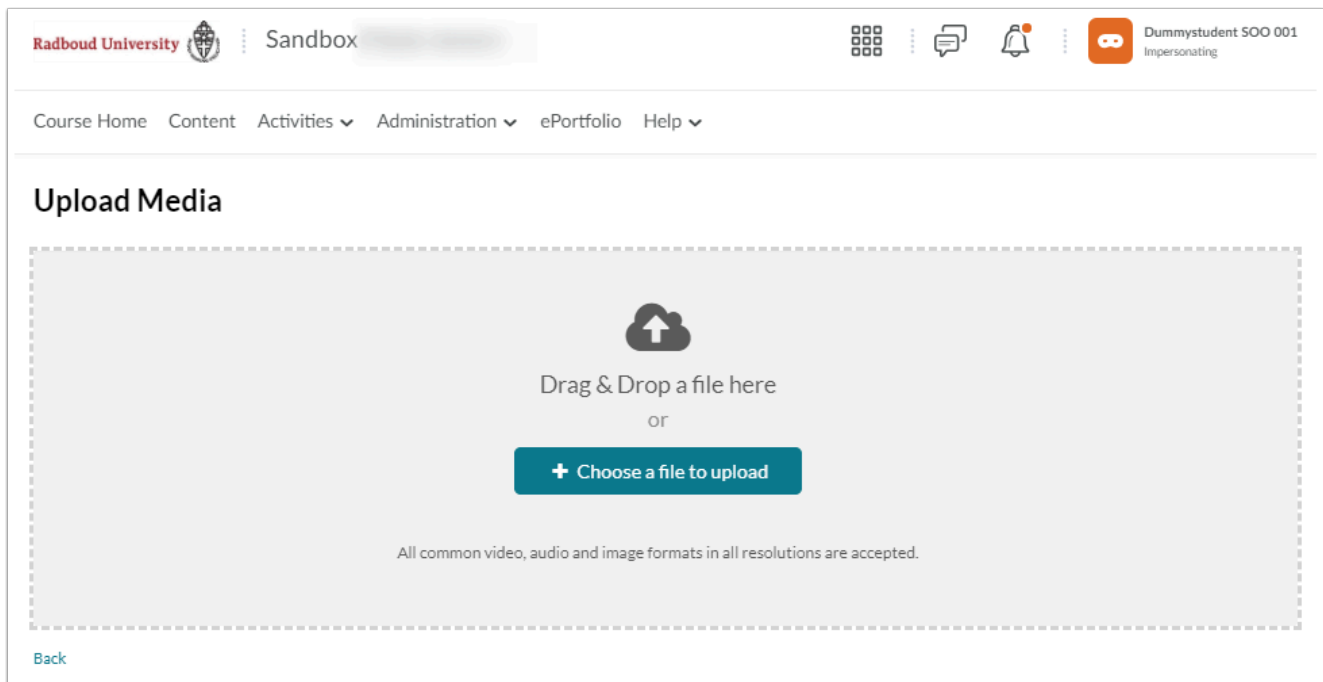
- Click **Add New**. Select in the drop-down menu what type of media file you would like to add:
  - Click **Media Upload** to upload a file from your desktop.
  - Click **Webcam Recording** to record a video with your webcam.
  - Click **YouTube** to add a YouTube video.
  - Click Kaltura Capture to add a video or screenshot that was made with Kaltura Capture.
  - Click **Video Quiz** if you want to turn a new or previously uploaded video into a quiz.

💡 When you add media to Kaltura, you need to fill out information about the media file. Below you will see an example of adding a video from your computer:
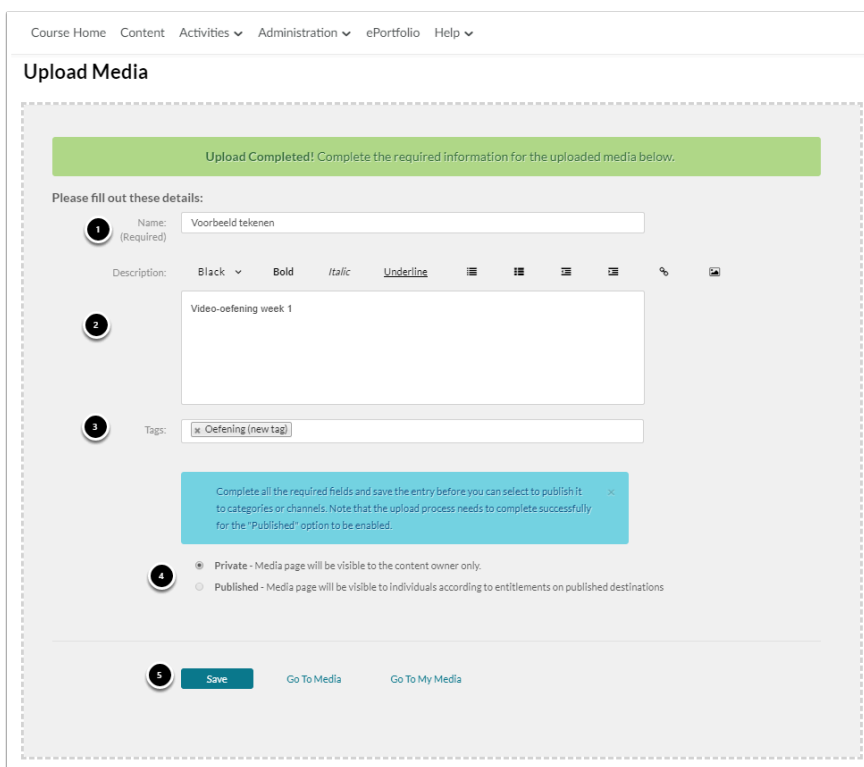
- Click **Choose a file to upload** and search for the right file on your computer.

1. Provide the video with a title (the name with which the video is saved on your desktop, will be filled in by default).
2. Add a description (optional).
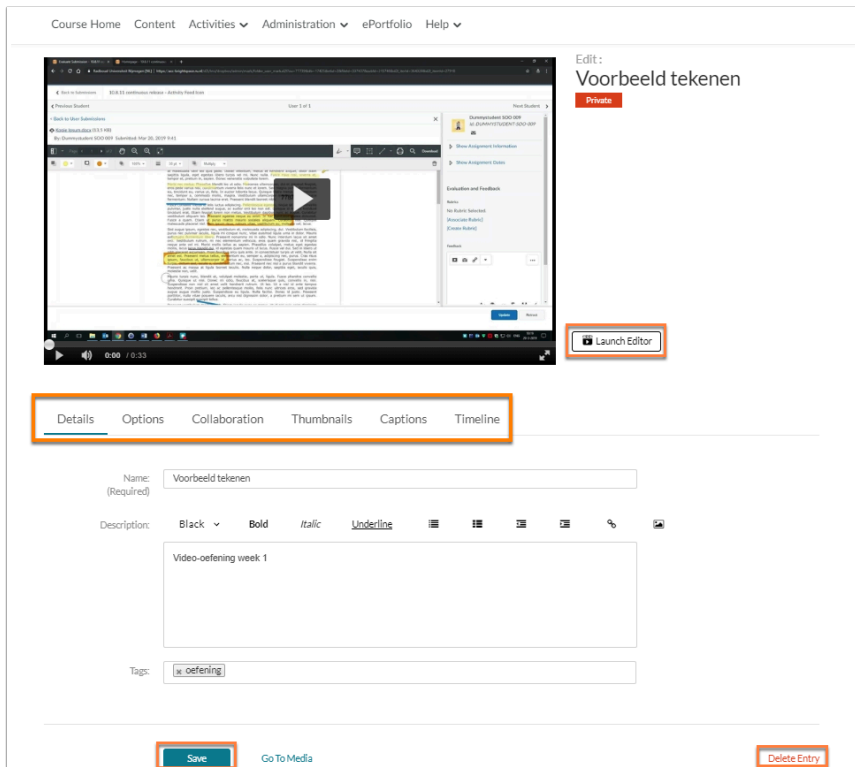
Werkinstructies

3. Add tags (optional).
4. The video will automatically be set to **Private** (meaning you will be the only person who can see it). You can only publish it after saving it.
5. Click **Save**. You can now publish the video (**Published**). Select the course(s) you would like to publish the video in and click **Save**. Please note that when you publish a video to a course, it will be visible for everyone who is a part of the course.

• Scroll down to add a video if desired.
• Click **Go To Media** to view or edit the video. Click **Go To My Media** to return to the My Media page.

⚠ All tags you enter will be saved in Kaltura and can be used by everyone at the RU.

Change media settings

• Click **Activities** in the navbar of the course.
• Click **Kaltura My Media**.
• Click on the pencil icon (**Edit**) behind the video you want to edit.

• Under **Details** you can change the title, description and the tags.

- It is also possible to delete the video when you go to **Details.** To do so, click **Delete Entry** at the bottom right of the screen.

- With **Options** you can choose whether people can react to the video or not; you can also close the discussion (**Comments**). If you want others to be able to take clips (fragments) from your video, select **Clipping**.
- With **Collaboration** you can give others permission to edit or share the video. By doing so, you make someone (or multiple people) co-editor (has permission to edit the video) or co-publisher (has permission to publish the video in a course).
- **Thumbnails** allows you to choose which miniature image (thumbnail) is shown before playing a video. There are three options to do so:
  - **Upload Thumbnail**: upload a photo from your computer to use as the thumbnail.
  - **Capture**: using the timeline, pause the video at a chosen point in the video to create a thumbnail of it and click **Capture.**
  - **Auto**-**Generate**: pick one of the thumbnails that Kaltura has generated automatically.
    After you have selected a miniature, it is possible to download it (**Download**).

- Use **Captions** to upload a file with subtitles.
- At **Timeline** you can place bookmarks in your video to highlight certain parts and to provide them with notes. You can also add your slides to selected points in your video.
- Click **Launch Editor** to create a quiz or to edit the video.

Click **Save** (below **Details** or **Options**) to save the changes.

> ℹ️ If you choose to add a video from another medium, for example YouTube, a few settings will be different:
>
> - There is a **Replace Video** option. Here you can add a new link.
> - The **Thumbnails** option and the **Timeline** option are not available.

Publish media

When you add a video to Kaltura My Media it will only be visible for yourself. You can publish the video to make it visible for your fellow students. The overview at Kaltura My Media will show you which videos have been published where.

You can publish the videos through Kaltura My Media, but also directly from the Course Gallery.

Publish media with My Media

If you want to publish a video in multiple courses at once, you can do so by publishing the video with My Media. You can also publish multiple videos at once.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.
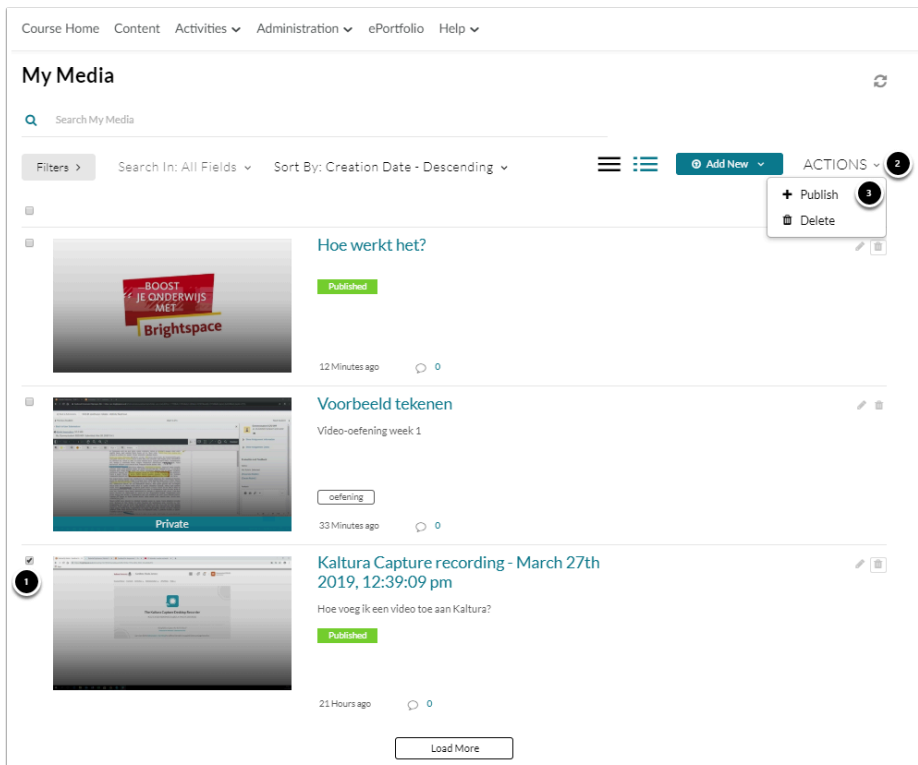
If you have not yet published a video, a blue bar will appear on the video that says **Private.** When you have published a video, you will see a green tag on the right of the video saying **Published.**

1. Select one or multiple videos you want to publish.
2. Click **Actions.**
3. Click **Publish.**

1. Select the course(s) you want to publish the video in. Note that this means the video will be visible for everyone in that course or those courses.
2. Go to **Published** to see where the course has been published previously.
3. Click **Save** to publish the video. Then click **Back** to return to the overview.

- Click **Published** to see where the video has been published.

> ℹ️ If you see the text **Embedded In Context** - … it means that you have uploaded the video in an Activity. When you hand in a video for an Assignment, the status of the video will be 'published', but it will not be visible for your fellow students.

Publish media with the Course Gallery

After you have published a video, it will appear in the Course Gallery of the selected course(s). This also means it will be visible for all participants of those courses. Videos that have previously been posted to My Media can also be published through a course's Course Gallery.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura Course Gallery**.
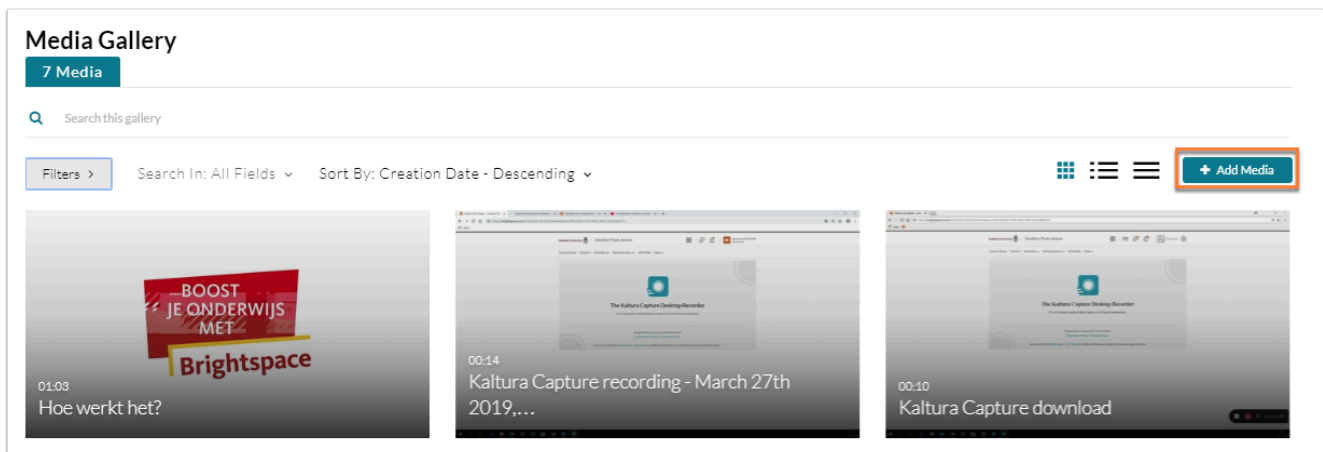
- Click **Add Media**.

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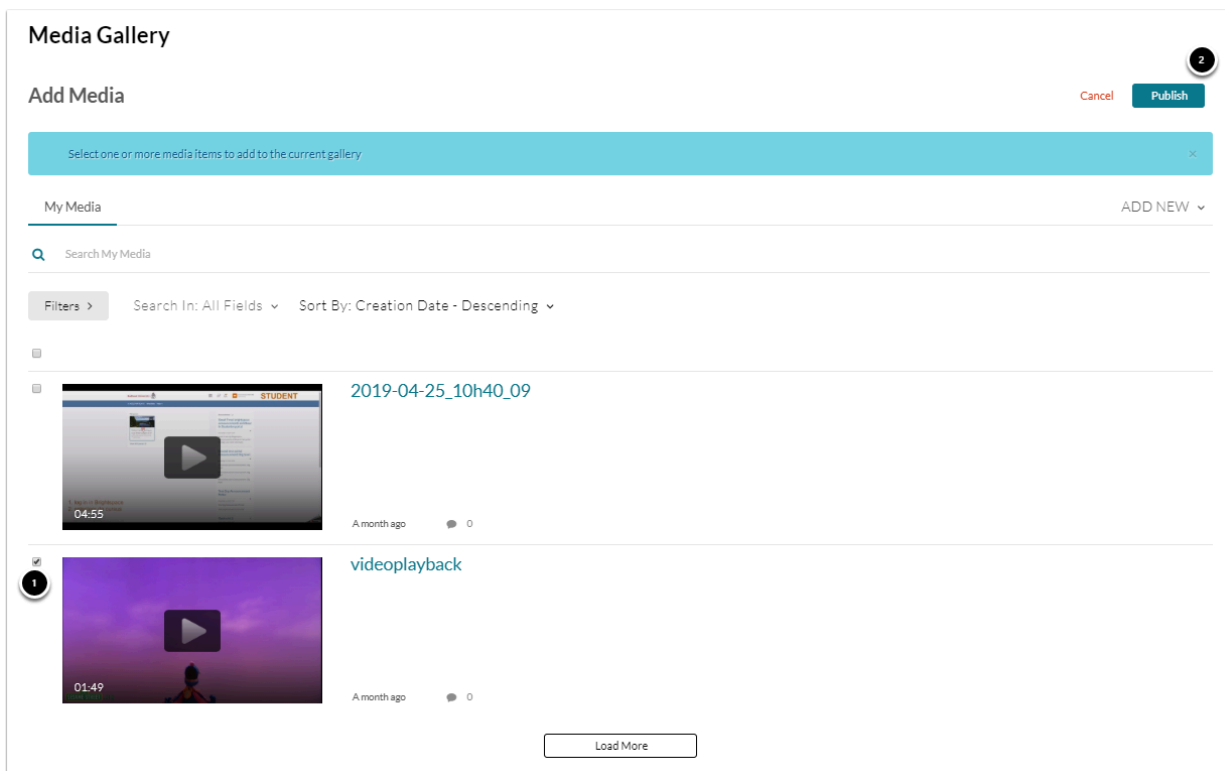
1. Select the videos that you want to add from the My Media menu.
2. Click **Publish.** Your video will then be uploaded to the Course Gallery. Note that the administrator might need to approve the publication of the video in the Course Gallery. In this case, it will say the video is **Pending.** As soon as the administrator (the teacher) accepts your video, it will appear in the Course Gallery.

💡 If you want to learn more about adding a video from Kaltura to an assignment, read the following article: How do I hand in a video assignment?

Delete media

It is possible to delete media from Kaltura My Media.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media**.

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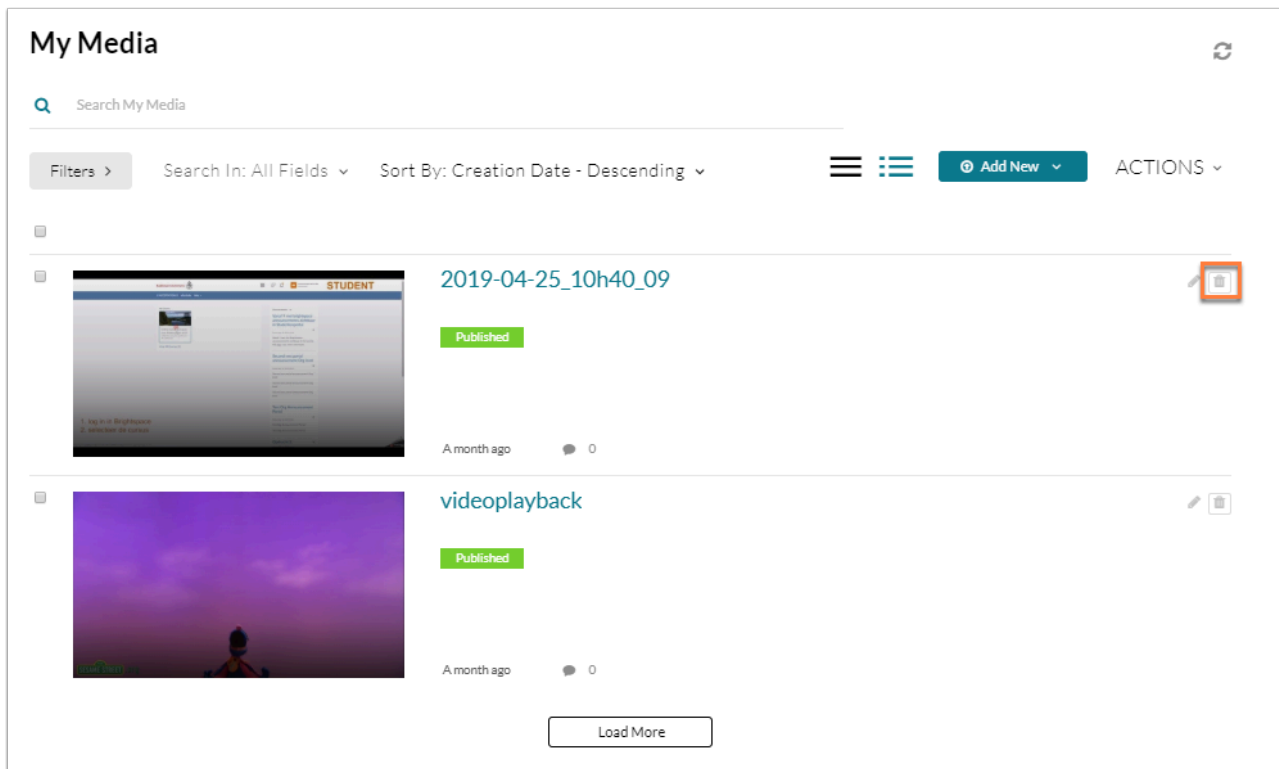
- Click the trashcan icon behind the video you want to delete. Then click **Delete** to confirm.

> ⚠️ You cannot delete a video that has been published. You can, however, make the video private again. This can be done in the same screen where you publish the video.

How do I edit a video in Kaltura?
Activities | Kaltura

[Trim a video](#)
[Create a clip](#)

You can use Kaltura to edit your own videos (*but not videos from other platforms such as YouTube*). This can be done in the **Video Editor**. You can cut off the begin or the end of a video, or select a part of a video to create a separate clip.

1. Navigate to **Activities** in the navbar of your course.
2. Click **Kaltura My Media**.

- Click on the pencil icon (**Edit**) for the video you want to edit.
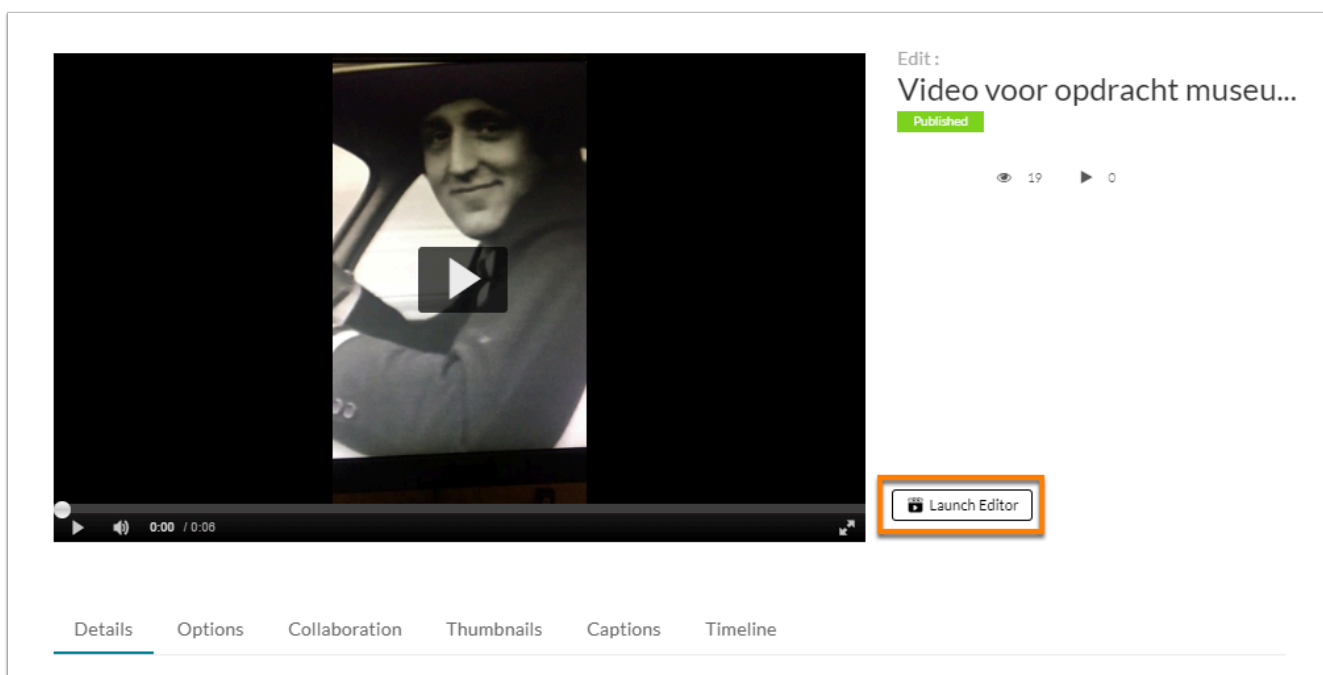
- Click **Launch Editor**. You will navigate to the **Video Editor**.
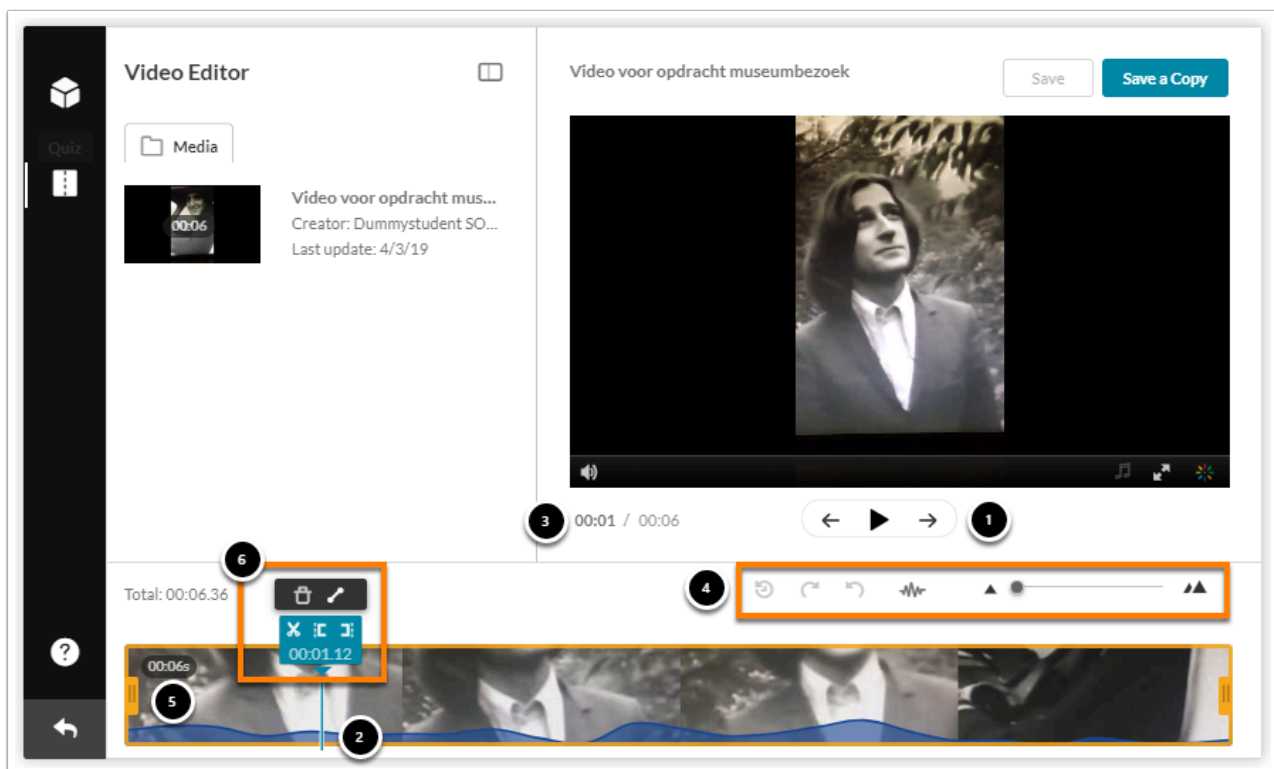
1. Use the triangle to start or pause the video. Use the arrows to jump forward or backward to the beginning or end of the video.
2. The **Real-Time marker** will show you you a timeline that tells you where in the video you are. You can scroll to different parts of the video by dragging the marker to a specific point.
3. The **Real-Time Input** field will show you where you are. If you enter the specific second of the video you want to see, it will automatically jump to that moment. The **Real-Time marker** will automatically follow.
4. There are several options on the top right of the timeline (from right to left):
   - Zoom in or out by moving the dot.
   - Use **Select Audio** to select whether you want to see the sound graph in the timeline or not.
   - Use the arrows to undo your previous action.
   - Use **Reset** to undo all your changes.

5. At the beginning and the end of your video you will see yellow bars. You can drag these bars across your timeline to select a certain part.
6. You will find the following options above the **Real-Time marker**:
   - The trashcan icon (top left): use **Delete** to delete the selected parts of your video.
   - The line icon (top right): let your video fade in or fade out at the beginning/ending of the video or at the beginning/ending of a cut fragment.
   - The scissors icon (bottom left): can be used to cut up you video, after which you can trim, remove, or fade in/fade out the individual parts.
   - Brackets (bottom right): make the yellow bar jump to this point on the timeline.

Trim a video
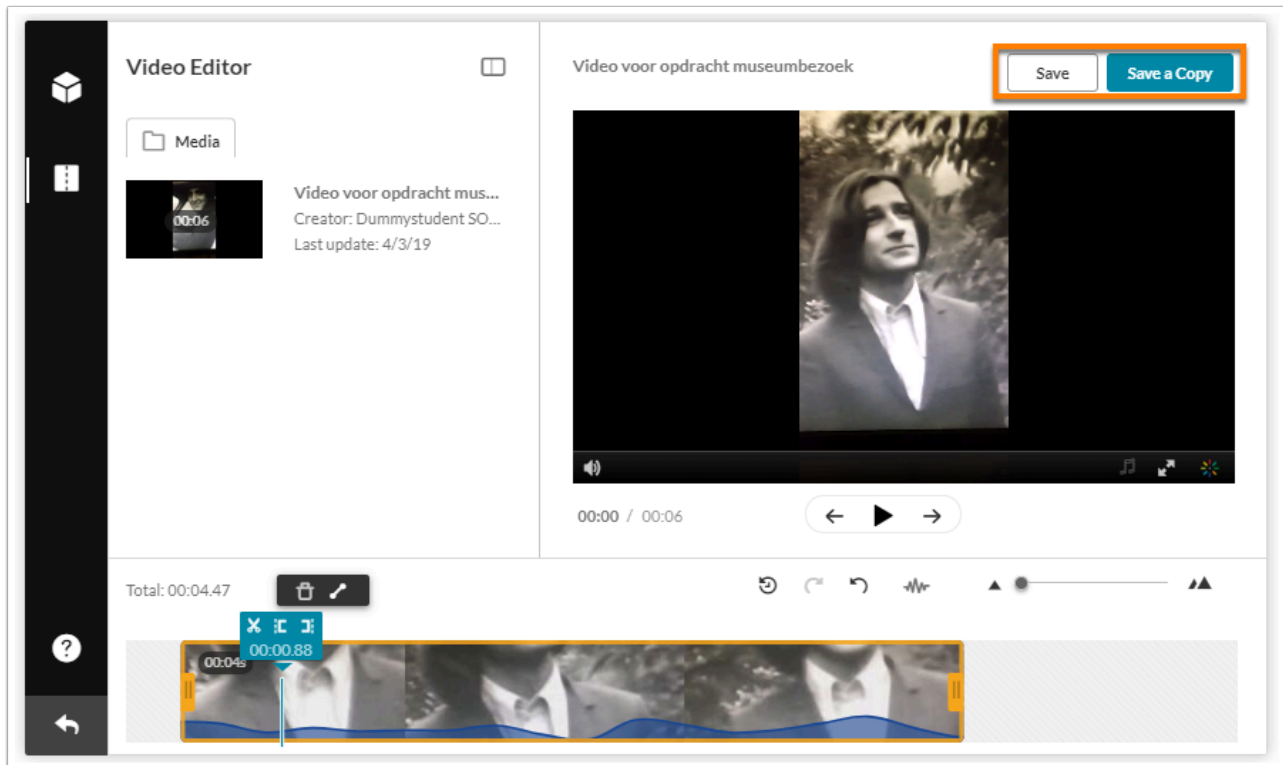
When you trim a video you cut the beginning and/or the end of a video.

- Firstly you have to determine what part(s) you want to trim. This can be done in several ways:
  - Drag the yellow bars to the desired begin point and end point of the video (*for example: if you want to cut off the last twenty seconds of the video, you have to drag the bar 20 seconds to the left).*
  - Enter the time in the **Real-Time Input** field to determine where you want to place the real time marker. The advantage is that this method allows you to place the **Real-Time Marker** very securely. Drag the yellow bar to the **Real-Time marker** at either the beginning of the video or the end. (If the bar is close to the marker, it will jump to it automatically).
  - Select the moment in the timeline where the video has to start or end. The **Real-Time marker** will automatically follow. Drag the yellow bar at either the beginning or end to the **Real**-**Time marker.**
  - Play the video and pause at the desired time. The **Real-Time marker** automatically follows. Drag the yellow bar at either the beginning or end to the **Real-Time marker**.

- When you have selected the desired reach or have removed/cut parts and are finished with editing, click **Save** or **Save a Copy**. It is possible to delete multiple fragments.

> ⚠ Kaltura will not automatically save a copy in the **Video Editor**. Click **Save** if you no longer need the original video. If you think you might need it later, then click **Save a Copy** to save the edited video. This way the original will remain on your **My Media** page unchanged. This way you create a clip of your video.

Create a clip

If you want to copy a part of your video and use it separately, you can create a clip.

- First determine the reach of the part you want to create a clip with (see Trim video above).
- Click **Save a Copy.**

Werkinstructies

How does Kaltura Capture work? Activities | Kaltura

[Install Kaltura Capture](#)
[Kaltura Capture options](#)
[Select screen(s)](#)
[Change settings](#)
[Start and save a recording](#)

Kaltura Capture allows you to create a recording of your screen and/or your webcam. This allows you to create new creative content in an easy way. *For example, you can create an instruction video using programs on your computer or PowerPointslides.* Kaltura Capture is installed by default on all of the work spots at the RU (but not at the Radboudumc). It is also possible to download Kaltura Capture yourself on Windows or Mac.

Install Kaltura Capture
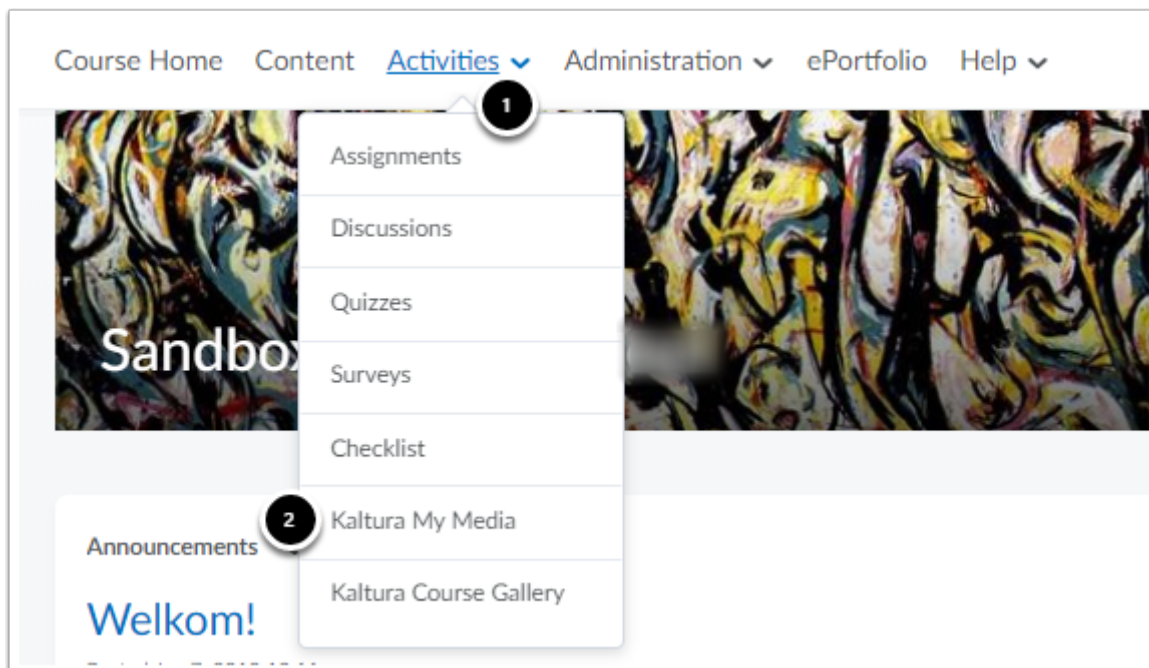
1. Navigate to **Activities** in the navbar of your course.
2. Click **Kaltura My Media**.
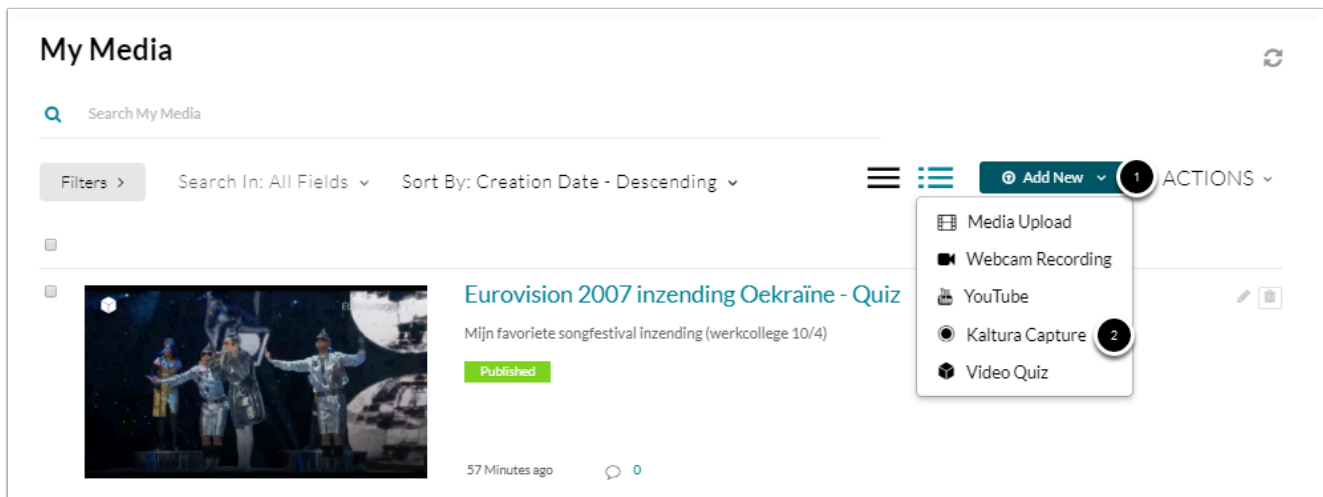
1. Click **Add New**.
2. Click **Kaltura Capture**.
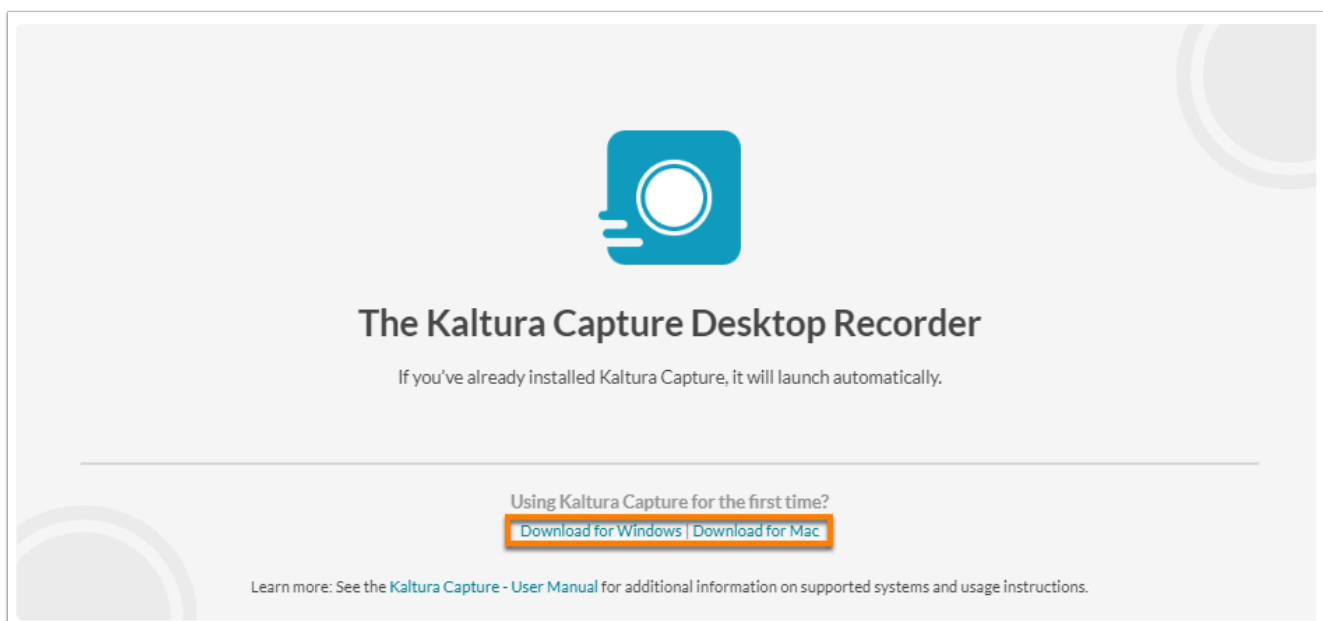
- Click **Download for Windows** or **Download for Mac** to download the program. Below in your browser you will see the download of the installation program, which you have to execute in order to install the program.

To use Kaltura Capture, you will have to return to Brightspace after the installation.

- Navigate to **Activities** in the navbar of your course.
- Click **Kaltura My Media.**
- Click **Add New** and then click **Kaltura Capture.**

- A pop-up window will appear with the question whether you wish to open the program Kaltura Capture. Click **Open Kaltura Capture.** If you do not wish to receive this notification again, be sure to check the box.

Kaltura Capture options

After you have opened Kaltura Capture, a bar will appear containing several options.
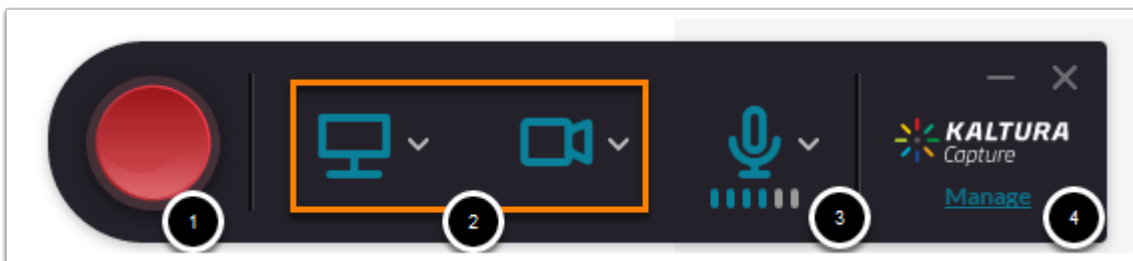
1. Record button: click this button to start the recording.
2. Screen icon/webcam icon: you can record the image of a screen and on a webcam simultaneously. You use these two icons to determine which screen and webcam you wish to record.
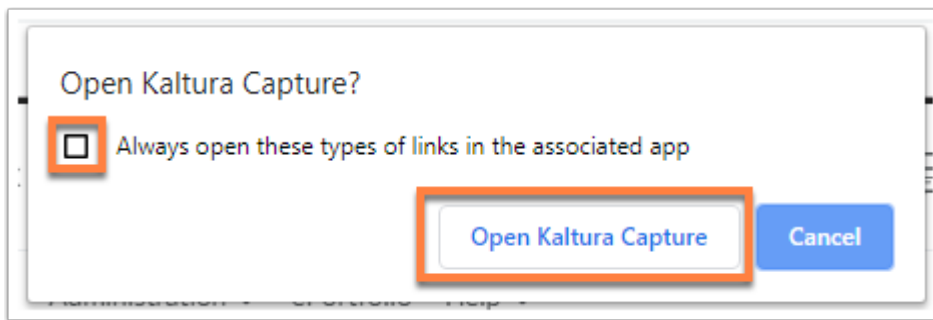   - Click on the arrow next to the icon to see which screens/webcams can be used for the recording. If you have multiple screens and/or webcams, you can select which one you wish to use. Note that if you have selected one window or screen as your first option, it will no longer appear for the second option.

3. Microphone icon: this functionality allows you to record sound.
   - Select which microphone you are using by clicking the arrow next to the icon (if there are multiple microphones in the first place).
   - The bars below the microphone indicate how much sound the microphone picks up.

4. Manage: you can use **Manage** to change settings, for example the title and description of the recording as well as the quality of the recording.

💡 Because it is possible to record two screens, two webcams, or a screen and a webcam simultaneously, these two sources can be used at the same time while you are recording. *For example, you can use the screen to show a presentation and make notes in this presentation and use the webcam to record yourself giving an explanation.* If you only want to use one screen or webcam, you can turn the other option to inactive. To do this, click the screen icon/webcam icon. The icon will now turn gray and is crossed out with a bar. You can make this option active again by clicking the icon again. You can do the same with the microphone and turn it on or off.

Select screen(s)
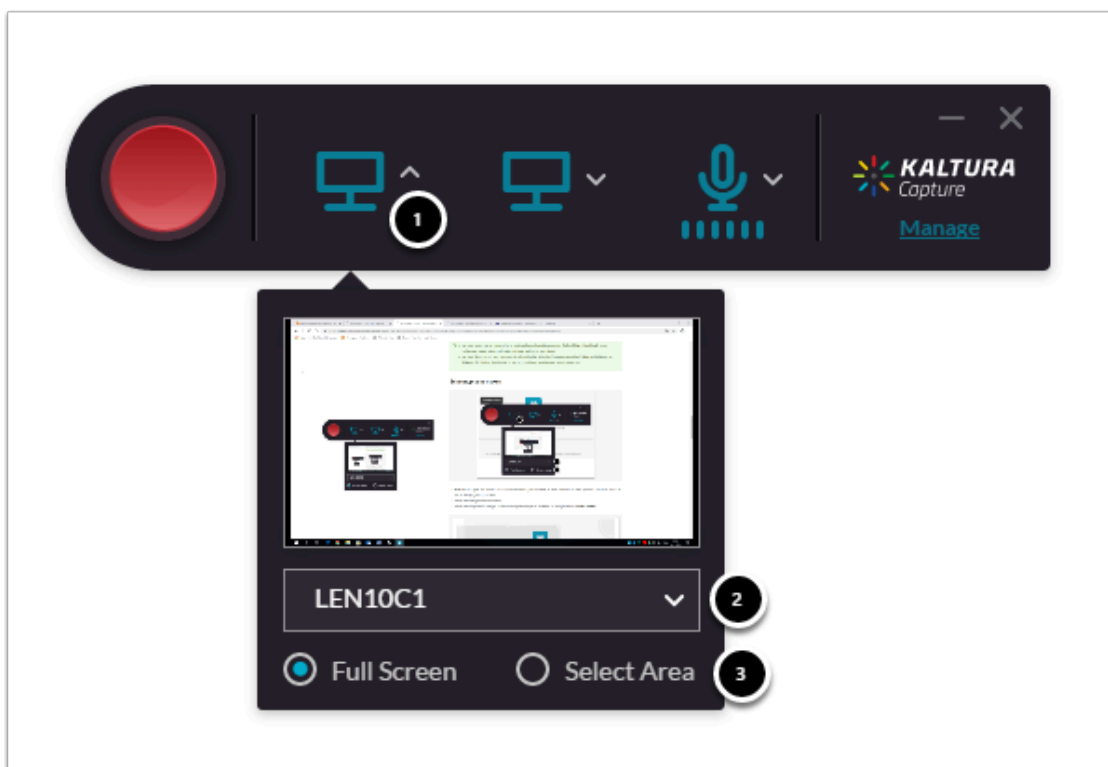
1. Click on the arrow to choose a screen in case you have multiple active screens or a webcam. The window will show you what you are about to record.
2. Select the desired screen.
3. Select whether you want to record in **Full Screen** or on a part of the screen (**Select Area).**
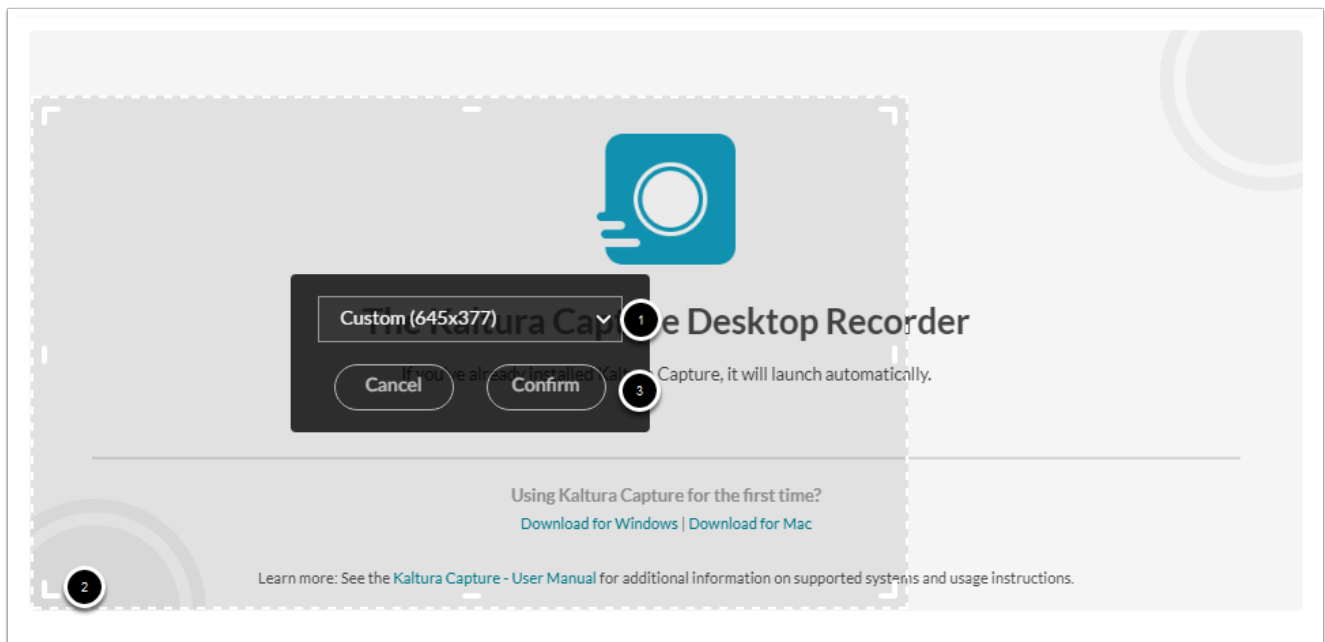
1. Select the size of the area you want to record. You can also determine the size by dragging the corners of the gray area inward or outward.
2. Drag the gray area to the part of the screen you wish to record.
3. Click **Confirm.**

Change settings

• Click **Manage** in the bar. You will navigate to the **Library** tab.
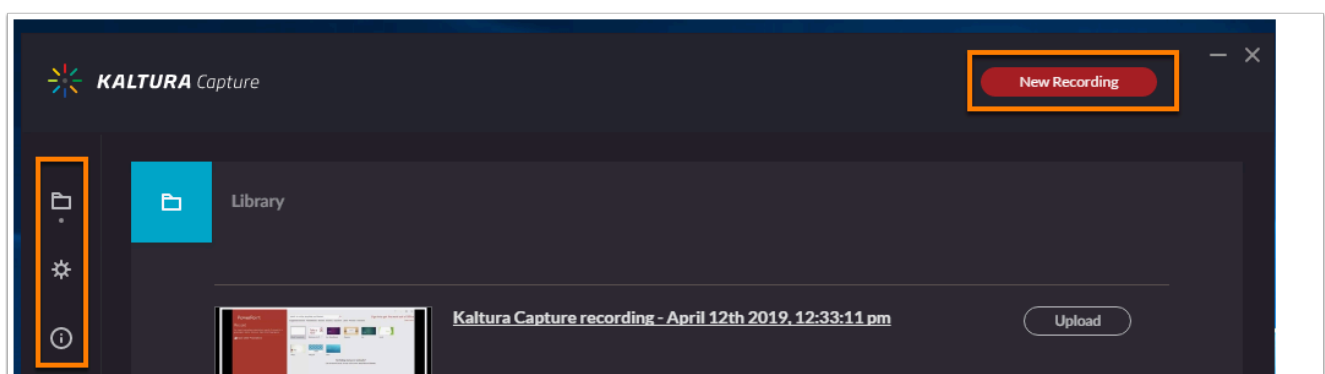
• You can use the navigation bar on the left to navigate to (from top to bottom) the Library, Settings, and Information.
• Click **New Recording** to start a new recording.

Library

In the library you will see all videos you have recorded with Kaltura Capture and saved locally. You can upload the videos to Kaltura My Media in Brightspace. You can also delete videos, or change the title and description. Note that you can only change the title, description and tags if you have not yet uploaded the video to Brightspace.

1. Click **Upload** behind a recording to upload the video in **Kaltura My Media** so you can view it in Brightspace. Depending on the size of your video and the quality of your internet connection it might take a while for your video to appear in My Media.
2. Click **Delete** to delete the video. Note that you are only deleting the video from the local Kaltura Capture Library, and not from Kaltura My Media.
3. Click on a video to see the details.
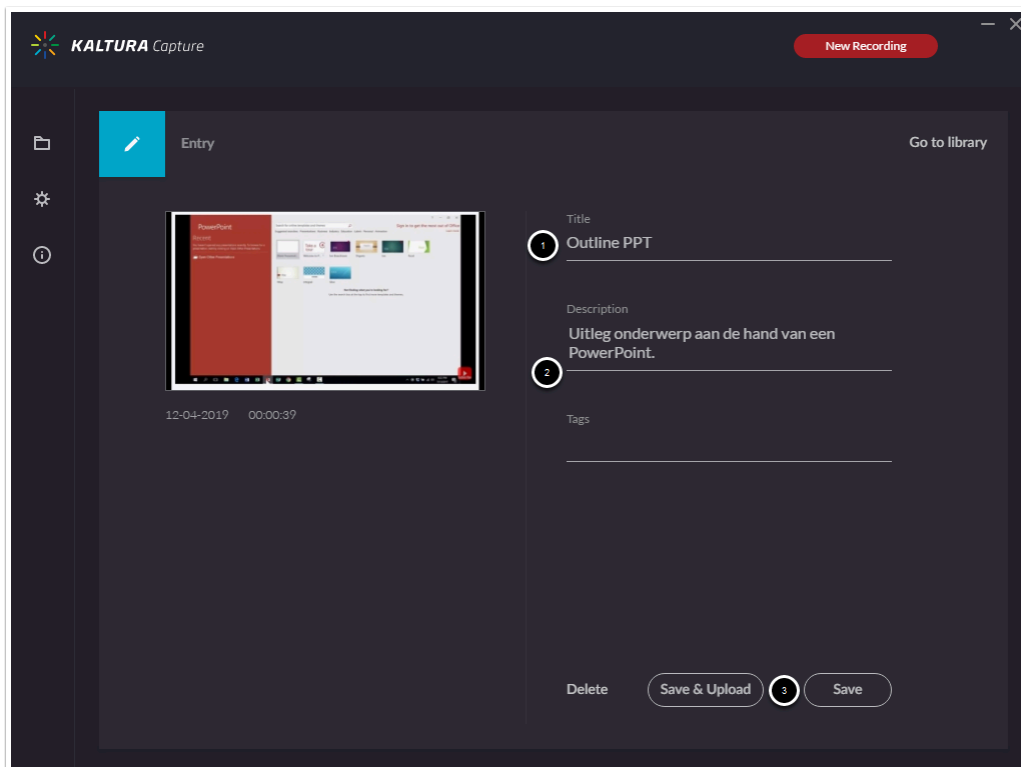
1. Change the title of the recording if desired.
2. Add a description and/or tags if desired. Tags are an easy way to find similar recordings.
3. Click **Save** to save your changes. You will then navigate back to the Library.
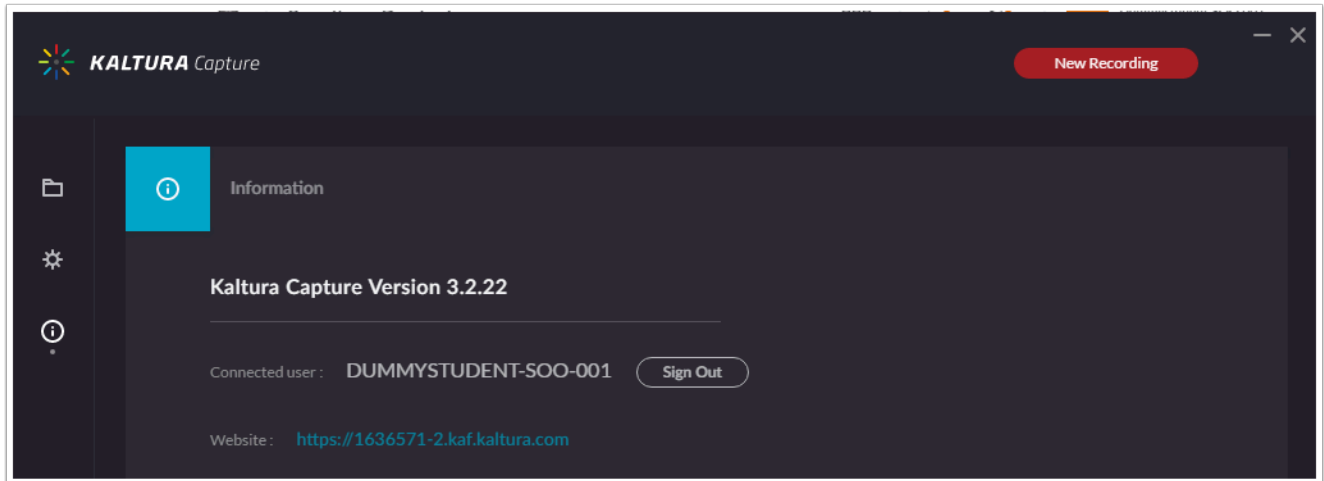
Werkinstructies

Settings
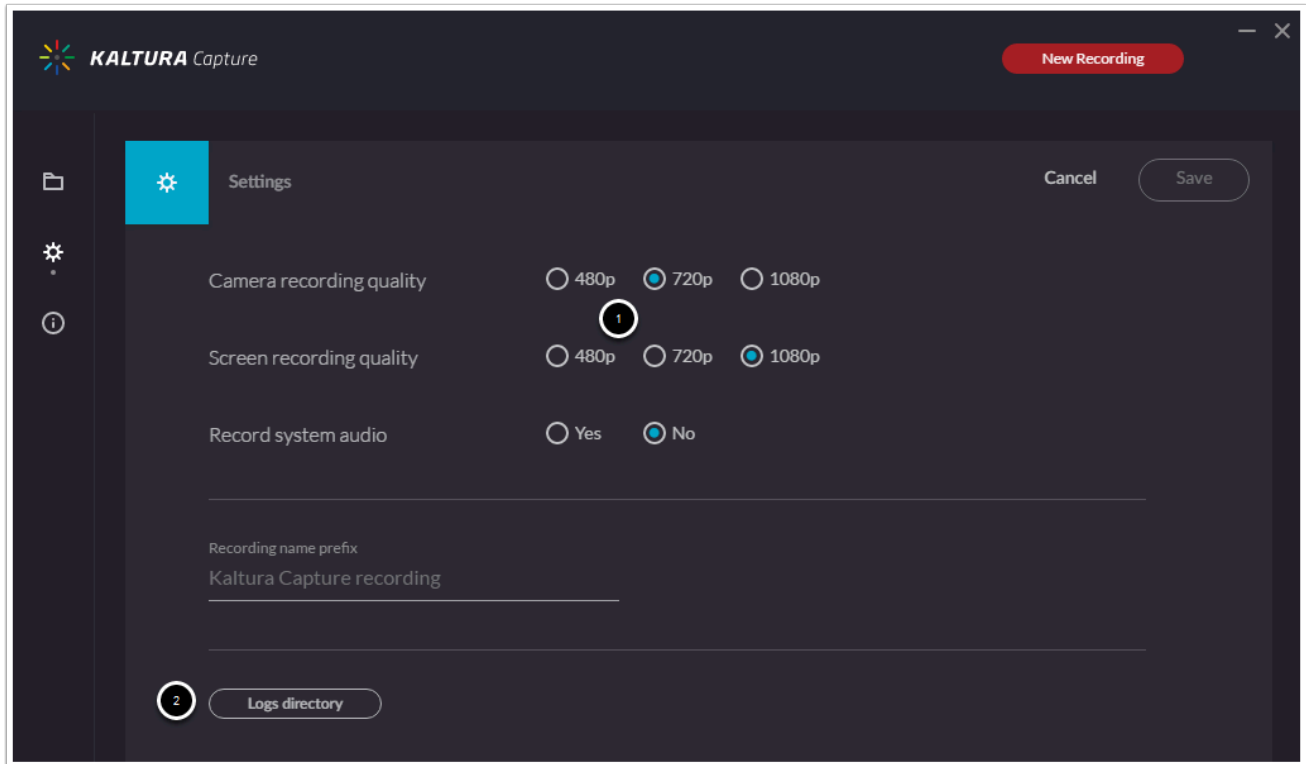
1. Select the screen quality with which you want to create your webcam recordings (**Camera recording quality**) and your screen recordings (**Screen recording quality**).
2. Click **Logs Directory** to navigate to the folder on your computer where the recordings are saved automatically. Click the folder **Recordings** to see the recordings.
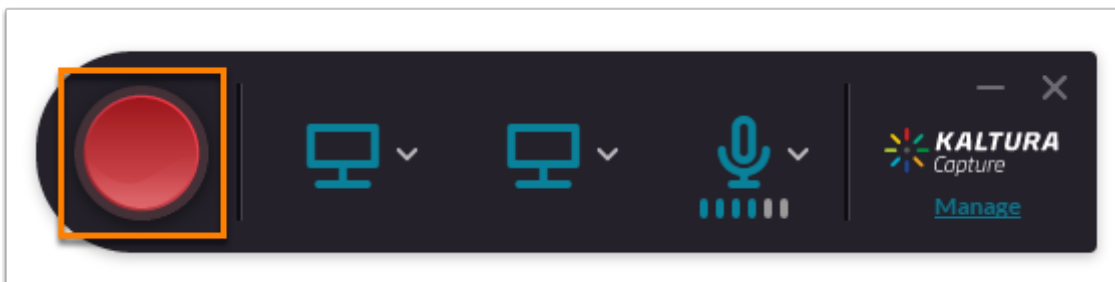
Information

You will see which version of Kaltura Capture is currently installed and your user information. Click **Sign Out** to sign out.

Start and save a recording

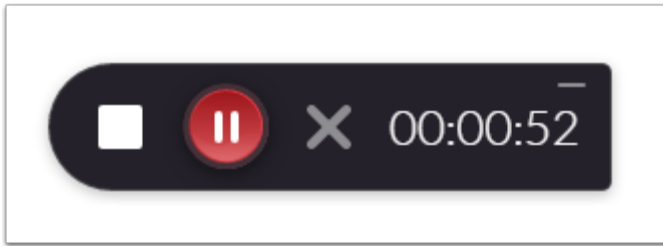After you have used the bar of Kaltura Capture to select which screens you want to use, you can start your recording.

- Click the record button. Kaltura Capture will then count down from three to zero, after which the recording will begin.
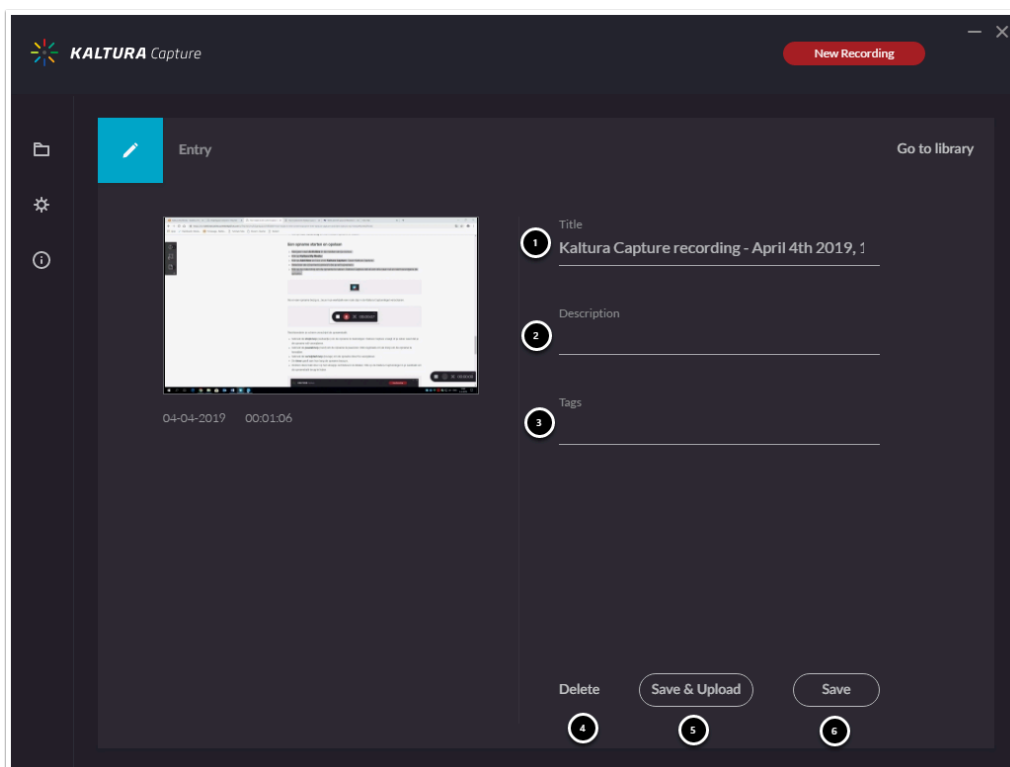
Werkinstructies

When you are recording, the toolbar of your computer will show a red dot on the Kaltura Capture icon.

At the bottom right of your screen will appear a recording bar:

- Click the stop button (square) to stop the recording. Kaltura Capture will then ask you to confirm that you wanted to end the recording.
- Click the pause button (red) to pause the recording. Click the pause button again to resume the recording.
- Click the cross to delete the recording.
- The timer shows how long you have been recording.
- You can make the recording bar invisible by clicking the small bar at the top right. Click the Kaltura Capture icon in your toolbar to retrieve the recording bar.

When you have ended the recording, you will automatically navigate to the details page of the video (**Entry**) in **Manage:**

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1. Change the title if desired. Note that Kaltura Capture will provide an automatically generated title based on a standard begin plus the date and time of the recording. It can thus be useful to give the recording a title that allows you to recognize it, making it easier to find in Kaltura My Media.
2. Add a description if desired.
3. Add tags if desired.
4. Click **Delete** to delete the recording.
5. Click **Save & Upload** to save the recording and upload it to Kaltura My Media.
6. Click **Save** to save the recording locally on your computer. You can then upload it to Brightspace at a later moment.

How does Virtual Classroom work?

Virtual Classroom is a program integrated in Brightspace that teachers can use to give online classes. During the class you can ask questions via the chat box or by using the microphone.
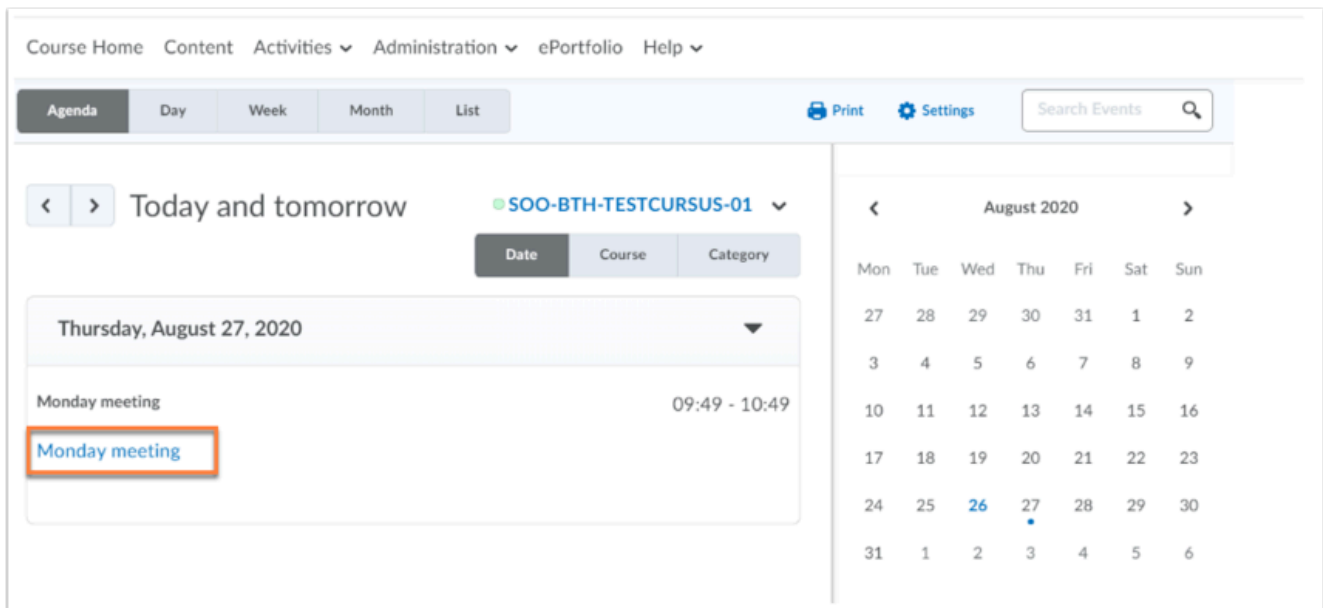
⚠ • Virtual Classroom is not supported by Internet Explorer and Microsoft Edge. YouSeeU (the company behind Virtual Classroom) recommends to use Virtual Classroom with Google Chrome.
- It is important to allow third-party cookies in your browser. You can change this by going to your Browser Settings > Privacy and security > Site Settings > Cookies and site data. Then make sure 'Block third-party cookies' is turned off.
- When you are not using headphones, there is a possibility that your voice will echo.

Navigating to the Virtual Classroom

ℹ Your lecturer can choose the location of the Virtual Classroom meeting. If the meeting is meant for all participants, then it will probably be added below Content. You can always find the meeting in the **Calendar.**

- Navigate to **Course Home** and then to **Calendar.**

- Select the meeting.
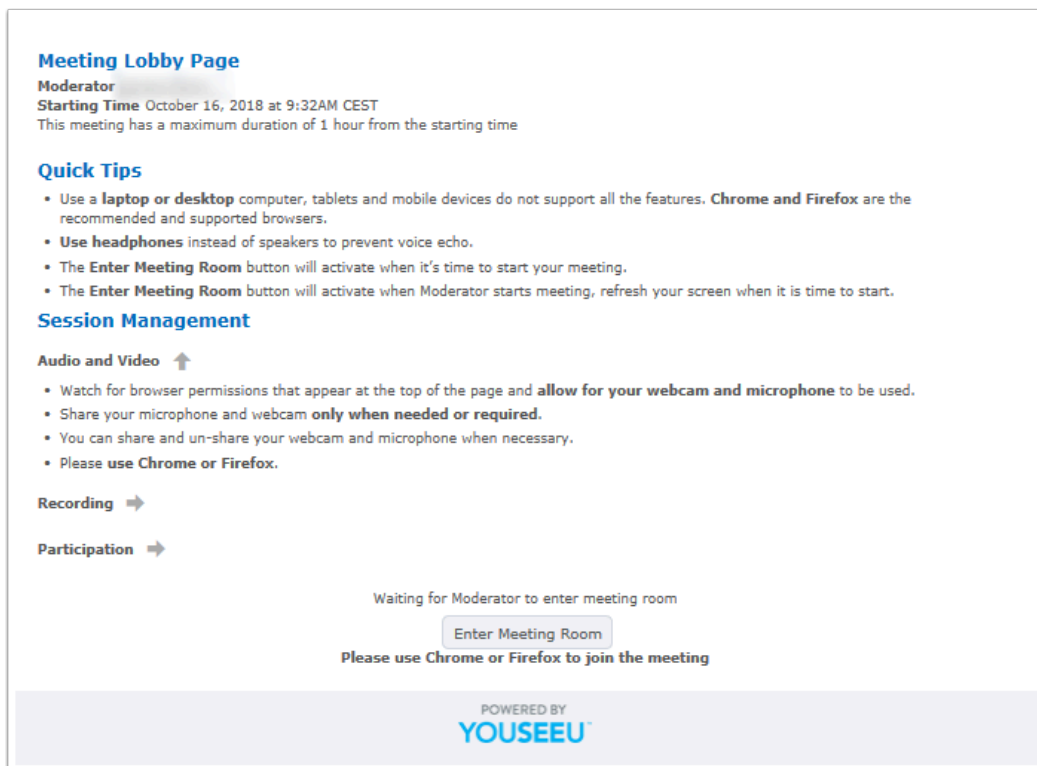
Join a class

If there is a class in session, you can participate by clicking the play icon.

You will land on an overview page:

- **Meeting Lobby Page:** information about the meeting (moderator, date, time and maximum duration).
- **Quick Tips:** a few general tips.
- **Session Management:** matters you have to pay attention to during the meeting.
  - Click the arrows behind **Audio and Video, Recording and Participation** to fold out or collapse these options.

- Above **Enter Meeting Room** you will be able to see whether you can enter the class. You might need to wait for the lecturer to arrive.

How would you like to join the audio?

Microphone   Listen Only
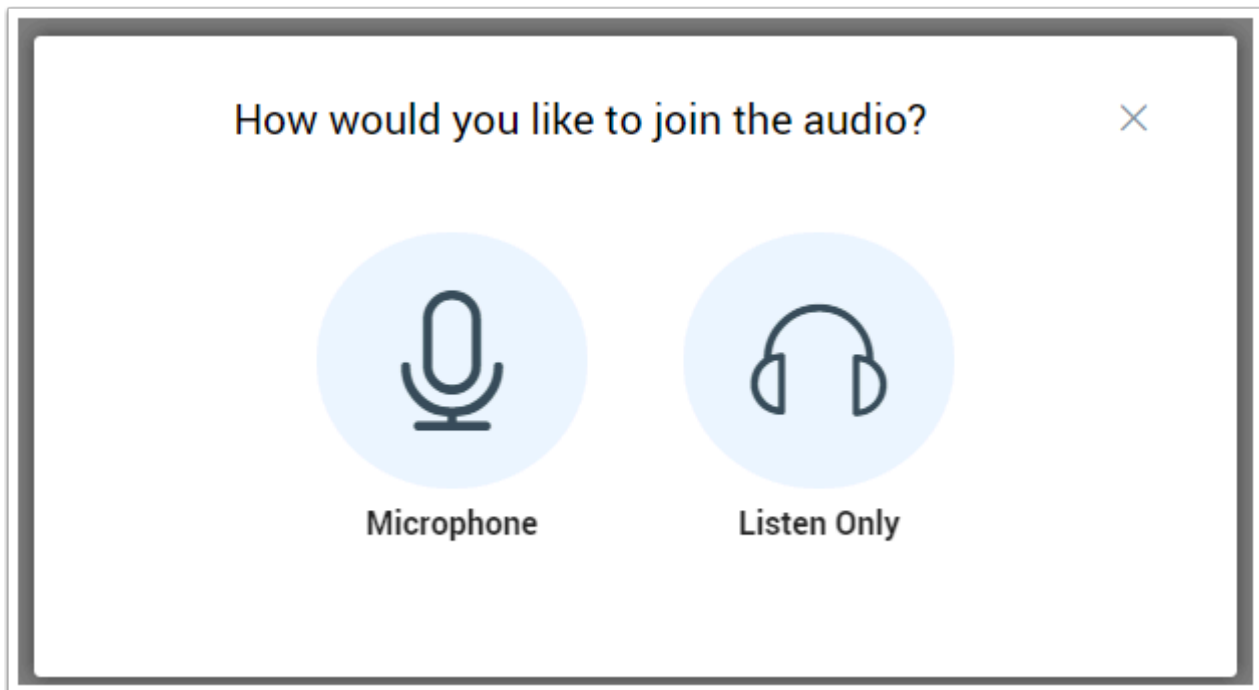
First indicate whether you only want to listen (**Listen Only**) or if you want to be able to speak during the class as well (**Microphone**).

Werkinstructies
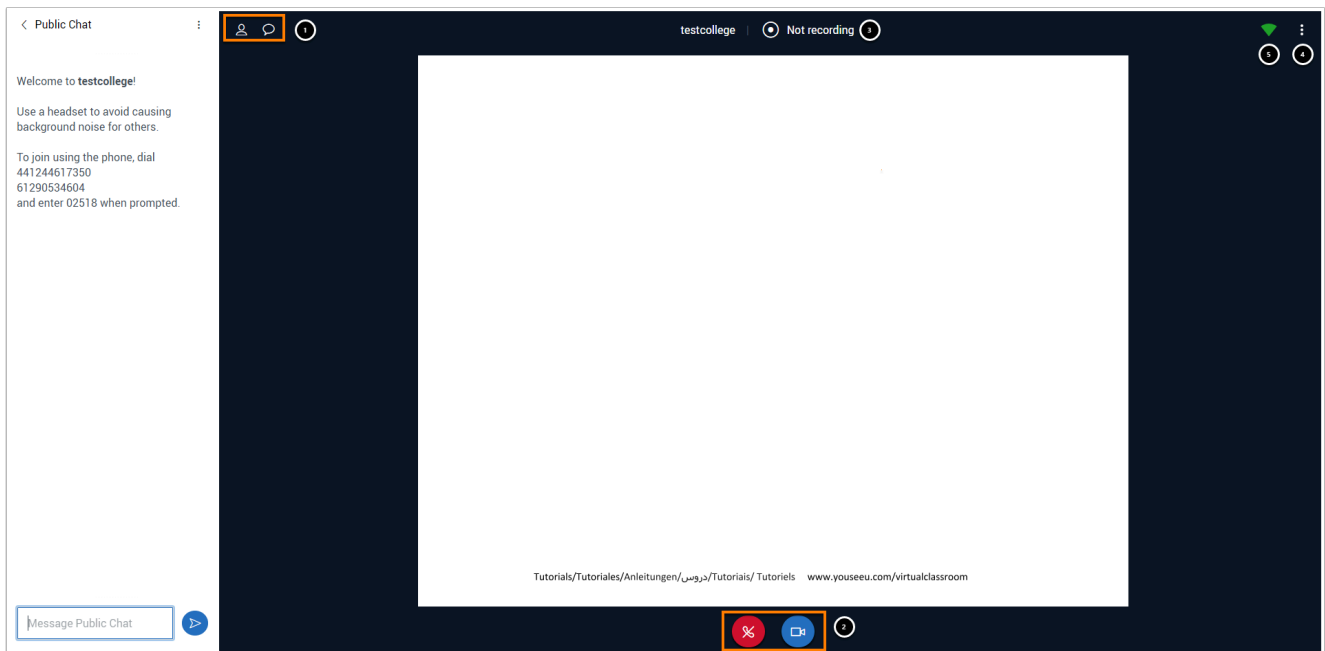
You can make use of a variety of tools during the class:

1. In the top-left corner of the screen, click:

- the stick-figure to see who will be attending the class.
- the speech balloon to open the chat. This is where you and the other participants can chat. You close the chat by clicking **Public chat** at the top.

2. At the bottom, click:

- the phone to also be able to speak.
- the camera to turn on your webcam.

3. At the top you can see whether the class is being recorded (**Recording**) or not (**Not recording**).

4. In the top-right corner, click the dotted icon to open more options:

- **Settings**: adjust the settings during the class in a separate window:
  - **Application**: indicate whether or not you want to receive notifications when there is new activity in the chat and/or adjust the font size.
  - **Closed Captions**: indicate if you want automatically generated subtitles to be displayed whenever you speak.
  - **Data Savings**: indicate if you want to allow the option of webcams being shared within the group (by turning off this option whenever you do not need it, you will prevent the network from being overloaded)
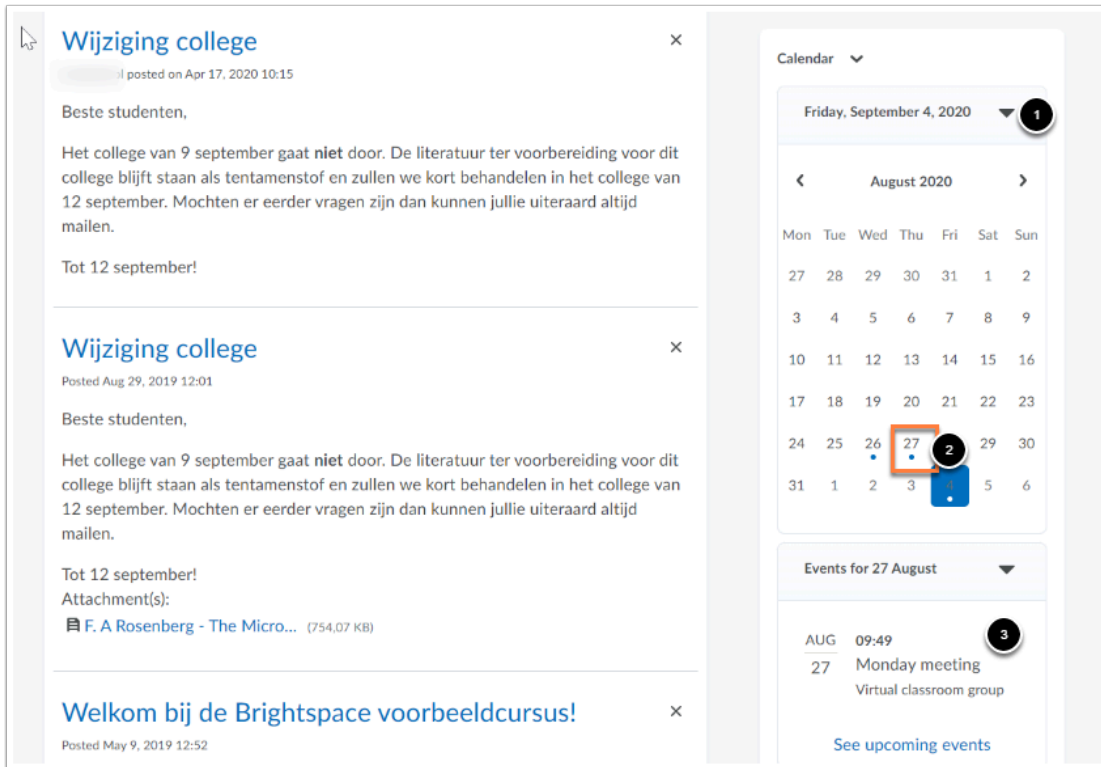
- **Leave:** leave the class.

5. The internet icon will indicate whether your internet connection is fast (green) or slow (red).

How can I find a Virtual Classroom recording via Calendar?

A lecturer might record a Virtual Classroom so that invited students will be able to view it later. It is up to the lecturer to add a link to the recording in Content, but the student will always be able to find the recording in the **Calendar.**
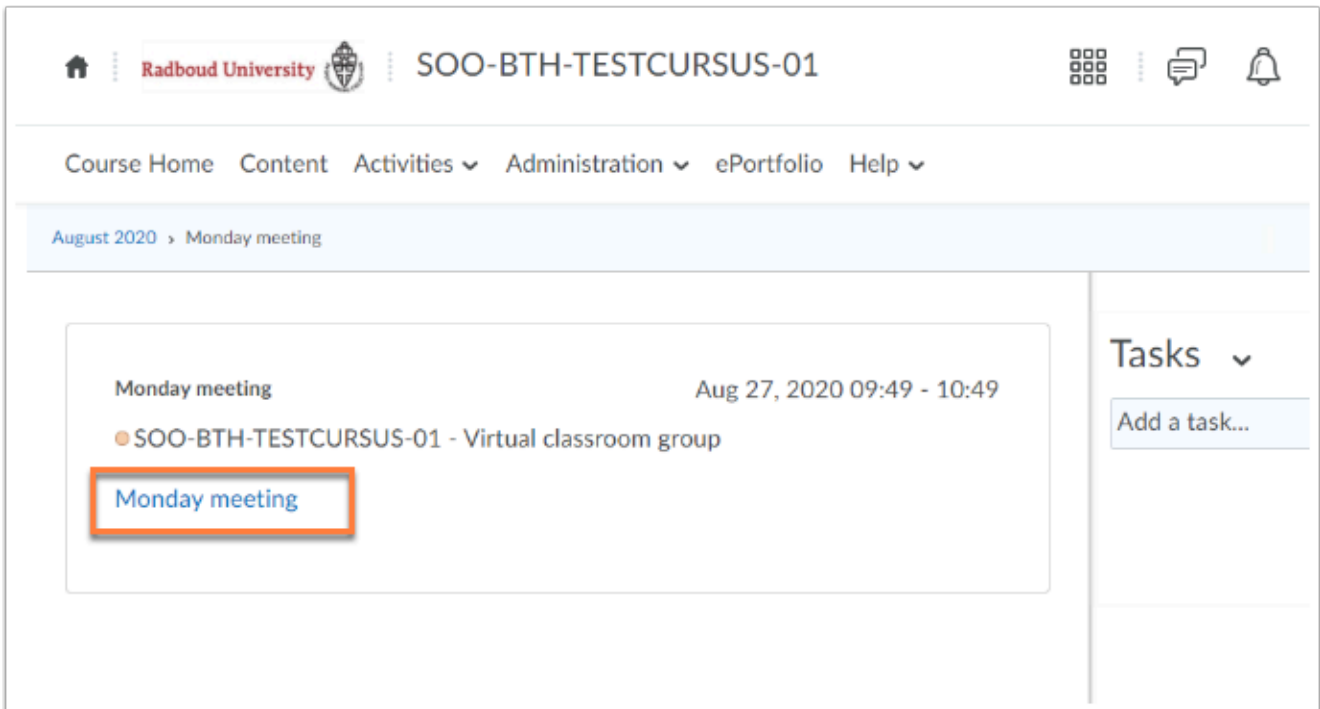
- Navigate to **Course Home**.

1. Click the arrow next to the date to fold out the monthly view.
2. Click on the day the Virtual Classroom took place.
3. Click on the **Calendar Event.**

- Then click the link to the Virtual Classroom. If the session has been recorded, the recording will now open.

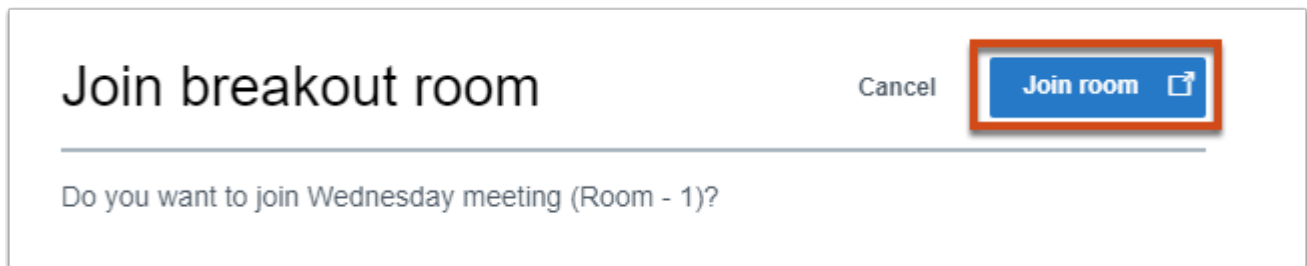# How do I use Virtual Classroom breakout room? Activities | Virtual Classroom

Get started

A lecturer might decide to split the participants of a Virtual Classroom meeting into different groups. These groups will then each get their own meeting. This meeting is called a **breakout room.** In this breakout room the participants can talk to one another or present their work during a set time. The lecturer is not a participant, but they might pop in during the session.

When the lecturer has created breakout rooms you will receive an invitation to join during the main meeting. Click **Join room** to go to the room. This means you will temporarily leave the main meeting of the Virtual Classroom.
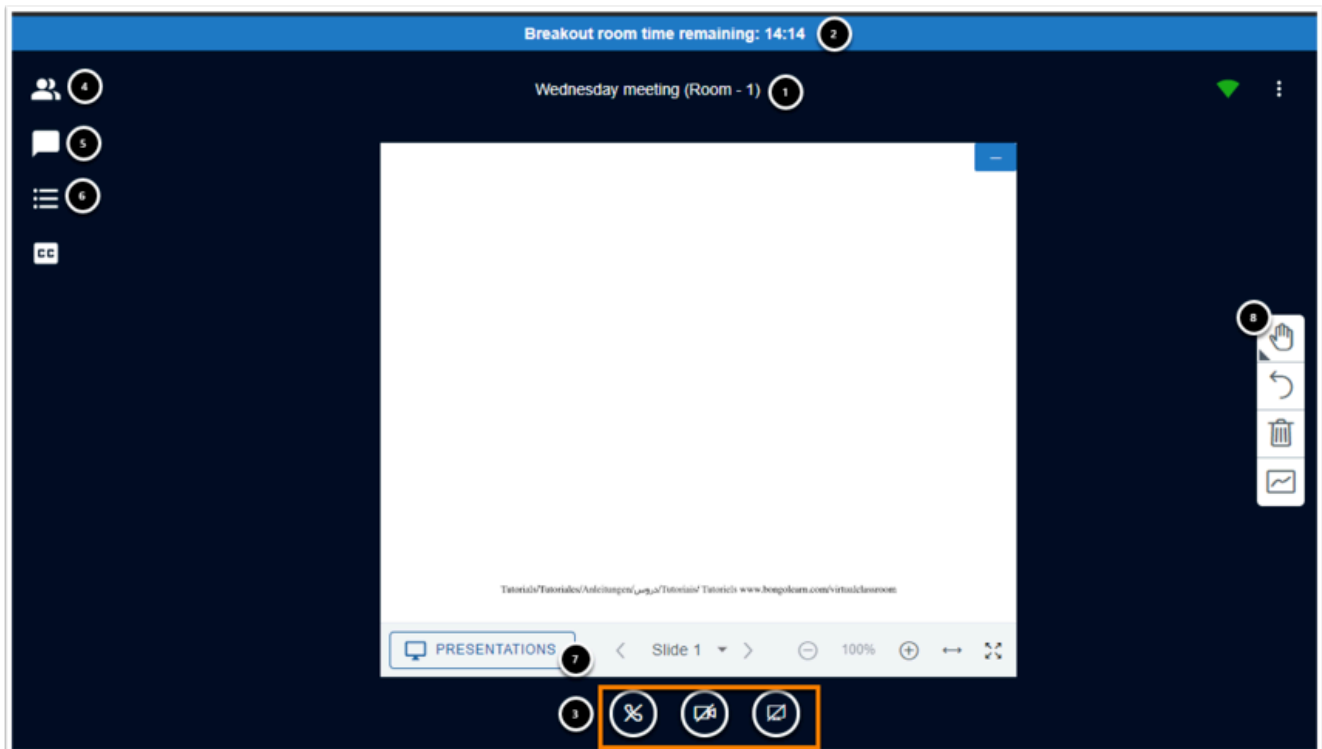
A new tab will be opened in your browser. The screen looks the same as in the main meeting, but the difference is that all participants can present. When you are the presenter in the breakout room, you will see the following buttons and can use the following functions:

1. The name of the breakout room;
2. How much time is left;
3. Manage your microphone and camera and share your screen;
4. The participants in this breakout room;
5. Chat;
6. Create a poll;
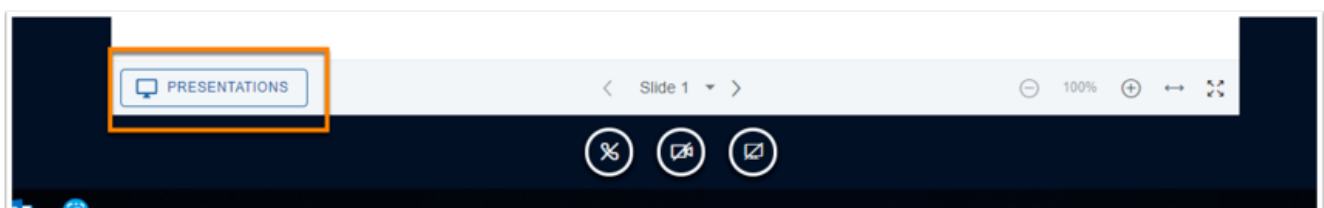7. Upload a presentation;
8. Open annotation tools.

Participants of the breakout room
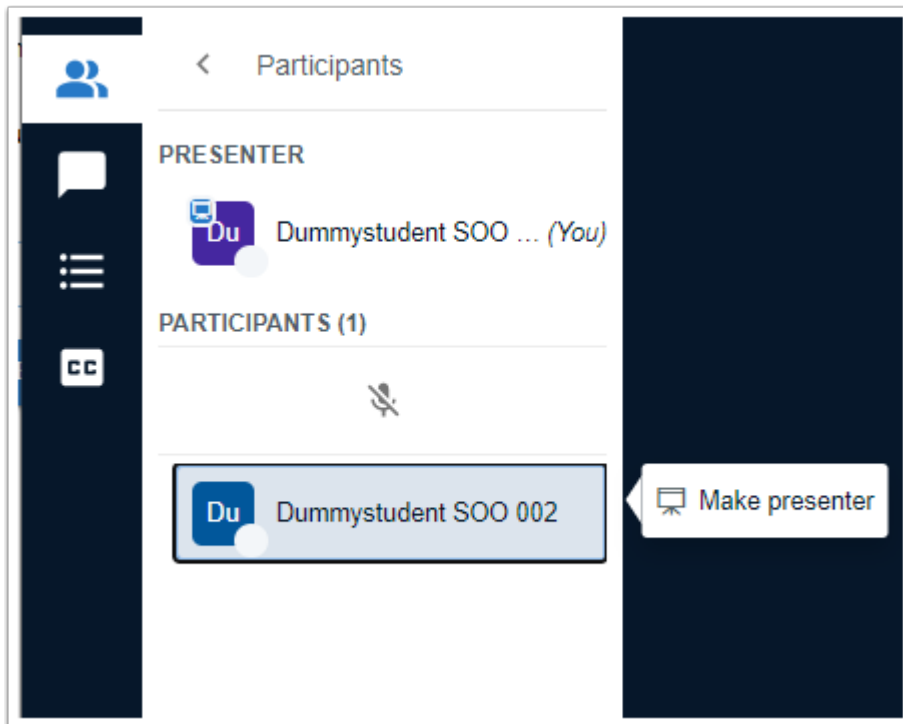
1. Click **Participants** in the top left of the menu.
2. Click **Mute all** to turn off the microphone of all participants.
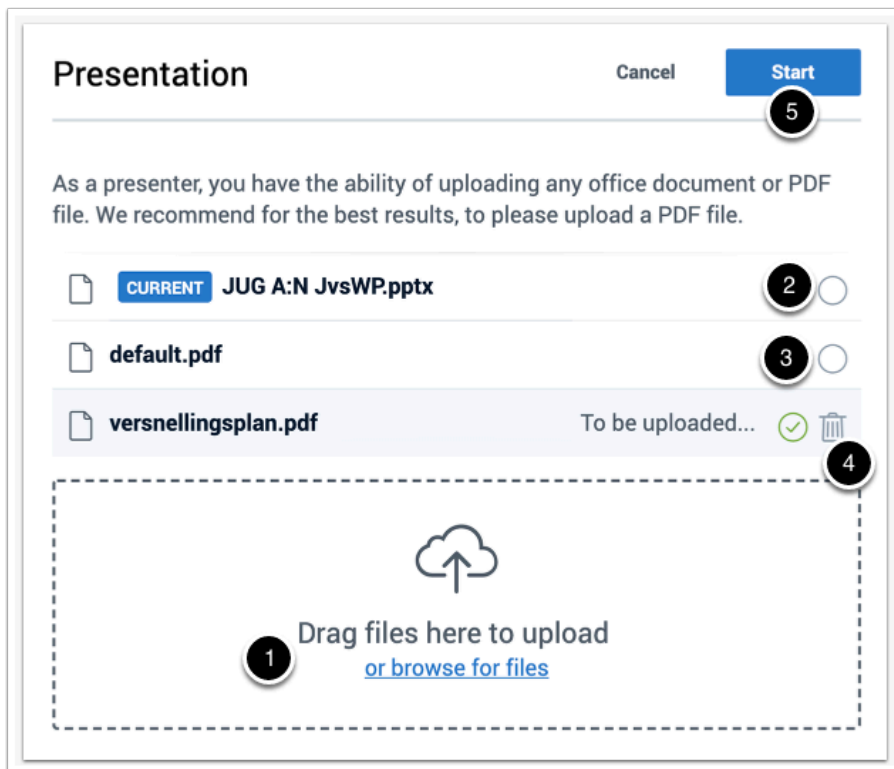3. Click on the name of the participant to make them presenter.

Upload a presentation

You can add a file to your presentation, such as a pdf, Word, Powerpoint or Excel. Each page, slide or tab will become one slide in your presentation.

- Click **Presentations**.

Werkinstructies

1. Select a file to upload from your computer.
2. Select a previously uploaded file to present.
3. Switch to a blank presentation, to which you possibly added notes before.
4. Delete a uploaded file.
5. Click **Start** to present the selected file.

> ⚠️ When you upload a Powerpoint file the animations in your file will not be saved.
> All elements in your slides will be shown simultaneously.
> Graphs in Excel are not supported.
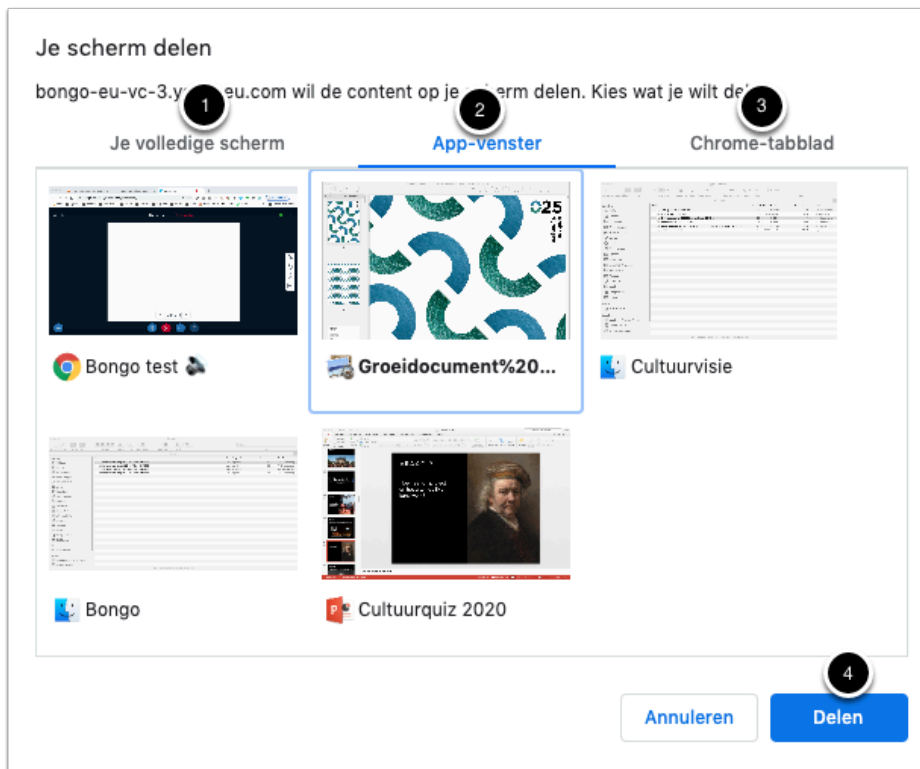> If you use special fonts then they might not be displayed correctly.

Share your screen

Click **Share your screen** at the bottom to share your screen.

Werkinstructies

A new window will open. You can choose which part of your screen you want to share:

1. Your **Full Screen** (je volledige scherm): if you want to share your full screen, select which one you want to share (in case you are working with multiple screens).
2. **Application** (App-venster): If you want to share an application (such as a Word or Excel file) choose the right window here.
3. **Chrome tab** (Chrome-tabblad): when you want to share a tab from your browser, select which one here.
4. Select the desired item and then click **Delen (Share).**

⚠ If you try to share your screen for the first time, you will receive an one-time notification stating you have to download the Bongo Screenshare Extension.
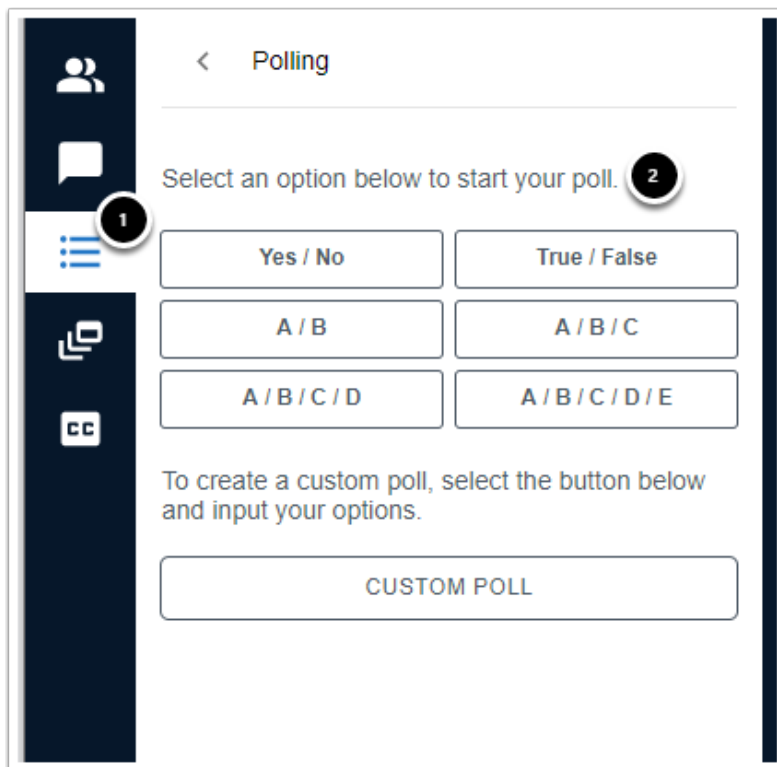
⚠ Chrome and Microsoft Edge (Chromium edition) are the only browsers that completely support screen sharing.
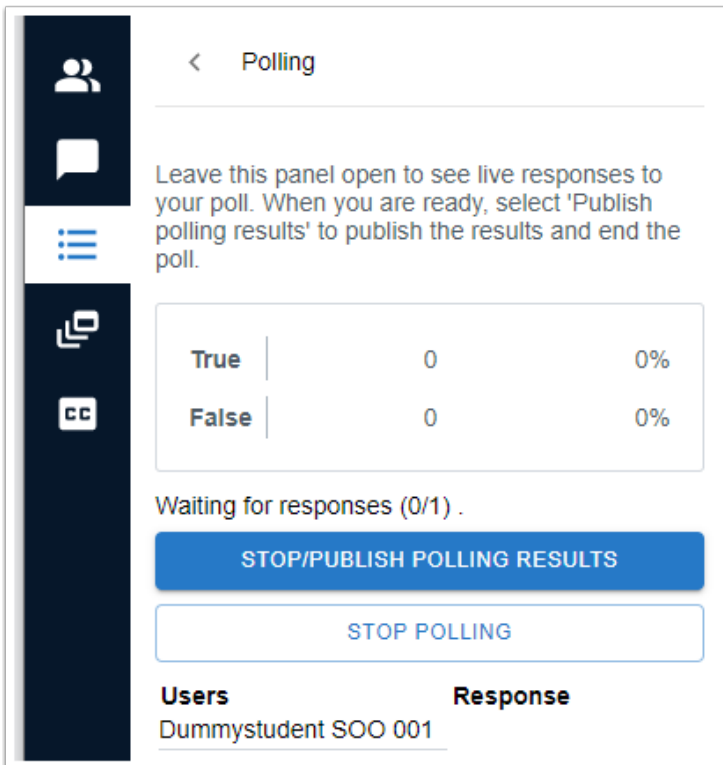
Firefox only lets you share a window.

Poll

You could present a poll during your presentation. You have to ask the question verbally, after which the participants can choose between different answer options that appear on screen.

1. Click **Polling** in the menu on the left.
2. Choose between default answer possibilities, or create your own answer possiblities by clicking **Custom Poll.**

- After you have set up the answer possiblities the poll will start automatically. Click **Stop/Publish Polling results** to share the results with the participants. Click **Stop Polling** to stop the poll without sharing the results.

Ask the lecturer for help

After you have been moved to the breakout room you can still ask your lecturer for help - even if they are in the main session. Click on the main session tab. The breakout room was opened in a new tab, it is important that you leave this open as well. Then ask your question on the main session chat. The lecturer can answer it there, or come to your breakout room.

Leave the breakout room
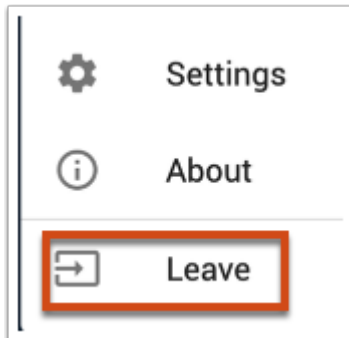
When the predetermined time has passed the breakout room will be closed automatically. You will then return to the main meeting. Do you want to leave the breakout room early? Click the three dot icon and choose **Leave.**

> ⊘ Once you voluntarily leave the breakout room you cannot return. You will have to ask your lecturer to readmit you.
> Make sure you do not accidentaly close your browser tab - if you do, you will also leave the room.
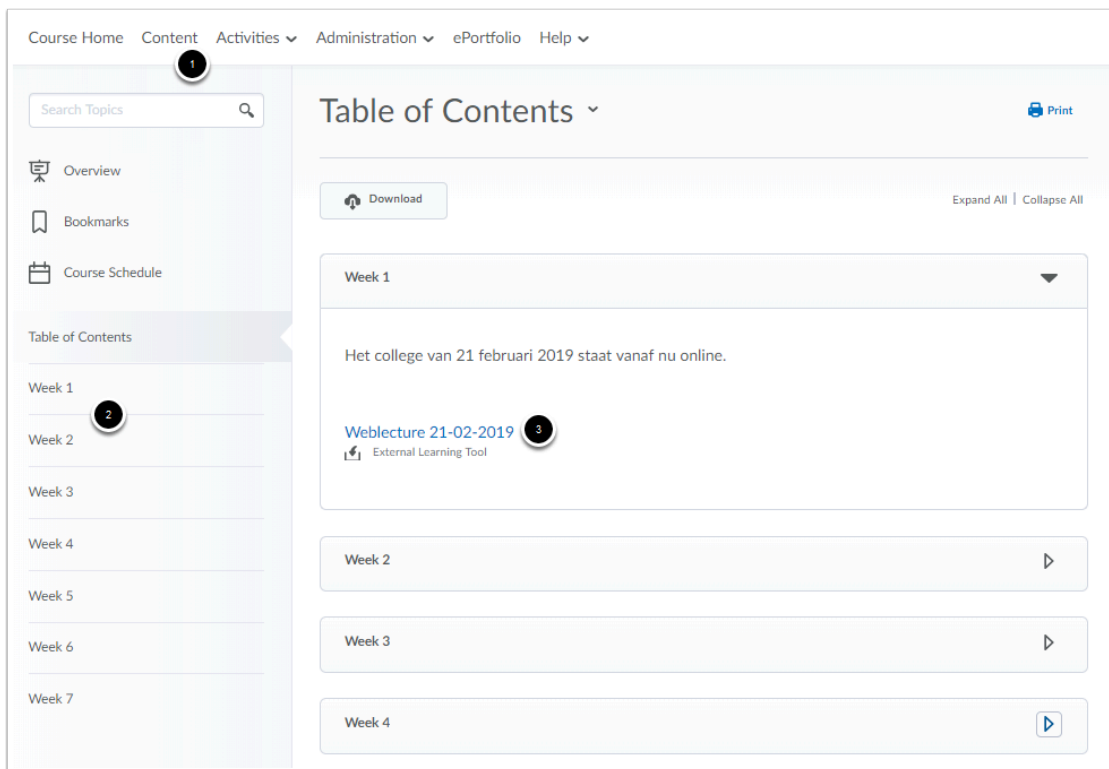
How do I view weblectures? Content | Weblectures

For some courses, entire classes will be recorded on video. This allows you to watch them at a later point. When this is the case, you can find these **weblectures** on Brightspace. Your teacher will make them available under **Content.**

> 💡 Do you want to learn more about weblectures? Go to the student website and read the article about [Weblectures](#).

1. Navigate to **Content** in the navbar of your course.
2. The teacher will publish the available web lectures under Content in a module they have created for that purpose.
3. Click the link in the module to open a weblecture.

You have multiple options while watching the weblecture:

1. Click the play/pause icon to start or pause the weblecture.
2. If you want to watch a specific part of the video, use the green dot and drag it to the desired point in the video.
3. Click the 5s-icon to rewind the class five seconds.
4. Click the arrow icon to slow down the recording or to speed it up.
5. Click the miniature slide to enlarge the slide.
6. Click the speaker icon to adjust the volume.
7. Click the gear wheel icon to change the video settings (**layout**, **positions** en **qualities**).
8. Click the screen icon to view the lecture in full-screen mode.
9. Click the slide icon to open a new window next to the weblecture that displays the slides.
10. Click the magnifying glass icon to search within the video. It is possible to search for a key word that is on one of the slides.
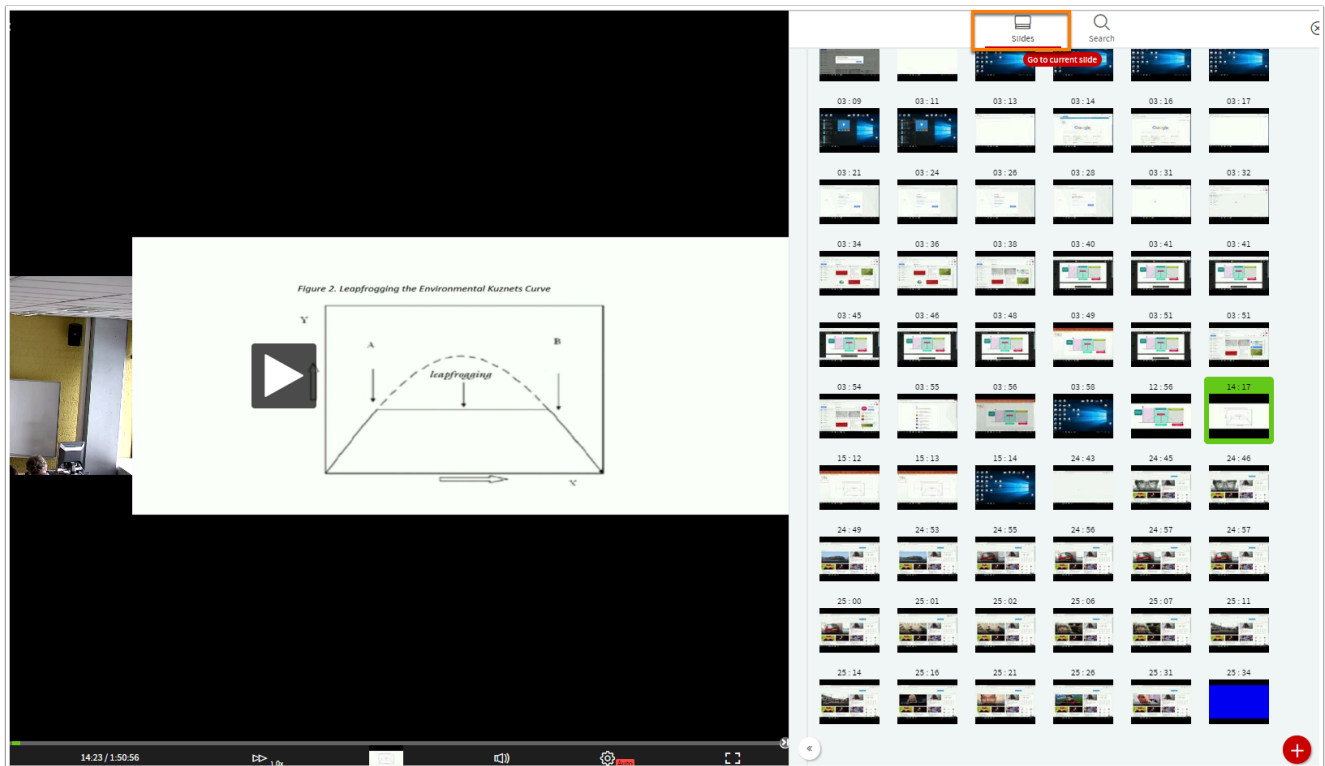
When you click the slide icon, a window will open containing all slides and a search bar. Below **Slides**, you will see all of the slides the teacher has used. Click on a slide to navigate to that point in the weblecture.
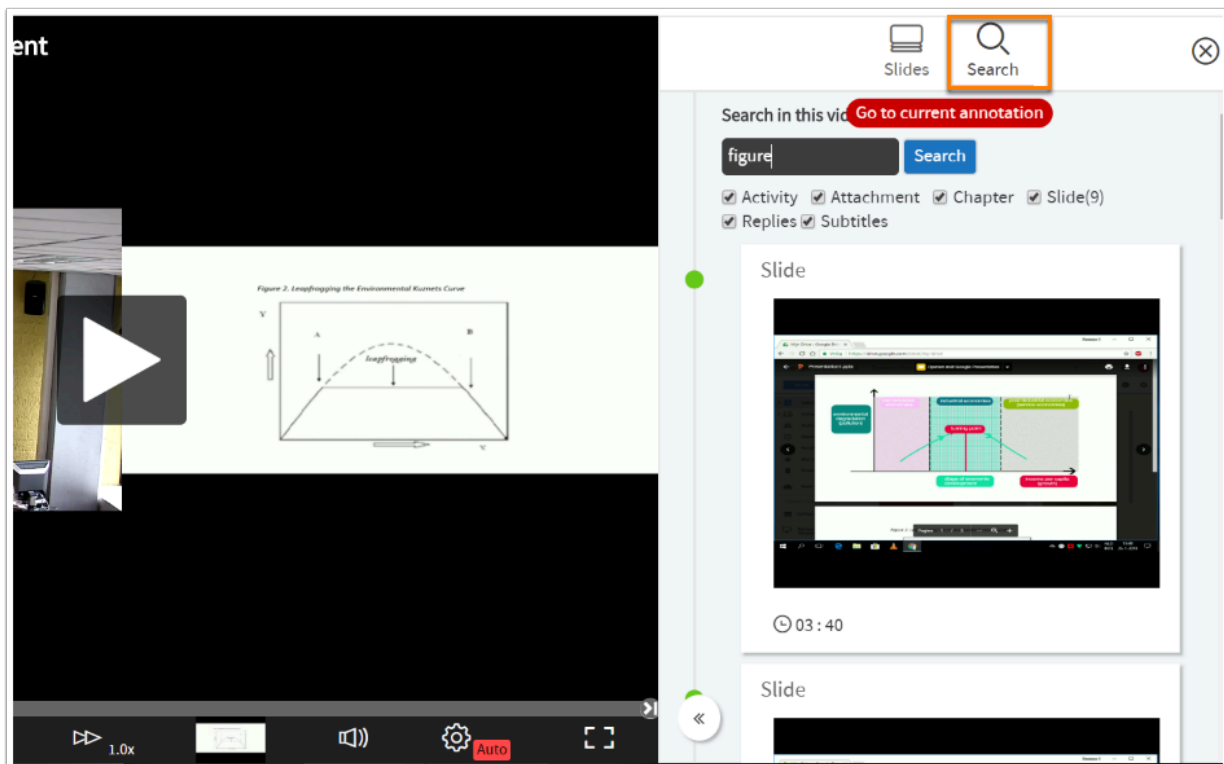
Werkinstructies

Click **Search** to use the search bar. You can search within a weblecture, *for example when you are searching for a specific activity, attachment, chapter, slide, replies or subtitles.* You can search for key words on the slide because of text recognition.

⚠ • There can be multiple causes when you cannot open a certain weblecture or receive an error message. For possible problems and their solutions, please read the article [What do I do when I cannot view a weblecture link in Brightspace?](#)

- Do you want to view a weblecture on your iPhone? Third party links (including weblectures) do not work in the Pulse app on iPhones. However, it is possible to navigate to your mobile browser when you are on the Pulse app. This way you can view the weblecture. To do so, you first have to [change the settings for Safari regarding cookies](#). Read more about doing this in the article [What do I do when I cannot view a weblecture link in Brightspace?](#)

- If you want to learn more about operating Pulse, read the article [How do I use the Pulse app?](#)

What do I do when I cannot view a weblecture link in Brightspace?

[Problems with Internet Explorer](#)
[Error message Access denied](#)
[Mail](#)

Some classes are recorded on video, so you can watch them later. The teacher will put the link for the weblecture on Brightspace. There can be multiple reasons when the link does not work. Below you will find a few solutions you could try.

> 💡 Do you want to learn more about weblectures? Go to the student website and read the article about **Weblectures**.

Problems with Internet Explorer

If you use Internet Explorer 11 as your browser, you might receive an error notification when you click a weblecture. This is because the browser does not allow **third party cookies.** However, this is necessary for weblectures and other applications that work with an LTI-link. There are two ways to solve this problem:

1. Use a different browser (like Google Chrome or Microsoft Edge).
2. Change the settings of your Internet Explorer.

> ℹ️ Problems with third party cookies can also occur if you work with Safari. For Safari the same two methods apply to solve the problem.

Change the settings in Internet Explorer
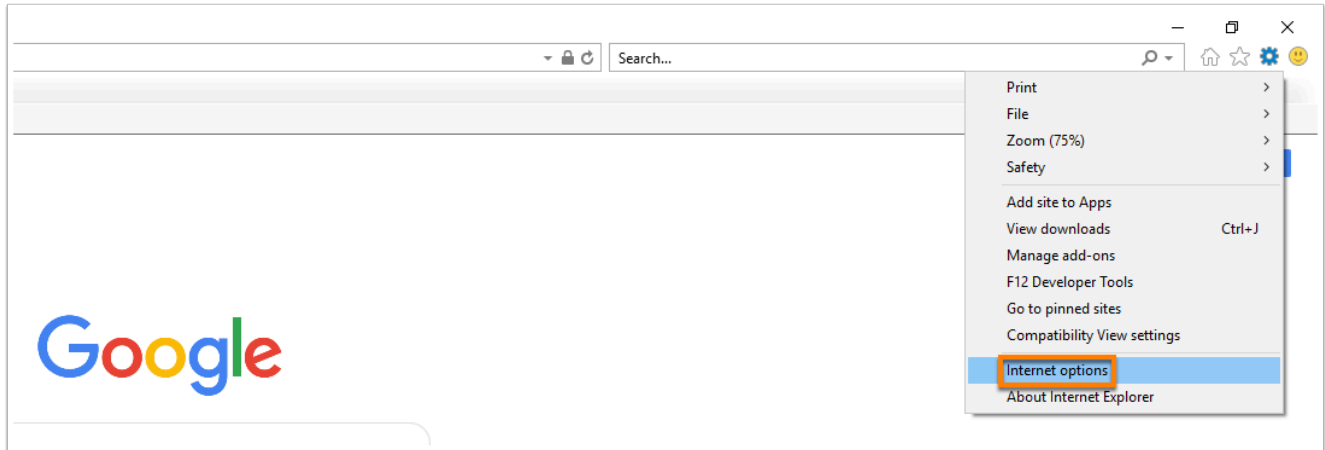
- Open the browser.
- Click the settings icon in the top right corner.
- Click **Internet options**. A new window will appear.
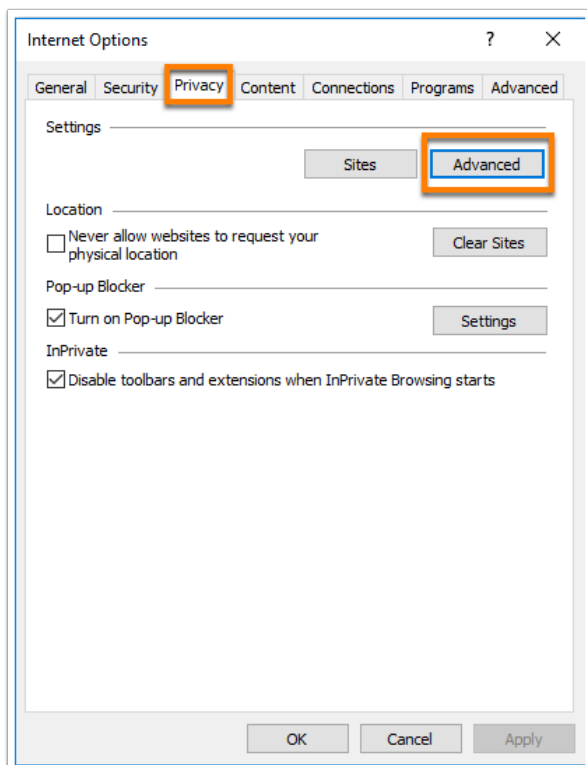
- Click **Privacy**.
- Click **Advanced**.
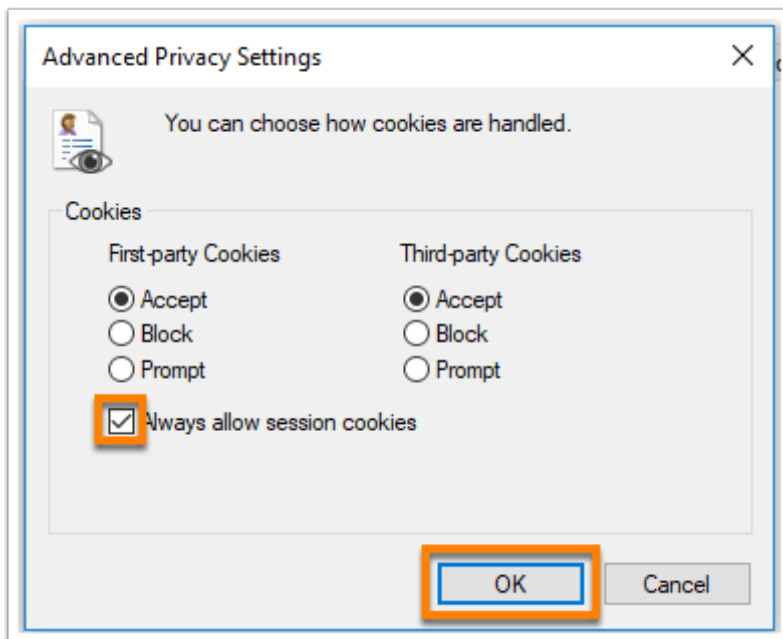
- Select **Always allow session cookies.**
- Click **OK** to save the new settings.

Error message Access denied

Do you receive an **Access denied** error message when you open a weblecture? Please contact your teacher or supervisor.

Mail

If the options above do not work or if you have additional questions, please send an email to weblectures@ru.nl.

What should I do when I cannot view weblectures in Internet Explorer?

When using Internet Explorer 11 to browse Brightspace, you might run into an error when you are trying to view a weblecture (see below). This is because the browser does not allow **third party cookies** to be stored. When using weblectures and other applications through an LTI link, your web browser needs to allow these cookies. There are three ways to resolve this issue:

1. Use a different browser (such as Google Chrome or Microsoft Edge).
2. Change your Internet Explorer settings.

Failed to get modes: error Forbidden
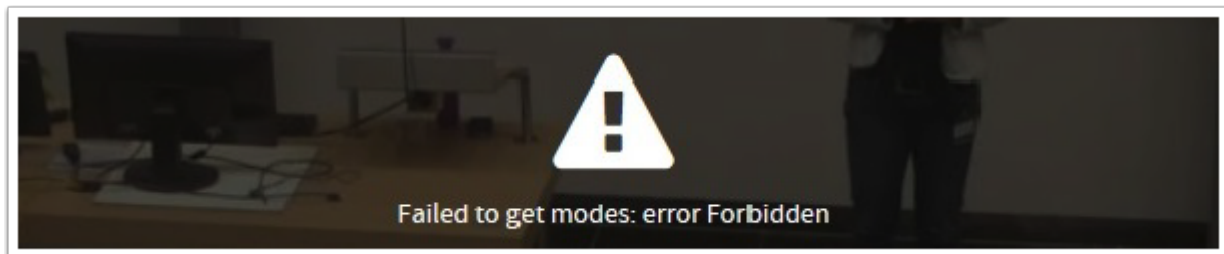
Change your Internet Explorer settings

*   Open the browser.
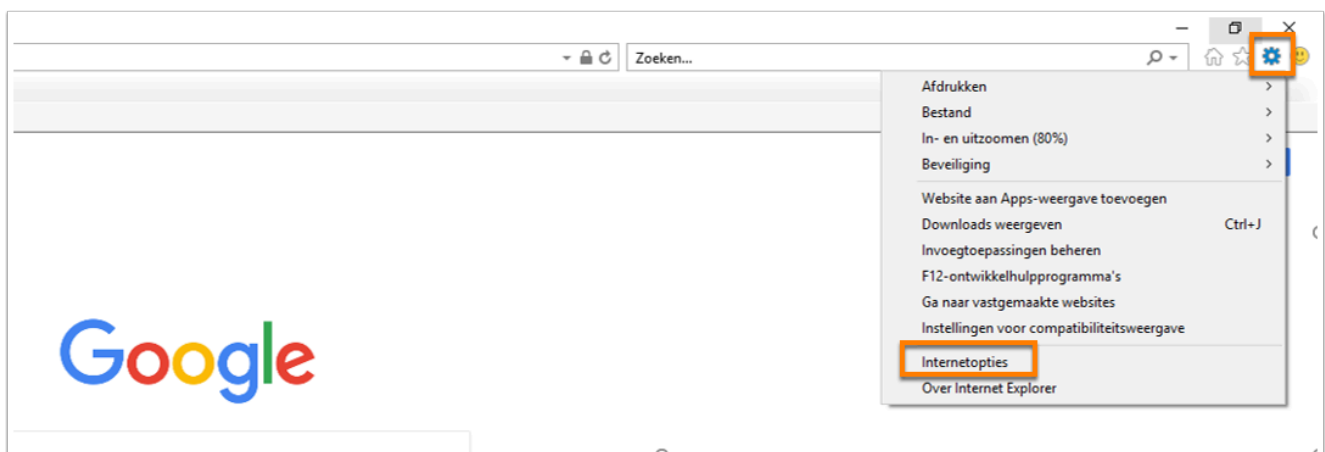
*   Click the settings icon in the upper right corner.
*   Click **Internet Options**. A new window will appear.
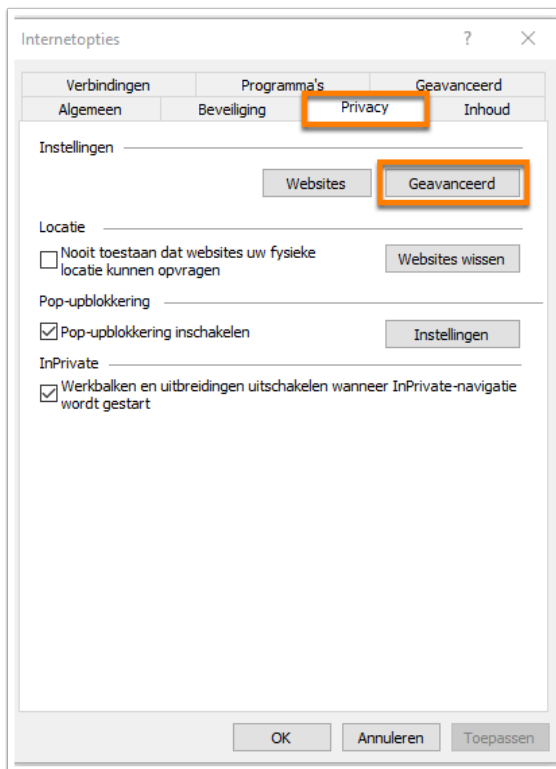
- Click **Privacy**.
- Click **Advanced**.
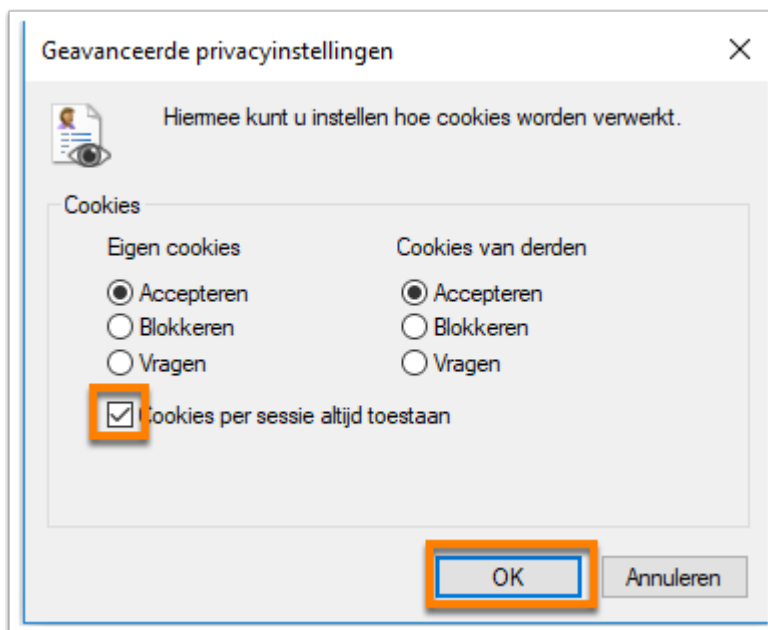
- Place a checkmark before **Always allow cookies per session.**
- Click **OK**.

Feedback and assessment: Grades and Awards

How do I view my grades in Brightspace (Grades)?

[Grades homepage](#)
[Class Average and Grade Distribution](#)

Teachers can add an assessment to quizzes, assignments and discussions in Brightspace. Additionally, they can add assessments to offline work such as presentations. These grades can always be found in OSIRIS, but some teachers will also publish these grades on Brightspace.

> ⚠ If there are differences between the grade you see on OSIRIS and the one on Brightspace, then the one on OSIRIS will be leading. If you think that a grade is incorrect, you have to contact your teacher.

Grades homepage
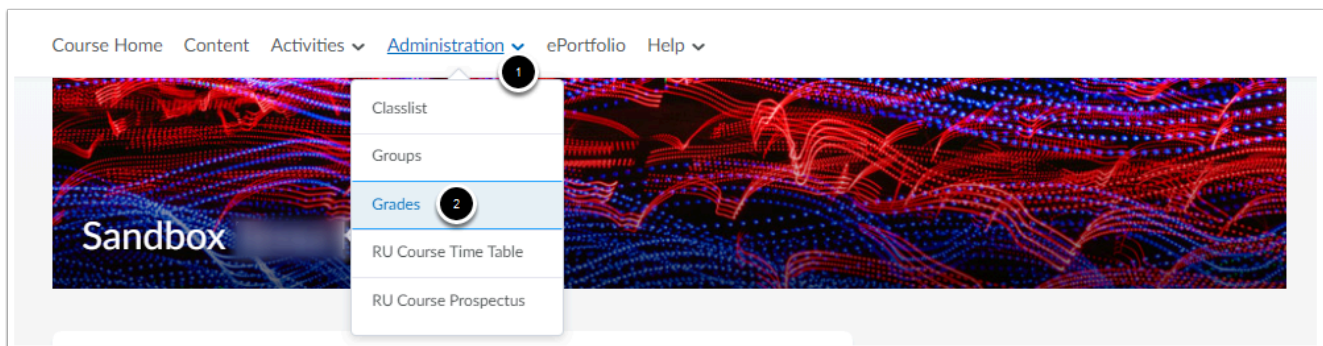
1. Navigate to **Administration** in the navbar of your course.
2. Click **Grades.** You will navigate to the Grades homepage.

Here you will find all assessments the teacher has added/can add to Brightspace. Teachers can choose which assignments they wish to assess in Brightspace, which ones they wish to assess outside of Brightspace and whether they only want to submit the grades to OSIRIS or add them to Brightspace too. Additionally, teachers can control which information is shown for each assignment. There are several options:

- **Grade Item** will show the components (assignments, quizzes, discussions) for which the teacher can add a grade in Brightspace.
- Below **Points** you can see how many points you have received out of the total amount of points.
- **Weight Achieved** will show the weight of the component and how this components contributes to the final assessment or to the category.
- **Grade** shows the symbol that matches with the score you have achieved. *This could be, for example, a letter (A+, A, B, C, D, F), a grade (1 to 10), or a text (unsatisfactory, pass, good).*
- Below **Comments and Assessments** you will see possible remarks the teacher has added to your assignment. This could be feedback for your assignment, but also a general message (*such as a thank you-message for participating).*
- Click the graph icon to see the Class Average and/or the Grade Distribution. For each grade item and grade category the teacher can decide whether it should be available or not. If you do not see the graph icon, that means that the teacher has not enabled that function for this item.

> ℹ️ The score for a specific component can often be found in the Activity itself.
>
> - Navigate to **Assignments, Quizzes** or **Discussions** via **Activities.**
> - Select the desired assesses assignment, quiz or discussion.
> - You will see the score and/or feedback the teacher has provided.

Class Average and Grade Distribution

If you see the graph icon behind a grade item, it means you can choose to view the **Class Average** and/or the **Grade Distribution.**

- Click the graph icon. A new window will open.
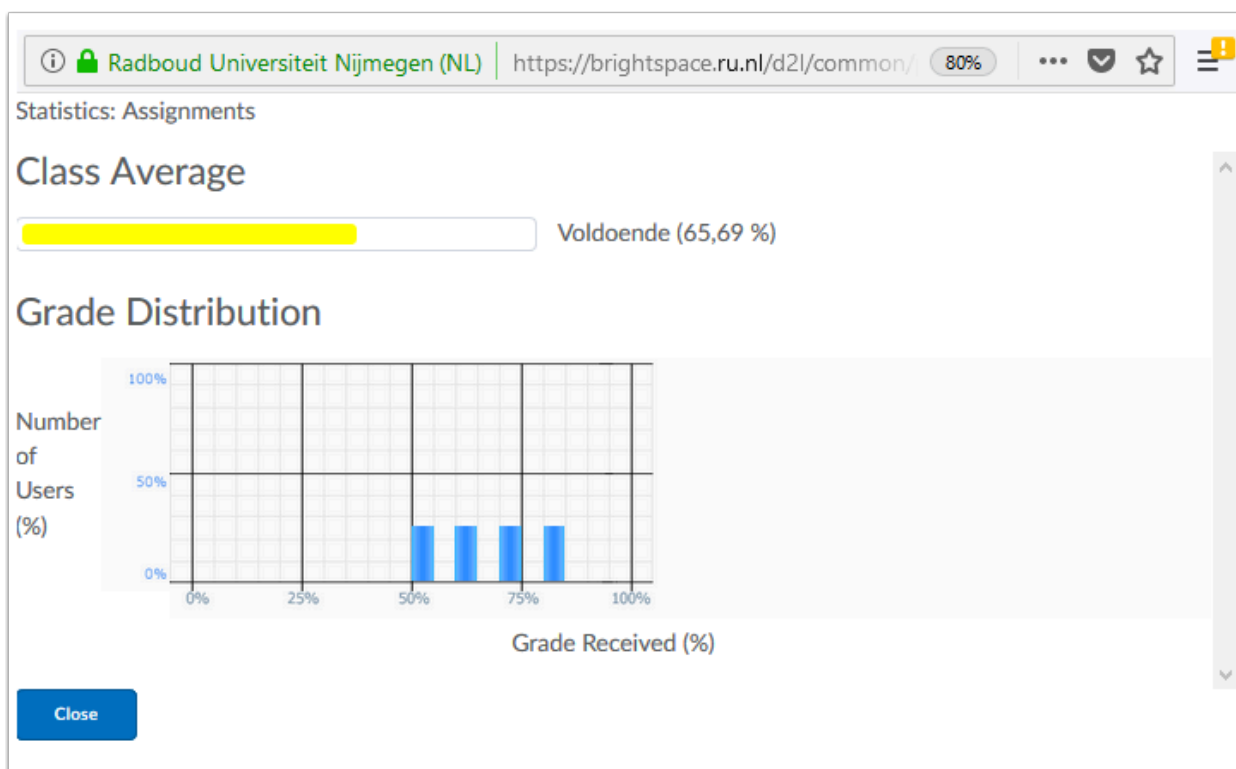
- The **Class Average** will show the average score that has been achieved for an assignment or for all submitted assignments (if you can see the graph for the entire category).
- The **Grade Distribution** shows how the scores have been distributed among the students who have submitted the assignment. The vertical axis shows the number of students that have achieved a certain score. The horizontal axis shows the achieved scores.

How do Awards work and how can I see which Awards I have obtained?

Awards

Teachers can choose to award students with **Awards** in Brightspace. An award is a way to reward students for a skill that is not assessed, but useful and desired. You can also use awards to reward a student for a certain score. This way the awards can be a motivation for a student to learn a lot, display specific behavior or develop a certain skill. An award usually consists of a badge with a description of the obtained skill or behavior displayed.
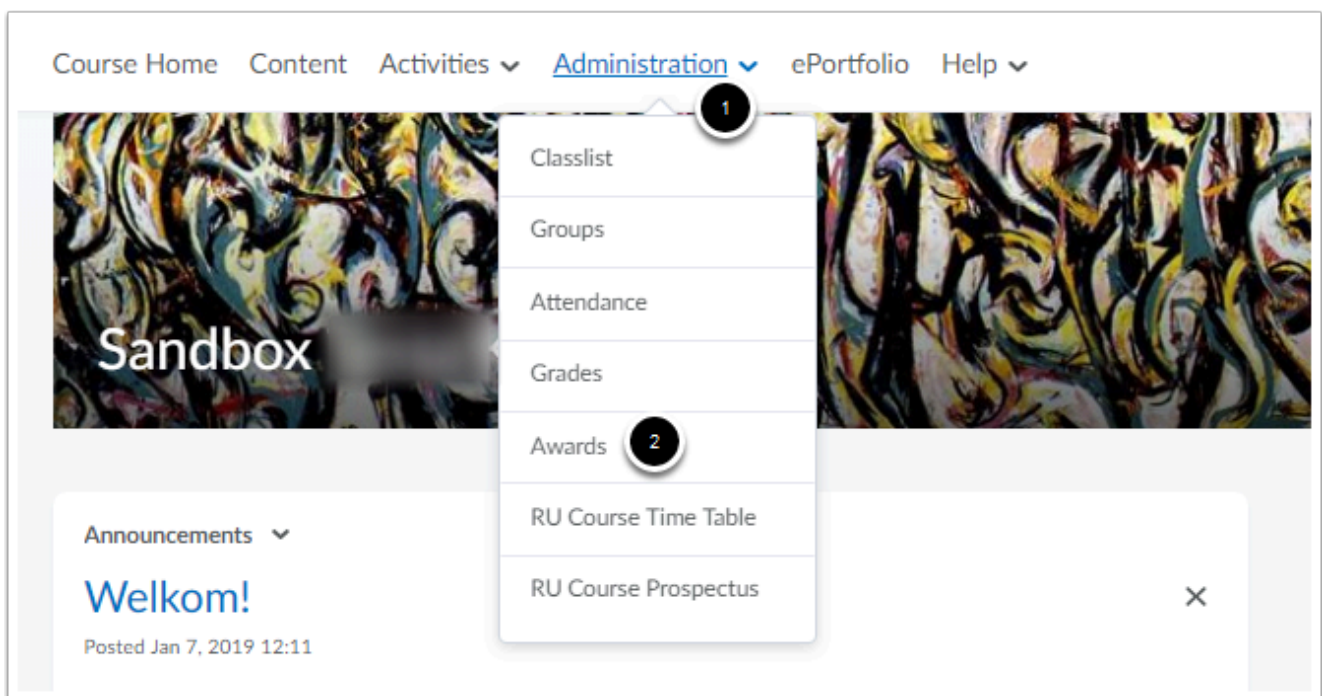
1. Navigate to **Administration** in the navbar of your course.
2. Click **Awards.**

My Awards and ePortfolio
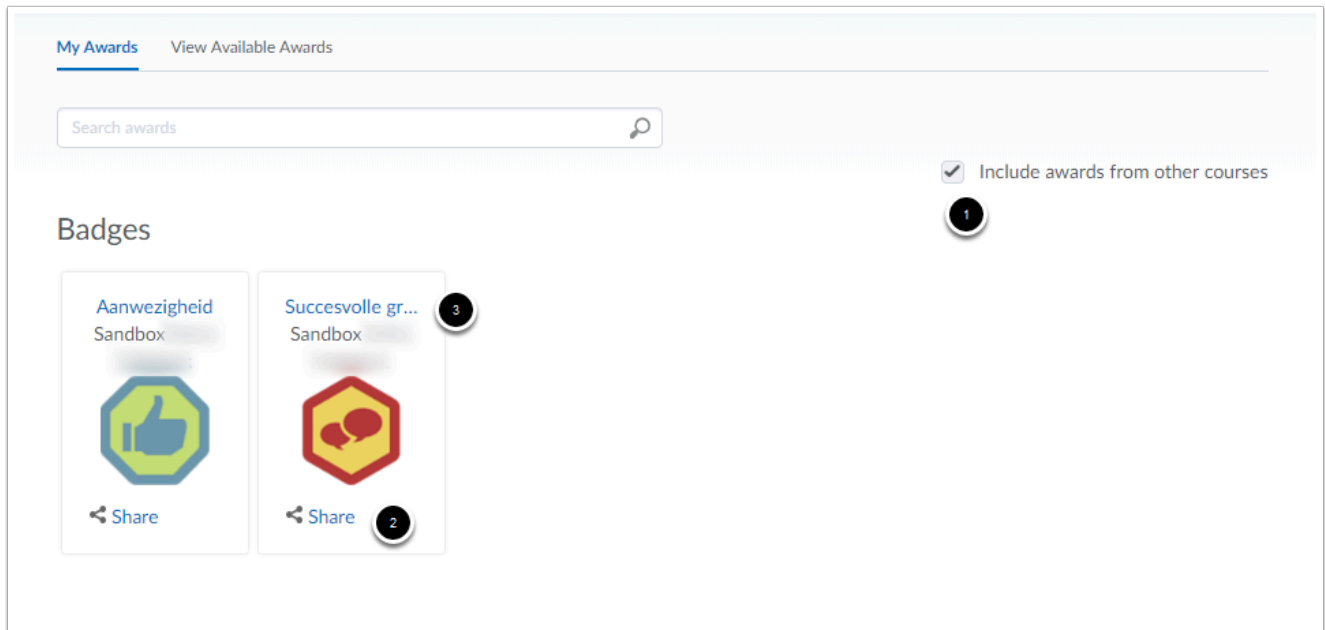
You will navigate to the **My Awards** tab. On this page you will see all of the awards that have been awarded to you by teachers.

1. Select **Include awards from other courses** if you want to see all of the awards you have obtained in all of your courses. If you do not select this option, you will only see the awards you have obtained in the course you are currently viewing.
2. Below **Badges** you will see the awards you have obtained, with the name of the award and the course in which you obtained the award. Click **Share** to place an award in your ePortfolio.
3. Click on the name of the award to see additional information.
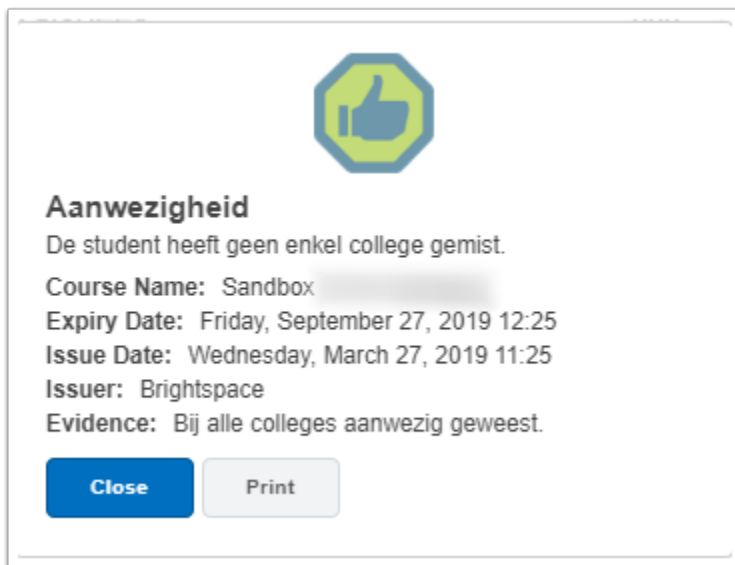
A pop-up window will appear, containing:

- the title of the award;
- a description containing information about the award;
- the name of the course (**Course Name**);
- a possible expiration date (**Expiry Date);**
- who has issued the award (**Issuer**). Note that most teachers will not enter a specific name or course here, because if they don't they can use the award in multiple courses.
- The proof for obtaining the award (**Evidence**).

Click **Close** to return to **My Awards** or click **Print** to print the information.

View Available Awards
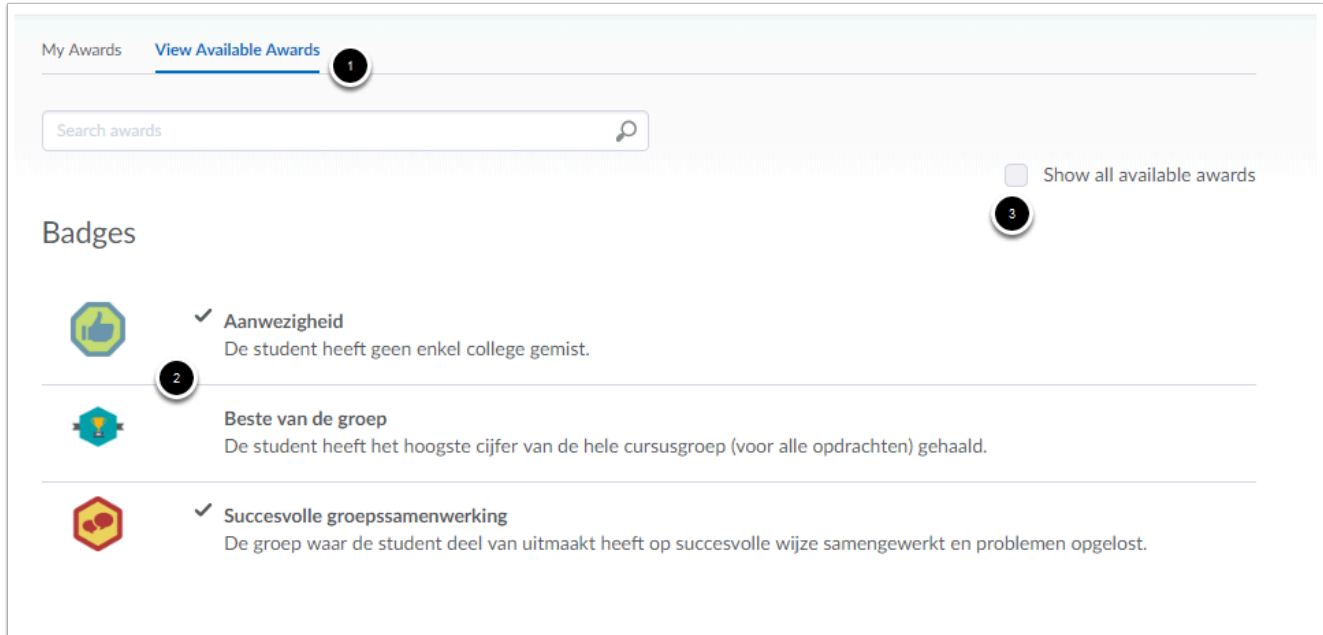
1. Click **View Available Awards** (second tab) to see all awards you could obtain.
2. You will see a list of all of the awards a teacher could give you. Awards with a check mark have been previously obtained.
3. Select **Show all available awards** to see all awards you could obtain in all your courses.

Subscription alerts
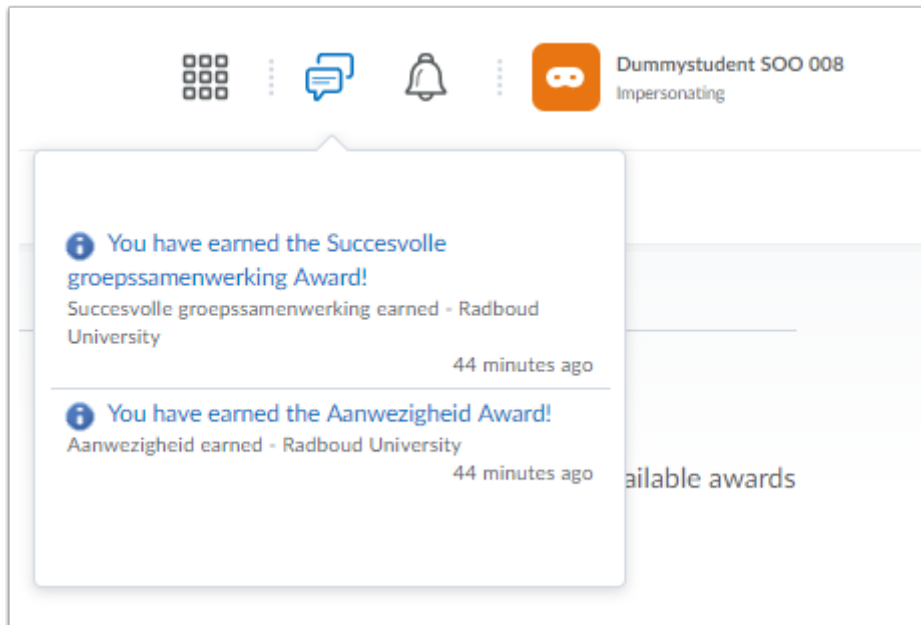
You will receive a **Subscription Alert** once you are awarded an award. Click on the notification to navigate to Awards.
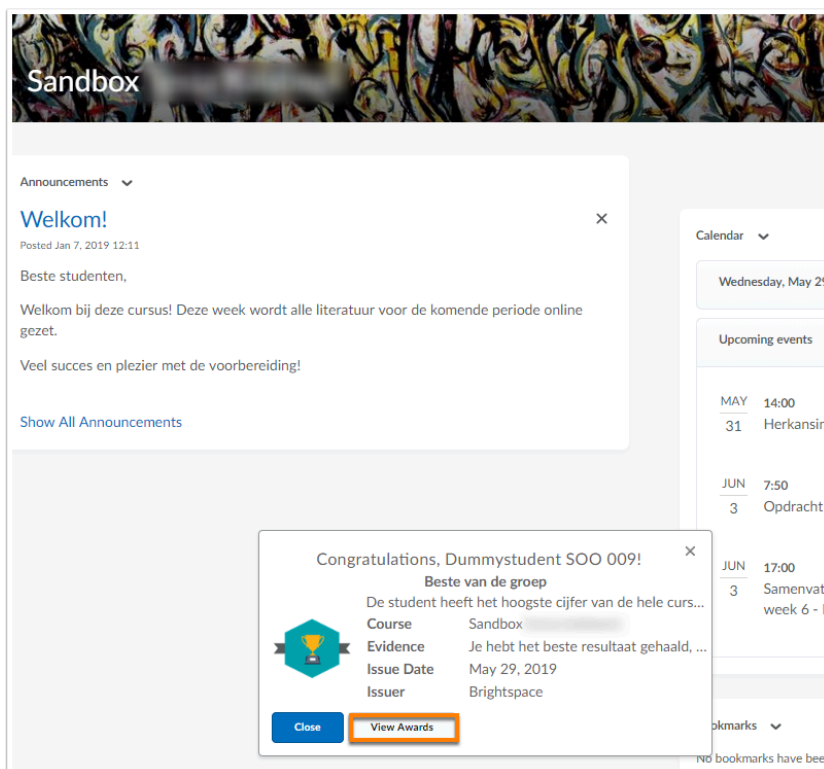
After you have obtained an award a non-recurring notification will appear at the bottom of your screen on the **Course Home** page. Click **View Awards** to open a new page that shows all obtained badges.

Feedback and assessment: Assignments/Turnitin, Quizzes, Discussions

Is my work checked for plagiarism after submitting it in Brightspace (Turnitin/ Urkund)?

Teachers can use a tool that allows them to check for plagiarism in submitted assignments. The tool that is used most frequently at Radboud University is **Turnitin**. The Faculty of Law is the only faculty to use another plagiarism scanner; they use **Urkund**.

These tools will compare the assignments that have been handed in with a database of articles, publications, previously submitted assignments, the internet, and assignments by fellow students. They will then show how similar this assignment is to others.

The tools that are used at Radboud University make it possible for students to submit their assignment in Assignments, after which they will automatically be submitted to the tool. This way the tool will directly perform the plagiarism check. Another option is to start the check after the deadline has passed.

Turnitin

If the teacher has turned on Turnitin for an assignment, they can see for each submitted assignment whether plagiarism has occurred. The degree of similarity between the text and existing texts will be expressed in a percentage.

⚠ The plagiarism score shows the percentage of your text that is similar to text from a different source. This means that quotes also count for this score, even though it is not plagiarism! As a consequence, a high score does not necessarily have to mean that you have to worry about committing plagiarism. The teacher will always check whether the student has actually committed plagiarism, or whether the score is a reflection of the number of quotes you have used.

Hand in an assignment
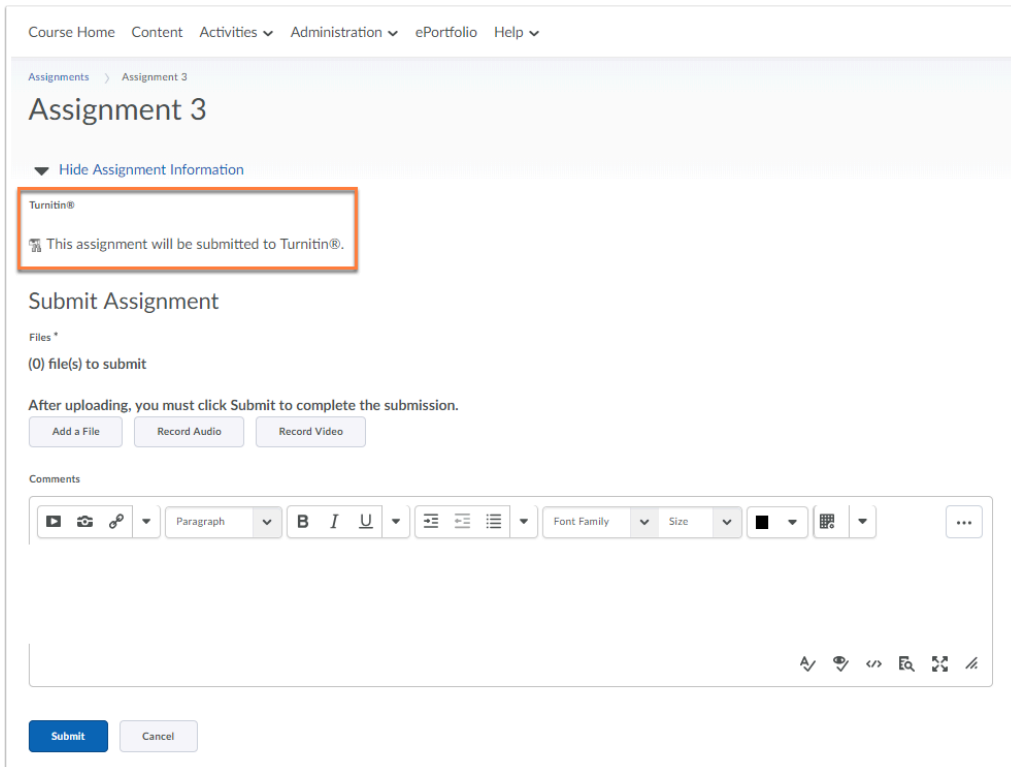
- Go to **Activities > Assignments**. You will be navigated to the Assignments homepage.

The assignment(s) for which the teacher has enabled Turnitin can be recognised by the binoculars icon.

- Click on the Assignment to hand in your assignment.

1. Below the heading **Turnitin** you will see that Turnitin has been turned on for this assignment.
2. Click **Add a file** to upload your file.
3. Add a description in the description field if desired and click **Submit.**

If this is the first time you hand in an assignment with Turnitin, the Turnitin User Agreement will be shown (this will happen again every time Turnitin alters the "Agreement"). In order to submit your work, you have to agree with the terms by clicking on 'I agree'.

View plagiarism score

As a student you can only view the plagiarism score for your own submitted assignment, as long as the teacher has made this option available for you. If the teacher has done so, the plagiarism score can be accessed by clicking the submitted assignment (**Submitted**).

- Go to **Assignments**.
- Click **Submitted**. You will be navigated to the **Submission History** page.

- Next to the **Submission** you will find **Turnitin Similarity.** If you have handed in your assignment via Turnitin, this is where you will find your plagiarism score.
- Click the percentage to view your assignment in Turnitin's **Feedback Studio.** A new window will open.

- You can see the assignment you have handed in in the Feedback Studio. The colored parts indicate where plagiarism has occurred.
- The bar on the right contains the **Match Overview.** Here you will find an overview of the sources that are the most similar to your own text.
- If you click the graph icon below the Match Overview, you will see a list called **All Sources.** Here you will find all sources that are partially similar to your assignment.

View assessment

Another method for teachers to assess students' work via Turnitin is through the **Grademark** module.

The score that a teacher has awarded via Grademark can be found under **Score.**
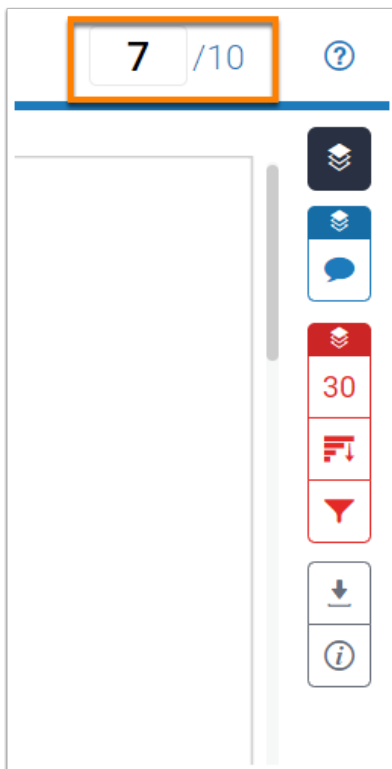
The score will also be displayed at the top right in the **Feedback Studio** page.

Urkund (Faculty of Law)

Students of the Faculty of Law can view the assignments that have been checked for plagiarism by Urkund by going to **Activities** and then **Urkund.** Here they will find an overview of the submitted assignments that have been processed by Urkund, including the matching plagiarism score - as long as the teacher has made it available.

How do I view the assessment of a quiz?

[Quizzes](#)
[Grades](#)

There are two ways to view the assessment the teacher has provided for you quiz: [Quizzes](#) and [Grades](#). When you use Quizzes you will see the assessment for each separate quiz attempt. When you use Grades you will see an overview of the final assessment for all Activities that have been assessed on Brightspace.

Quizzes
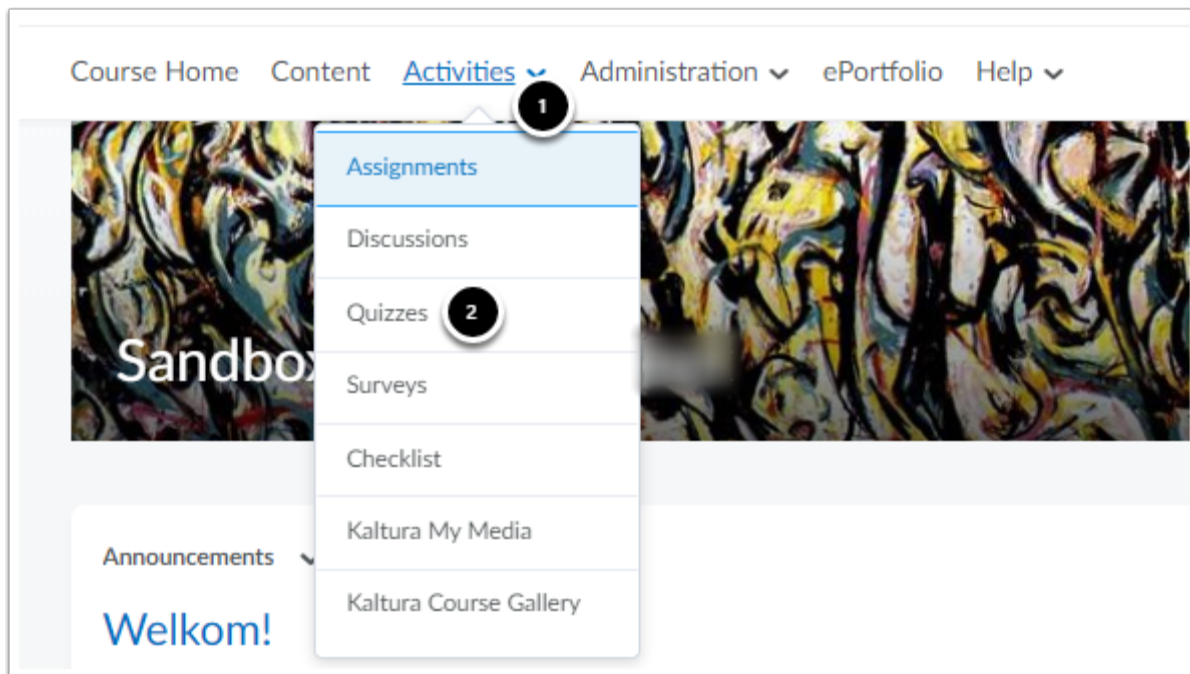
1. Navigate to **Activities** in the navbar of your course.
2. Click **Quizzes.**

Werkinstructies

1. Click on the arrow next to the quiz of which you want to see the result.
2. Click **Submissions.**

- On the Submissions page you will see which score you have obtained for each attempt. Behind **Overall Grade** you will see the final score for all attempts. Please note that the final score could be the average of all attempts, but also the highest or the lowest score or the score for the first or last attempts. The way the final score is composed depends on the settings the teacher has chosen.
- If you see a speech cloud behind the attempt, it means that the teacher has added feedback. Click on the attempt to see the feedback.

On the feedback page you will see:

- when you took the quiz;
- the feedback the teacher has provided (**Attempt Feedback**);
- possibly the correctly and wrongly answered questions with the correct answers, and possibly feedback for each questions (This depends on the settings the teacher has chosen);
- possibly the score you have acquired for this attempt and your final score (This also depends on the settings chosen by your teacher).

Grades

It is also possible to view the assessments for a quiz with Grades.
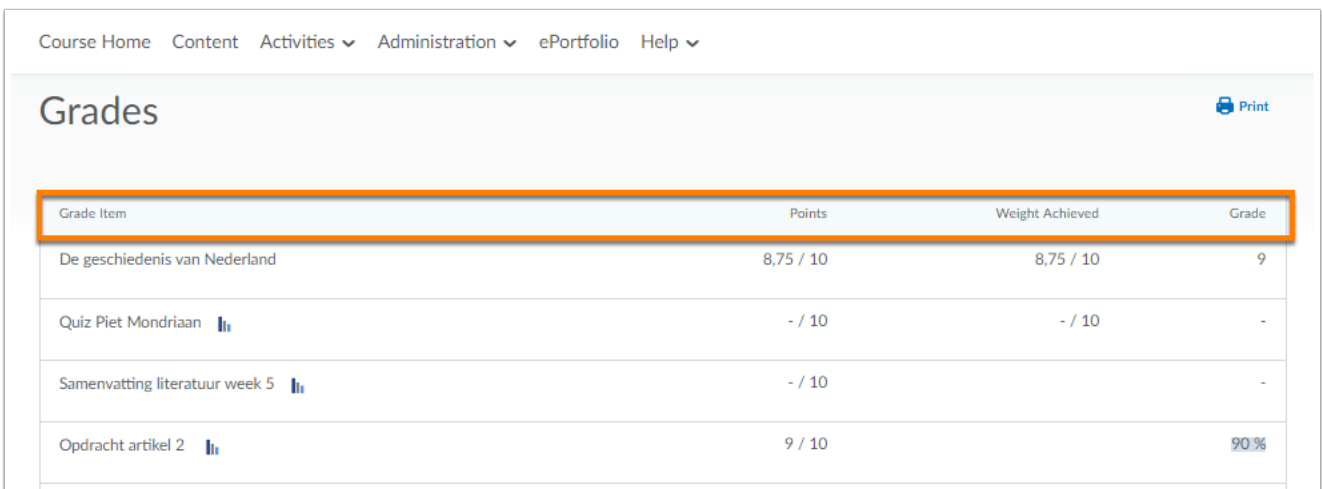
> ⚠️ A teacher can enter a grade either on the Grades page or on the Quiz page. When the teacher changes a grade within Grades, it will not automatically be processed and visible for the feedback in Quizzes. That is why you might see a different grade in Grades and for the quiz itself.

1. Navigate to **Activities** in the navbar of your course.
2. Click **Grades.**

In Grades you will see all Activities you could be assessed for in your grade book.

- Below **Grade Item** you will see which quiz, assignment or discussion you are dealing with.
- Below **Points** you will see the number of points you have acquired.
- Below **Grade** you will see your definitive grade, possibly rounded up.

How do I view the assessment of a discussion?
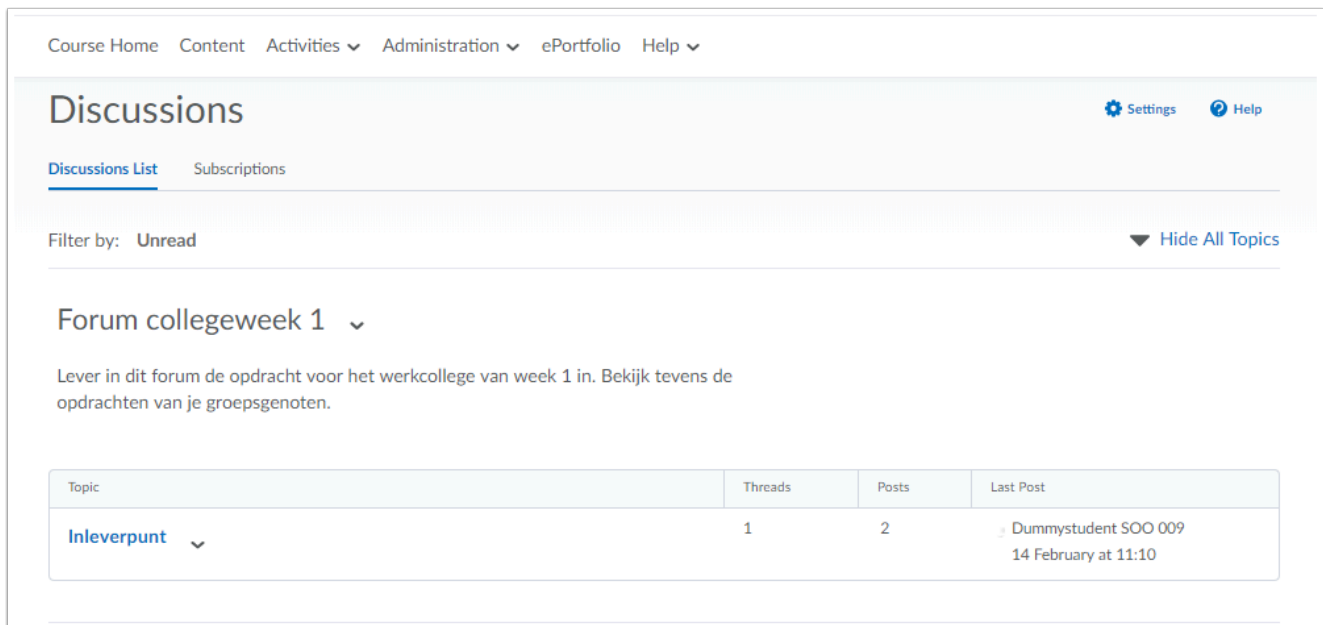
Discussions
Grades

Your teacher can give you an assessment for your participation during a discussion, for example for your participation during a conversation, your submitted assignment, or the feedback you provide for other students. When the teacher has given you an assessment, you can see this in two different places: **Discussions** and **Grades**.

Discussions

- Navigate to **Activities** in the navbar of your course.
- Click **Discussions.**

- In **Discussions List** you will find an overview of all discussions you have access to. Click on the topic of which you want to view the assessment, or click on the topic that contains the post of which you want to view the assessment.

Werkinstructies

- When your teacher gives you feedback, it will appear below the post concerned. On the top right you wil see you assessment.
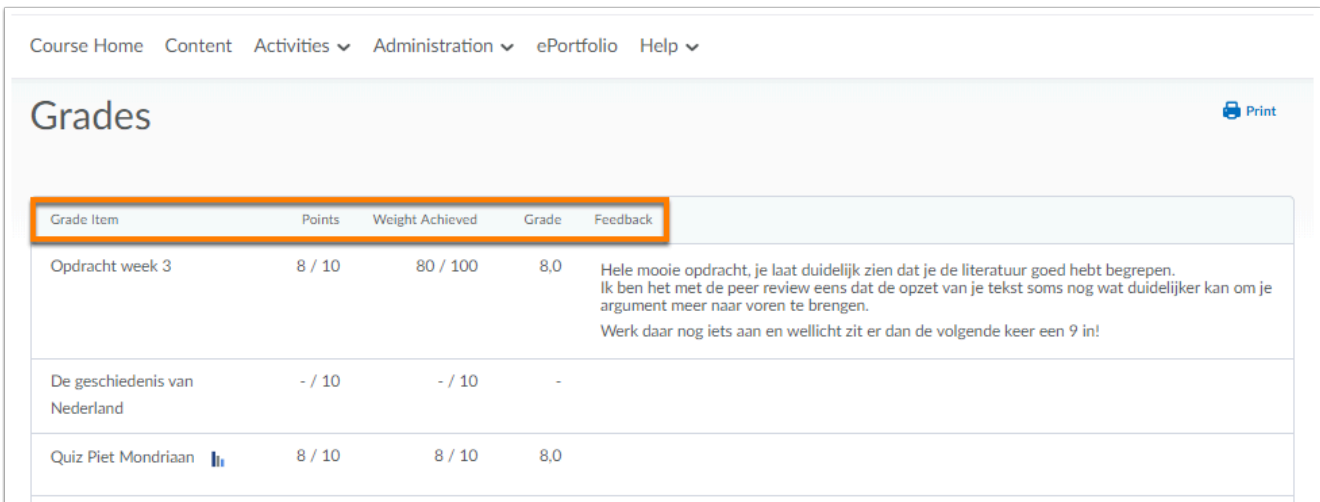
Grades

It is also possible to review your assessment via **Grades.**

1. Navigate to **Activities** in the navbar of your course.
2. Click **Grades.**

In Grades you will see all Activities you could be assessed for in your grade book.

- Below **Grade Item** you will see which quiz, assignment or discussion you are dealing with.
- Below **Points** you will see the number of points you have acquired.
- Below **Grade** you will see your definitive grade, possibly rounded up.
- Below **Feedback** you will find the commentary the teacher has provided.

How do I view the assessment of an assignment?

[Assignments](#)
[Grades](#)

When your teacher has assessed your assignment, you can see this both in your **Assignments** and **Grades**.

Assignments
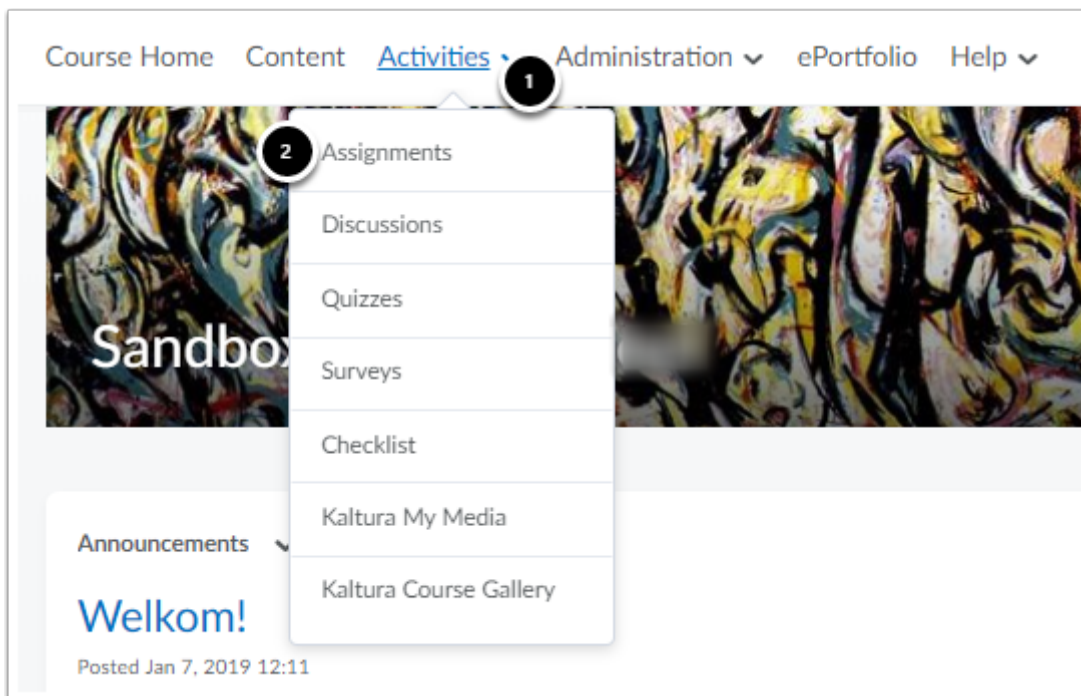
1. Navigate to **Activities** in the navbar of your course.
2. Click **Assignments.**

Werkinstructies

Assignments will show you an overview of all assignments within the course.

- Below **Completion Status** you will see whether you have (**Submitted**) or have not (**Not Submitted**) submitted an assignment.
- Below **Score** you will see the acquired score.
- Below **Evaluation Status** you will see whether the teacher has provided feedback or not. Click **Unread**/**Read** to view the feedback.

⚠ Lecturers can change the feedback even after you have read it, for example by adding annotations. Below **Evaluation Status** the status will then change from **Read** to **Unread.**

Werkinstructies

Assignments > View Feedback

Feedback for Essay final version

Add to ePortfolio

Submission Feedback

Good job! You have chosen a very interesting topic, and it is clear you are very knowledgeable.

No assessments have been made yet.

Score

8,67 / 10 - 86,7 %

Feedback Date

Dec 18, 2019 10:46

Assignment

Essay final version

Submission ID	Submission(s)	Inline Feedback	Date Submitted ▾
216060	Gender stereotypes 1960 - 2019.docx (23,53 KB)	View Inline Feedback	Nov 6, 2019 12:22 25 days late

Done

On the feedback page you will find the following:

- below **Submission Feedback** the feedback the teacher has provided;
- below **Score** the score acquired;
- below **Feedback Date** the date on which the feedback was provided;
- below **Assignment** which assignment you are dealing with;
- below **Group Category** to which group category the assignment belongs;
- below **Group Name** which group submitted the assignment;
- below **Submission ID** the ID number that belongs to the submitted assignment;
- below **Submission**(**s**) the file you have submitted.

If the teacher is working with a **Rubric,** the rubric they have used will appear on the Feedback page. For each criteria you will see your personal score displayed in blue.

Grades

It is also possible to view the grade you received for an assignment in Grades.

Werkinstructies

1. Navigate to **Activities** in the navbar of your course.
2. Click **Grades.**

In Grades you will see all Activities you could be assessed for in your grade book.

Werkinstructies

- Below **Grade Item** you will see which quiz, assignment or discussion you are dealing with.
- Below **Points** you will see the number of points you have acquired.
- Below **Grade** you will see your definitive grade, possibly rounded up.
- Below **Assessment** and **Feedback** you will find the commentary the teacher has provided.

How do I use Annotations (inline feedback)?

There are two ways to view the inline feedback:

[Via Assignments](#)
[Via Grades](#)

Teachers can use Annotations to give feedback in Brightspace. This allows them to mark or underline an assignment you handed in, as well as add drawings, text boxes, notes, lines, arrows and frames. You can view these annotations and use them when writing a new version of your assignment.

Via Assignments

- Navigate to **Activities** in the navbar of your course.
- Click on **Assignments.**

Next to each assignment you can see whether the teacher has added feedback or not and whether or not you have read it; (**Read**) or (**Unread**).

- Click on **Read/Unread** to see the feedback.

If the teacher has used annotations, you will see the text **View Inline Feedback** under the heading **Inline Feedback.** Click this to view the annotations. The document viewer will open in a new window.

Via Grades

- Navigate to **Administration** in the navbar of your course.
- Click **Grades.**

Below the heading **Comments and Assessments** you will see the inline feedback when this has been provided. Click **View Inline Feedback** to see the annotations. The assignment with the annotations will open in a new window.

- You will see your submitted assignment including the annotations. *The example above shows you a part of the text that is marked yellow, a sentence with a drawn red line and an arrow pointing towards a text box with an explanation. The gray check mark is a note. You can enlarge this by dragging your cursor to the check mark. Note that notes does not always have to be displayed as a check mark: teachers can use different kinds of symbols in different colors for their notes.*
- The gray navigation bar at the top of the screen allows you to perform actions. On the left side, you can;

- Add a navigation window or bookmarks to the document to create more overview;
- navigate between the pages;
- replace your cursor with a hand icon;
- zoom in and out;
- edit the text across the screen.

- On the right side you can:
  - print the file including the annotations;
  - search within the file;
  - download the file with the annotations as a PDF-file.

Frequently Asked Questions

Is Brightspace also available in Dutch?

No. The way that Brightspace is set up at Radboud University means that it is only available in English.

Will all course materials from Blackboard remain available?

Yes, Blackboard will remain available during the academic year of 2018/2019, including all course materials. At the start of 2019, more information about Blackboard's availability will be published, but the main idea is that all course materials will remain accessible for a number of years.

Where can I request a missing manual or guide?

Do you have a question that has not yet been answered by a manual or guide? Please send us an email at brightspace@ru.nl.

Will there be a Brightspace support desk for students?

The way in which students can get help with Brightspace is different for each faculty. For instance, you can always ask your Student Information Point (STIP) or student desk for your faculty for help. If it is a general question, read the two aforementioned answers.

Can I report a bug or an error in the system somewhere?

General questions and inquiries regarding Brightspace as a whole can be sent to Brightspace@ru.nl. If you have a question about a particular course you are taking in Brightspace, please contact your professor.

I work with a portfolio. Can I transfer this to Brightspace (in its entirety)?

Yes, that is possible! The best way to proceed depends on the current structure of your portfolio. Is your portfolio on Blackboard? Then you might want to put the components in a ZIP file and upload them to Brightspace. Are the files on your computer or a USB stick? Then you can upload them to your Brightspace portfolio. You will have to create a structure once the files are on Brightspace.

Can teachers and other students see my name in Brightspace?

All courses in which you are a participant will show your name on the classlist. Teachers and other students in the course can see this classlist. Your fellow students will see your name, profile picture, and to what groups you belong. You can see this information for other students as well. Teachers can see this too, including your student email address.

How do I receive Brightspace notifications per email?

Yes, you can. Read more about this feature in our manual about email notifications on Brightspace.

Will Brightspace announcements and notifications be visible in the student portal?

Yes. This feature is not yet available, but we expect this feature to be deployed around the start of the academic year.

Will Brightspace announcements and notifications be visible in the Radboud student app?

Yes. This feature will be available soon.

How can I send messages to other students through Brightspace?

You can only send messages to your fellow students by means of a discussion forum. Email addresses are only visible to teachers.

How can I send messages to my teacher through Brightspace?

You cannot send messages directly to your teacher through Brightspace. They will have to place their contact details in the course manual or on another location.

What is the policy regarding grades in Brightspace?

Professors are permitted to share grades via Brightspace. However, only grades distributed through OSIRIS are formally counted.

What does the Pulse app do?

If you want to use Brightspace on your mobile device, you can use Pulse, an app made by the creators of Brightspace. It is available through Google Play and the App Store, for Android and iOS respectively. Pulse can be downloaded for free and works well, but is not (yet) actively supported by the Brightspace project. During the pilots for Brightspace, the Pulse app was used without any significant problems. However, we have not been able to test the app properly yet.

The website for Brightspace has a 'responsive' design, however, and can also be accessed through a web browser on a mobile device.

How secure is Brightspace?

On May 25, 2018, the European GDPR (General Data Protection Regulation) went into effect. During the selection process for Brightspace, security and GDPR compliance played a big role. On paper, the system is secure. The security of the system as a whole (including connections to other systems such as OSIRIS) is only as strong as its weakest link. For that reason, the Radboud University Digital Security group performed a security audit during the implementation process for Brightspace. The results of that audit were a determining factor for Brightspace's definitive acceptance as the new digital learning environment for the Radboud University.
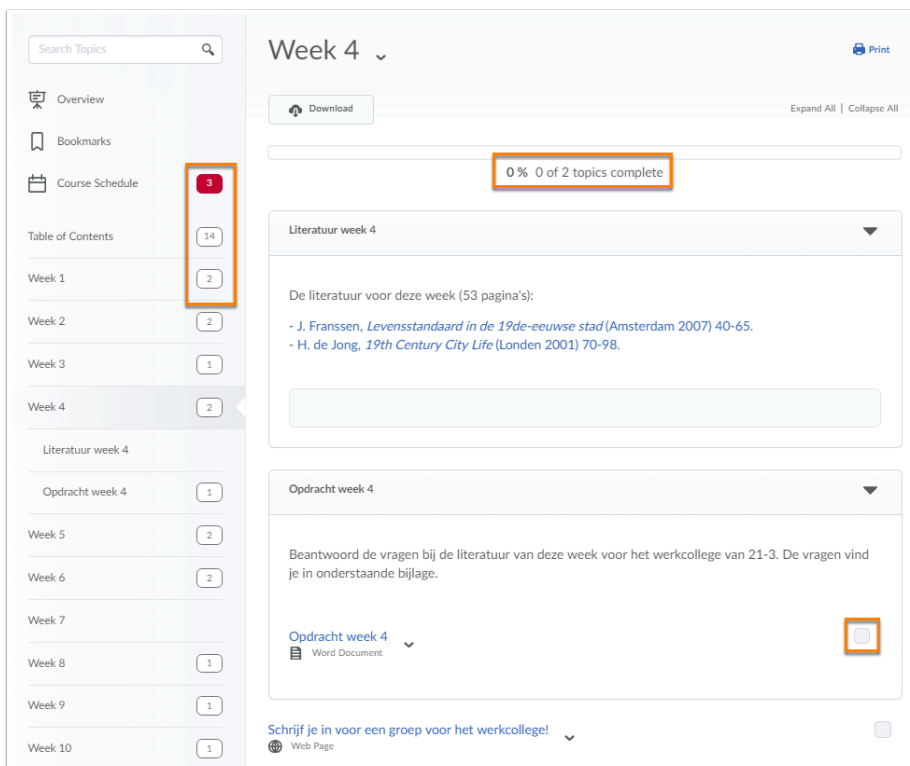
What do the numbers mean in the course modules?

When you go to the Content page of a course, you might see numbers behind the Course Schedule, Table of Contents, or (sub)modules. These numbers represent the number of topics within a (sub)module that have not yet been completed. If you see the numbers, Completion Tracking is turned on. This is a feature that shows which content has been viewed. It is a tool for you personally to track your progress. There will be no consequences for your assessment, considering the teacher cannot access students' completion tracking.

> ℹ️ There are two types of completion tracking:
>
> 1. Students have to check off their tasks to complete them;
> 2. 'Automatic' completion tracking - Brightspace will automatically check off items for which the right action has been undertaken.

- The number behind each (sub)module represents the number of topics that need to be completed in that specific (sub)module.

- The number behind **Course Schedule** represents the number of item that have a due date in the calendar. When the number is red, it means there are activies you have not completed or checked off before the deadline expired.
- When you click on a (sub)module, you will see a bar at the top of your screen that shows which percentage of the module you have completed and how many items you have left.
- You can check off a topic to complete it, for example when you have finished an assignment or read the literature.

- When you check off a topic, you will see your progress on the bar at the top.
- When you have completed all topics within a (sub)module, the grade behind that (sub)module will turn into a checkmark.

What should be the title of my file?

There are several reasons why an error could occur when you try to upload a file to Brightspace. One is that you used certain characters, another that the file name is too long. If you use the tips in this article, you will prevent these errors from happening and you will give your file a clear name.

The file name consists of two parts: the name you gave to the file and the extension, which is connected with a dot. Examples of names with extensions are Textfile.doc, Presentation.ppt, Sheet.xlsx, and Image.jpg. The extension will tell the computer how to read a file, so do not change this part of the name! Changing the extension can cause problems when the file needs to be read. For the other part of the file name you can get creative, but be sure to keep the following guidelines in mind.

Technical guidelines

- Use letters and numbers in combination with hyphens or underscores. For example: S123456_essay.
- Do not use space. Using space can be interpreted differently when a file is uploaded and downloaded, which can cause an error to occur.
- Do not use punctuation or special characters other than the hyphen and underscore. Symbols such as !, &, @, # and others often have a specific meaning within applications and can therefore not be used.
- Make sure your file name is not too long! 12 to 18 characters are more than enough to describe your file.

More tips

- Make sure your file name is easy to read by using capital letters at the beginning of the word and after hyphens, because you cannot use spaces.
- If you use your initials, your teacher will be able to see the work is yours without it taking up too much space.
- When you want to add a date to your file name, the YYYY-MM-DD format is used most often.
- Do not use the term 'final version' or something similar in your file name; after all, you never know for sure!
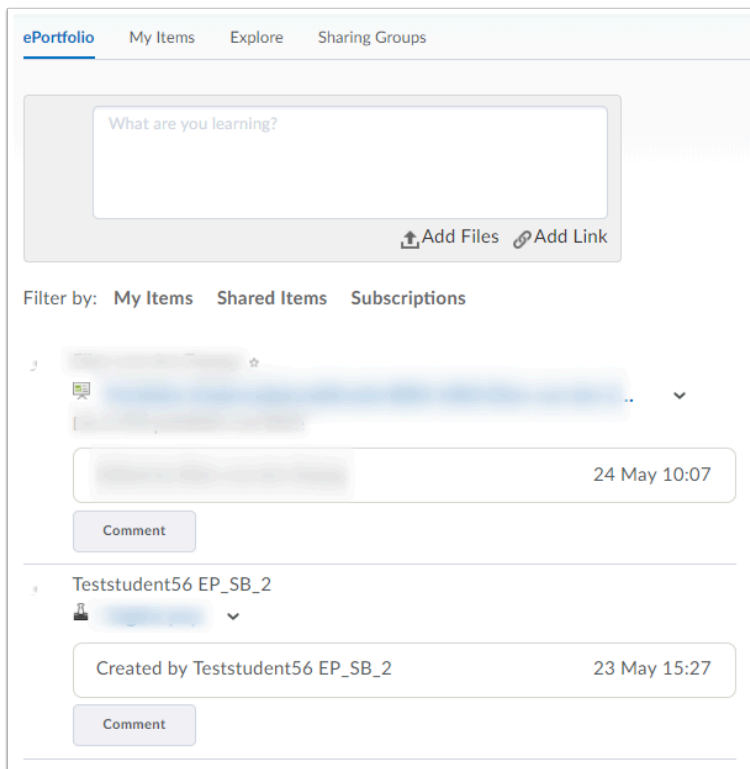
ePortfolio: Basic functionalities

Radboud Universiteit

How do I navigate through my ePortfolio?

The ePortfolio contains four tabs: ePortfolio, My Items, Explore and Sharing Groups. These tabs are described below.
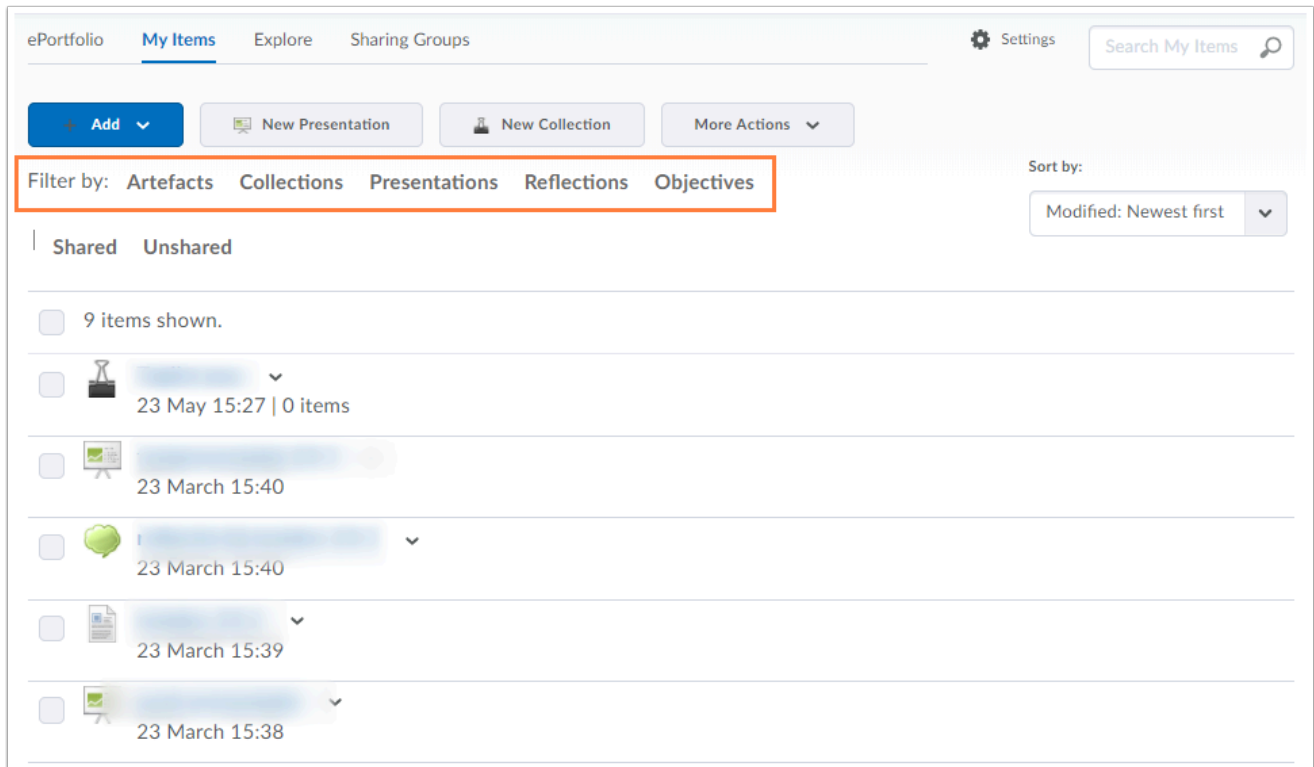
ePortfolio tab

The **ePortfolio** tab shows all recent activity in your ePortfolio. Items that have been created, commented on or shared with you are shown here in chronological order.

This tab is useful for easily seeing when other users have responded to your items.

My Items tab

The **My Items** tab shows a list of items that you own. This tab can be used to place your items in a [collection](#) or [presentation](#) and in this tab you can [import/export](#) your items.

The items can be filtered by type (see orange box in the image above). For example, click **Presentations** to only see presentations in the ePortfolio. You can filter multiple items at once by clicking on multiple item types.

> 💡 In the upper right corner is a search field, **Search My Items,** where you can search for items by keyword.
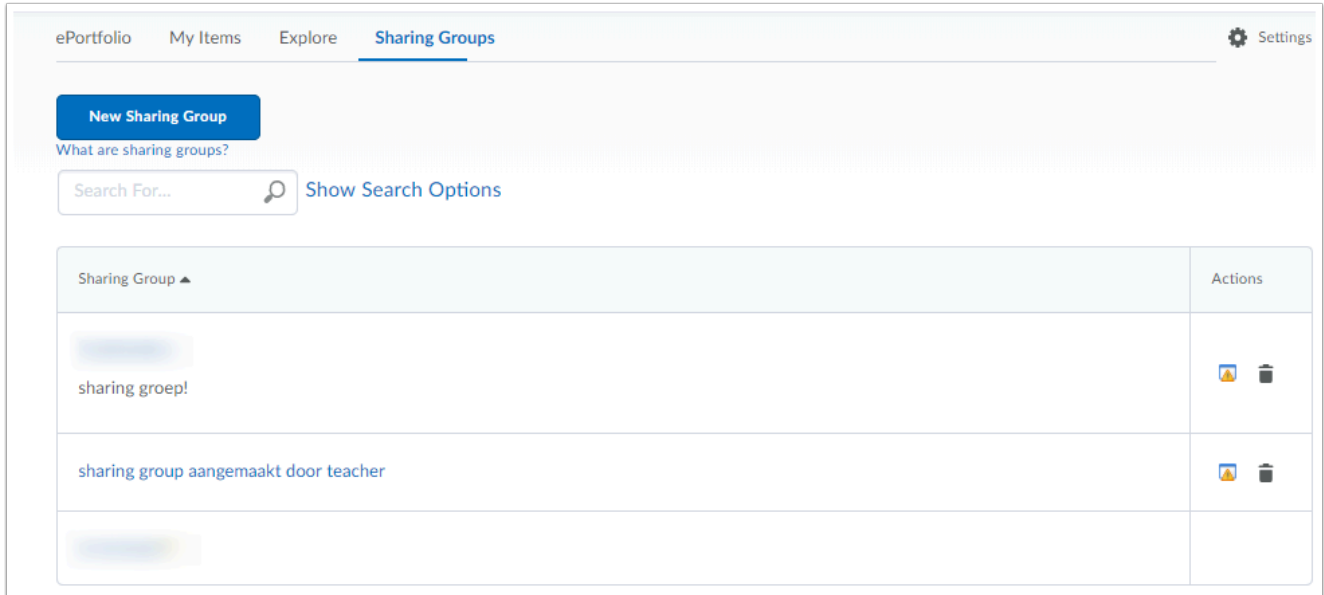
Explore tab
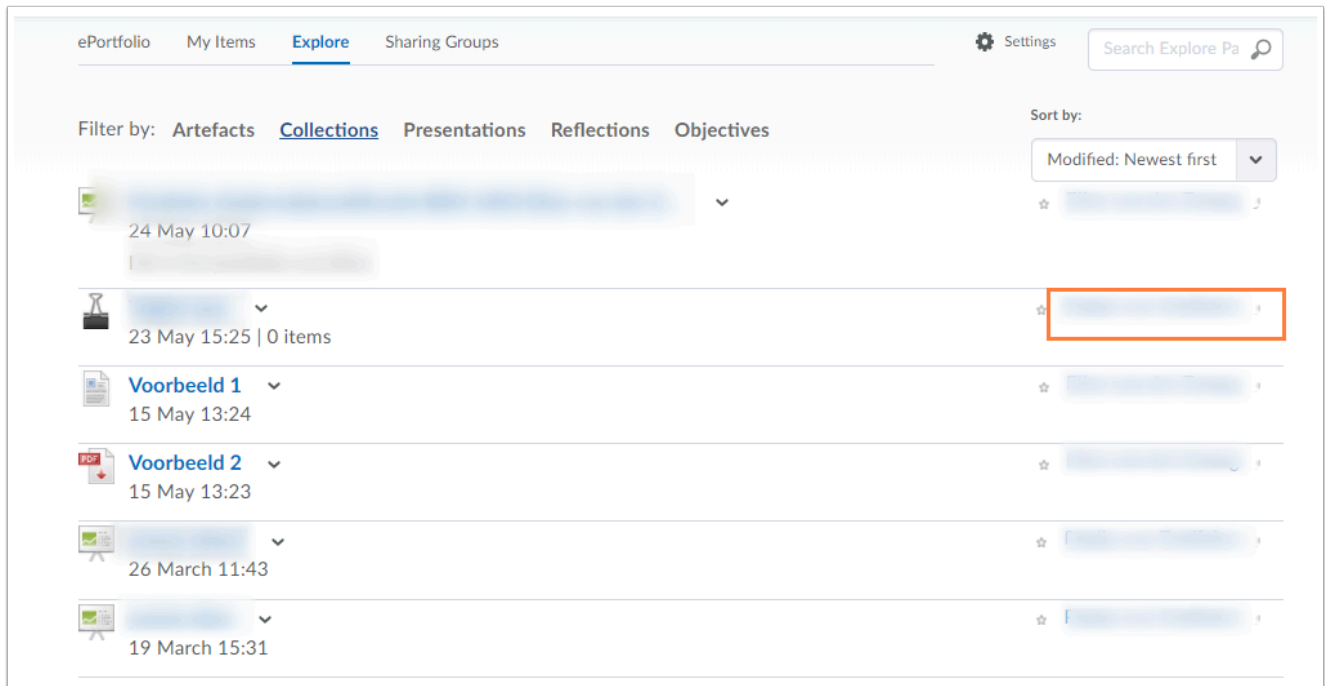
The **Explore** tab contains all items that have been shared with you. In the orange area you can see who has [shared](#) the item with you.

In the Explore tab you can also filter by type and search for specific items.

Sharing Groups

The **Sharing Groups** tab shows all the Sharing Groups that you have created. Here you can create new Sharing Groups or change existing ones.

> ℹ️ A Sharing Group is a group to which you can add people with whom you share often. This way you can easily share with the entire group at once.

Which types of items exist in the ePortfolio and how can they be used?

Different types of items can be added to the ePortfolio: [Reflections](#), [Links](#), [Files](#), [Web Documents](#), [Form responses](#) and [Course results](#). The different items are described below.
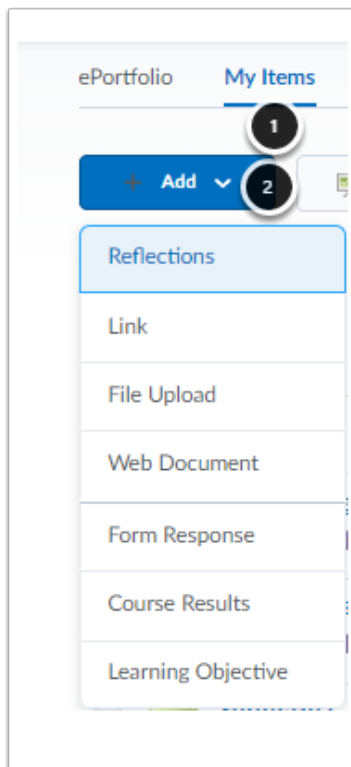
1. Click **My Items**.
2. Click **Add**. Make a choice for the type of item to be added.

Reflections

With the option **Reflections** you make a small note (not an extensive reflection document). It is useful for short comments or quick thoughts.

You can [create](#) a reflection separately as an independent document and then possibly link it to another item. You can also create a reflection about another item, then it is immediately linked to that item.

Link

With the **Link** option you can create a shortcut (link) to a website. A click on the link opens the website in a new window.

File upload

With the **File Upload** option you can [upload](#) various files from your computer to the ePortfolio. For example Word and Excel documents, PDFs and images, but also Zip files and folders.

Web Document

With the **Web Document** option you can create an HTML page. A click on a web document item in the ePortfolio opens a new window with the created web page.

Form Response

A teacher can create a **form** in a course, but this function is not used very often. A form can be filled in in the ePortfolio and added as a Form Response.

Course results

With the **Course Results** option you can import submitted assignments, rubrics and grades to your ePortfolio. The student can select the relevant course and import the results of assignments and quizzes from this course.

How do I upload an item to my ePortfolio?

In your ePortfolio you can upload [various types of items](#) such as documents, URLs, images, videos and more.
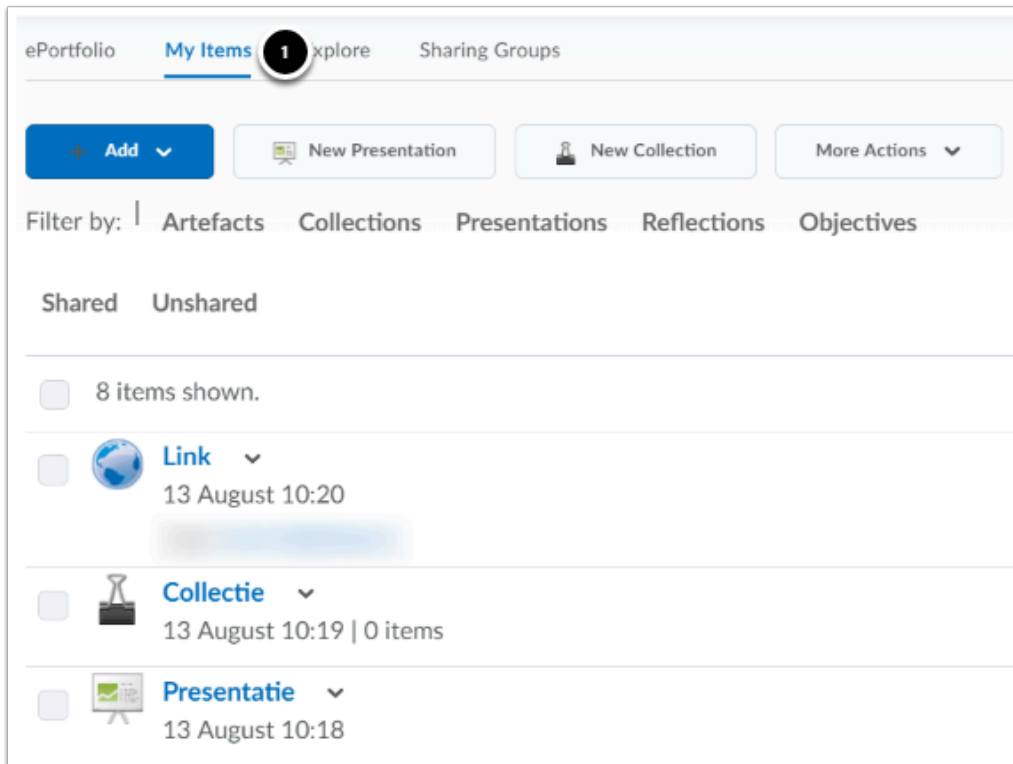
1. Click on the **My Items** tab in your ePortfolio.
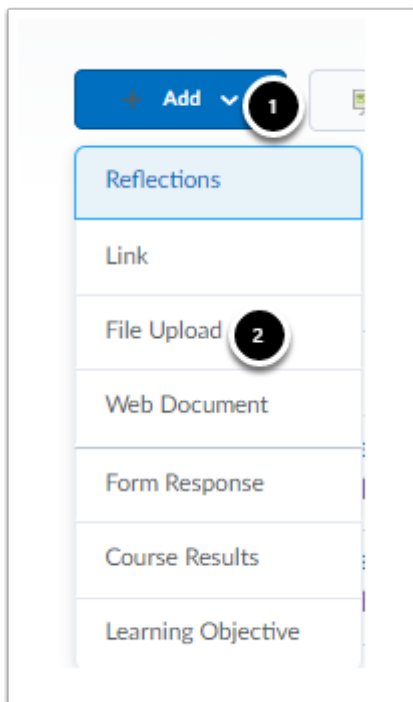
1. Click **Add** to add a new item.
2. Select **File Upload** to add a file from your computer.
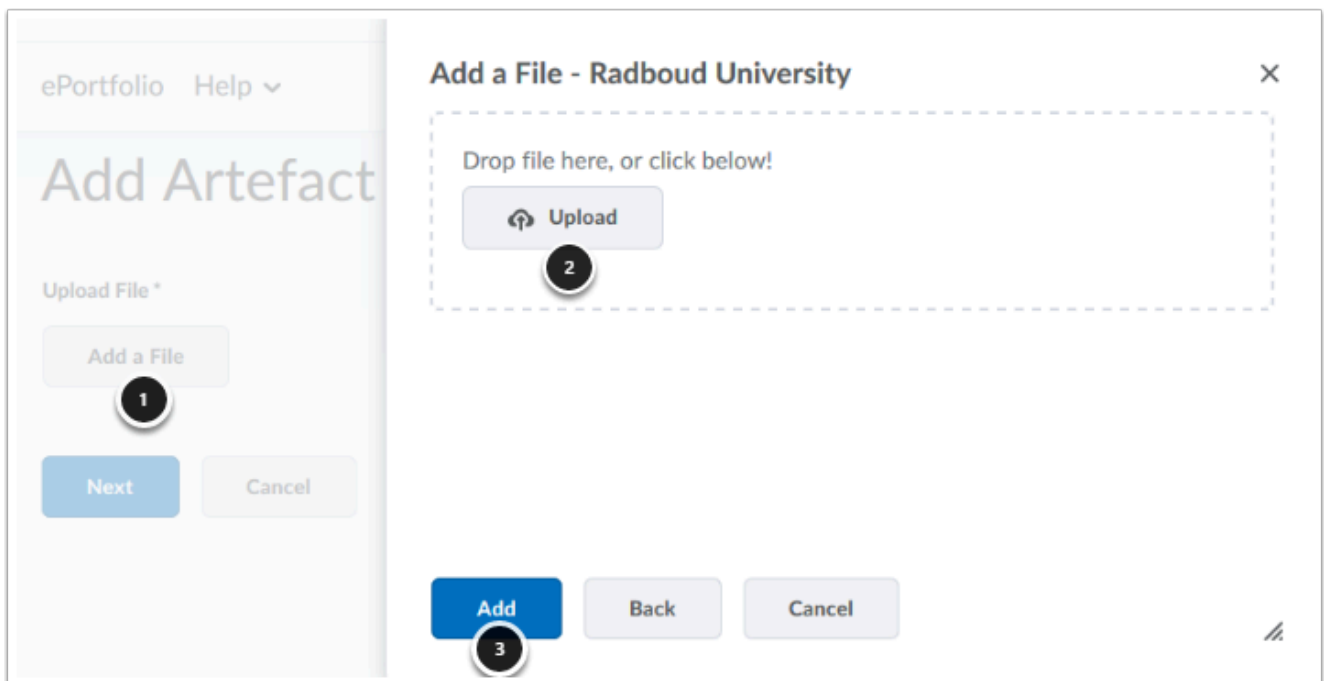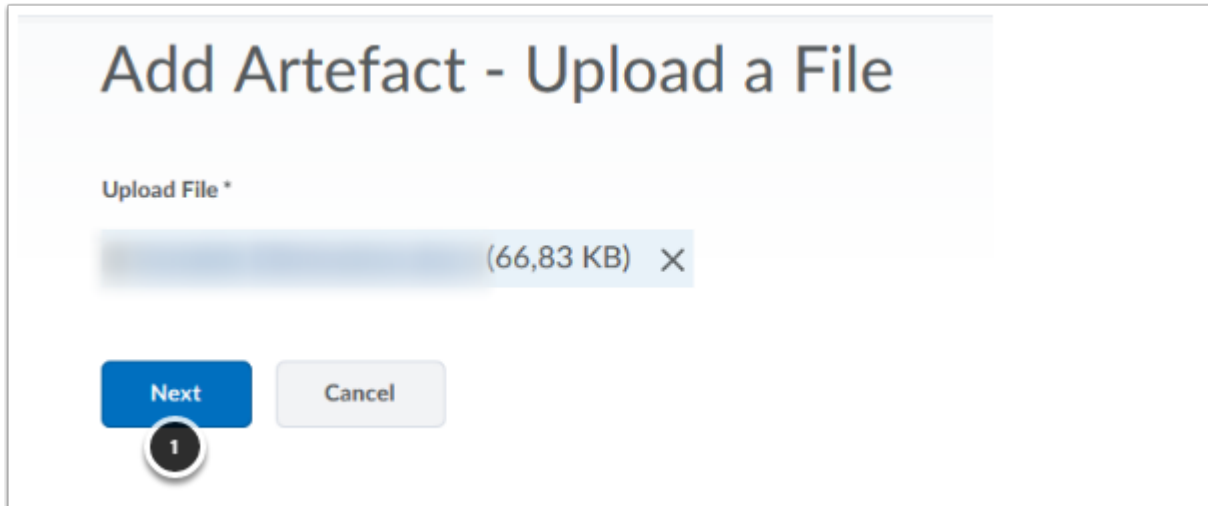
1. Click on **Add a File**.
2. Click on **Upload** to select a file from your computer.
3. Click **Add** to add the file.
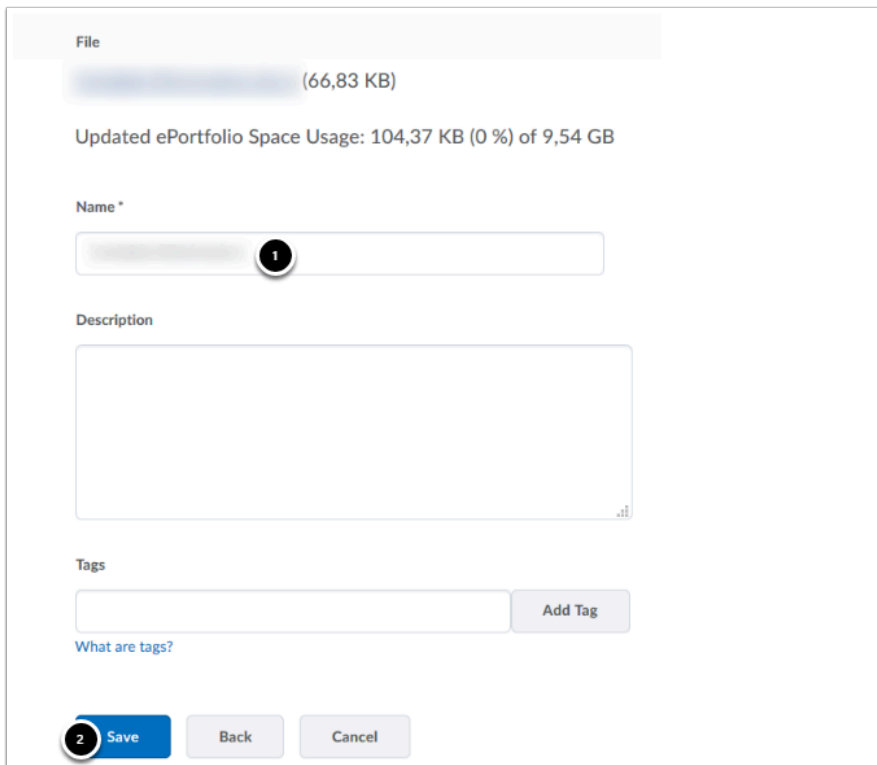
> 💡 You can also add an item with drag and drop. Drag the item from the explorer of your computer into the box with the dotted lines.
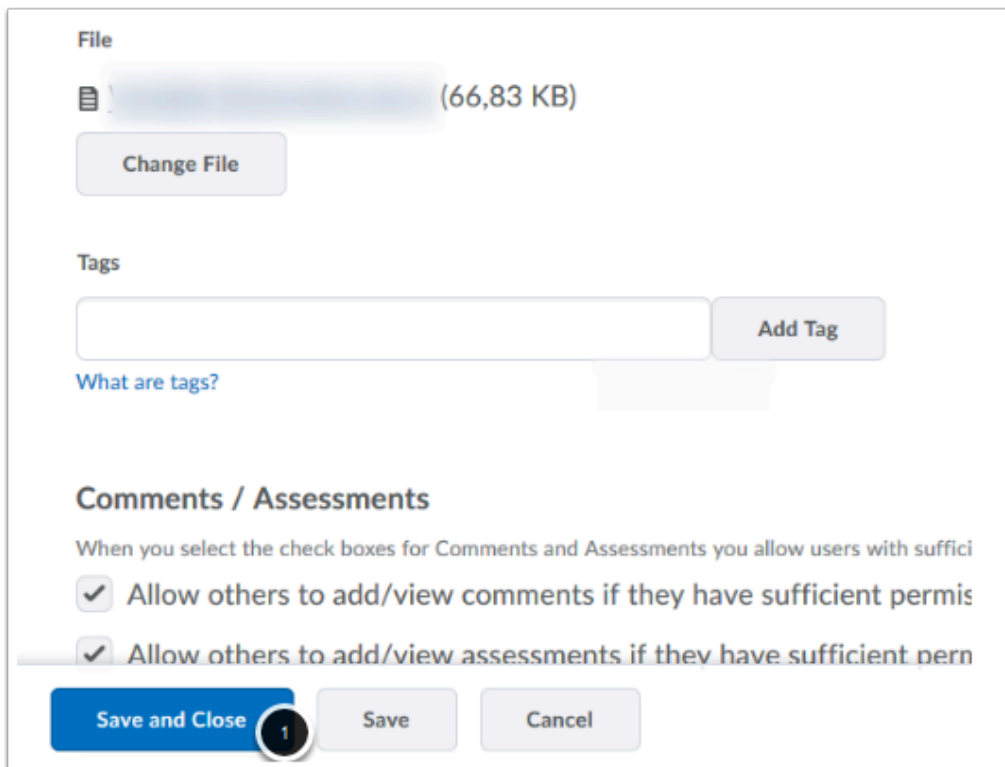
1. Click **Next**.
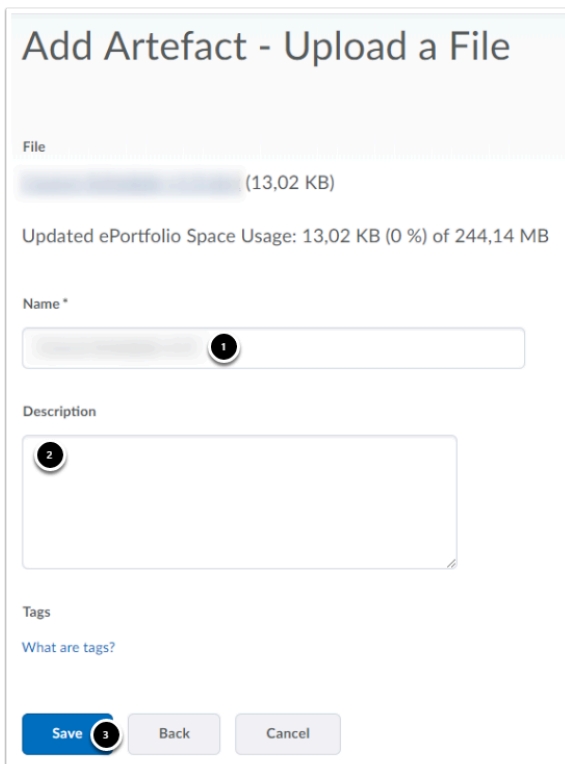
1. Enter the name of the item here.
2. Click **Save**.
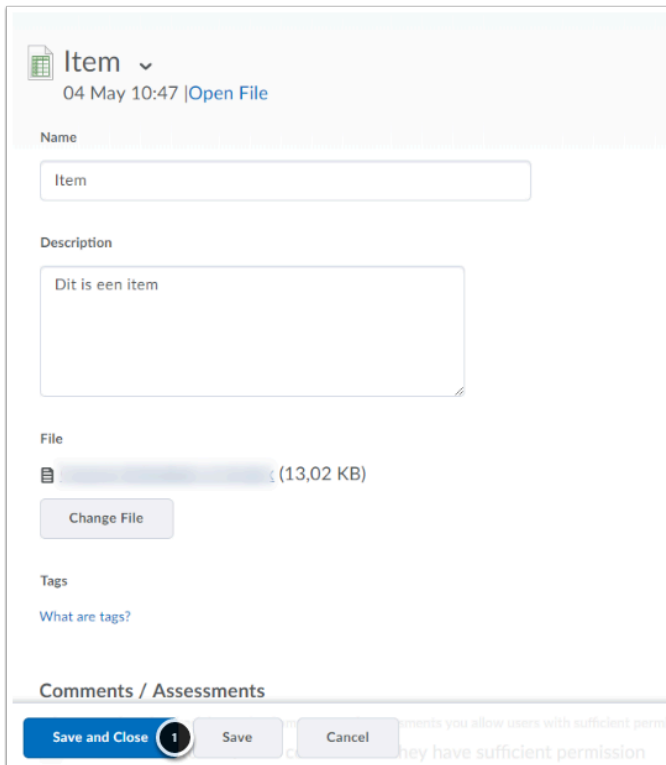
1. Click **Save and Close**.
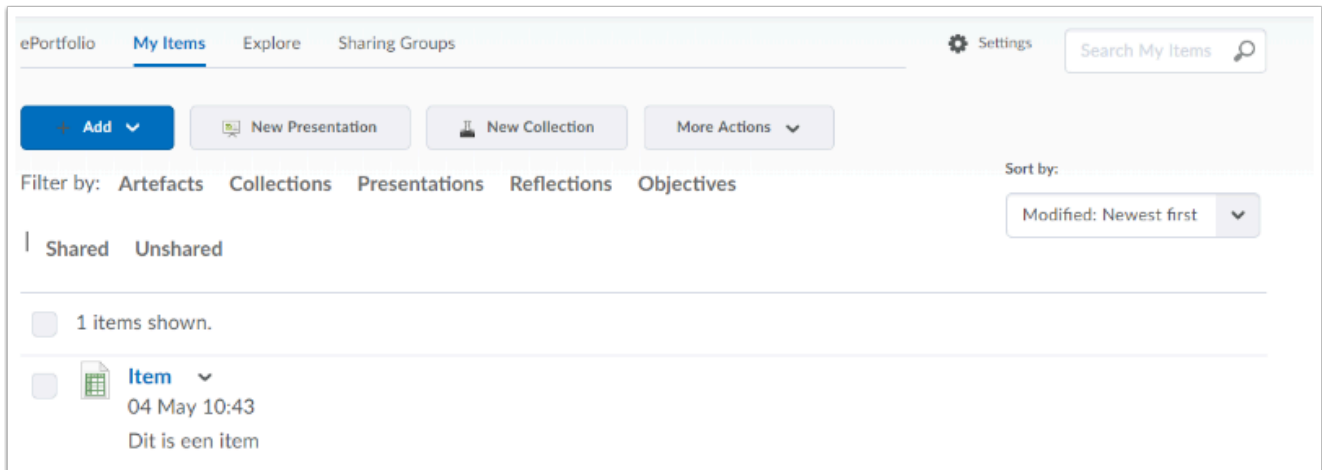
1. Click the Name text box to change the name of the item.

2. Click the Description text box to add a description to the item.
3. Click **Save** to save the item.

1. Click **Save and Close.**

The added item with the new title and description will appear on the **My Items** tab.

How do I use the ePortfolio mobile application?

The ePortfolio app, **D2L ePortfolio**, is available for download in the Google Playstore and in the Apple appstore. The app takes up 280MB of memory.

When you log in for the first time, the app asks for the URL of your organization. For the Radboud University this is brightspace.ru.nl. After this you can log in with your Brightspace login-credentials.

> ℹ️ Items that are opened in the app are downloaded onto your phones memory. After logging out, the items are removed from the memory again. You can log out by going to the settings.

> ⚠️ The default settings of the application allows it to download files using your mobile network. To avoid extra costs, it is possible to make the application only download files using WiFi. This option can be turned on by going to the settings.
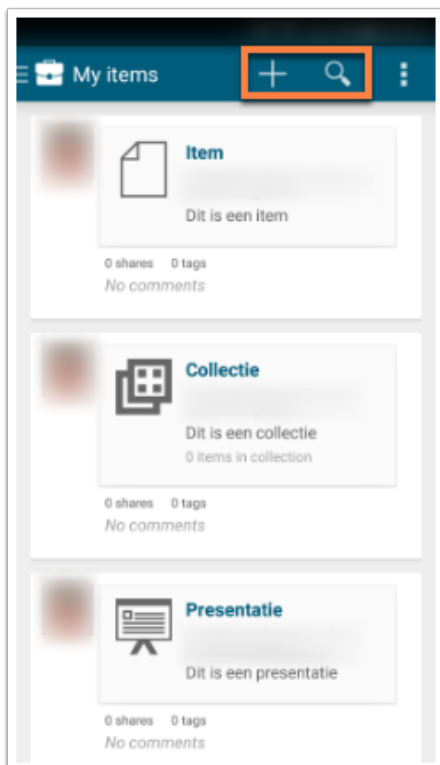
The image above shows the home screen of the ePortfolio app. This page is comparable to the **My Items** page of the browser version. It shows a list of all items.

The plus sign (orange area in the image above) can be used to add items to your portfolio. The looking glass can be used to find a specific item.
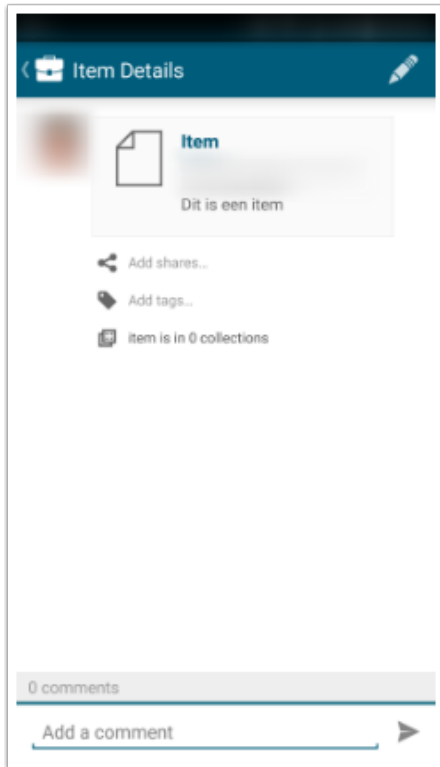
Clicking an item will show the information of the specific item. Here you can share the item, add tags and leave a comment. You can also share with a Sharing Group, but these groups can not be created in the app. When sharing, it is also not possible to adjust the permissions of the receiver.

> ℹ Presentations and collections cannot be opened in the app, they will automatically open in the browser on your phone.
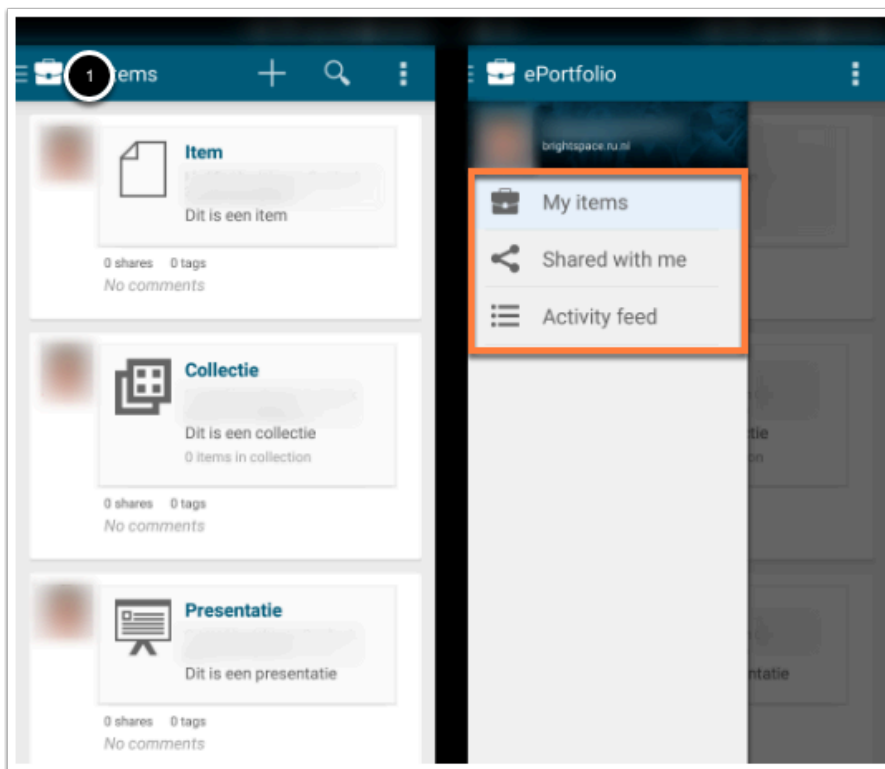
1. Click on the bag in the left top corner to open the menu. Here you can switch between **My Items**, **Shared with me** en **Activity feed**.
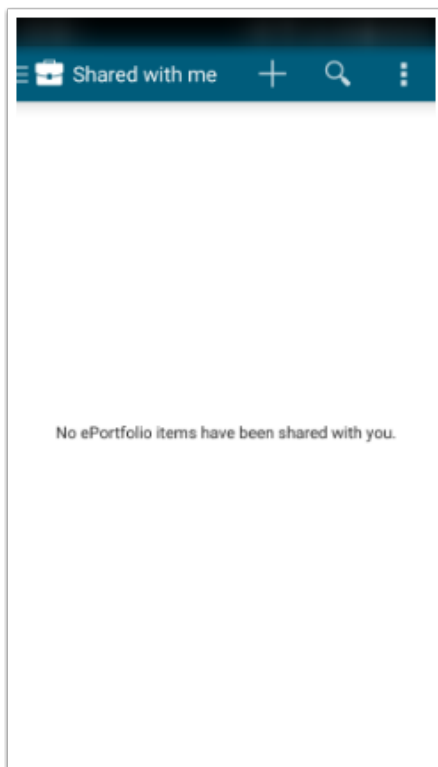
Shared with me gives an overview of all the items that have been shared with you. This page resembles the **Explore** page of the browser.

Activity feed gives an overview of all the recent activity in the portfolio. This page resembles the **ePortfolio** page of the browser.

Settings
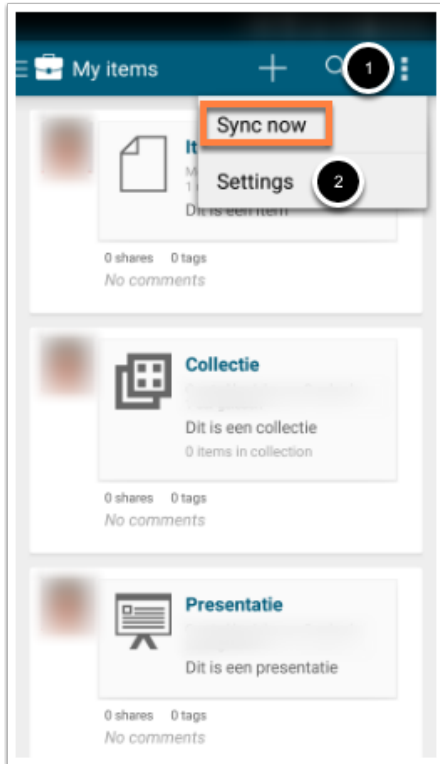
1. Click on the three dots.
2. Click on **Settings**.

> ℹ **Sync now** forces the app to get all recent changes from the server. It is similar to refreshing your browser.
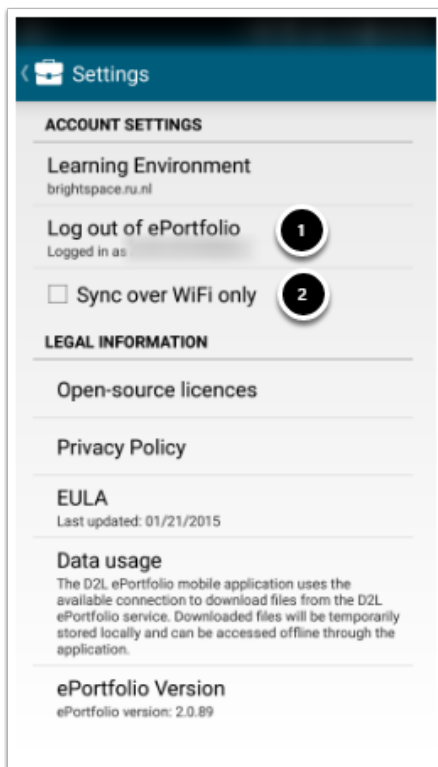
1. Click on **Log out of ePortfolio** to log out.
2. Select **Sync over WiFi only** to only load files when on WiFi.
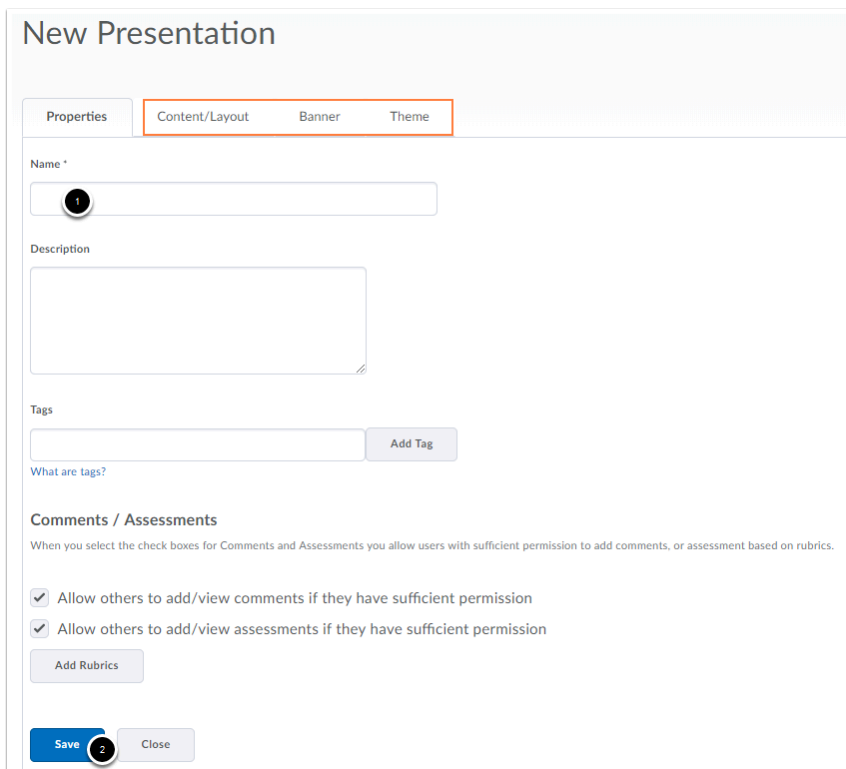
How do I create a presentation in my ePortfolio?

A presentation can be used to present multiple items from the ePortfolio. A presentation is the only document that can be [shared with an external receiver](#).
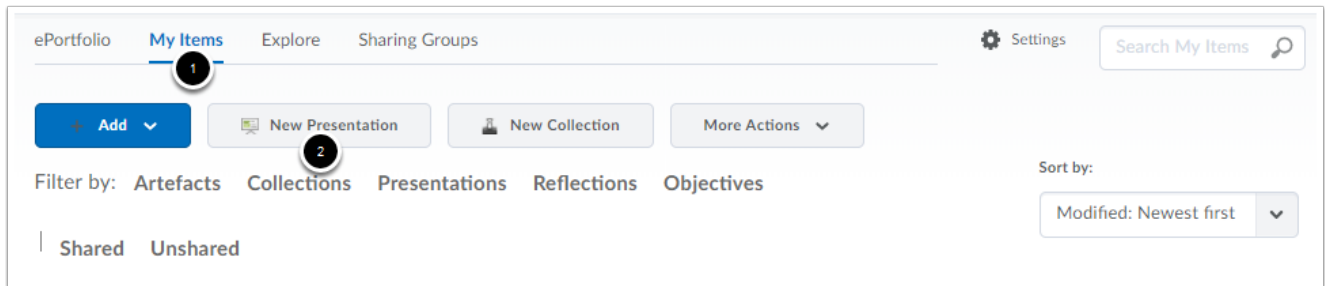
1. Click **My Items** to go to the My Items tab.
2. Click on **New Presentation** to create a new presentation.

1. Give the presentation a name.
2. Click **Save** to save the presentation.

Werkinstructies

Click on the Content/Layout tab to fill in the content of the presentation.
Click on the Banner tab to customize the title at the top of the pages of the presentation.
Click on the Theme tab to adjust the background of your presentation.

Content/Layout tab
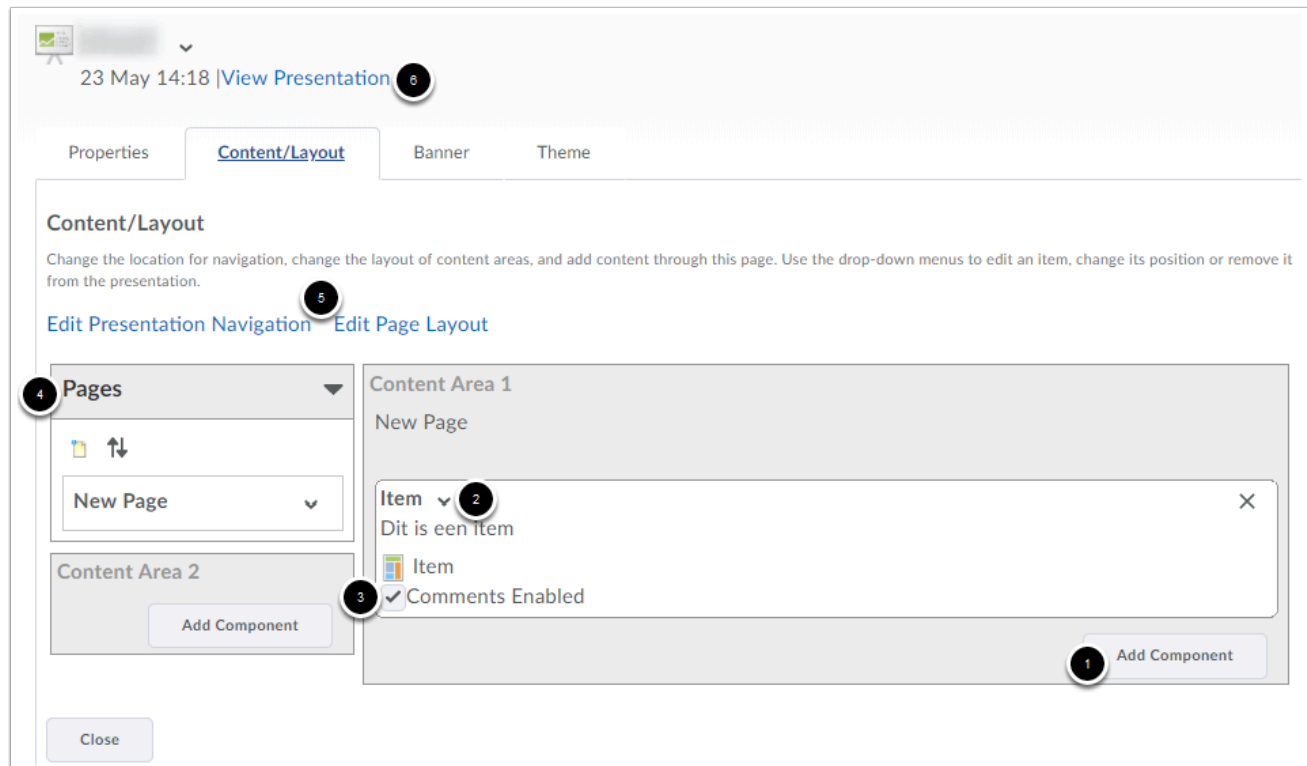
1. Click **Add Component** to add items to your presentation.
2. Click on the arrow next to an item to edit this item.
3. Check the **Comments Enabled** checkbox to make feedback per item available.
4. In the **Pages** area you can adjust the page settings. You can add new pages, adjust the order and delete pages.
5. a. Click **Edit Presentation Navigation** to adjust the layout of the page.
   b. Click **Edit Page Layout** to switch between one or two content areas.
6. Click on **View Presentation** to view the presentation.
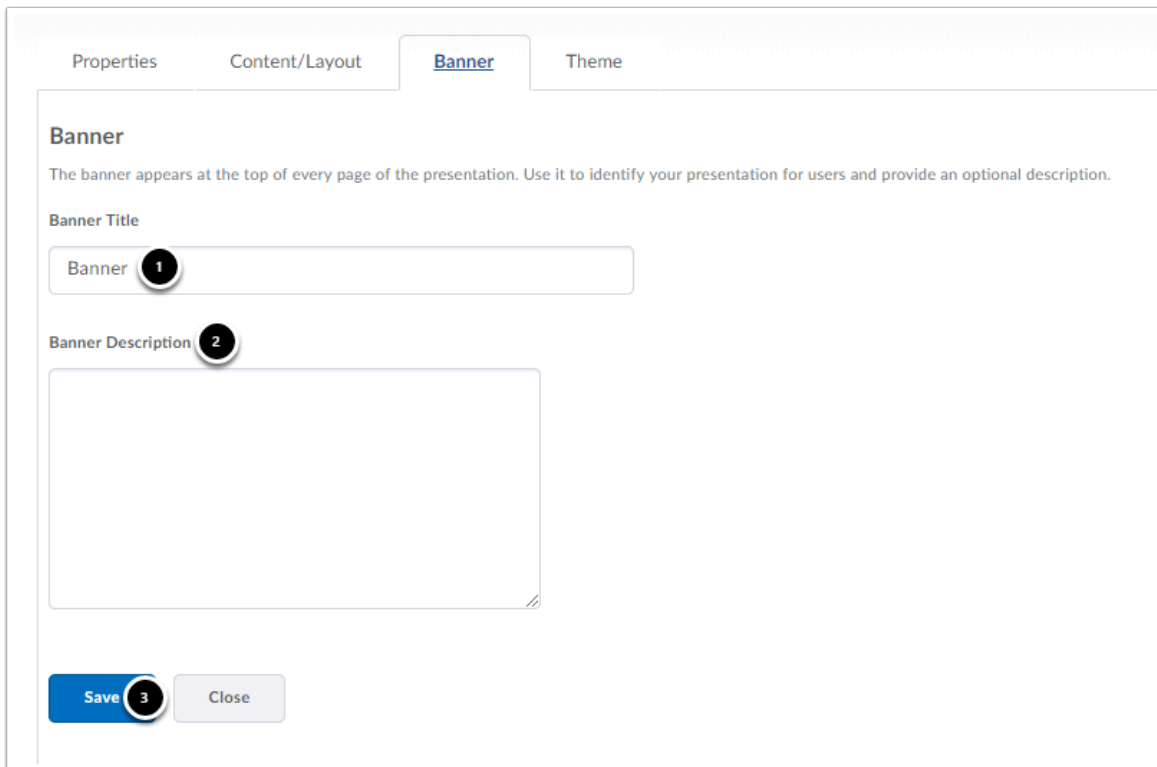
> ℹ️   Many different components can be added, namely:
>
> - **Artefact**
> - **Artefact, reflection, or learning objective from collection**
> - **Artefacts or reflections by learning objective**
> - **Reflection**

- **Text area**
- **Information from my profile**
- **Learning objectives**

Banner tab
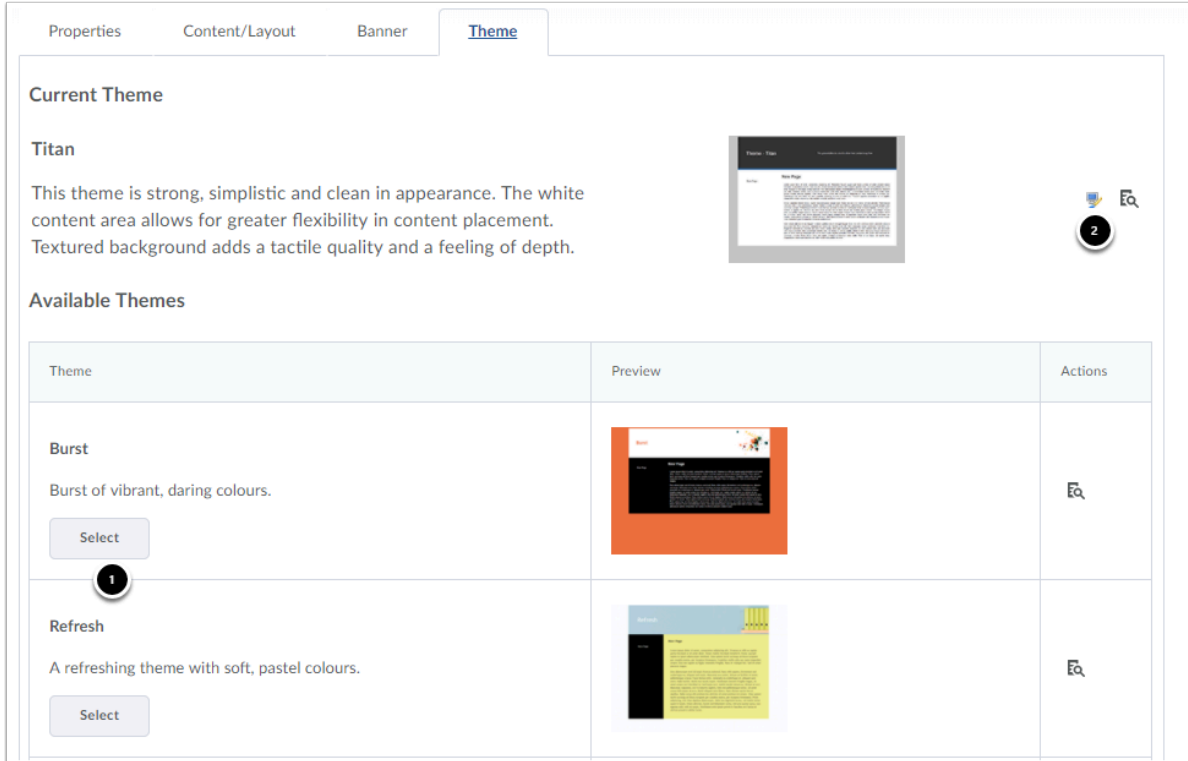
The **Banner** is a title that appears above each page of the presentation.

1. Type in the name of the Banner here.
2. Type in the description here. The description will also be placed in the Banner.
3. Click **Save** to save the presentation.

Theme tab

It is possible to give your presentation a theme. The theme determines the colors and design of your presentation.

1. Click **Select** on the desired theme to select it for your presentation.
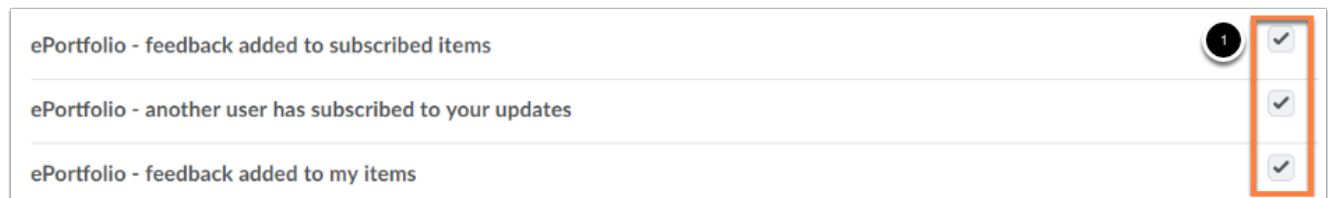2. Click on the computer icon to further personalize the layout of a theme.

How to set up notifications in my ePortfolio?

It is possible to receive a notification when changes are being made to an item in your ePortfolio.

Enabling notification
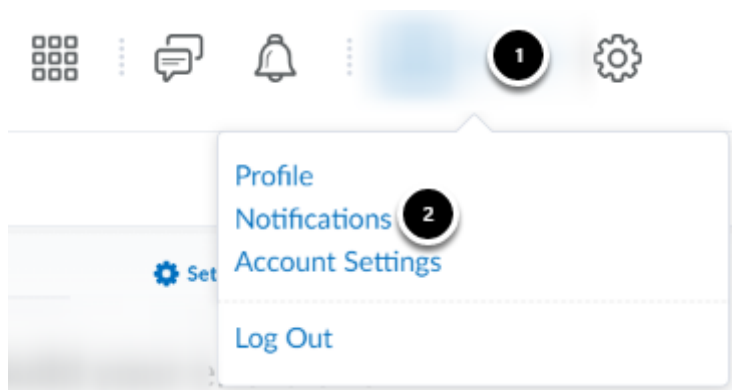
1. Click on your profile picture or name at the top of the taskbar.
2. Click on **Notifications**.

1. It is possible to change the notification settings here:
   - Check the box **ePortfolio - feedback added to subscribed items** to receive notifications when feedback is added to an item to which you are subscribed.
   - Check the box **ePortfolio - another user has subscribed to your updates** to receive a notification when a person you shared something with has subscribed to updates for one of your items.
   - Check the box **ePortfolio - feedback added to my items** to receive notifications when a person you shared something with leaves feedback on an item you shared with them.

ℹ️ There is no notification setting to automatically receive a notification when someone [shares](#) a document with you. The person sharing the document can however manually [send an invite](#). A notification of this invite is then sent to your e-mail.

How do I use my ePortfolio after graduation?

[Downloading your ePortfolio from Brightspace](#)
[Register for *myDesire2Learn*](#)
[Import your Brightspace ePortfolio to *myDesire2Learn*](#)

You might want to keep the ePortfolio you have created during your studies in order to use it after you graduate. However, you will no longer have access to Brightspace as soon as you graduate from Radboud University. After you lose access, you can no longer view your ePortfolio.
Luckily, it is possible to [export](#) the contents of your ePortfolio and download them as a .zip file. Then you can upload the files to a special environment which will allow you to view your ePortfolio. This environment is called *myDesire2learn,* which can be downloaded for free after you have completed your studies.
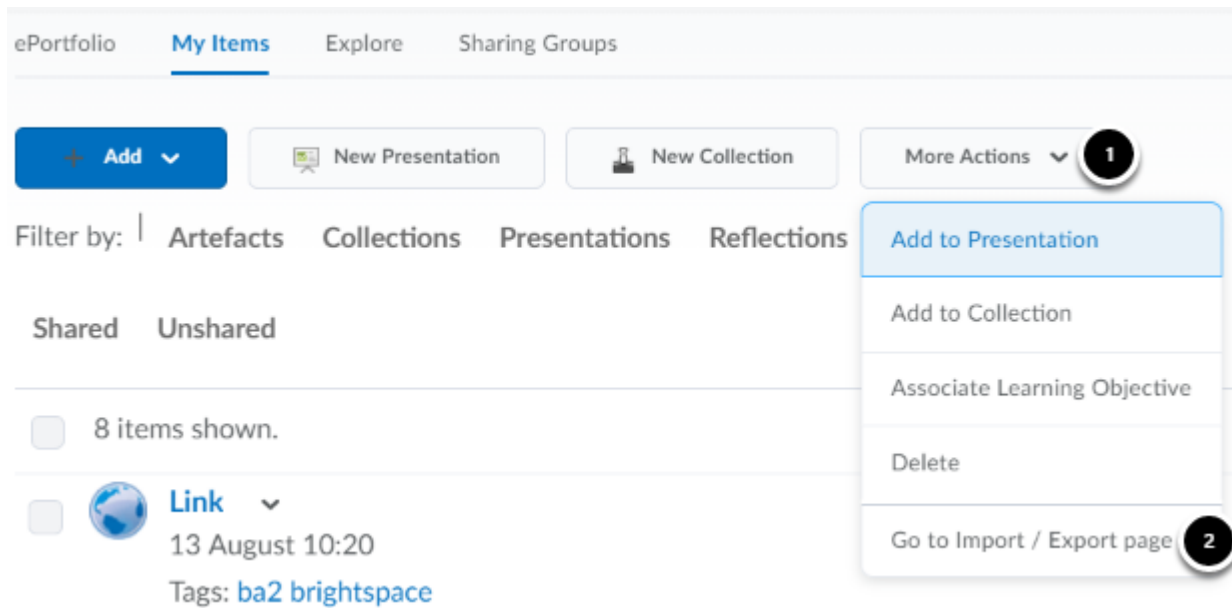
> ❗ Please note: The *myDesire2learn* ePortfolio environment can contain 2 GB of files, whereas the Brightspace ePortfolio can contain 10 GB of files. Thus it might be possible that not all items can be transferred to the *myDesire2learn* environment. If this is the case, it is advised to refrain from transferring large files like long videos.

Downloading your ePortfolio from Brightspace
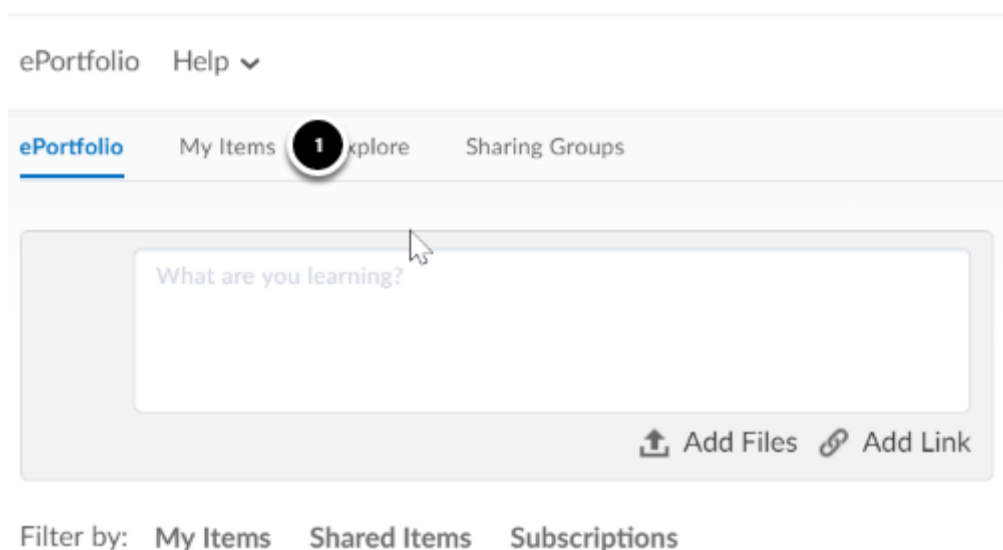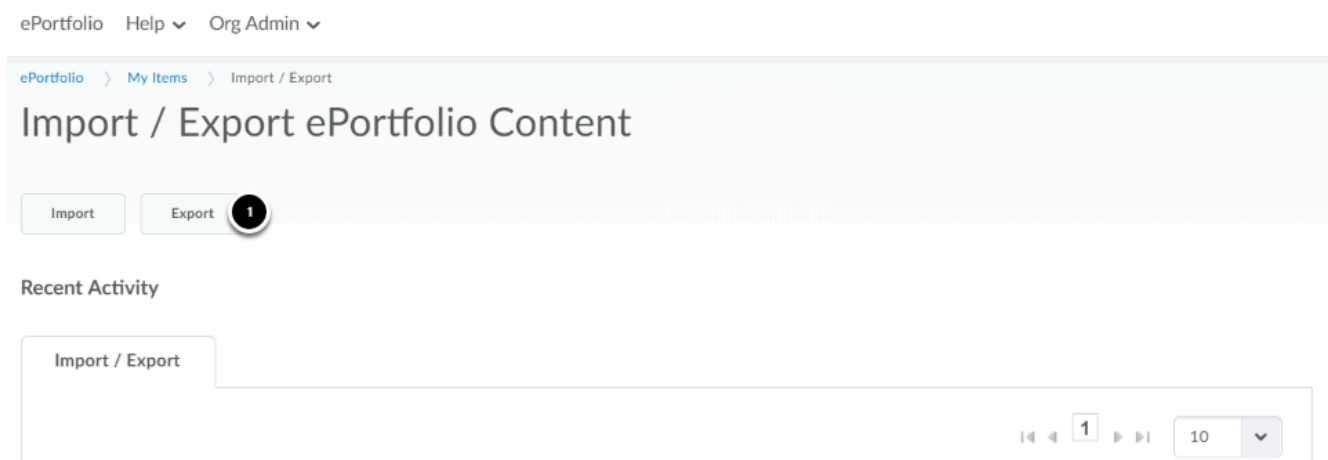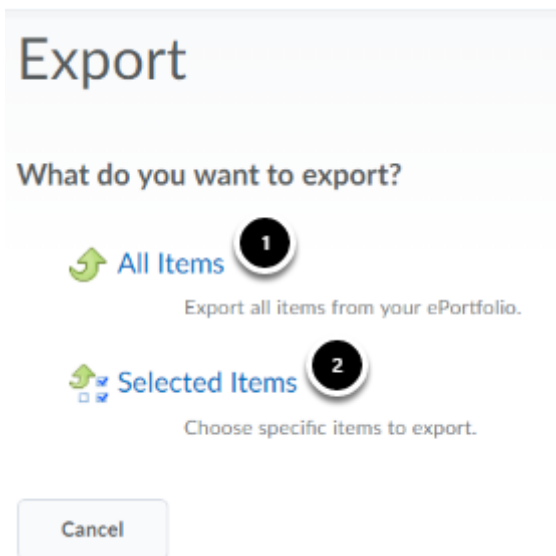
1. Go to the **My Items** tab in the ePortfolio.

1. Click **More Actions.**
2. Click **Go to Import / Export page.**
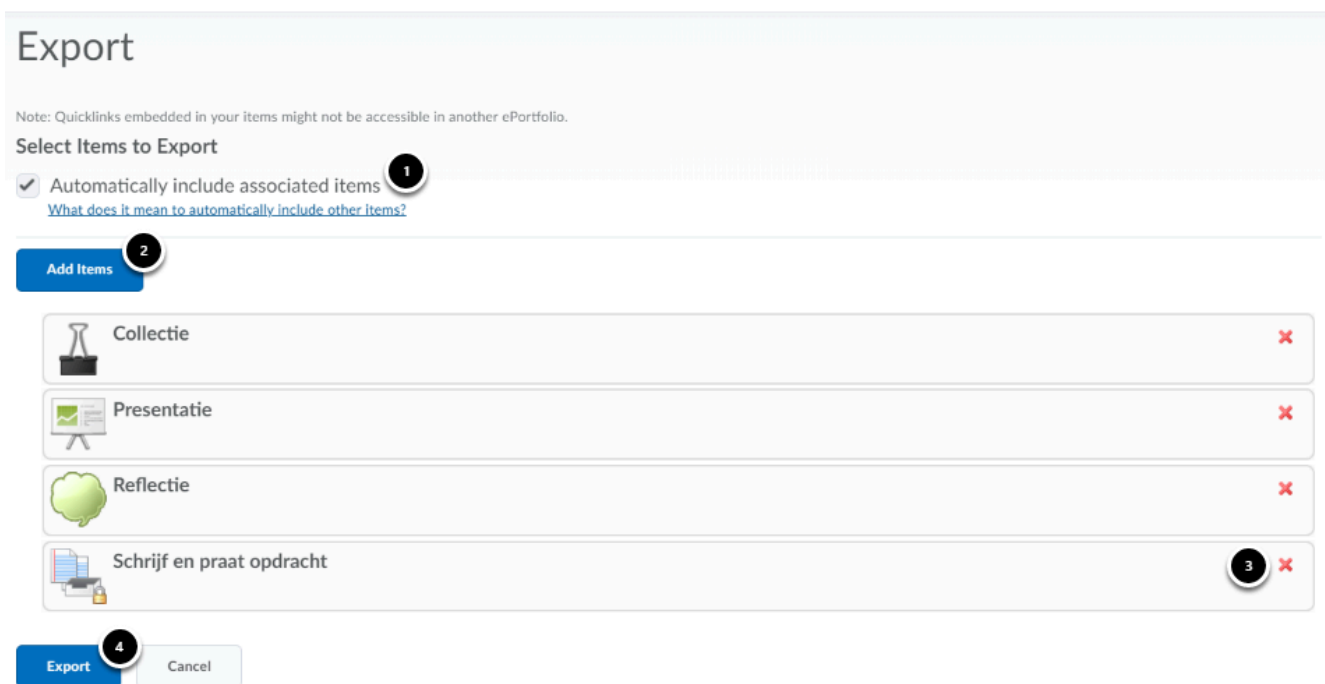

1. Click **Export.**

1. Click **All Items** to export all files in your ePortpolio.
2. Click **Selected Items** to create a selection of items that you want to export.

1. Select the box for **Automatically include associated items** if you want to include the items that have been linked to the items you are about to export (this is recommended). Examples include a collection, presentation, or reflection with its contents.
2. Click **Add Items** to add items to your selection.
3. Click the red cross to delete an item from the selection.
4. As soon as you are content with the selected items, click **Export.**

1. Click **View progress of the export package.**
2. A new window will open. Wait until the exporting is finished. The progress bar will disappear and a link to the file will appear.
3. As soon as the .zip file is created, click on the link to download it. The .zip file will be called *eP_Export_NAME_DATE.zip*

Register for myDesire2Learn

To view your downloaded portfolio again, you will have to go to the *myDesire2Learn* ePortfolio environment: https://mydesire2learncc.brightspace.com/

This is a standalone system that will allow you to use the ePortfolio functionalities again.

Click **Register** on the homepage of *myDesire2Learn* and fill out the fields to create an account. Click **Submit** (if you are willing to agree to the Terms of Service and Privacy Policy). A validation email will be sent to the submitted email address. Click the link in the email to activate your account.

⚠ Your account will be deactivated if you do not activate it within 7 days.

You can now log in to *myDesire2Learn* using your username and password.

Import your Brightspace ePortfolio to myDesire2Learn

After you have logged in you will be navigated to a page where you can see the courses you are enrolled in in *myDesire2Learn .*
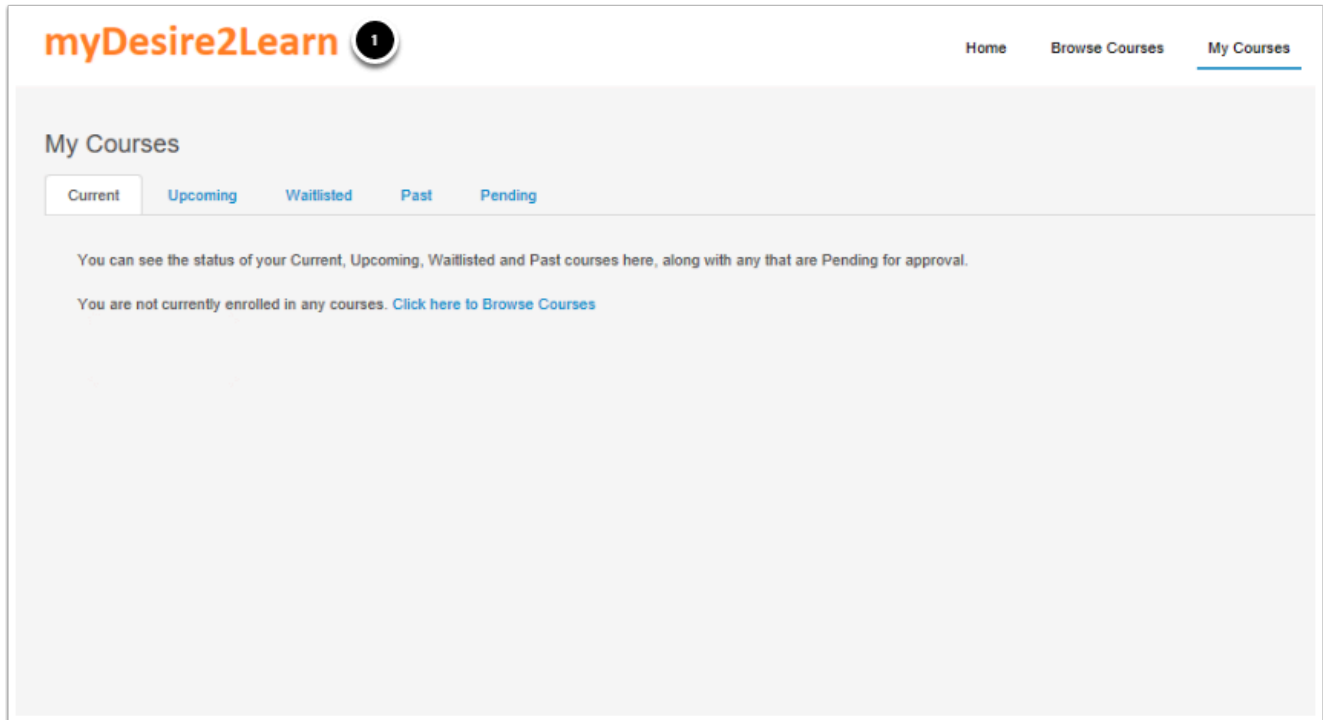
1. Click on the *myDesire2Learn* logo to return to the homepage.
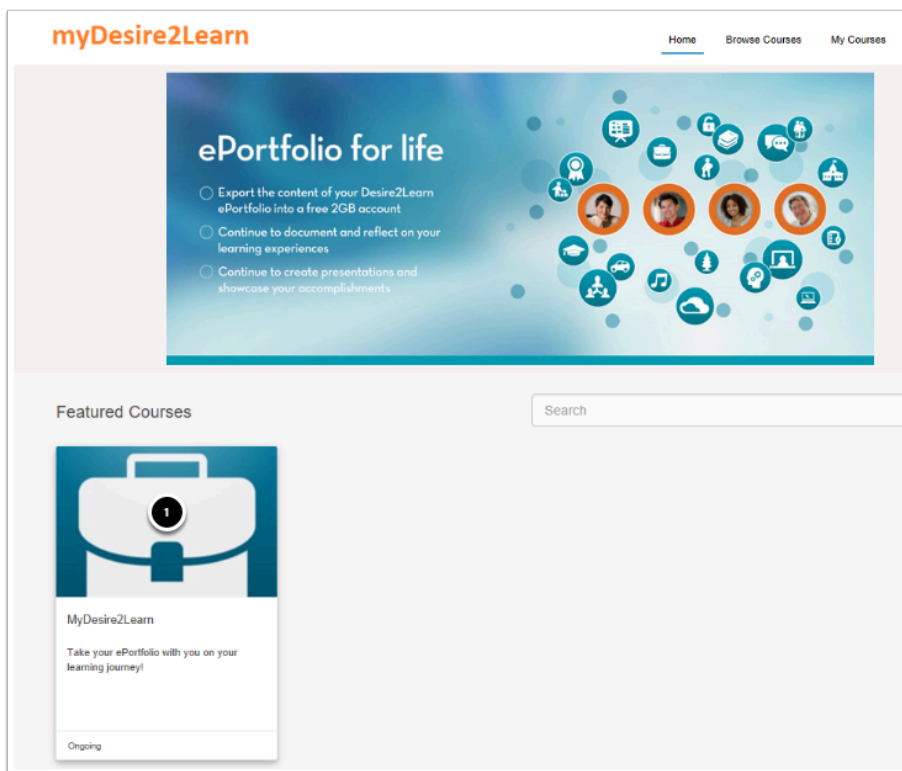
1. Click the Featured course **My Desire2Learn - take your ePortfolio with you on your learning journey.**
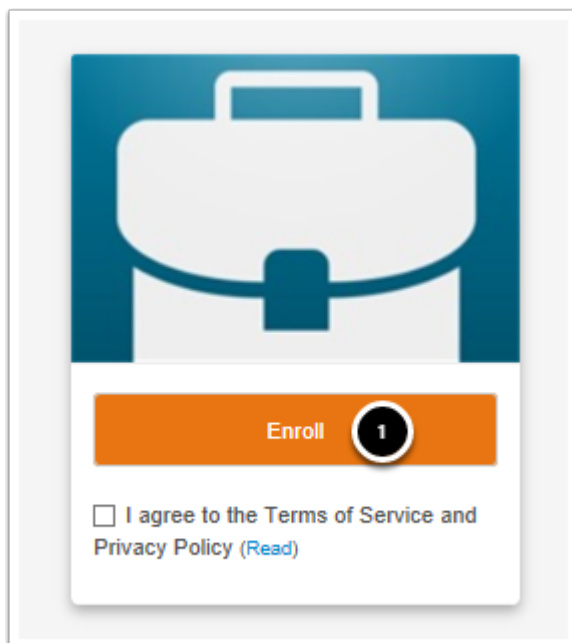
1. In the next window you have to click **Enroll** (if you are willing to agree to the Terms of Service and Privacy Policy) and then **Launch Course.**

The window that will appear now will be very similar to the Brightspace ePortfolio as you know it. The **Dashboard** tab is identical to the [ePortfolio tab.](#)
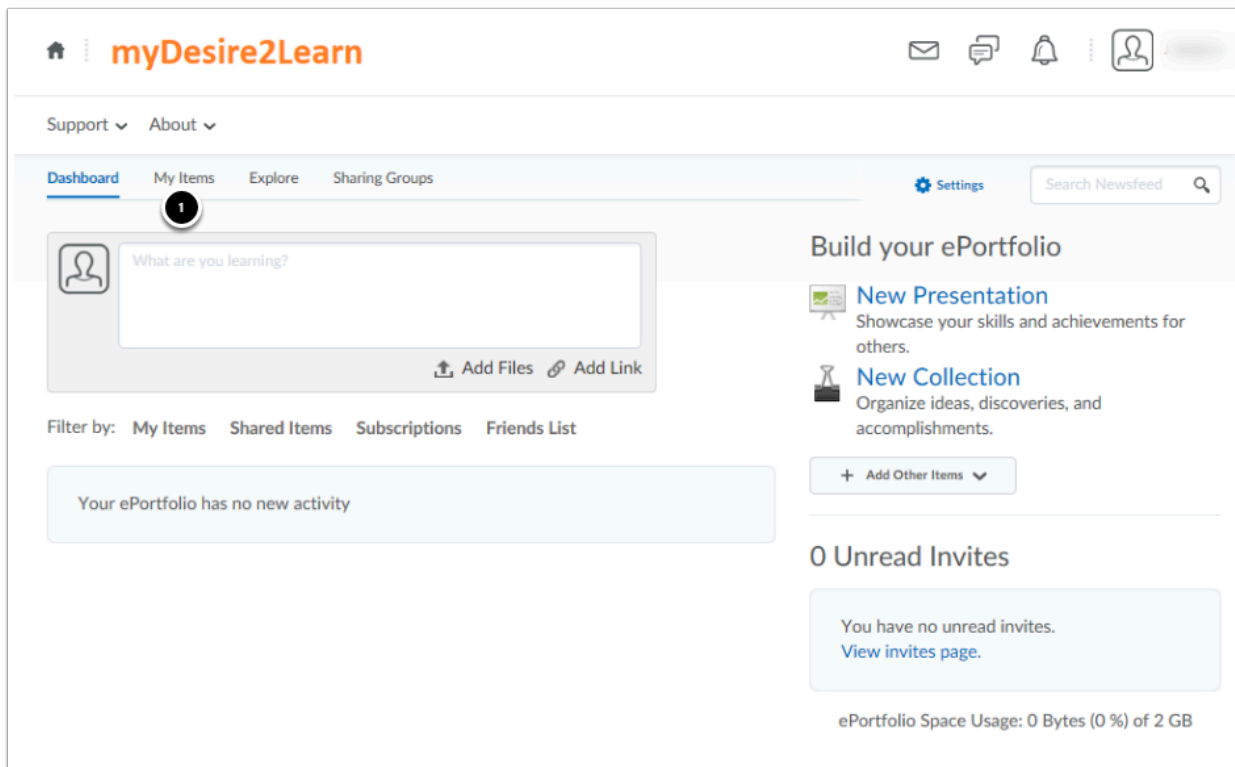
To import your Brightspace ePortfolio export files:

1. Click the **My Items** tab.
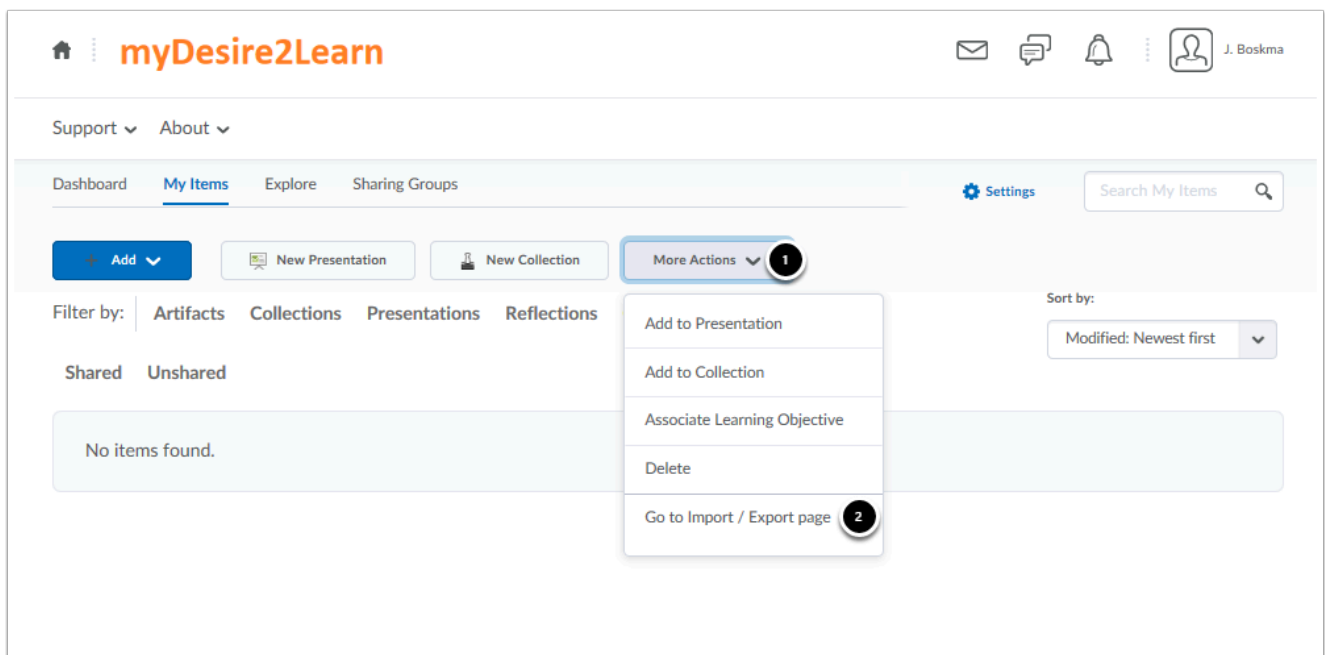
1. Click **More Actions.**
2. Click **Go to Import / Export page.**
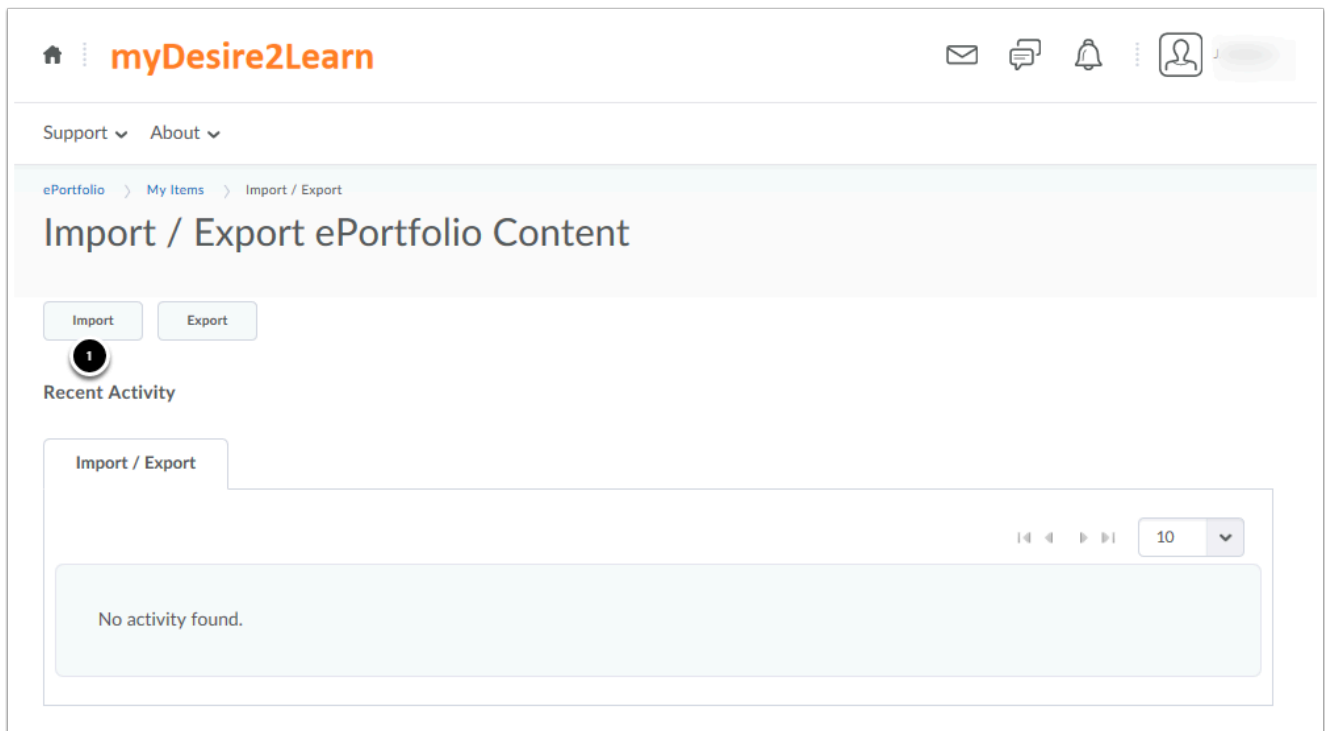
1. Click **Import.**
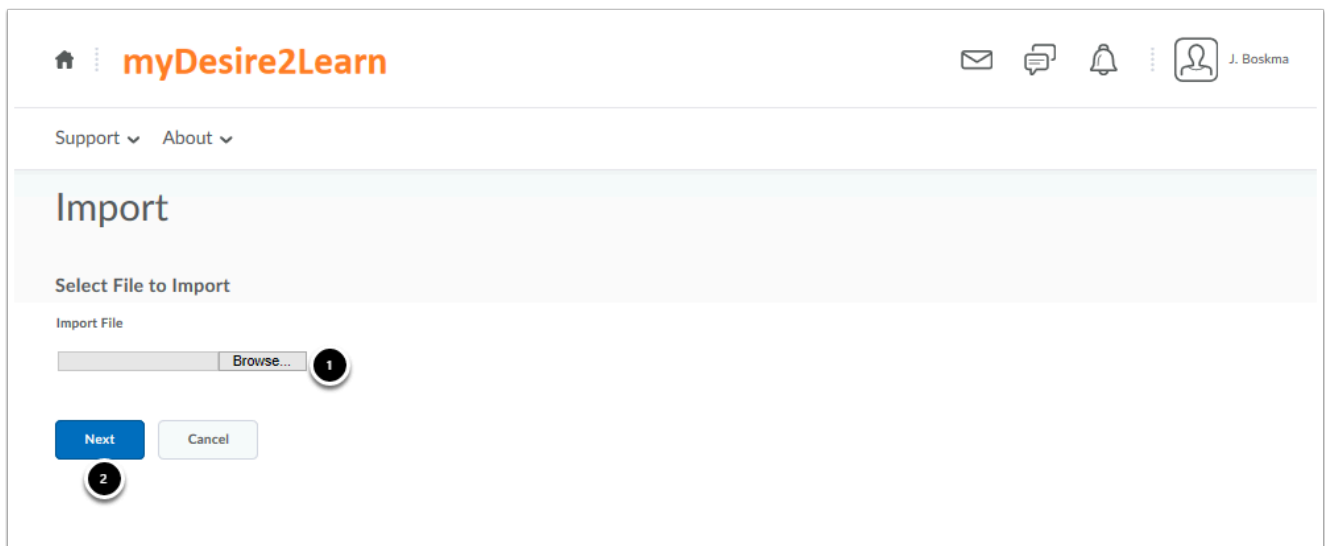
1. Click **Browse.** Select the .zip file of the export you have created previously.
2. Click **Next.**

Now wait until the importing has finished and the following window appears:
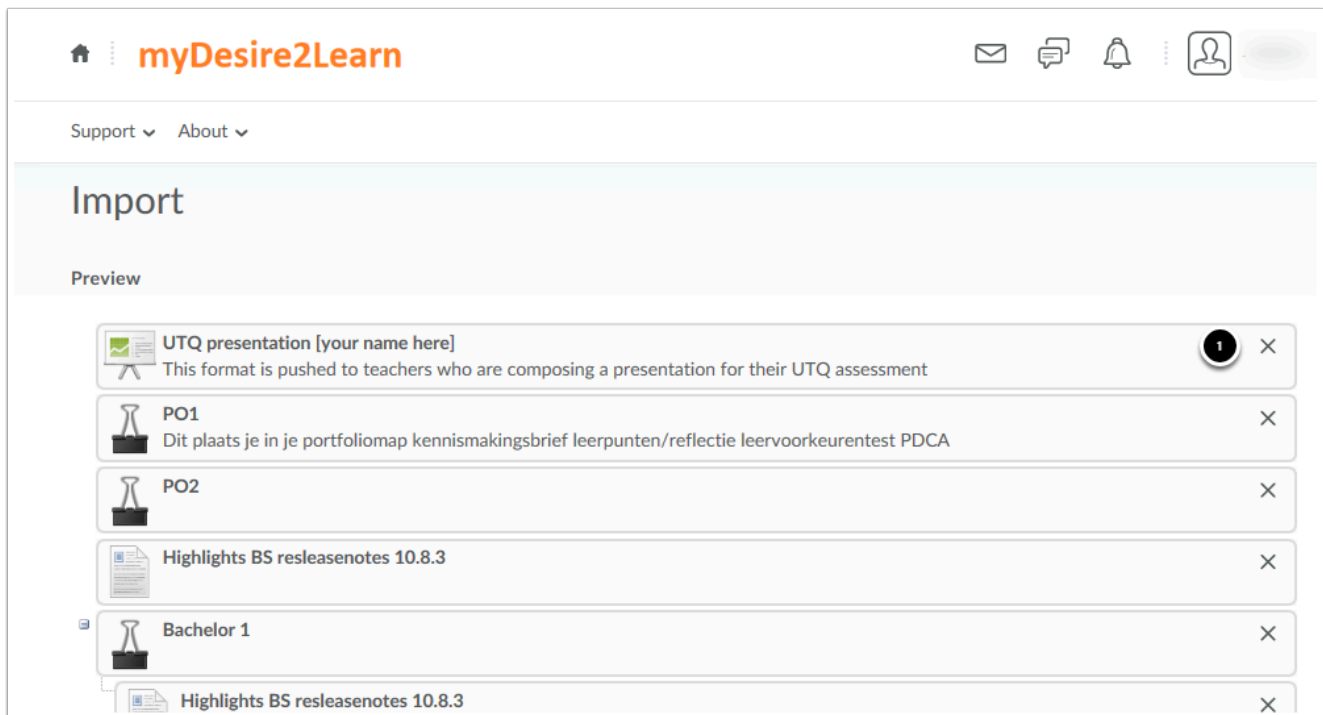
1. Click a cross to remove the undesired item.
2. Click **Import** at the bottom of the screen to finish the import.

It may take a while for the ePortfolio to be imported, especially if it contains a lot of files. When the import is done, the files can be viewed in the **My Items** tab.

How do I transfer my portfolio from Blackboard to ePortfolio in Brightspace?

This manual describes how to [download](#) your Blackboard portfolio to your computer, and how to subsequently [upload](#) it to Brightspace.

Downloading your Blackboard portfolio

Log in onto Blackboard. From the home screen you can navigate to the Portfolio tab.
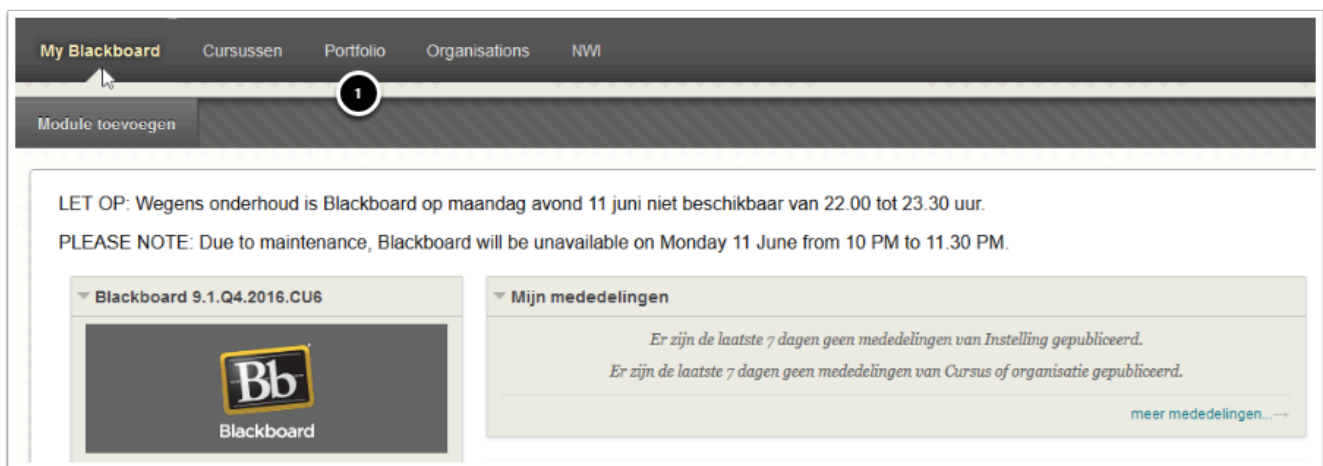
1. Click on **Portfolio**.
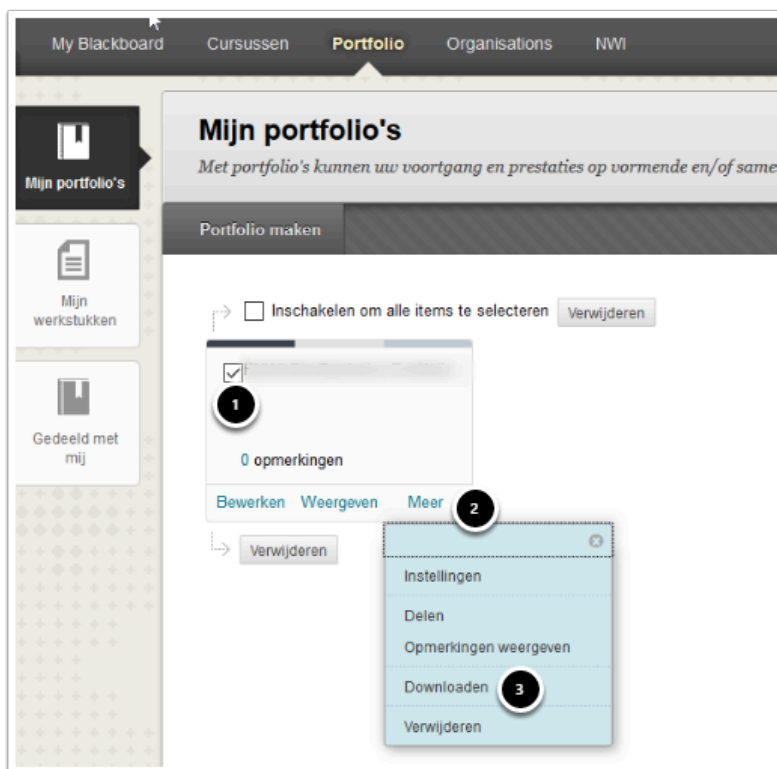
1. Check the box for your portfolio.
2. Click **Meer (More)**. A dropdown menu opens.
3. Click **Downloaden (Download)**.

> 💡 It is possible that you have multiple portfolios in your Blackboard environment. If you want to transfer all of these to Brightspace, you must download them one by one. It is not possible to download all portfolios at once.

1. Click **Klik om portfolio te downloaden (Click to download portfolio)**. Your portfolio is now being downloaded to your computer as a .zip file.

⚠️ Note: it may be possible that not all files are included with a Blackboard portfolio download. Specifically .jpeg files (images) are not always included in the download, so make sure to double-check if the portfolio download is complete, and manually download the remaining files otherwise.

Uploading your portfolio to Brightspace

Uploading your portfolio to Brightspace is a manual process. A description for the fastest way to do this can be found below.
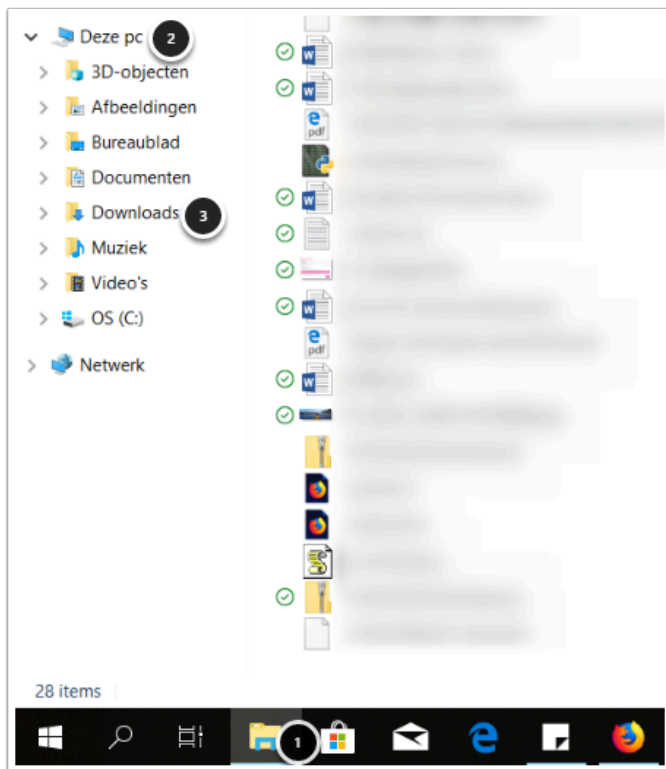
1. Click on Windows explorer in the taskbar.
2. Click on **This computer.**
3. Click on the **Downloads** folder.

In your downloads folder, navigate to the .zip file *PortfolioDownload*.

1. **Right-click** the .zip file. A choice menu appears. Click on **Extract all**. A new folder will be created (also named *PortfolioDownload*), containing the extracted portfolio items.
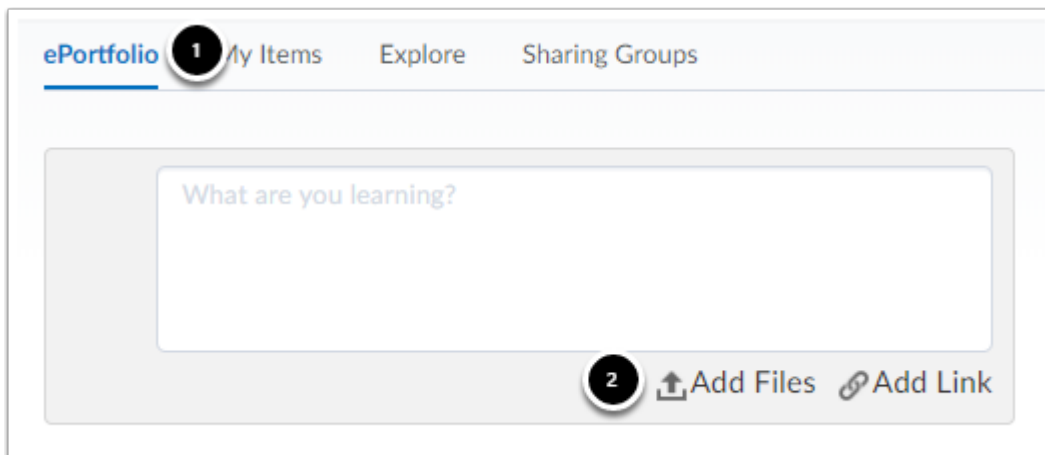
1. Go to your Brightspace ePortfolio to the tab **ePortfolio**.
2. Click on **Add Files.**
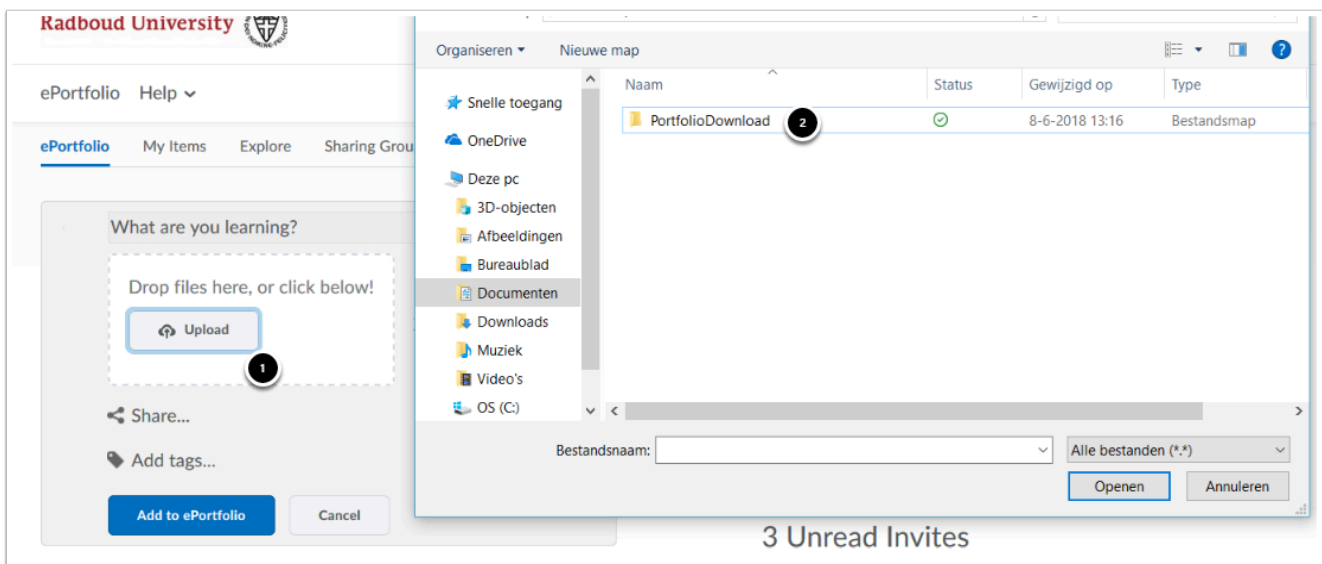
1. Click **Upload.**
2. Open the folder *PortfolioDownload* with the extracted items.
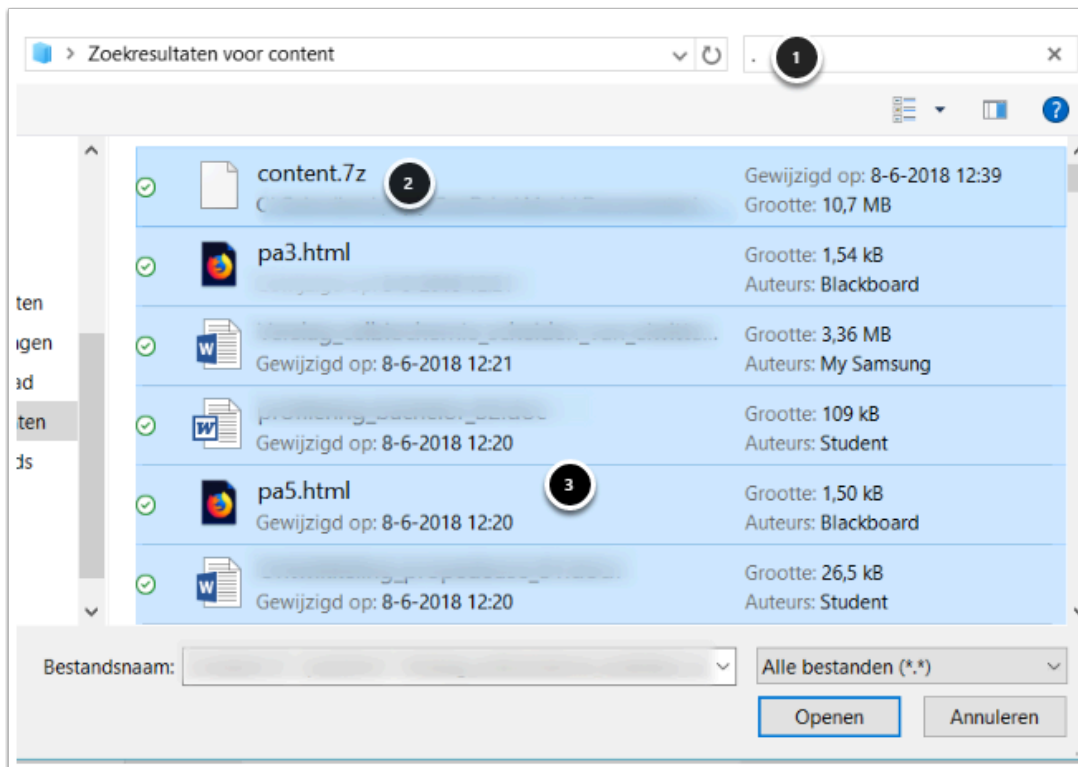
In the opened *PortfolioDownload* folder you will find other folders. These cannot (and don't need to) be imported into Brightspace. With the following steps you can create an overview of the individual documents that can be imported:

1. Past the following text in the search bar: ***.* NOT kind:=Folder**
   (this will display all individual files)
2. Select the to be imported documents.
3. **Right-click** the selection and select **Copy**

> If you use a Mac computer, you can find all individual documents in Finder by pressing the Command + F keys and putting the file type on document.
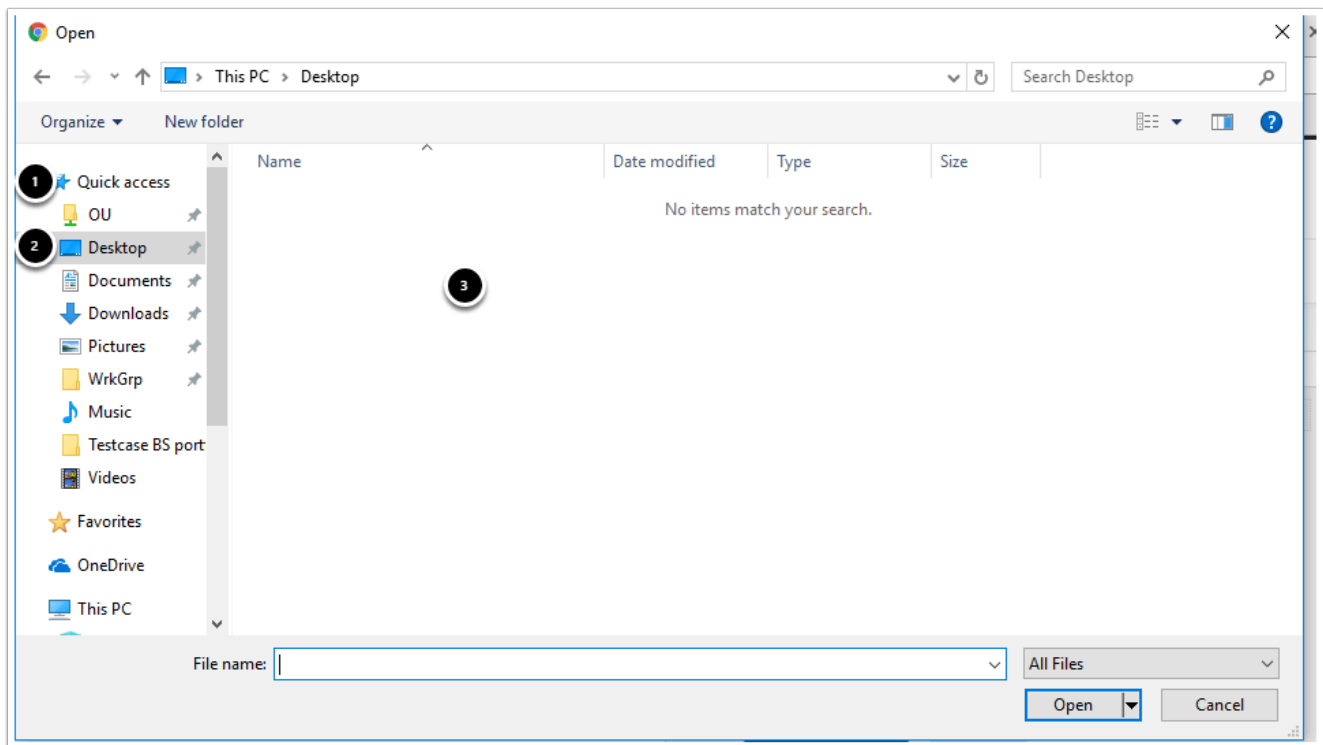
1. Click on **Quick access**.
2. Click on **Desktop**.
3. **Right-click** on the overview
4. Create a new folder
5. **Right-click** the folder and click **Paste**.
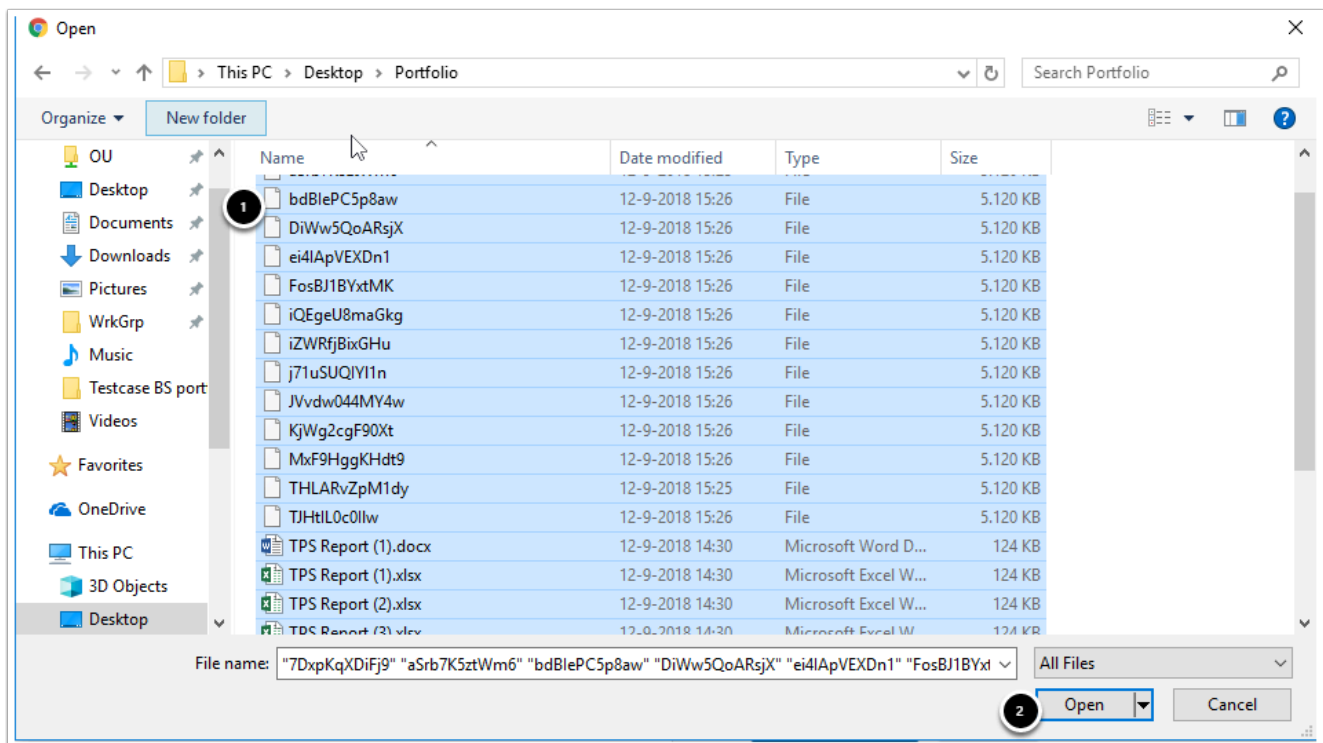
1. Select all documents to be imported
2. Click **Open.**

💡 Toggle the view of the folder to Details. After doing this you can sort the found items on Type (Word file, PDF etc.) for a more clear overview.
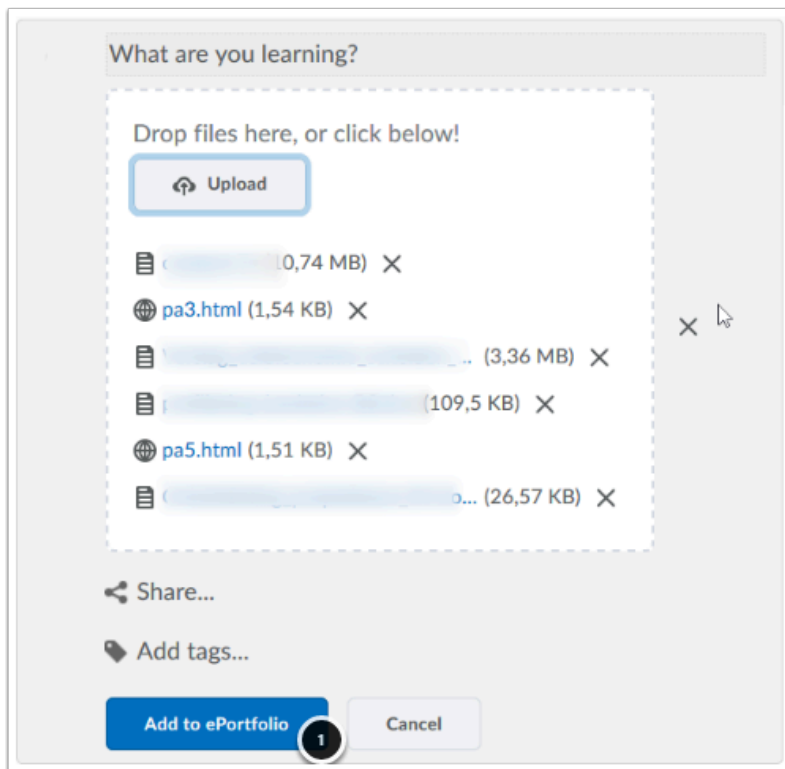
1. Click **Add to ePortfolio** to add the items to your ePortfolio.

All items will be stored in your ePortfolio. You can revise them in the **My Items** tab.

How to import my gradebook to my ePortfolio?
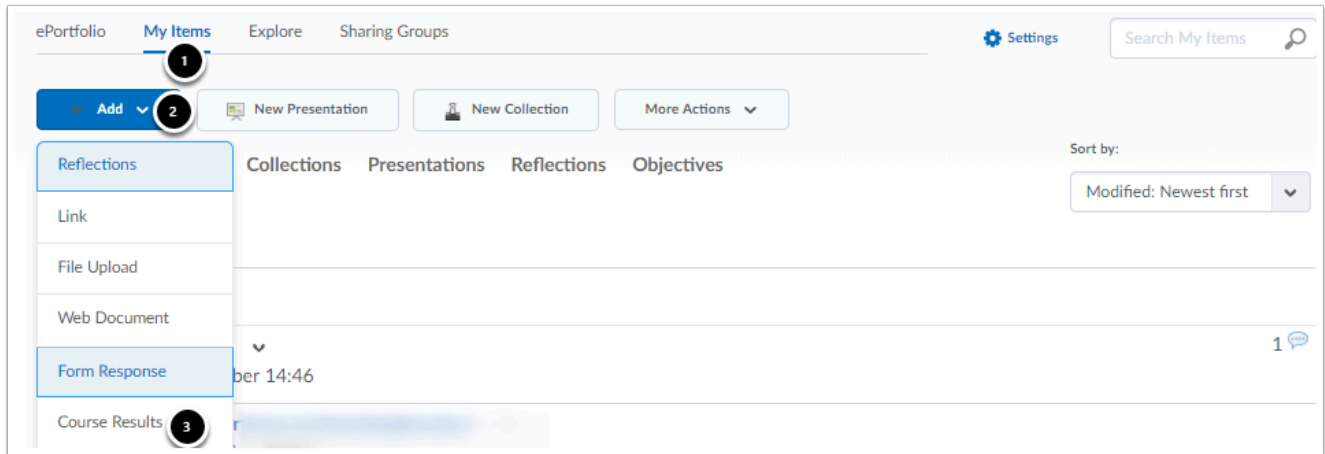
1. Click on **My Items**.
2. Click **Add**.
3. Click on **Course Results**.

1. Select the course of choice.

1. Check the box left of **My Grades Results**.
2. Click **Next**.

Add a name, description and tags (all optional).

1. Click **Save**.

In your ePortfolio the imported Grade Book will look as follows:

Werkinstructies

Final Calculated Grade

Weight Achieved
- / -

Grade
-%

Grade Item	Points	Weight Achieved	Grade
			- / 30
	- / 10	- / -	-%
	- / 10	- / -	-%
Tentamen			- / 70
tt	- / 10	- / -	-%
A. Adviestoets	- / 10	- / 10	-%
B. Probleemverhelderend gesprek	- / 10	- / 10	-%
C. Eindgespek	- / 10	- / 10	-%

How do I change the settings of an item in my ePortfolio?

Documents in your portfolio are connected to something that is called a placeholder. This is a layer that is added to the document. Together they are called an item or artifact in your Portfolio. When you change an item you can delete content from the placeholder or replace the document.

[Change the settings for item sharing](#)
[Replace the document](#)
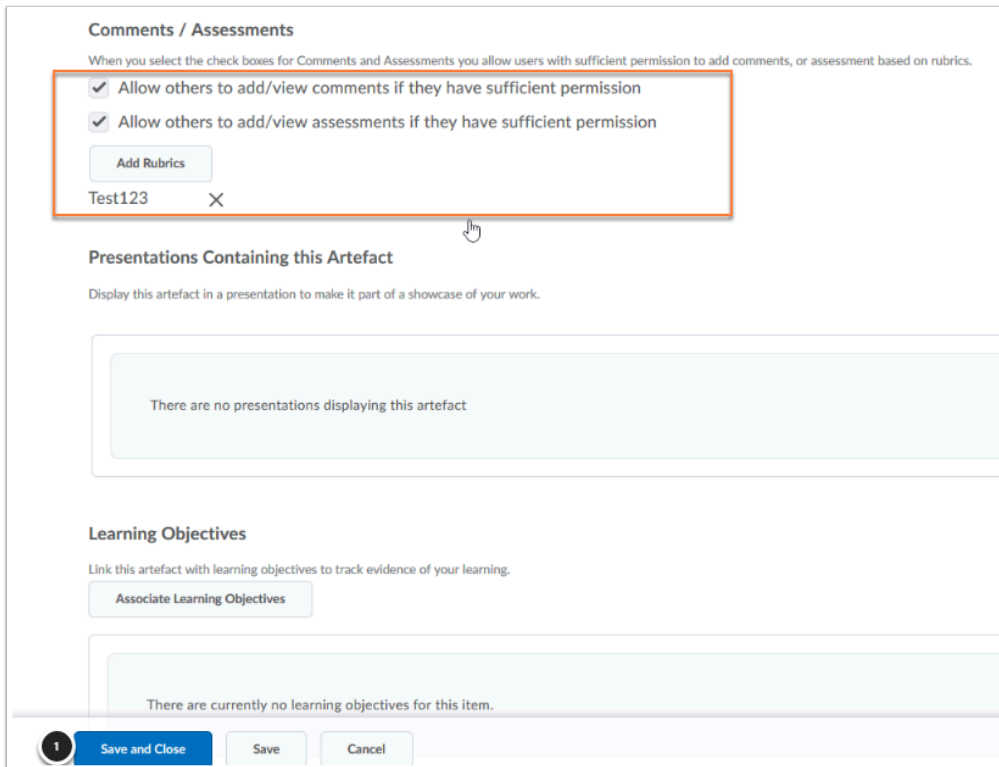
Change the settings for item sharing
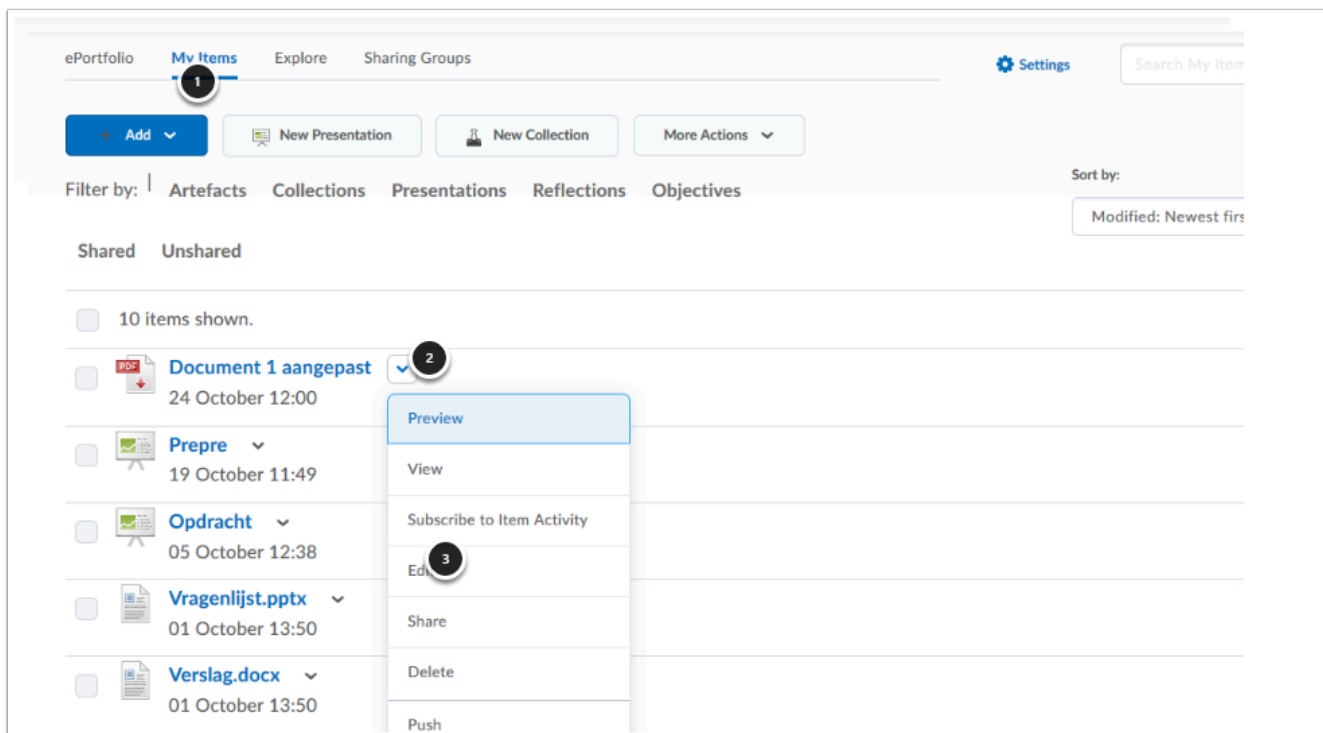
1. Click **My Items.**
2. Click the arrow next to the item.
3. Choose **Edit.**

Then scroll down until you reach Comments/Assessments.

Below **Comments/Assessments** you can change the settings for sharing. You can choose to turn on the following settings:

- Others can see and add remarks based on the settings you select for sharing.
- Others can see and add assessments based on the settings you select for sharing.
- Add a rubric to the item. The receiver can use this rubric to assess your item.

1. Then click **Save and Close.**

Replace the document
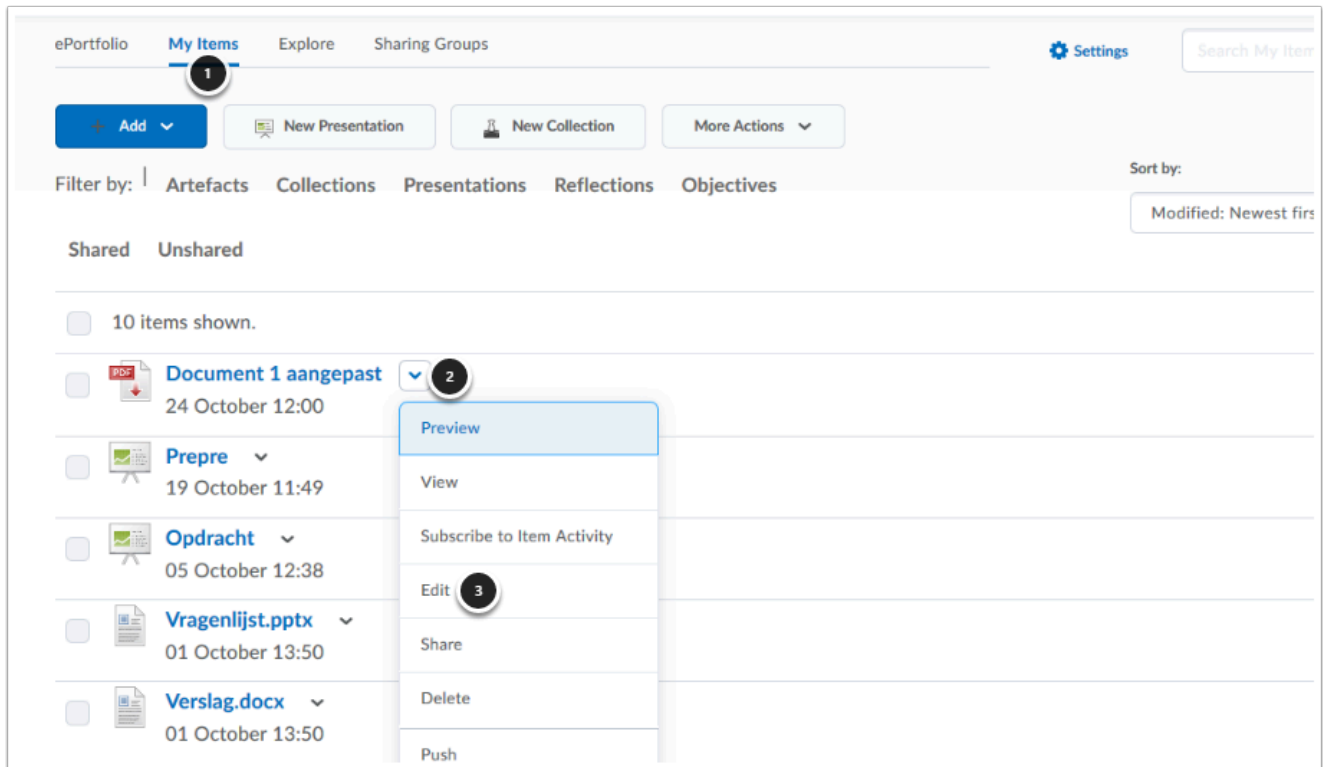
1. Click **My Items**.
2. Click on the arrow next to the item.
3. Choose **Edit**.
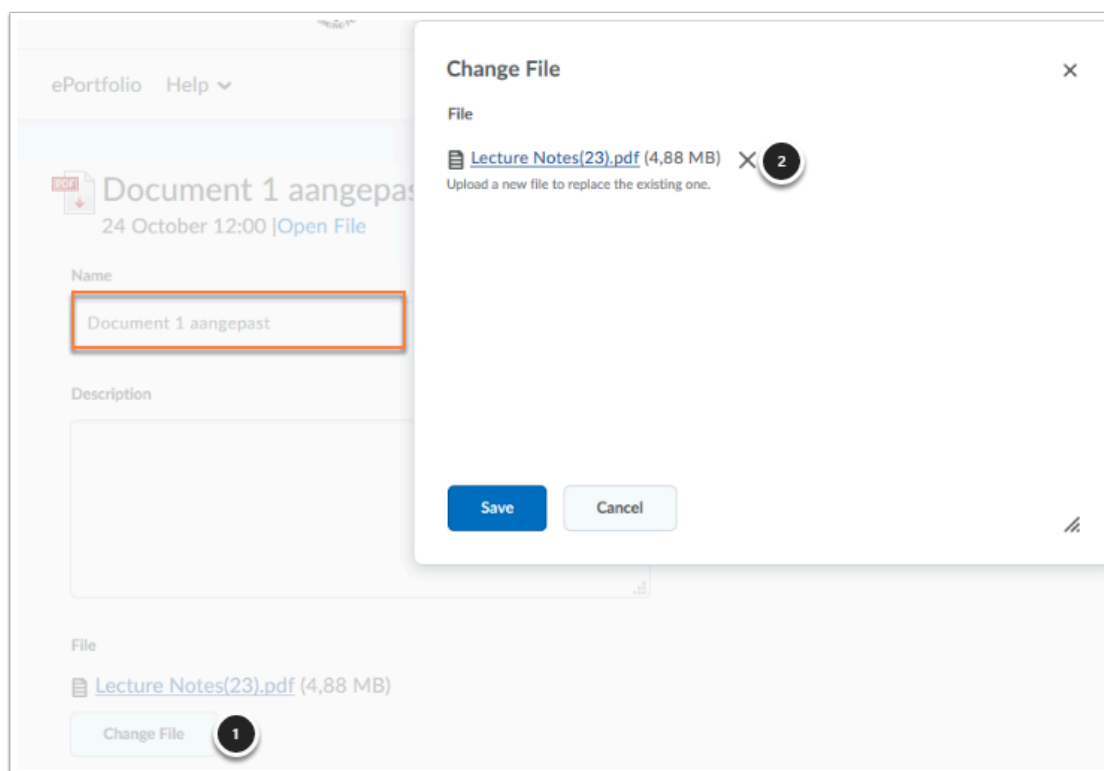
Below **Name** you can change the name of the item. If you want to change the file,

1. Click **Change File.**
2. Click the arrow next to the item.
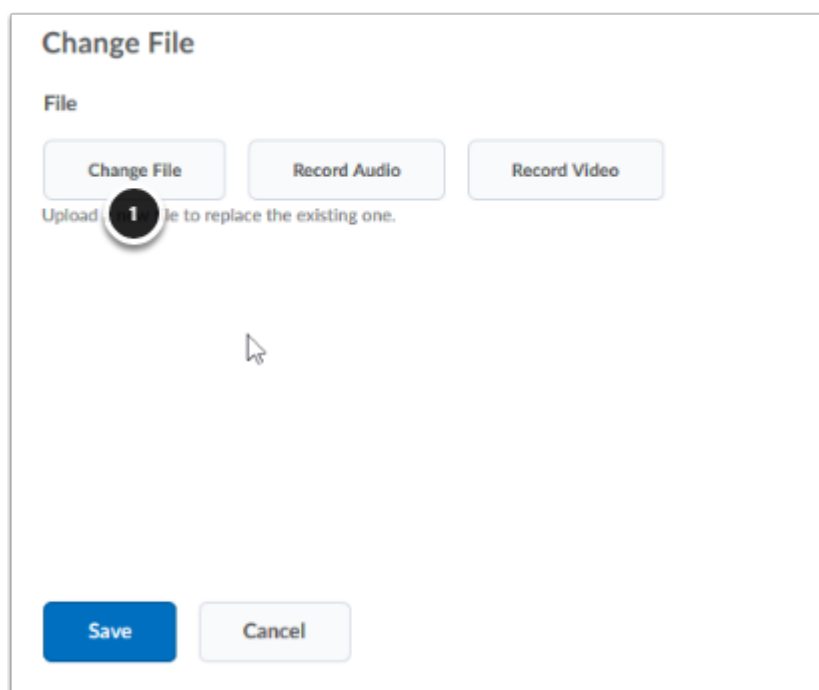
1. Click **Change File**.

Then choose the right file from your locker or your documents.

What are ePortfolio Forms and how do I use them?

Within **ePortfolio Forms** you will find structured forms that have been created by lecturers and can be filled out by students. The filled out forms will be saved for the duration of your studies and can therefore be used as a reflection tool.

Navigate with content
Navigate with ePortfolio
Fill out the form
Share the form
Use the form in a presentation

Navigate with content
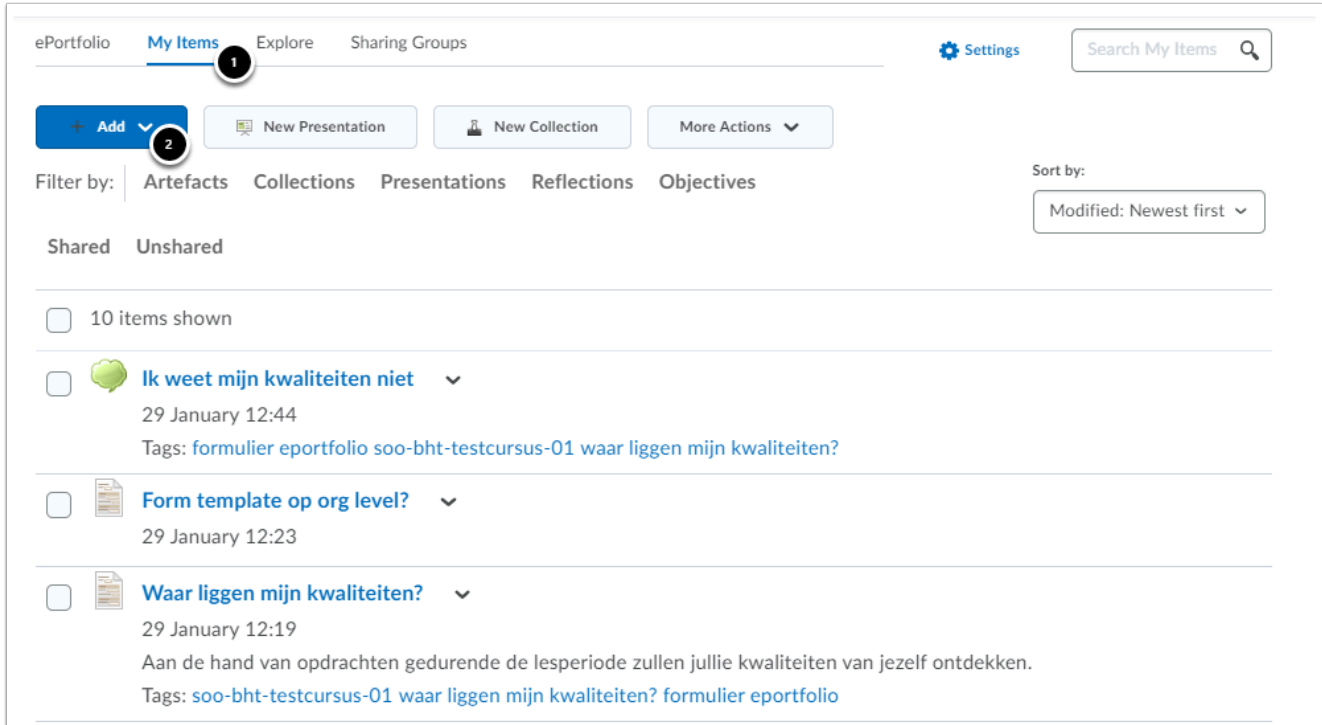
There are two ways to navigate to **ePortfolio Forms.** The easiest one is with **content.**
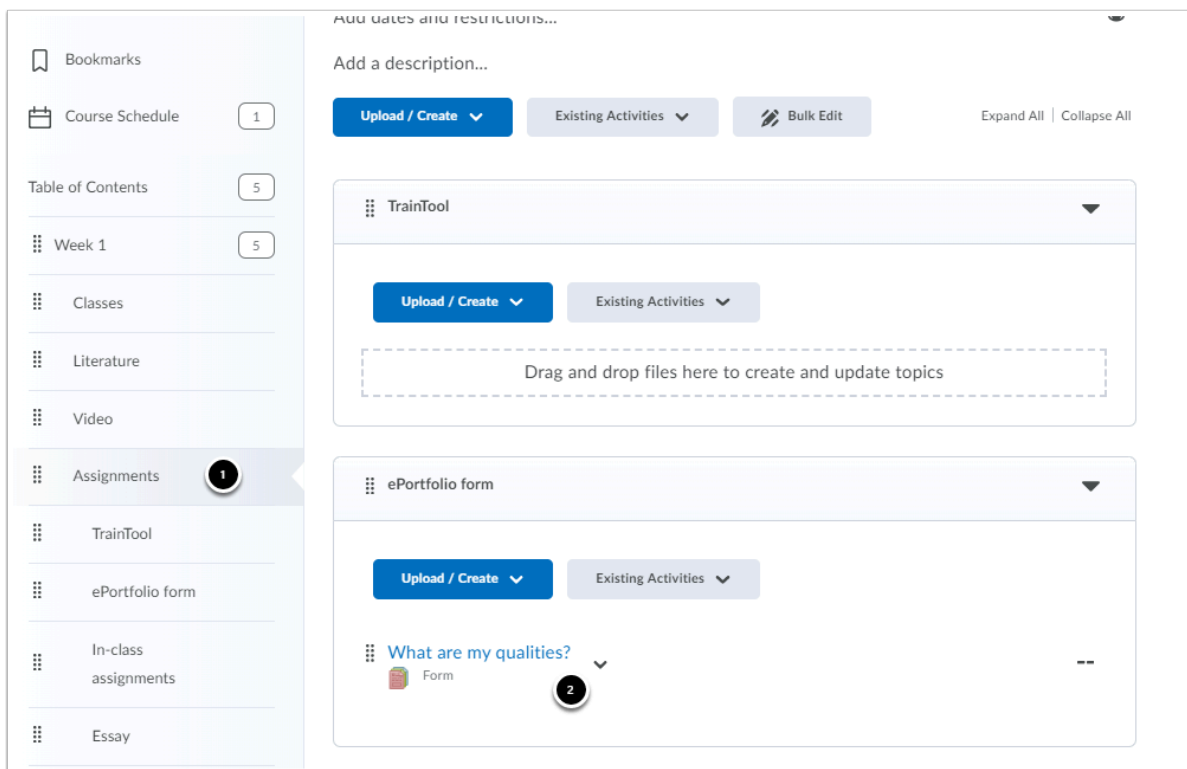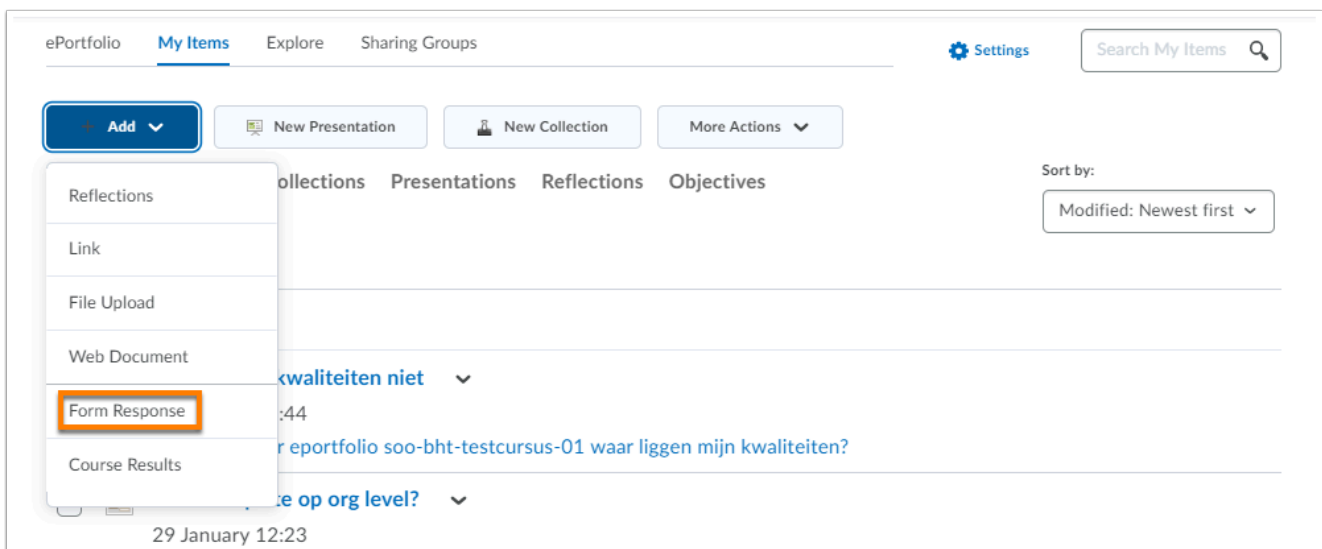
1. Go to the (sub)module where the form is located.
2. Click the title of the form.

Navigate with ePortfolio

1. Click **My Items.**
2. Click **Add.**

- Click **Form Response**.

- Click the title of the form.

Fill out the form

Both ways will lead you to the template created by the lecturer.

1. Answer the questions.
2. Click **Save**.

Werkinstructies

1. Click **Edit Form Response** to change your answers.
2. Click **View in ePortfolio** to navigate to your portfolio.
3. Click **Reflect in ePortfolio** to add a thought or remark to this form. This will only be visible for yourself, unless you share it, and can be used in a reflection assignment.

💡 It is possible to fill out a **form template** multiple times. You can do this with **content**, as long as the lecturer has chosen to share the form in multiple places within the content - for example every week. It can also be done with **My Items** in the portfolio, by clicking **Add** and then **Form Template.** You can then fill out the forms as many times as you like.

💡 When you navigate to the ePortfolio you will see an overview of all items in the ePortfolio. A **tag** will be added to the forms. By searching for this tag you will get to see all forms and possibly the reflections that come with it. This way you will get a clear overview of how you developed yourself during this course or during your studies.

Share the form

After you have filled out a form it will be immediately added to your ePortfolio. When you have filled out a form it will only be visible for yourself, unless you share it with someone. Read more about sharing items in the manual [How do I share an item in my ePortfolio?](#)

Use the form in a presentation

You can add a filled-out form to a presentation. This way you can share the form with externals, or add multiple forms to your presentation to create an overview of your development. Read more about creating a presentation in the manual [How do I create a presentation in my ePortfolio?](#)

ePortfolio: Sharing documents

How do I share an item in my ePortfolio?

In the ePortfolio, you can share your items with other users (people with an U-, E- or S-number). The recipient can then look at the item and/or give feedback.

ℹ You can also share presentations with **external recipients**.
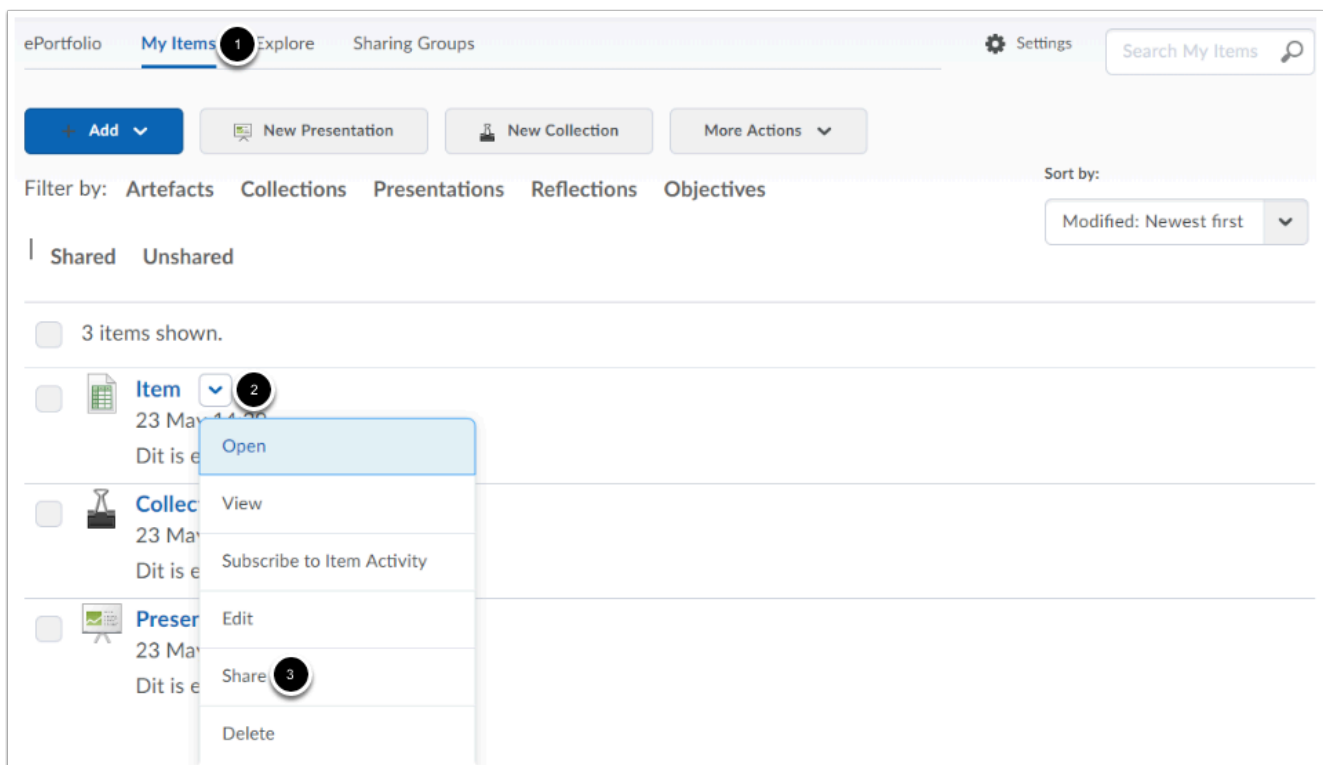
💡 To be able to share, you first need to **add an item to your ePortfolio**.

1. Click **My Items** to go to the My Items screen.
2. Click the arrow next to the item you want to share.
3. Click **Share**.
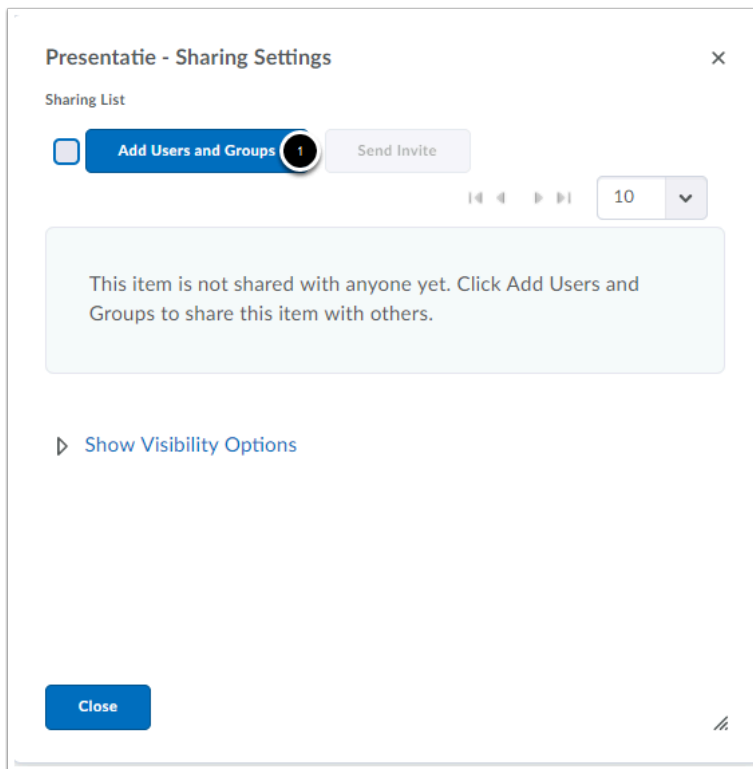
1. Click **Add Users and Groups** to add recipients.

Werkinstructies

The header **Users** can be used to search for individual recipients.
The header **Sharing Groups** can be used to search for [Sharing Groups](). An item can also be shared with an entire course if you make a sharing group for that course.

1. Type in the first name, last name, email address or U-/E-/S- number of the recipient.
2. Select the recipient from the list of search results.
3. Scroll down.

1. Under **Assign Permissions** you can adjust the permissions of the recipient(s).
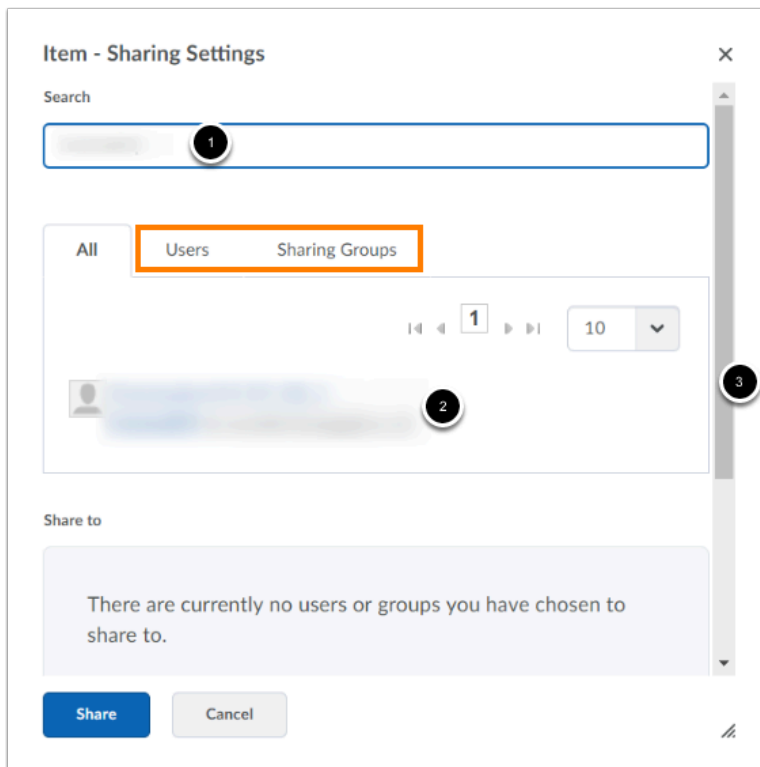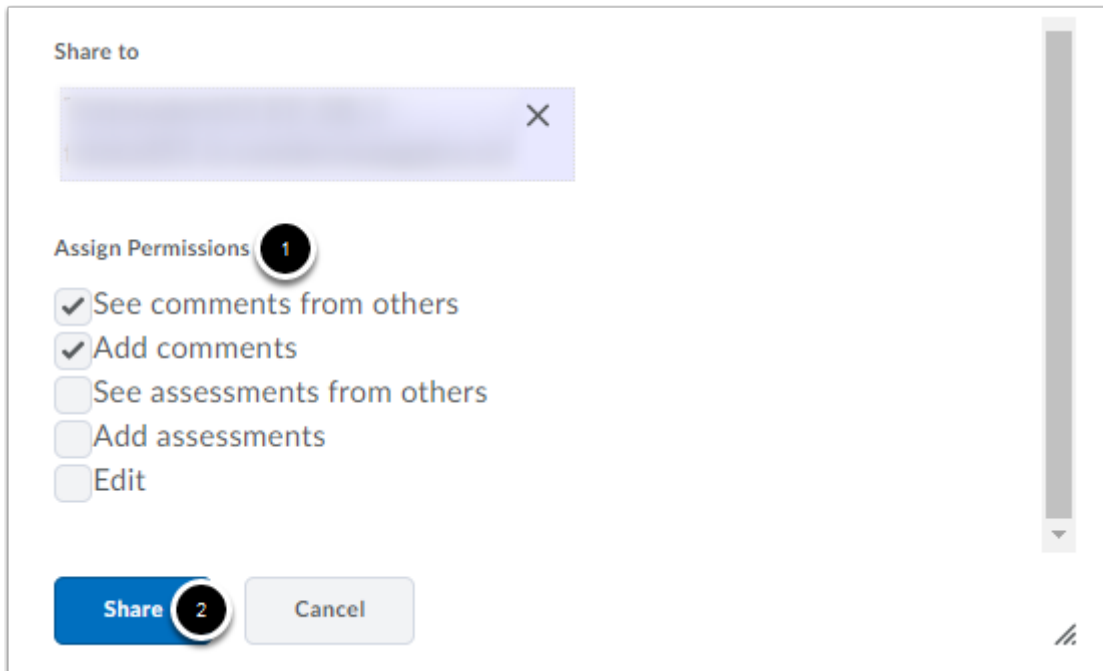   - Select **See comments from others** to let the recipient see comments of others who commented on the shared item.
   - Select **Add comments** to let the recipient add comments to a shared item.
   - Select **See assessments from others** to let the recipient see assessments of others who added an assessment to the shared item.
   - Select **Add assessments** to let the recipient add assessments to a shared item.
   - Select **Edit** to let the recipient edit the shared item. Be aware that the recipient does not receive a copy. If the recipient makes a change, this is also visible in the item in your ePortfolio.
2. Click **Share**.

The item is now shared with the selected recipients.

> ⚠️ When creating a **Sharing Group** there is the option to Assign Permissions to the entire group. When sharing with a Sharing Group, you are asked to assign the permissions again. The permissions you have assigned while make the

group are the leading permissions and overrule what is assigned at the moment of sharing.
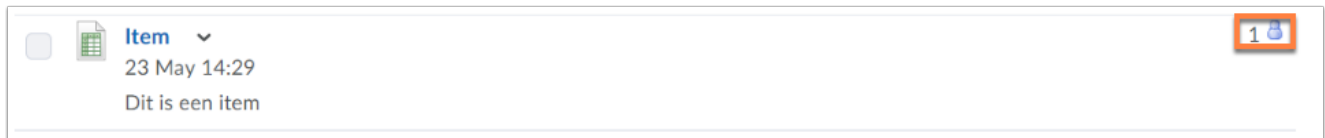
ℹ️ The number before next to the little human icon behind an item indicates the amount of recipients you have shared the item with. By clicking on the icon, you can [remove or change the permissions of recipients](#).
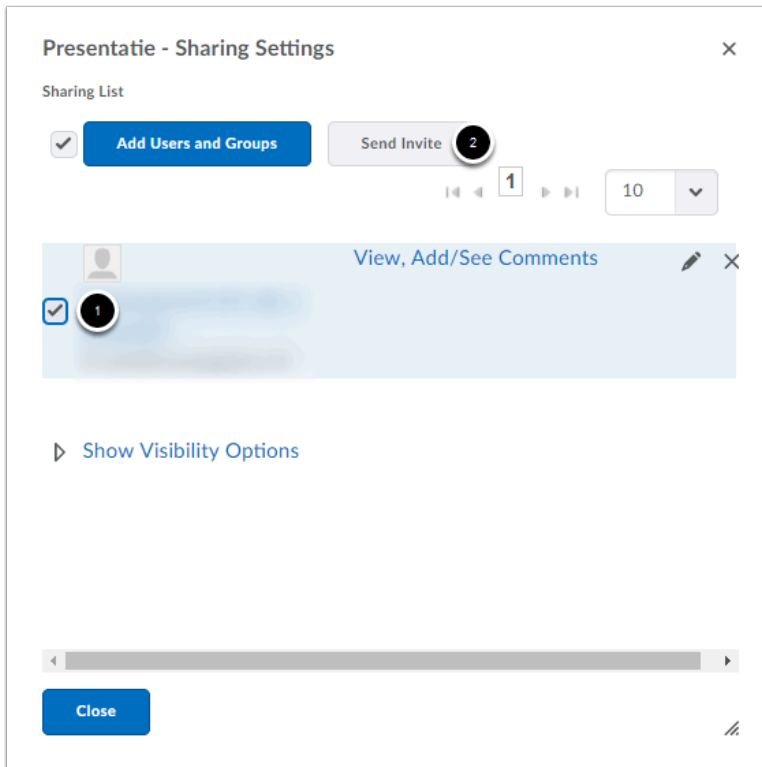
⚠️ Sharing a reflection in the ePortfolio will only share the reflection and not the document it belongs to.

Sending an invite

After sharing an item, you can send an invite to the recipient. The recipients gets an notification through email with a link to the shared item.

1. Select a recipient.
2. Click **Send Invite**.
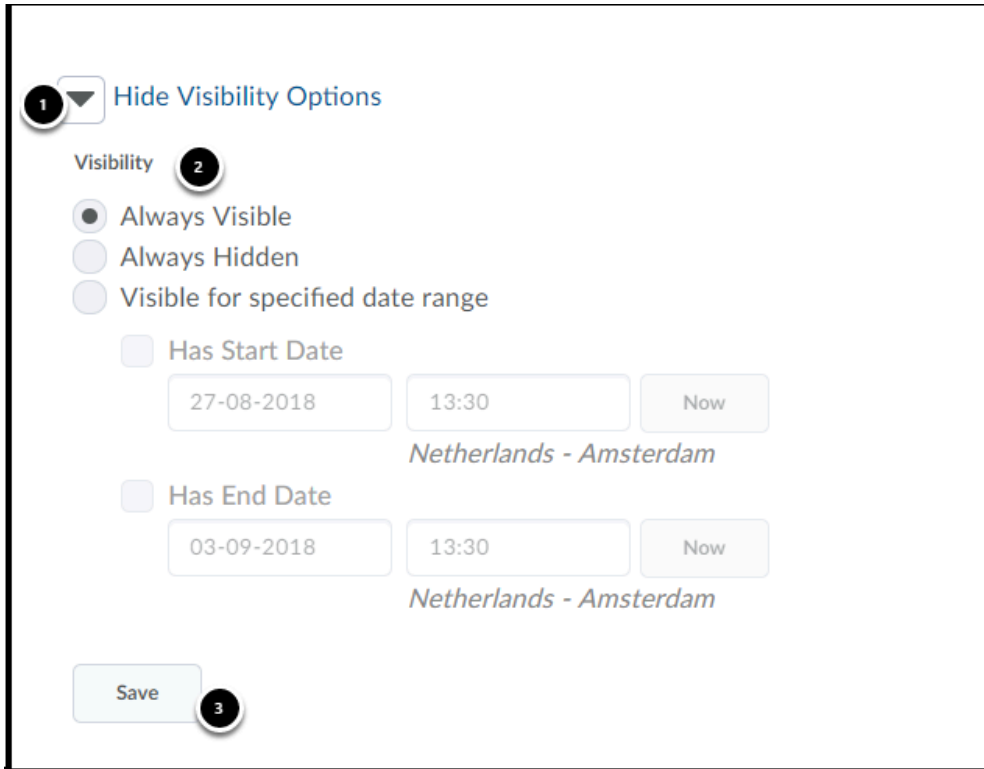
Werkinstructies

1. Type in a subject.
2. Type in a message.
3. Click **Send**.

You can change the visibility of the item at all time.

1. **Hide/Show Visibility Options** hides or shows the visibility options.
2. - **Always Visible** means that the recipient can always see the item and can do what has been assigned with the permissions.
   - **Always Hidden** means that the recipient cannot see the item and cannot do what has been assigned with the permissions.
   - **Visible for specified date range** means that the recipient can see the item and can do what has been assigned with the permissions between a specified range.
3. Click **Save**.

How do I import/export items in my ePortfolio?

You can export items from your ePortfolio with Brightspace. An export generates a Brightspace .zip file. This file can then be imported into the Brightspace ePortfolio.
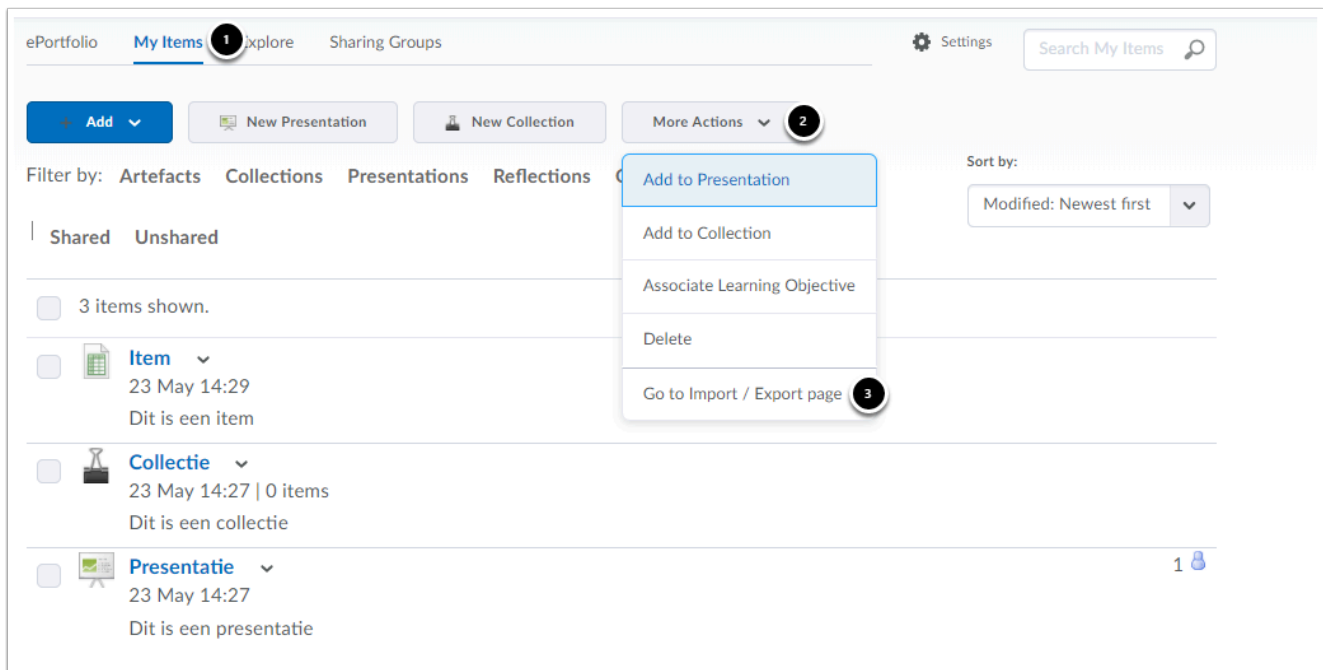
1. Click the **My Items** tab.
2. Click on **More Actions**.
3. Click on **Go to Import / Export page** in the selection menu.

The **Import/Export screen** provides an overview of all imports and exports that have already been made by you in the past.

Exporting
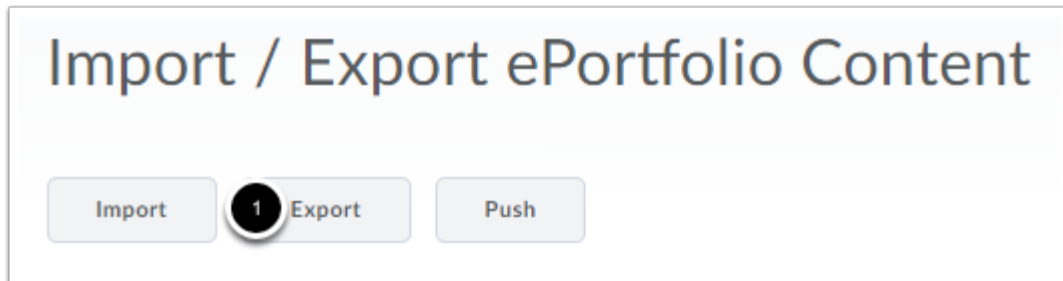
1. In the Import / Export screen, click **Export**.
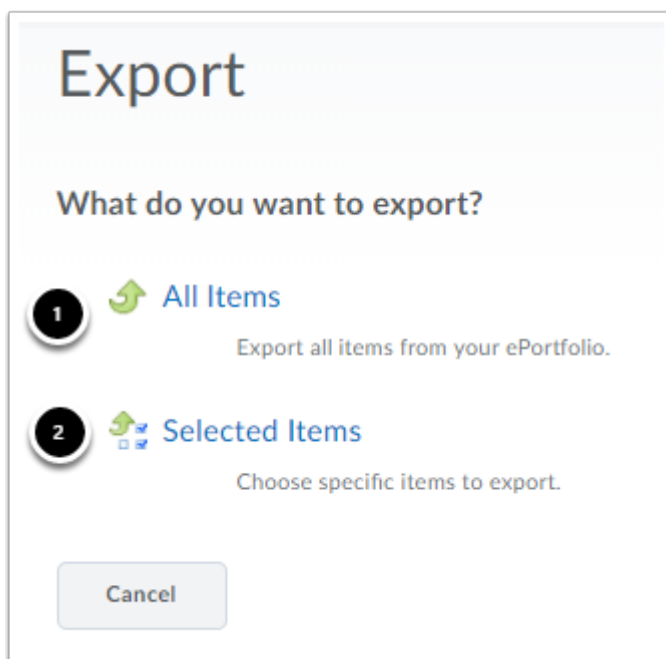
1. Click **All Items** to export all items from your ePortfolio.
2. Click **Selected Items** to export selected items from your ePortfolio.

Werkinstructies

1. Select the checkbox to export the files associated with the item. These are, for example, the documents used in a [presentation](#), or [reflections](#) that are linked to a document.
2. Click **Add Items** to select the items that need to be exported.
3. Click **Export**.

1. Click **Done**. You will now be redirected back to the **Import/Export** screen.

1. Click the .zip-file to download it.

Importing
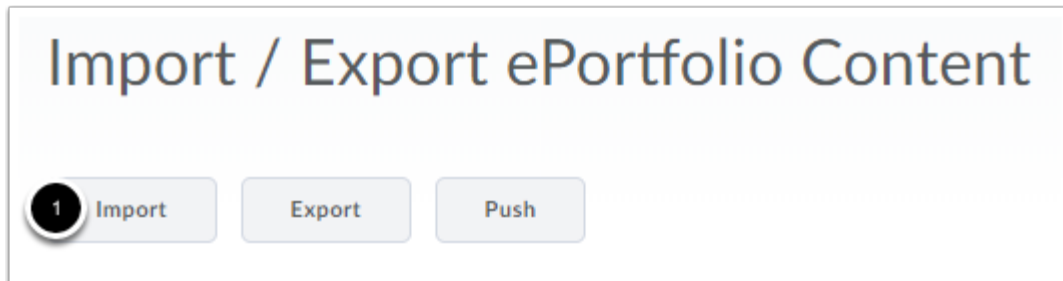
1. In the Import / Export screen, click **Import**.
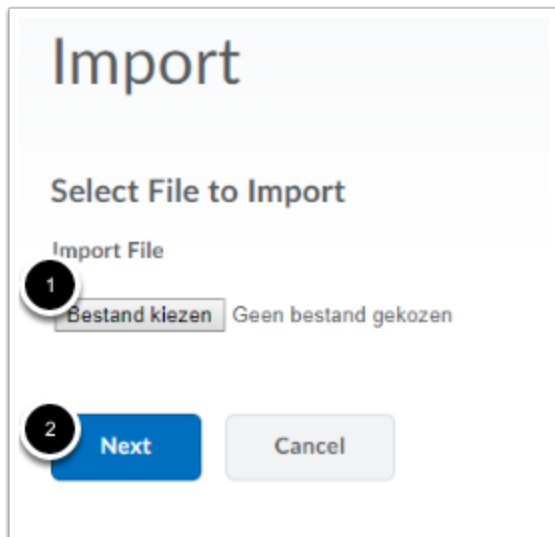
1. Click **Bestand kiezen (File Select)**. This opens file explorer. Choose the export file you want to import. This is stored in the download folder of your computer with file name *eP_export_name_of_Person_date and code*. For example *eP_export_Pietje_Puk_270620181608*.
2. Click **Next**.

1. Click **Import**.

The item has now been successfully imported to your ePortfolio!

What is the difference between sharing and importing/exporting in my ePortfolio?

There are several options in ePortfolio for sharing a file with other users. You can [share](#) a file, but it is also possible to [export and import](#) items from/to your computer. The differences between these options are explained below.

> ℹ️ A teacher can also push a document in a student's portfolio. If a teacher pushes a document to you, you can see this in your ePortfolio under the **My Items** tab. This item has the same functionalities as other items and thus behaves as if you created it. This is useful for empty templates or forms.

Sharing

Sharing an item means that an item you have created can be seen by others. You can e.g. ask feedback from recipients with this function.

When sharing an item:

- the item remains the property of the person who has shared it;
- the recipients can see the item in the [Explore](#) tab;
- you can see recipients from whom the item originated;
- all reviews, and comments added to the item are immediately visible in the ePortfolio of the person who has shared;
- changes in the document are immediately visible in the document that the recipient can view.

More information about how to share an item: [How do I share an item from my ePortfolio](#)?

Exporting/importing

Exporting items means that you download files from your ePortfolio to your computer. When exporting to your computer, your ePortfolio creates a Brightspace .zip-file of the chosen item(s) and stores it on your computer. This zip file contains the original item.

Importing items means that you place items from your computer in your ePortfolio.

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When importing/exporting an item:

- documents can be released, without pushing, by offering an export file via the course;
- imported items are owned by the person that is importing them;
- the imported items are visible in the My items tab;
- you can choose in advance whether an export must be made of the entire ePortfolio, or of a number of selected items.

More information about how to share an item: How do I share an item from my ePortfolio?

How to share an item from my ePortfolio with an external recipient?

If items from your ePortfolio need to be shared with someone from outside the Radboud University, such as e.g. an internship supervisor, this can be done using an ePortfolio presentation.

You only need the e-mail address of the recipient.

> ❗ Beware: only a presentation item can be shared with external parties. Other items cannot be shared with external users (unless it is inside a shared presentation).
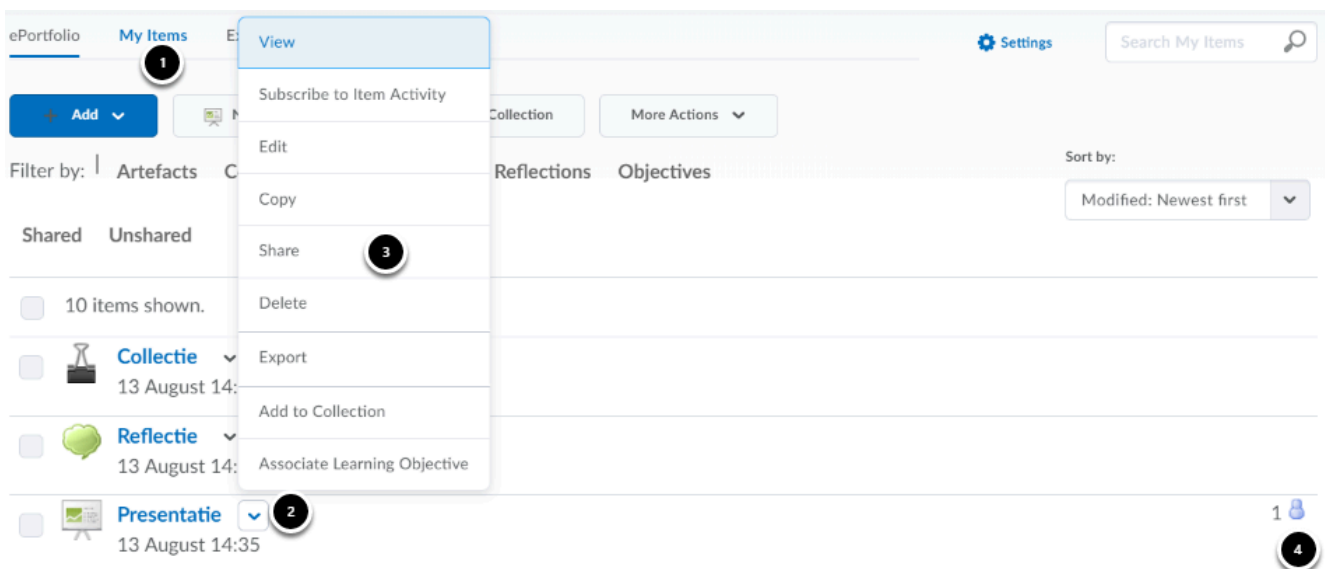
1. Click **My Items** to go to the My Items tab.
2. Click on the arrow next to the presentation you want to share.
3. In the drop-down menu, click **Share**.

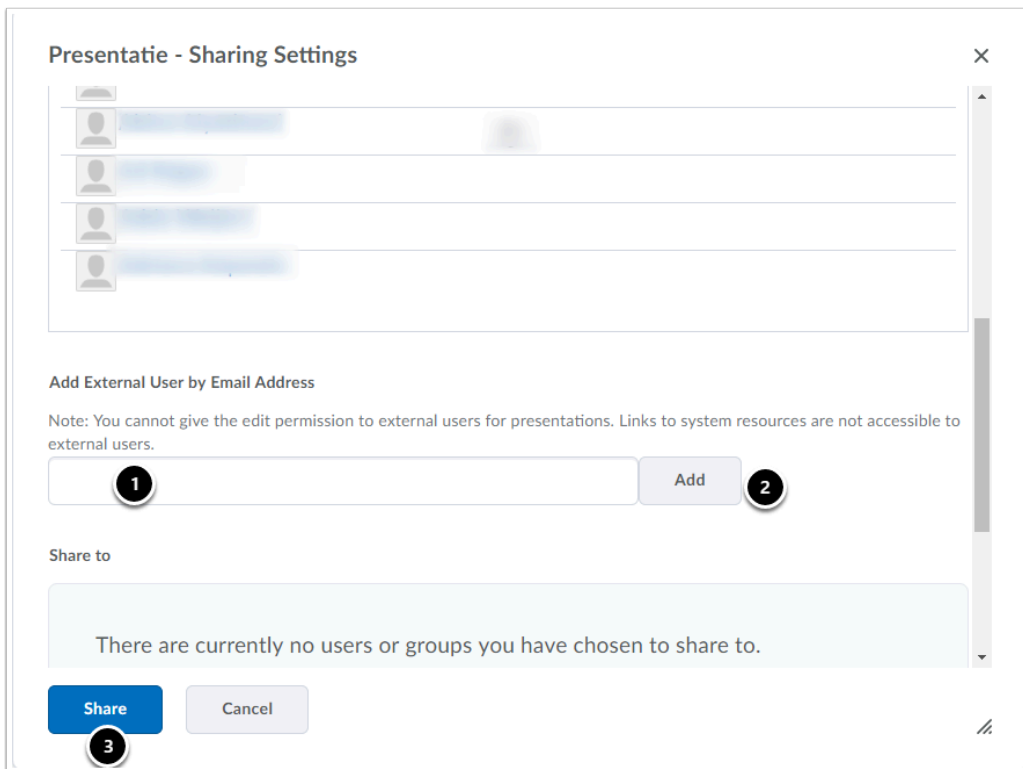> 💡 4. If the presentation has already been shared with others, this icon will be displayed.

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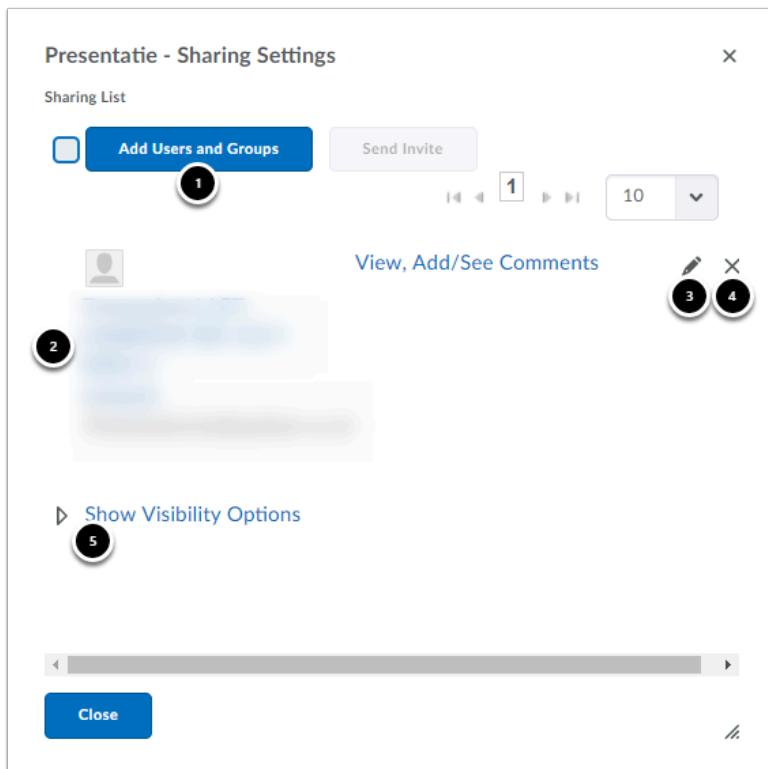
1. Click here to select people for sharing.
2. Here you will find the names of the persons with whom the presentation has already been shared.
3. Click here to adjust the permissions of the recipients.
4. Click on the X to undo the sharing. The user with whom you shared the presentation now no longer has access to the presentation.
5. Click here to adjust the visibility conditions for shared users.

Click **Add Users and Groups** and scroll

1. In the **Add External User by Email Address** option, add the e-mail address of the external recipient.
2. Then click **Add**.
3. Then click on **Share** to share the presentation.

> ℹ️ It is not necessary to send an invite: external parties automatically receive an invite in their inbox.

# How do I make a Sharing Group in my ePortfolio?

A **Sharing Group** is used if you want to [share](#) items often with the same group of recipients. A Sharing Group can be made with [some selected users](#).

Creating a Sharing Group
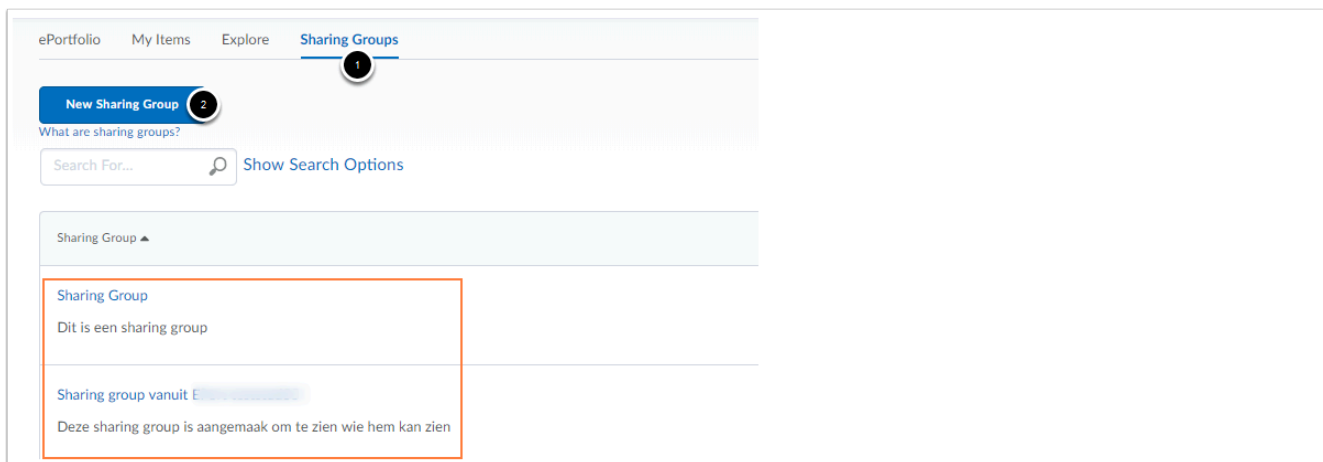
1. Click on the **Sharing Groups** screen.
2. Click on **New Sharing Group** to make a new Sharing Group.

In the orange area you can see all the Sharing Groups that you have created or where you have been added to.
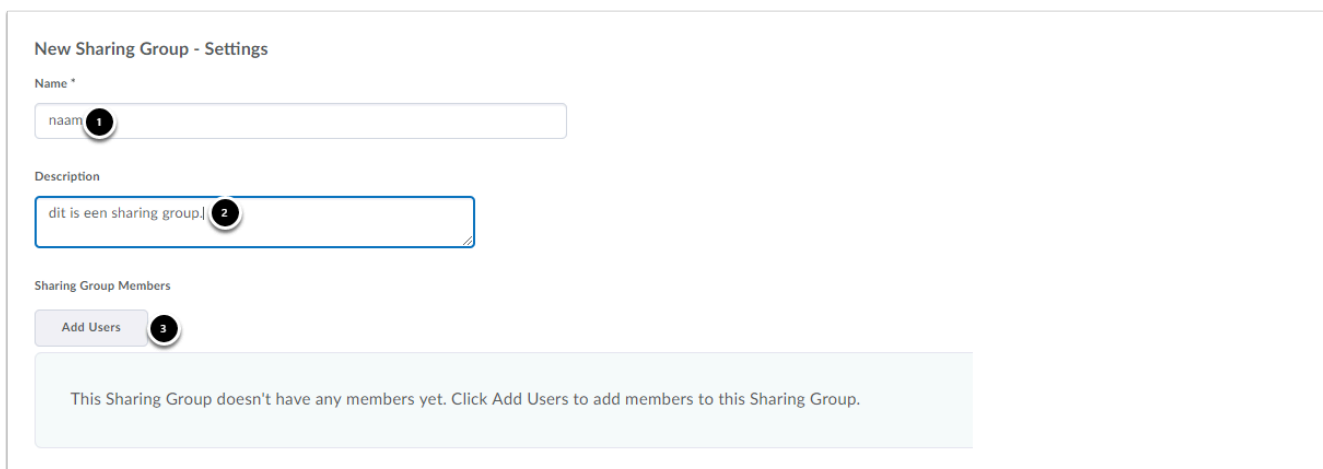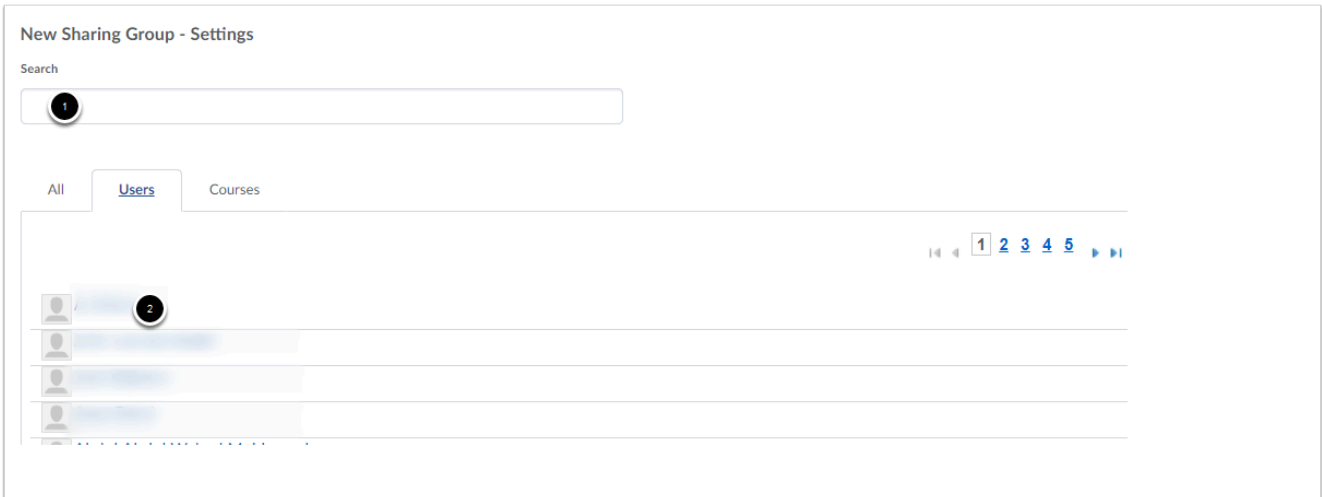

1. Click the **Name** text box to give the Sharing Group a name.
2. Click on the Description text box to give the Sharing Group a description.

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3. Click on **Add Users** to search for a new group member.

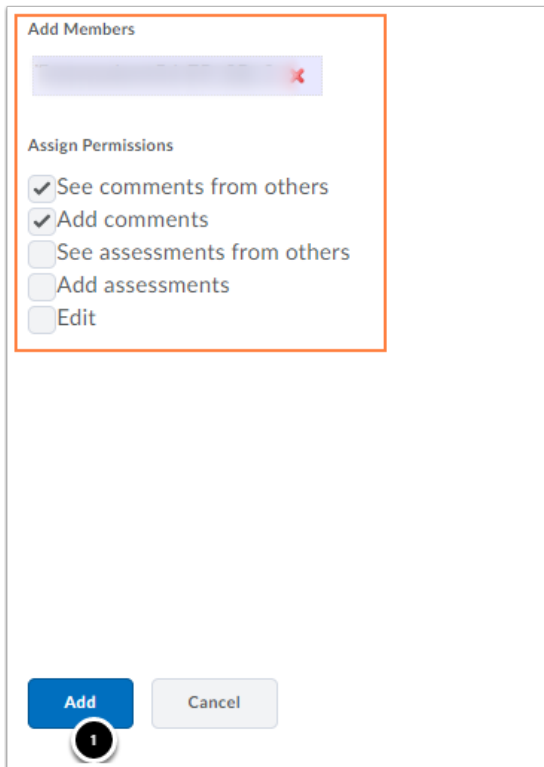> ℹ️ **Sharing Group Members** only appears after you give the Sharing Group a name.

1. Search for the first name, last name , email address or U-/E-/S-number of the group member that you want to add.
2. Click on the name of the group member you want to add.

Repeat the above steps until you have selected all group members.

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Beneath **Add Members** you can see which users you will add to the Sharing Group. The permissions of the group members can be changed at Assign Permissions.

- Select the **See comments from others** checkbox to show the recipient comments from others on the shared items.
- Select the **Add comments** check box to allow the recipient to post comments on the shared items.
- Select the **See assessments from others** checkbox to show the recipient assessments of others on the shared items.
- Select the **Add assessments** checkbox to allow the recipient to give assessments on shared items.
- Select the **Edit** checkbox to allow the recipient to edit the layout of shared items.
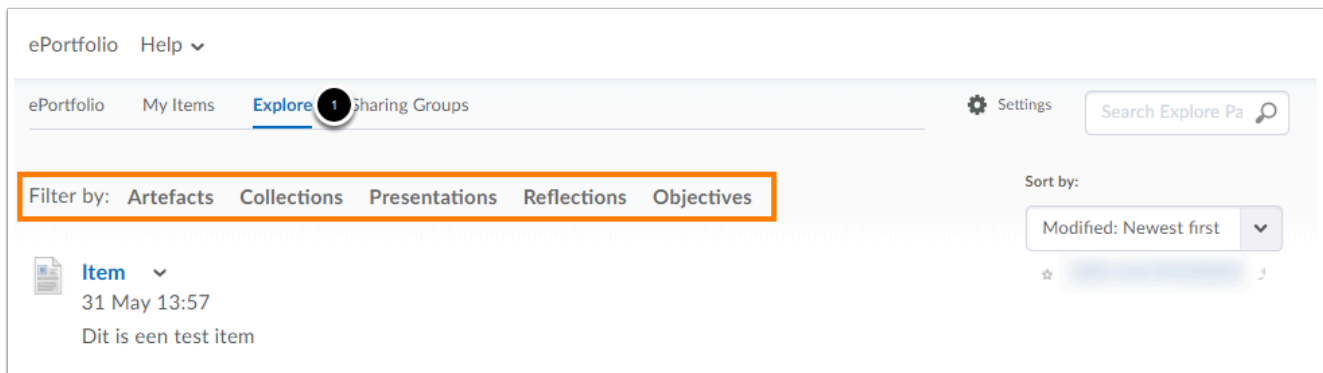
1. Click on **Add**.

⚠ When sharing an item, the option is again given to set permissions. However, the rights that are set when creating the Sharing Group itself are dominant and the permissions set during Sharing do not override the permissions set here.

Click **Save and Close** to make the Sharing Group.

Where do I receive shared documents in my ePortfolio?

Anyone with an ePortfolio can share items. A recipient can view these items and can optionally add feedback, comments or an assessment to the document.


1. Click on the **Explore** tab.

Here you will find all items that have been shared with you. Behind the shared document is the name of the person who shared the document. With filters (see orange frame in the above picture) you can select what kind of items you want to see.

How to manage the recipients of an item that I shared?

It is possible that you do not want certain items to be shared with a recipient forever. It is also possible to undo the sharing, adjust the permissions of the recipient(s) or send new sharing invite(s) again.
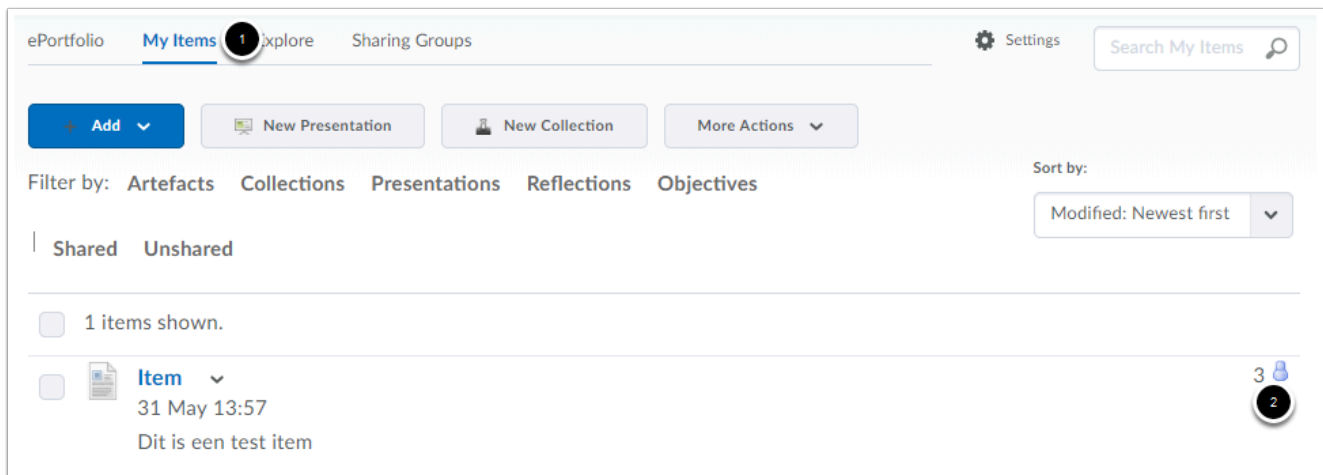
1. Click **My Items** to go to the **My Items** tab.
2. Click on the icon next to the item whose sharing settings you want to change. The Sharing Settings will open.

Adjusting permissions
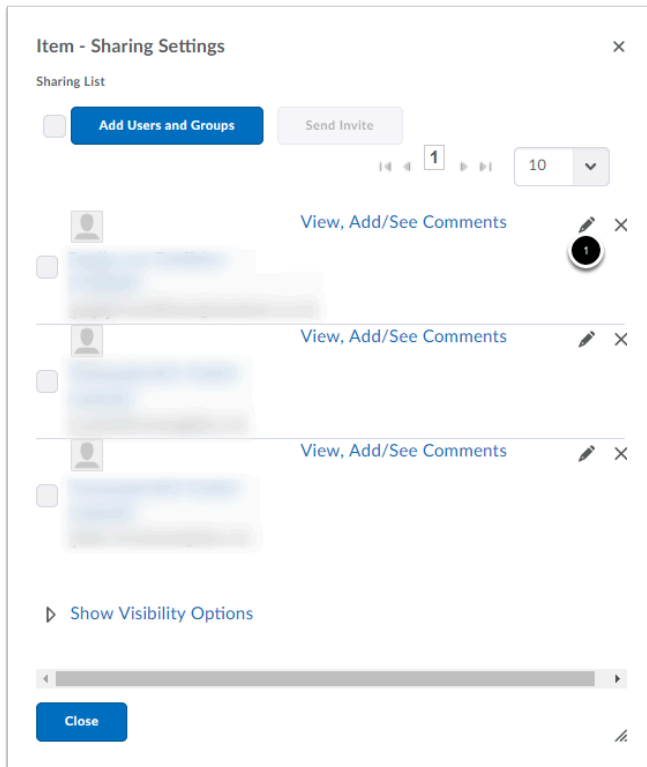
1. Click on the pencil to adjust the permissions of the relevant recipient.
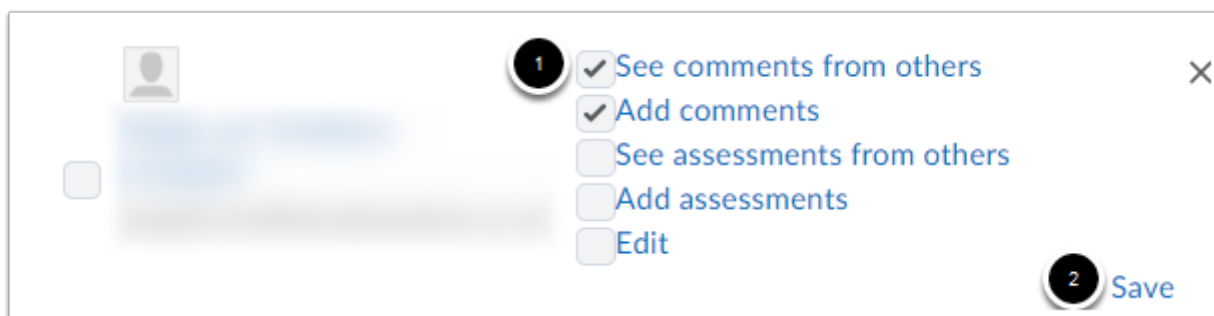
1. At the checkboxes you can adjust the rights of the recipient.
    - Check the **See comments from others** checkbox to show the recipient comments from others on the shared item.
   - Check the **Add comments** checkbox to allow the recipient to post comments on the shared item.
    - Check the **See assessments from others** checkbox to show the recipient ratings from others on the shared item.
    - Check the **Add assessments** checkbox to allow the recipient to make assessments

on the shared item.
- Check the **Edit** checkbox to allow the recipient to edit the layout of the shared item.
2. Click **Save** to save the new sharing settings.

Stop sharing an item
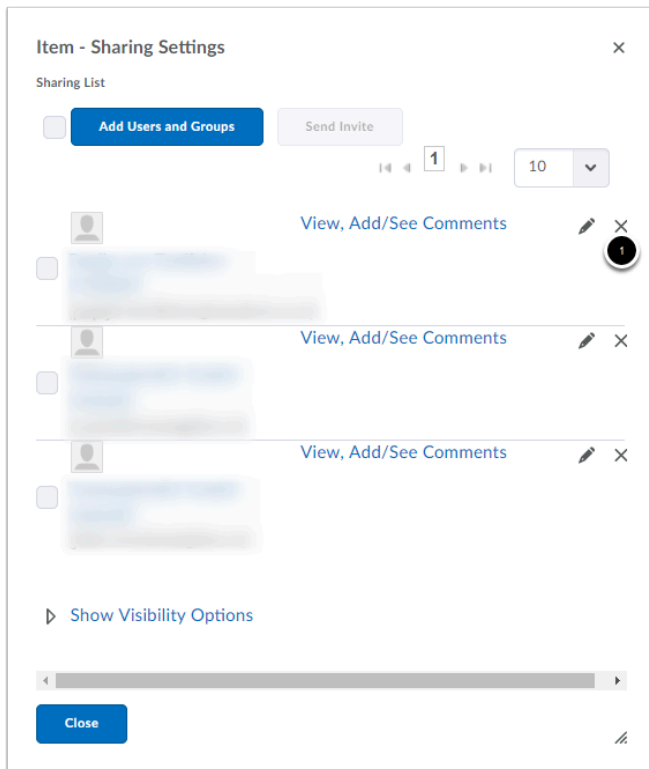
1. Click on the X behind the name of a recipient/Sharing Group to stop sharing the item.

Sending an Invite
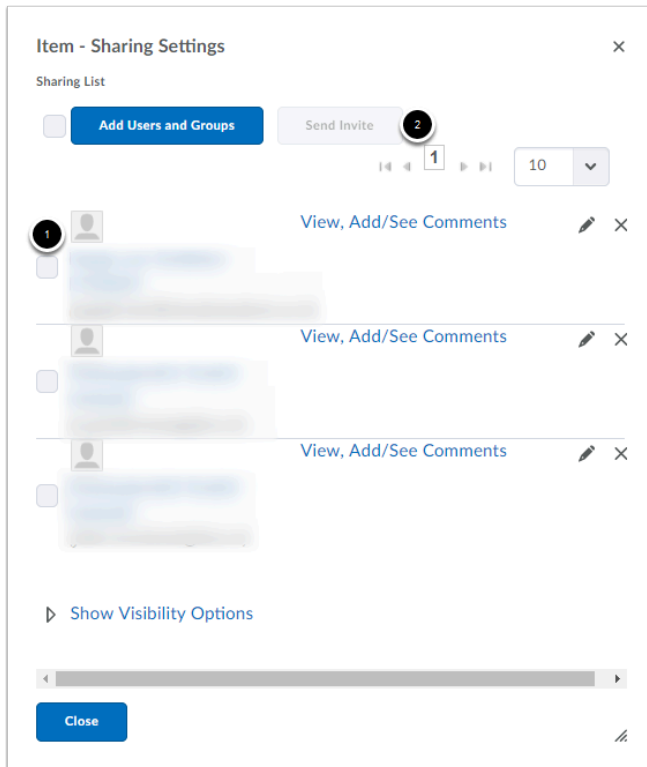
1. Select the checkbox to select a recipient.
2. Click **Send invite**.

How to subscribe to an ePortfolio item?

Subscribing to an item is a useful way to quickly and easily track important items of yourself and items that others have shared with you.

You can also subscribe to a person.

Subscribing to an item
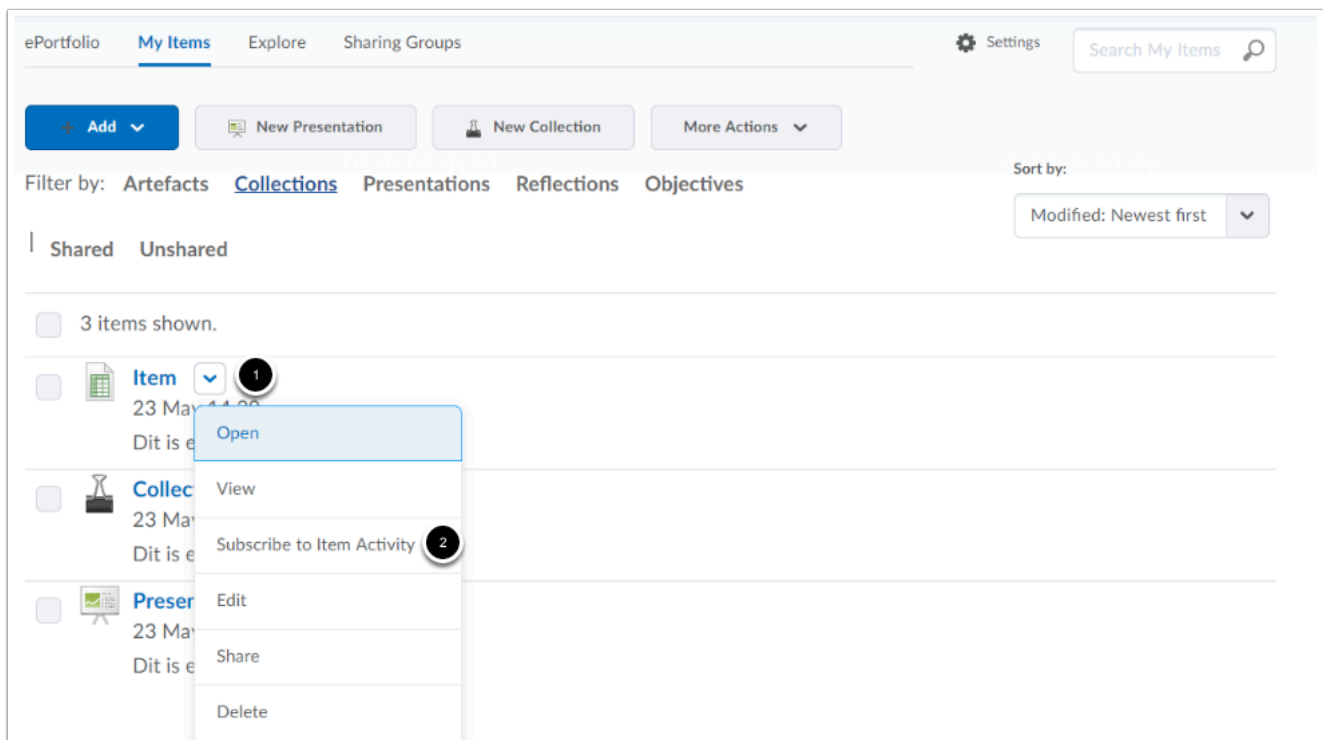
ℹ️ You can both subscribe in the **My Items** tab and the **Explore** tab. This means you can subscribe to your own files, but also to those of others.

1. Click on the arrow next to the desired item.
2. Click **Subscribe to Item Activity**.

Where you can find the items on which you are subscribed, is explained here.

Subscribing to a person
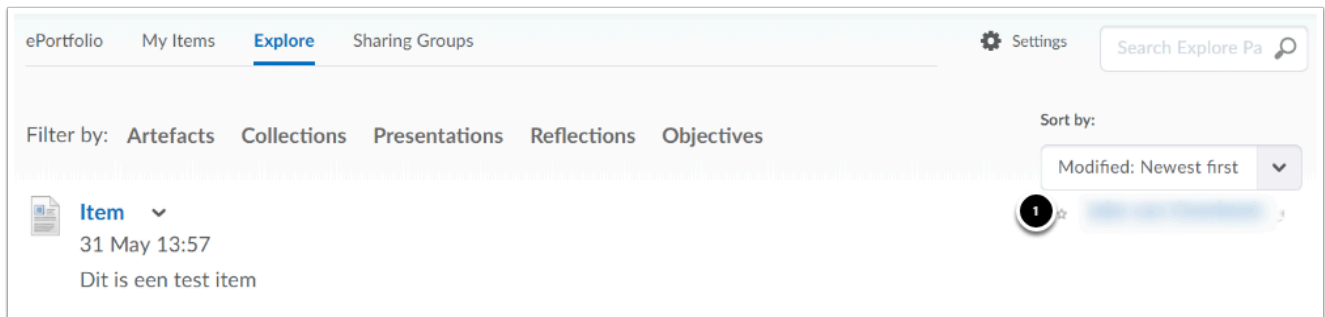
1. In the [Explore tab](#), click the star in front of the name of the person who shared an item with you. You are now subscribed to all items that this person has shared with you or is still sharing.

   Where you can find these items, is explained [below](#).

   > ⚠ **Beware**: clicking on the star is not always easy. This is a known issue, but the functionality of the star itself is okay.

Finding back items that you have been subscribed to
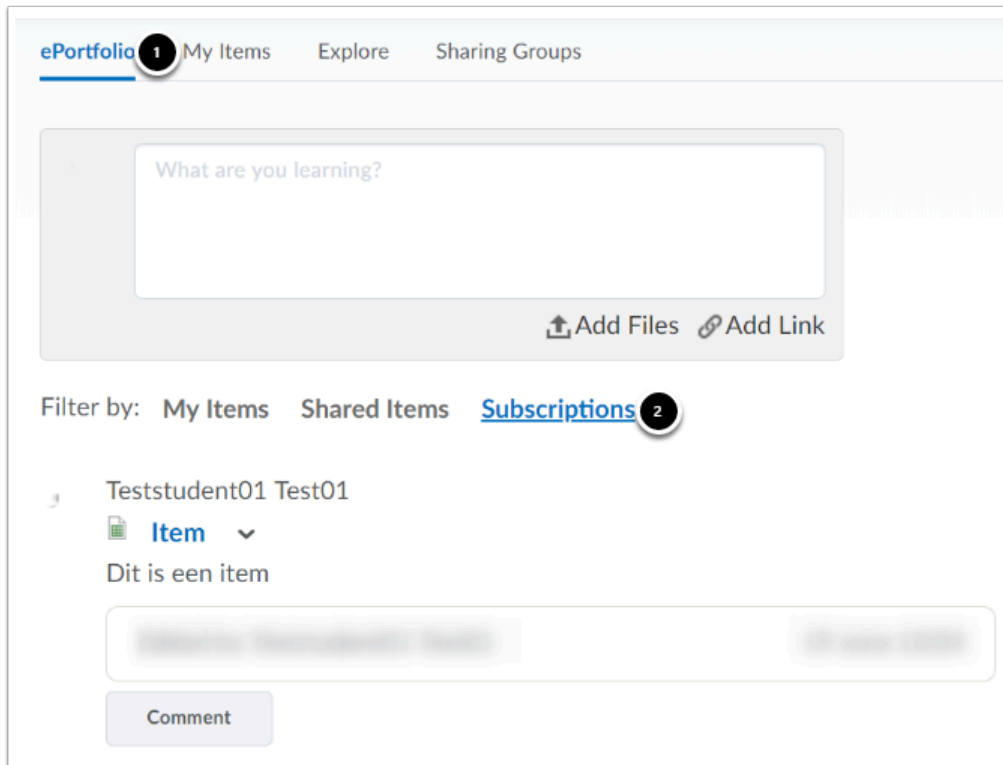
1. Click on the **ePortfolio** tab.
2. Click on **Subscriptions** under **Filter by**.

Here you will find an overview of all the items you have been subscribed to.

> 💡 You can also set up your notifications so that you get notified when a change is made to one of the items on which you are subscribed.

How can I delete or hide shared items?

When multiple users share items with you, it can quickly become unorganized in the [Explore](#) tab of your ePortfolio. It is not possible to delete items that have been shared with you.

Therefore ask whether others want to stop sharing the item after a certain time. If the person does not do this, you can choose to ignore them in your ePortfolio. You will then no longer see any shared items from this person. You can also reverse this setting.

Ignore items from user
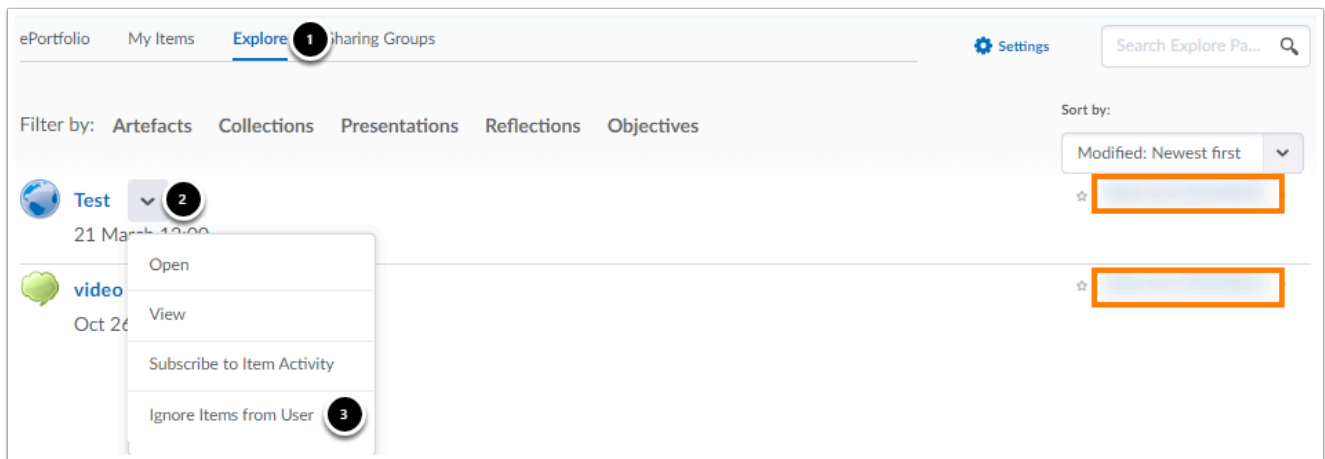
1. Click on the **Explore** tab.
2. Click on the arrow behind an item of the sharing user.
3. Click **Ignore Items from User**.

You no longer see any documents from this user.

> ℹ It is not possible to ignore individual items from an user.

Restore Ignore items from User
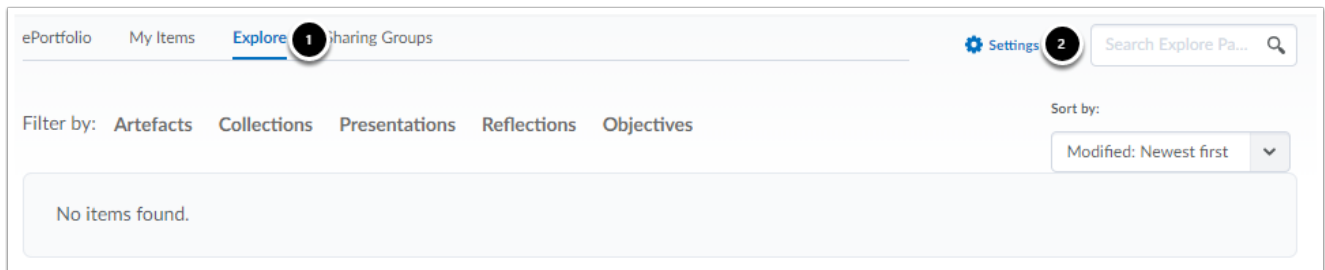
1. Click on the **Explore** tab.
2. Click on **Settings**.
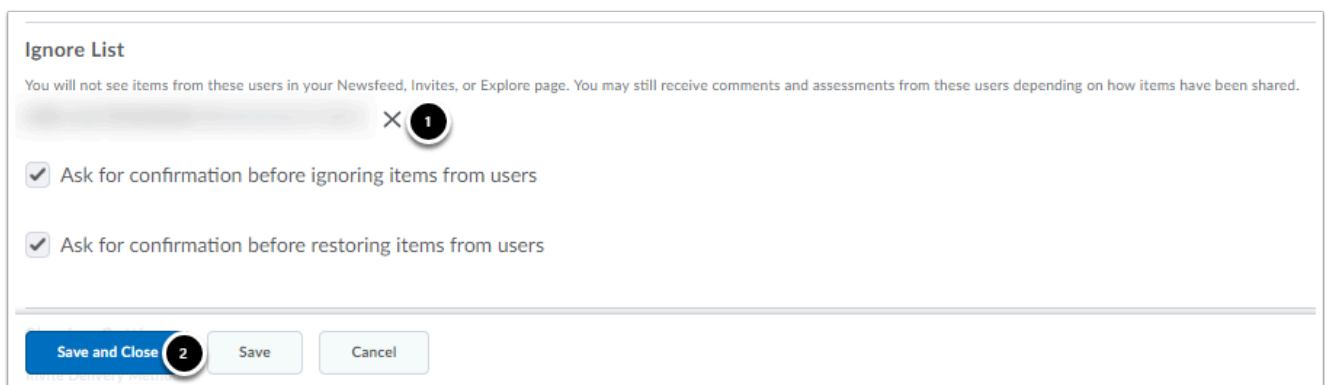
Scroll down to the heading **Ignore List**.

1. Click on the X behind the names of the user you no longer want to ignore.
2. Click **Save and Close**.

You will now see items from this user again.

How do I add a video in my ePortfolio?

You may want to add a video to a presentation in your ePortfolio. There are two methods for this:

1. Adding a MP4 file.
When someone wants to view or review the video, he clicks on the link and downloads the document to the computer. The video can then be viewed on the computer. This method has two disadvantages:

- Many (possibly large) files are downloaded to the computer.
- Files are always downloaded to an external device. The person who has shared the file no longer has control over its distribution.

2. Uploading a video to YouTube as unlisted.
Then the video can only be viewed by someone with the right link. This link can then be added to a presentation.

Adding a MP4 file
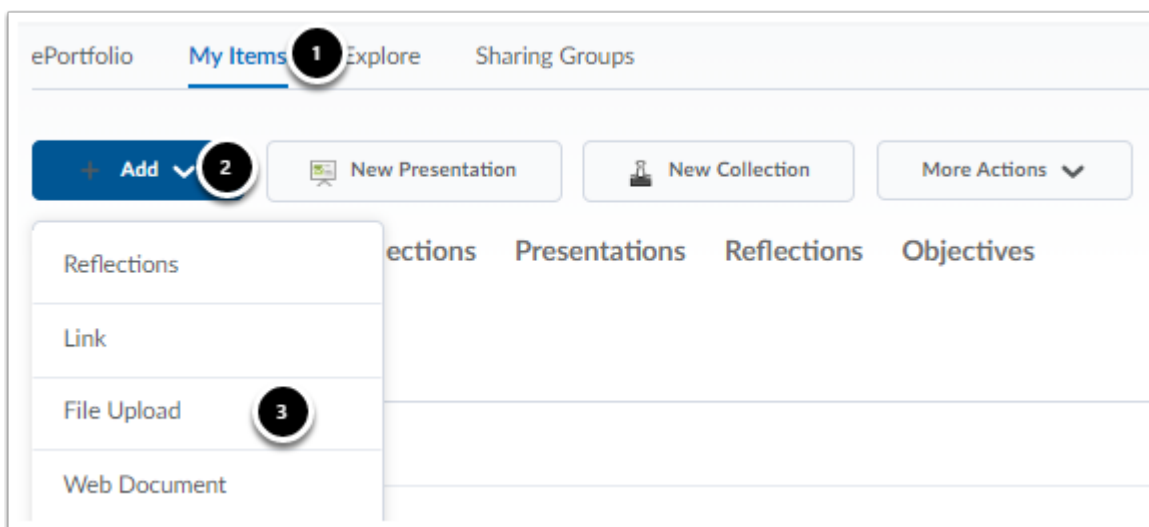
1. Go to the **My Items** tab.
2. Click on **Add**.
3. Click on **File Upload**.

Add a File - Sandbox Elize vd Zwaag - Radboud University ✕

🖼 My Computer **1** ❯

🔋 My Locker ❯

▦ Group Locker ❯

1. Click on **My Computer**.

Add a File - Sandbox Elize vd Zwaag - Radboud University ✕

Drop file here, or click below!

☁ Upload **1**

Add **2**   Back   Cancel
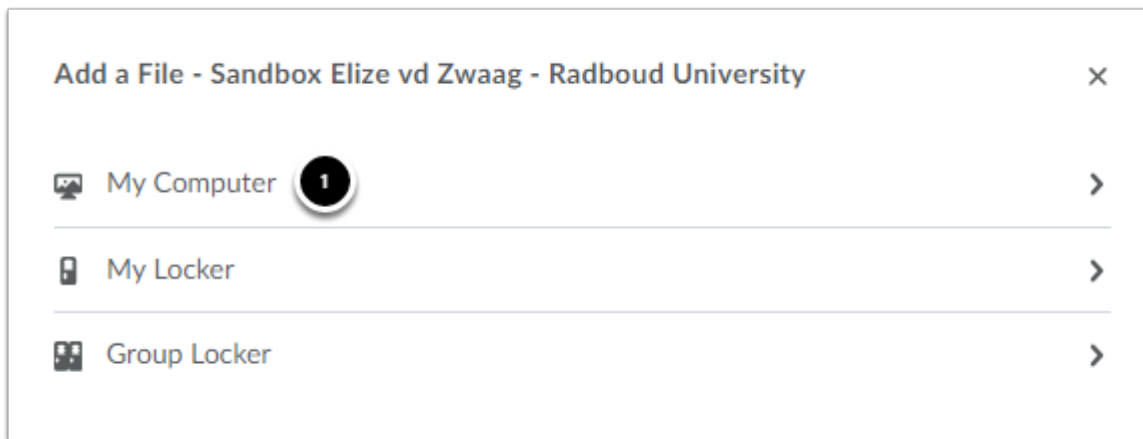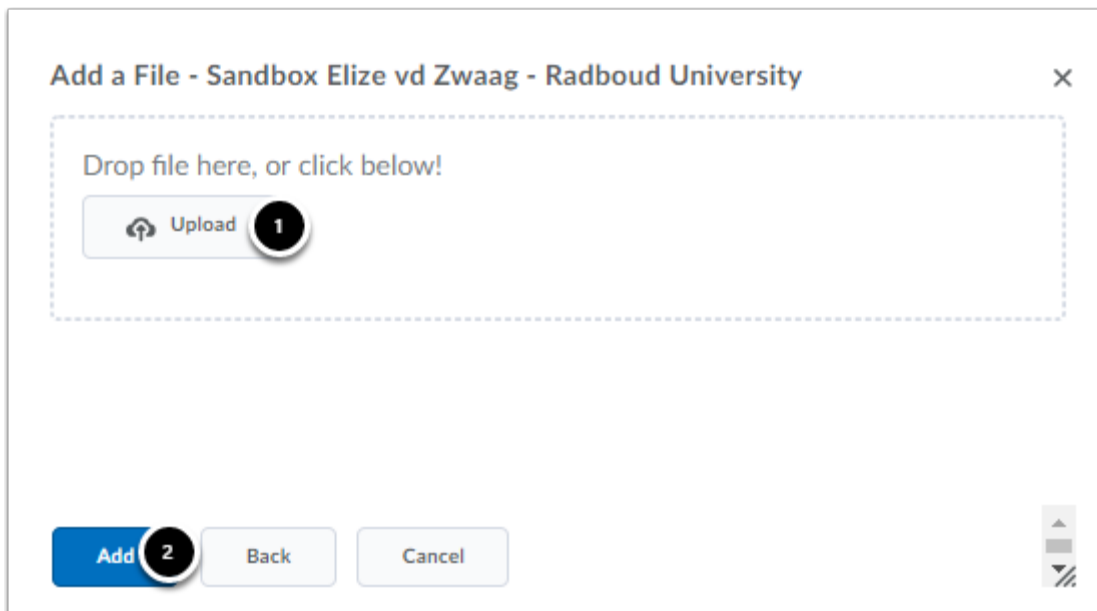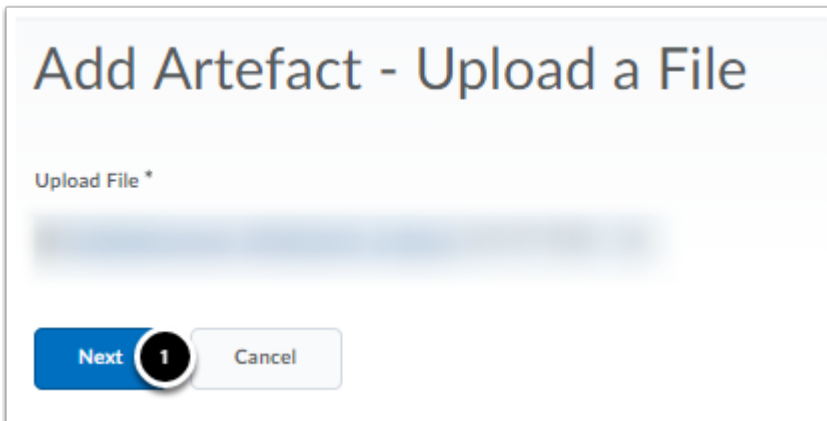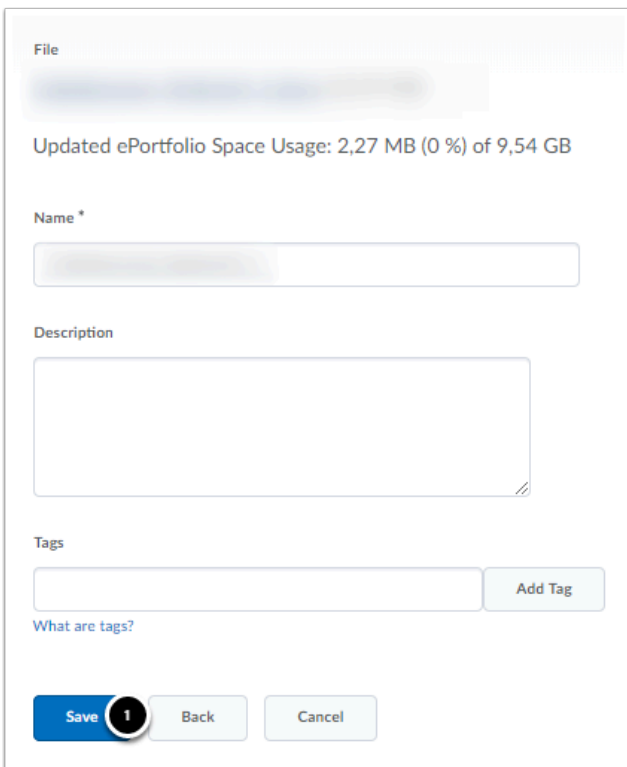
1. Click on **Upload** and look for the file in your explorer.
2. Click on **Add.**

1. Click on **Next**.

1. Click on **Save**.

Click on **Save and Close**.
The video can now be found under the **My Items** tab. The document can now be added as an artifact to a presentation.

Uploading a video to YouTube as unlisted

Go to www.youtube.com in your browser.

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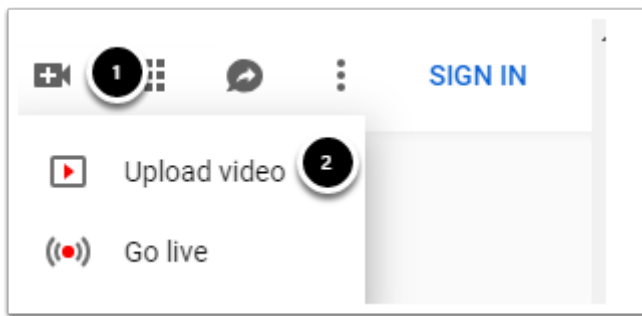
1. Click on the camera icon with the plus in it (**Create a video or post**).
2. Click on **Upload video**.

> ℹ️ Make sure you have or make an account for YouTube.
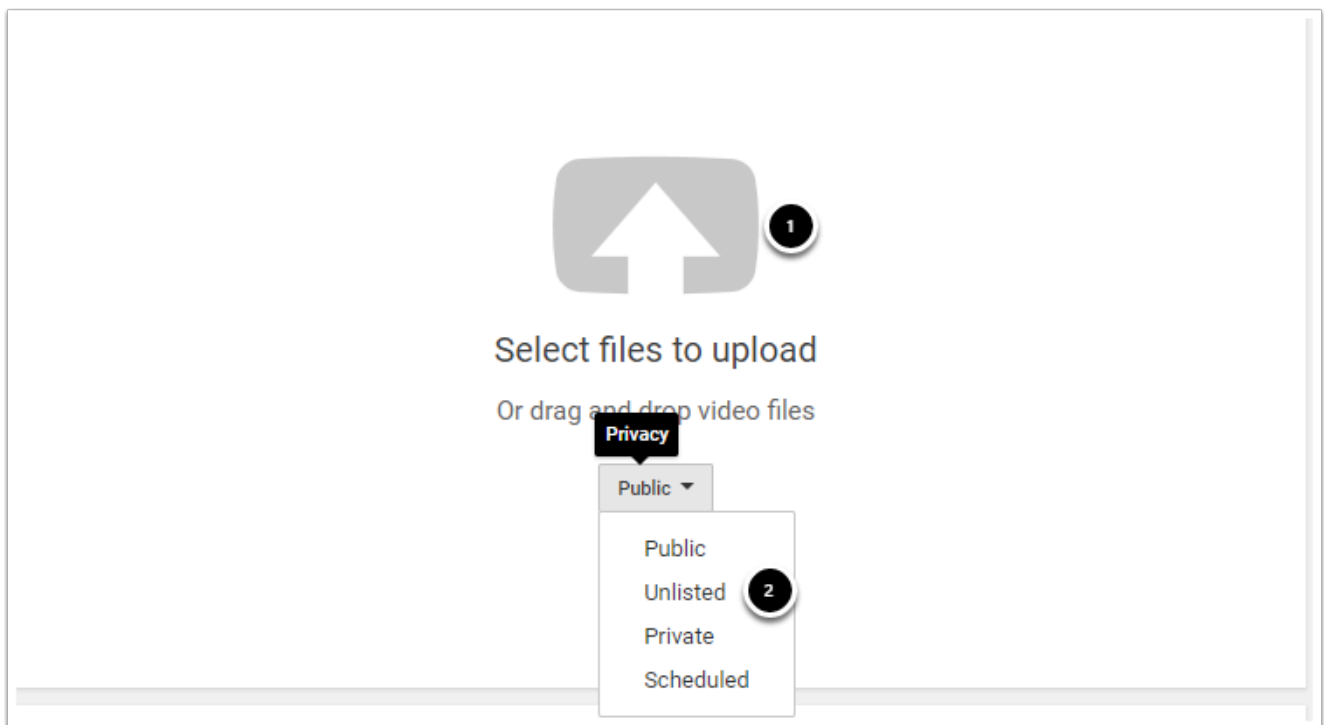
1. Click on **Select files to upload** and look for the video you want to upload in your explorer.
2. Make sure you click **unlisted** in the drop-down menu.
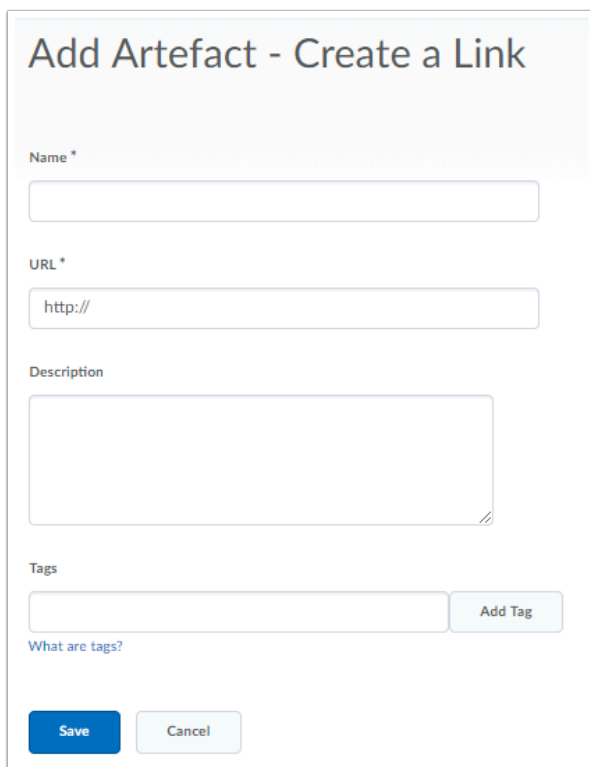
On the next page you can give a name and add a description and tags.
Click on **Done** and copy the link from the video.

> ℹ️ An unlisted video will not show up in the search results of YouTube.
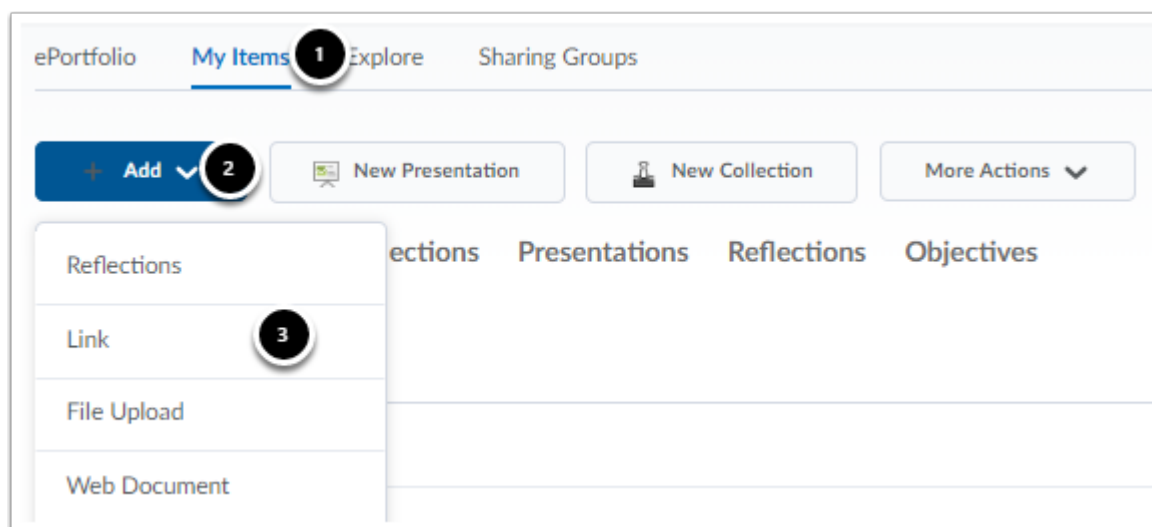
1. Go to the **My Items** tab.
2. Click on **Add**.
3. Click on **Link**.

1. Enter a name and add a description and tags if necessary.

2. Paste the link under the **URL** heading.
3. Click **Save**.

Click **Save and Close**. The YouTube link to the video can now be found under the **My Items** tab. The link can now be [added as an artifact to a presentation](#).

ePortfolio: Building an ePortfolio

How do I edit an item in my ePortfolio?

It is possible to edit the items in your ePortfolio. This can for example be handy when a teacher has pushed a template to you, or when you want to make use of the feedback you received on one of your items. There's a distinction between edits on the following items:

- Editing a presentation(template)
- Editing a file
- Editing a collection
- Editing a title/description
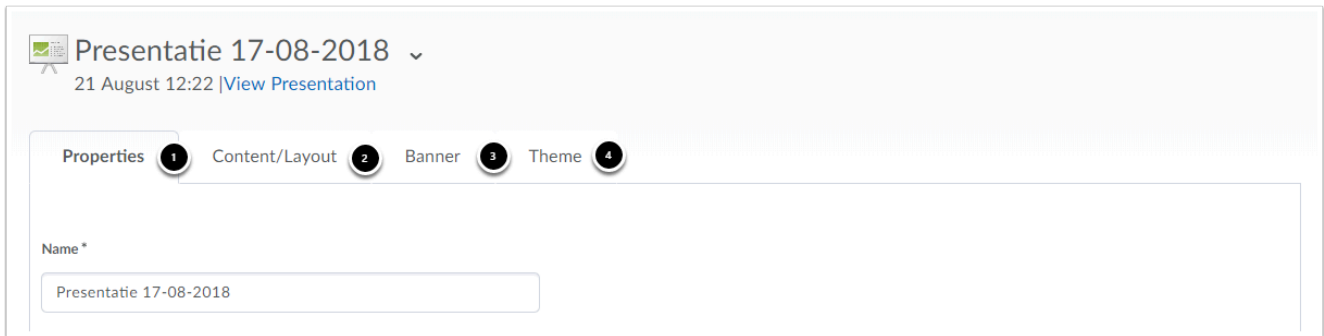
Editing a presentation(template)

For some courses the teacher may push a presentation template to your ePortfolio. You can edit this in the following way:
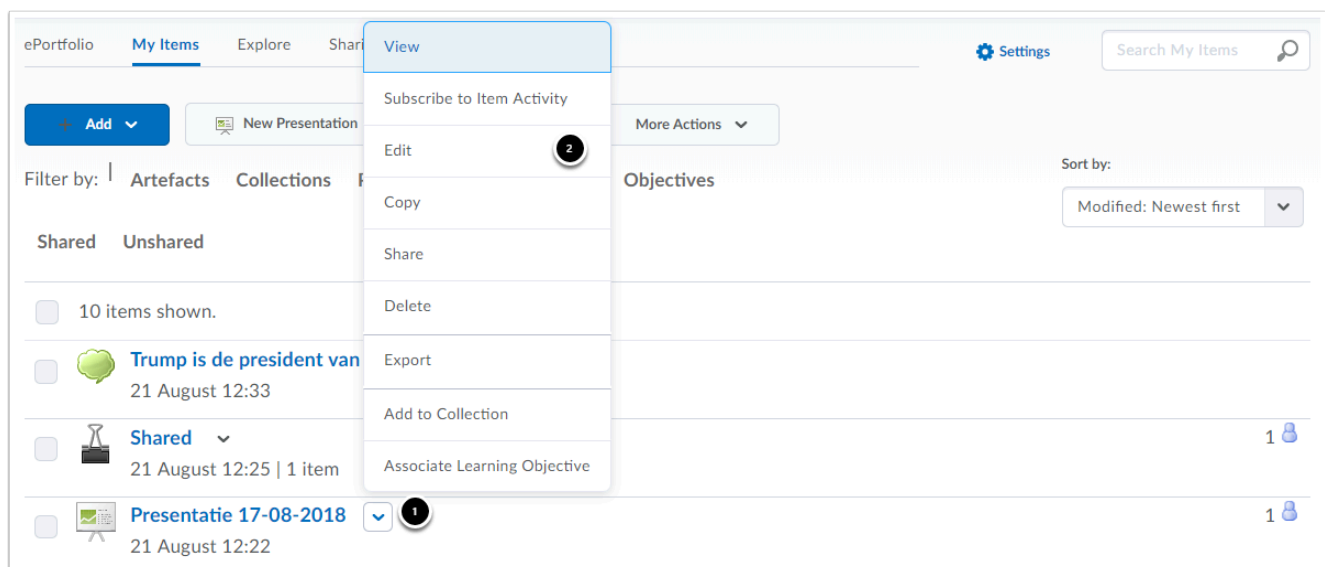
1. Click the arrow next to the presentation you want to edit.
2. Click **Edit.**

1. At the **Properties** tab you can edit details such as the title and description of the presentation.
2. At the **Content/Layout** tab you can edit the content and layout of the presentation.
3. At the **Banner** tab you can edit the title and description of the banner at the very top of the presentation.
4. At the **Theme** tab you can edit the theme (layout) of the presentation.

ℹ️ When there is no **Save** bottom at the bottom of the page, the modifications made are saved automatically.

💡 The editing process from this point on is functionally identical to creating the presentation itself. For more information on how to do this, check How to make a presentation in my ePortfolio?

Editing a file

A title/hyperlink to a file in your portfolio, does not need to have the same name as the file that is attached to it. Below you will find an explanation of how to edit a file to which a link is directed without editing the hyperlink itself.

Een titel/link naar een bestand in je portfolio, hoeft niet dezefde naam te hebben als het bestand dat eraan is gekoppeld. Hieronder wordt uitgelegd hoe je een bestand waarnaar een link verwijst, kan worden gewijzigd, zonder dat de link zelf wordt aangepast.
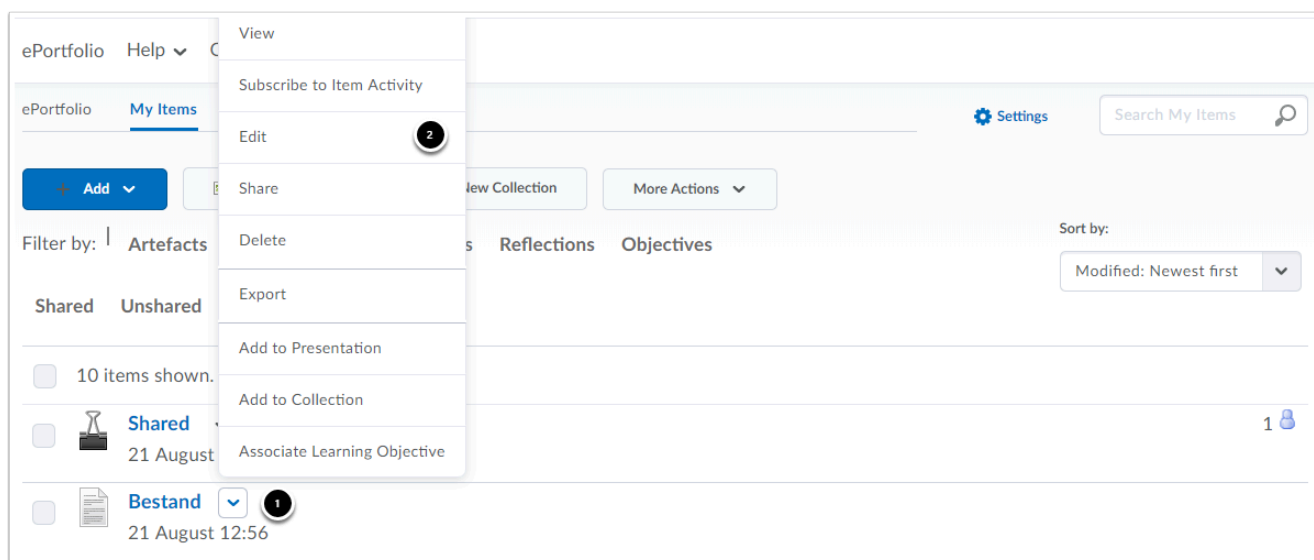
1. Click the arrow next to the link of which you want to change the file.
2. Click **Edit.**
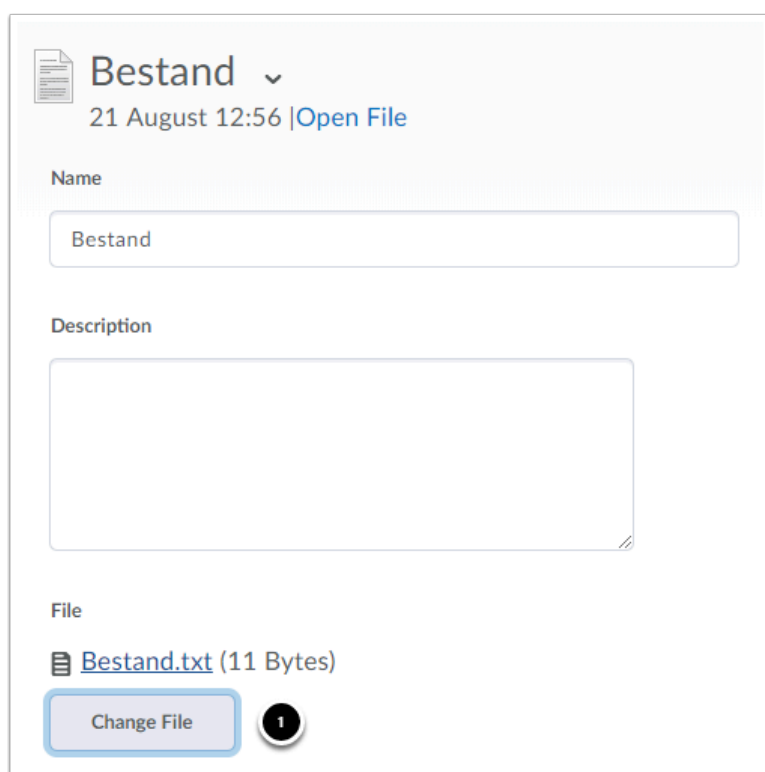
1. Click **Change File**.
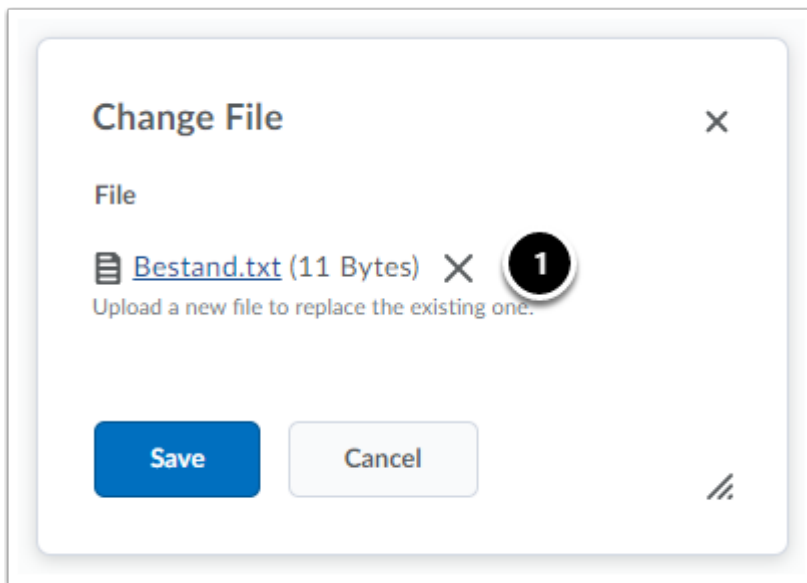
1. Click on the X next to the current file.
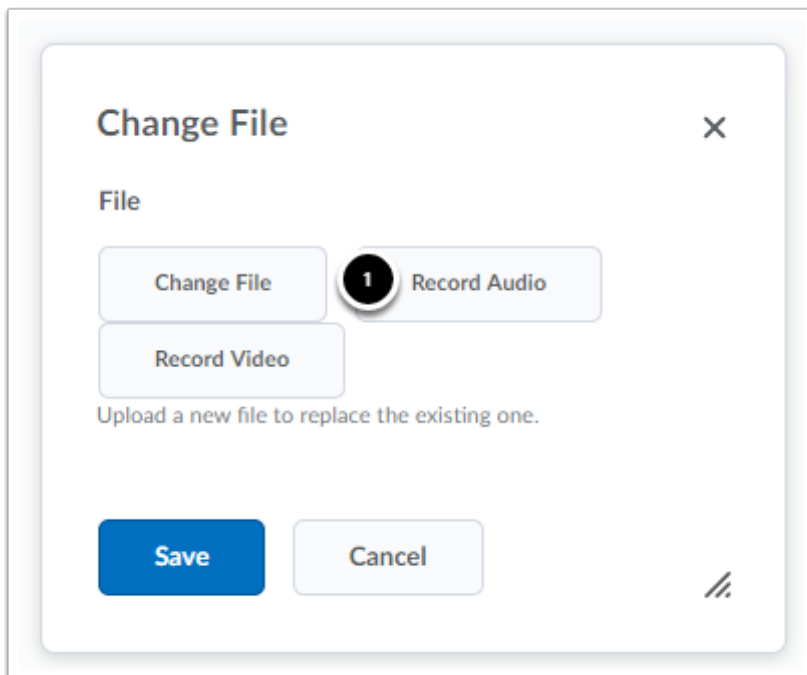
1. Click on **Change File** and choose a new file.
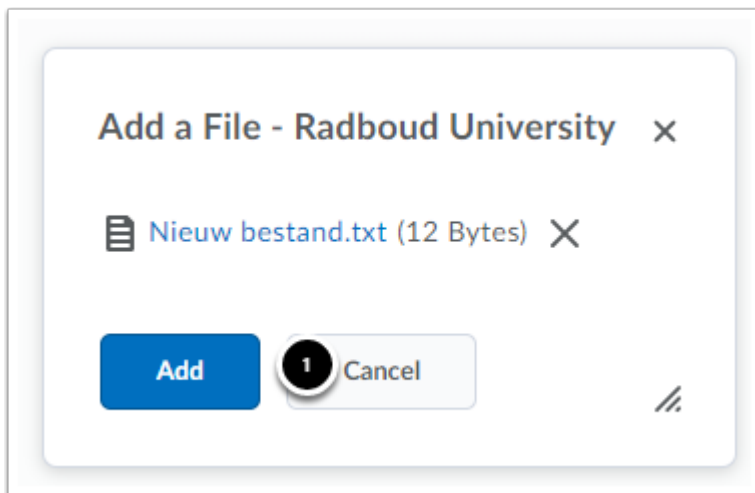
1. Click **Add.**
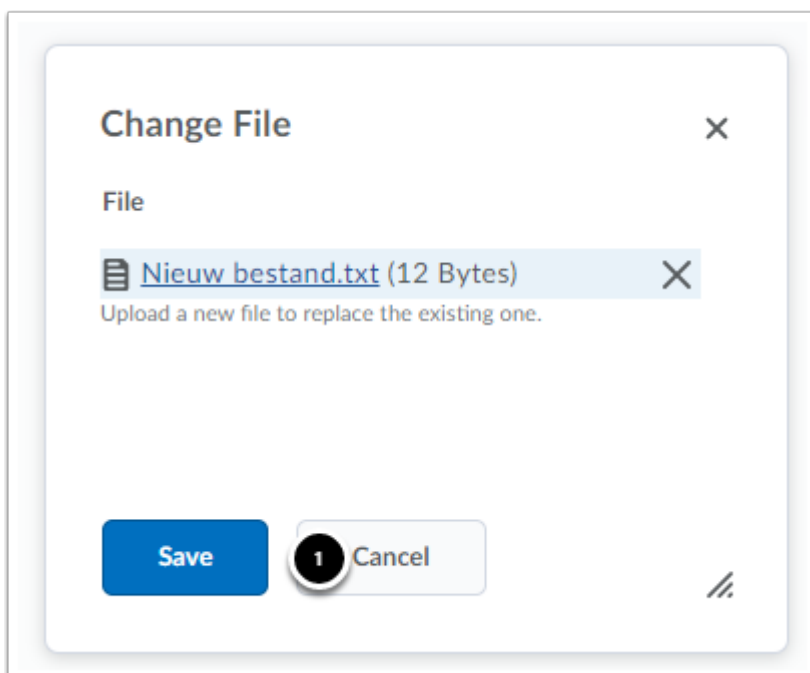
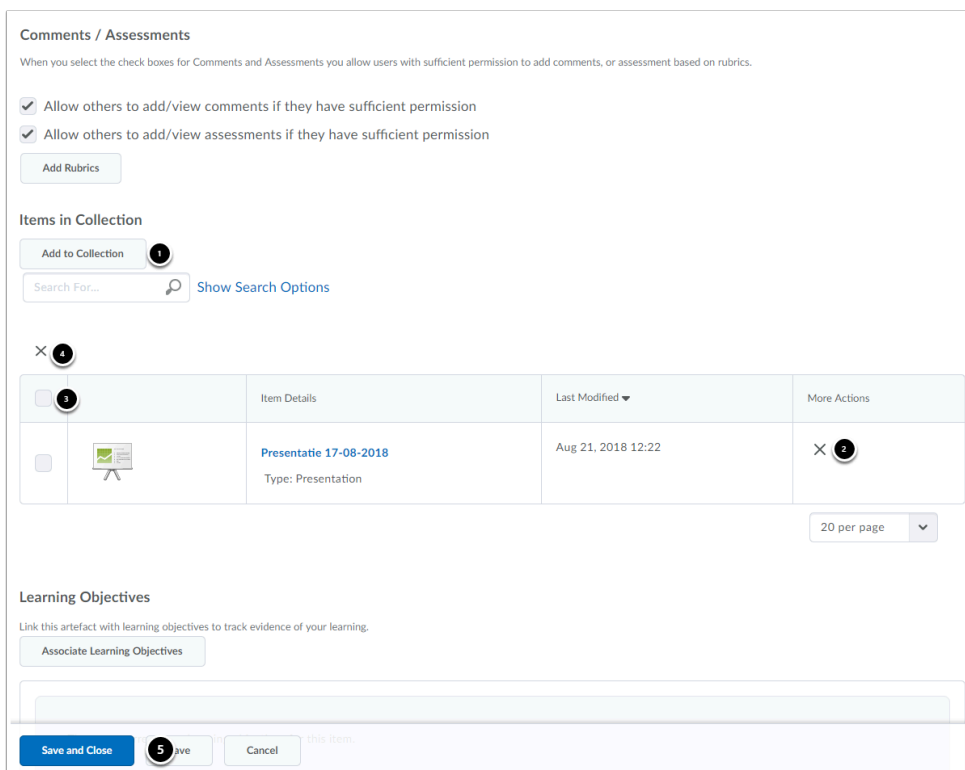
1. Click **Save**. The file is now changed.

Editing a collection
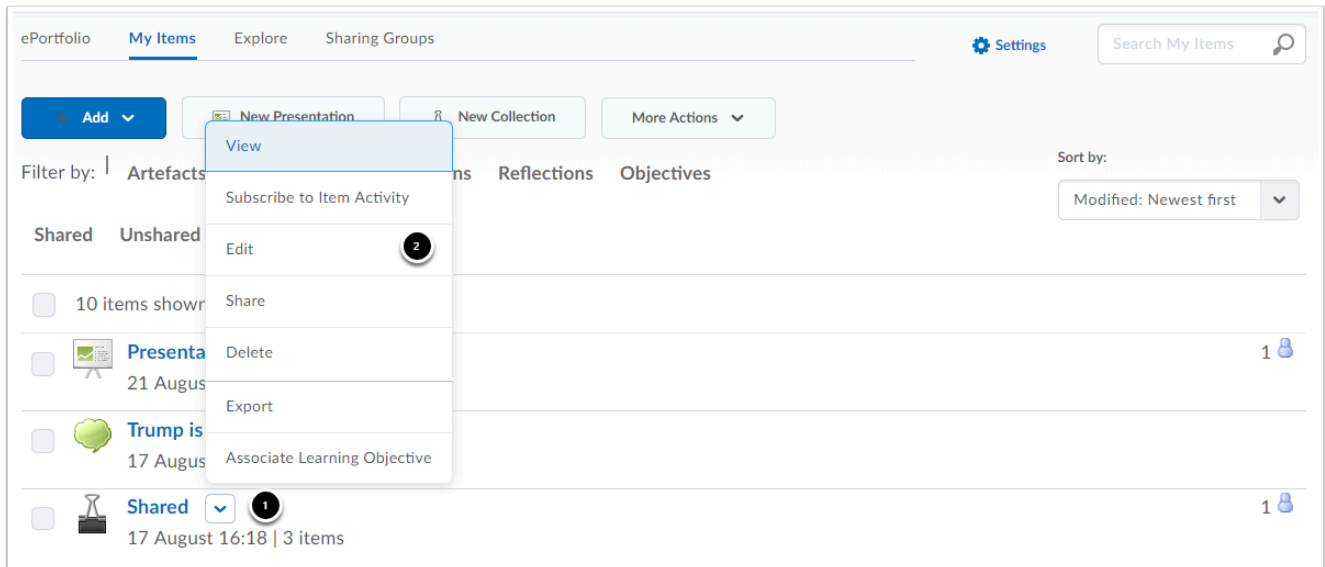
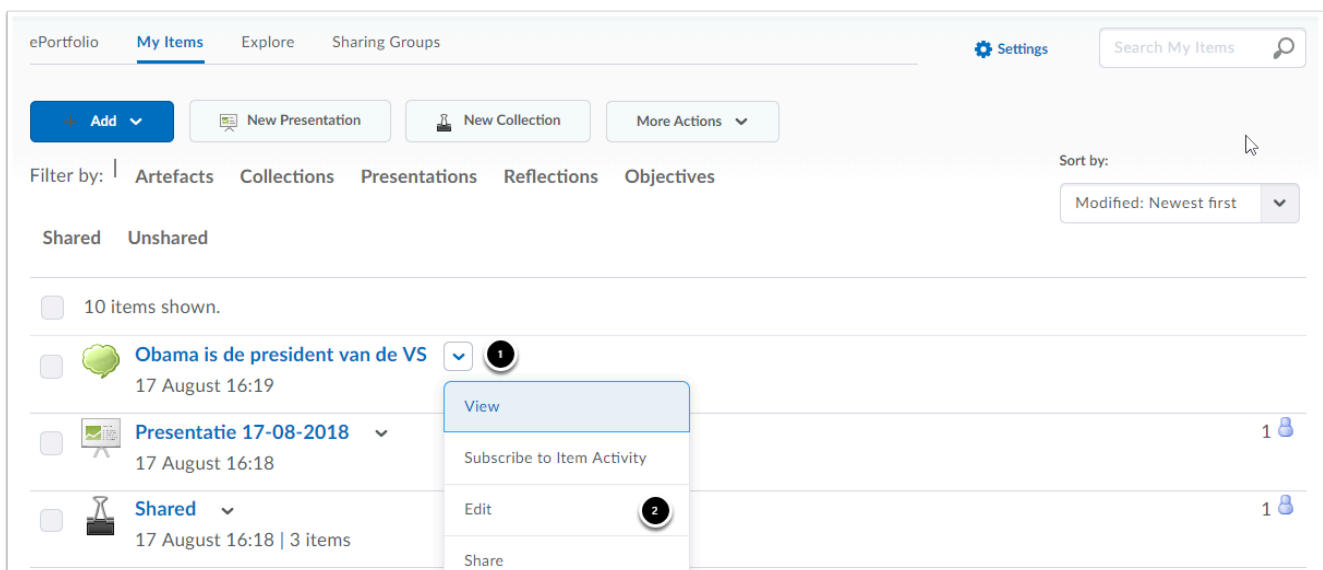1. Click the arrow next to a collection in your ePortfolio.
2. Click **Edit**.

1. To add an item to a collection, click on **Add to Collection**

2. To remove an item from a collection, look up the item in the table and click the X in the cell all the way to the right.
3. To make a selection of items, check one (or multiple) box(es)
4. To subsequently remove items from the collection, click the X at the top of the table
5. Click **Save and Close** to save the changes you made
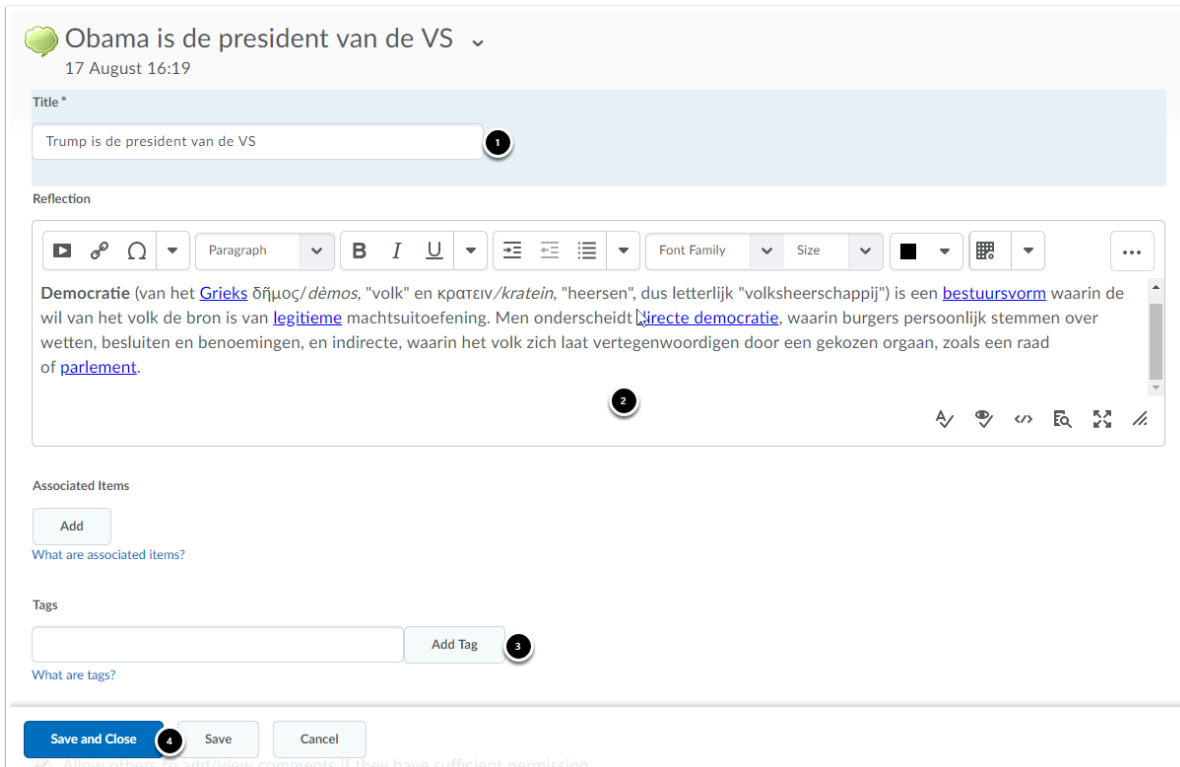
Editing a title/link

A title/link to a file in your ePortfolio, does not need to have the same name as the actual file it is linked to. An explanation of how to modify the title without changing the document can be found below.

1. Click on the arrow next to the item you want to edit
2. Click **Edit**

1. Click here to edit the title of the item that you want to edit
2. Click here to edit the description (or the content of a **Reflection**)
3. Add new tags to the item (optional)
4. Click **Save and Close** to save the modifications you made

> ℹ️ Modifications to items that are inside a presentation will also be carried through to the presentation itself. An exception is the title of an item. This will remain unchanged in the presentation.
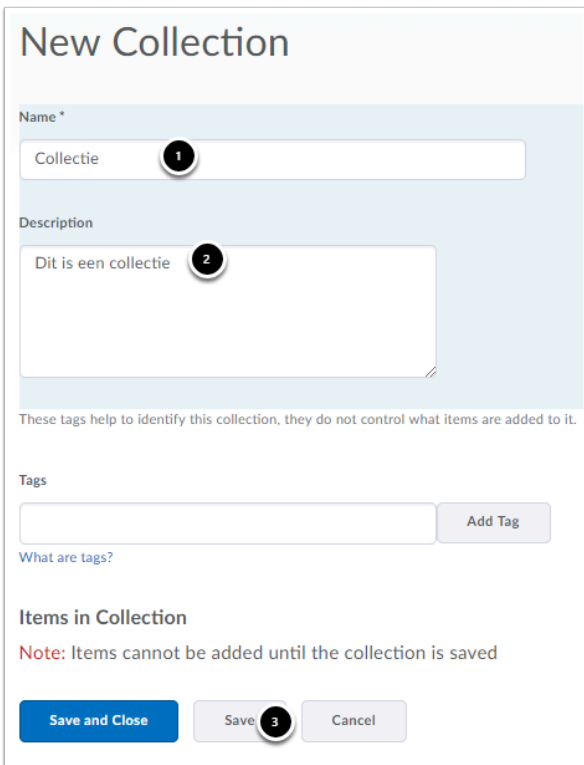
How do I use collections to structure my ePortfolio?

Collections are folders that can be used to organize items that belong together in the My items tab.
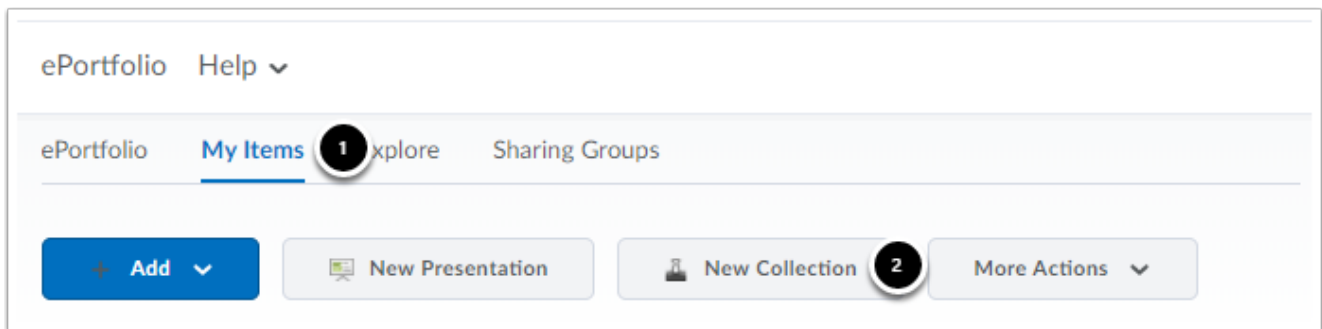
1. Go to the My items tab in your ePortfolio.
2. Click **New Collection**.

1. Give the collection a name.
2. Add a description to the collection (optional).
3. Click **Save**.
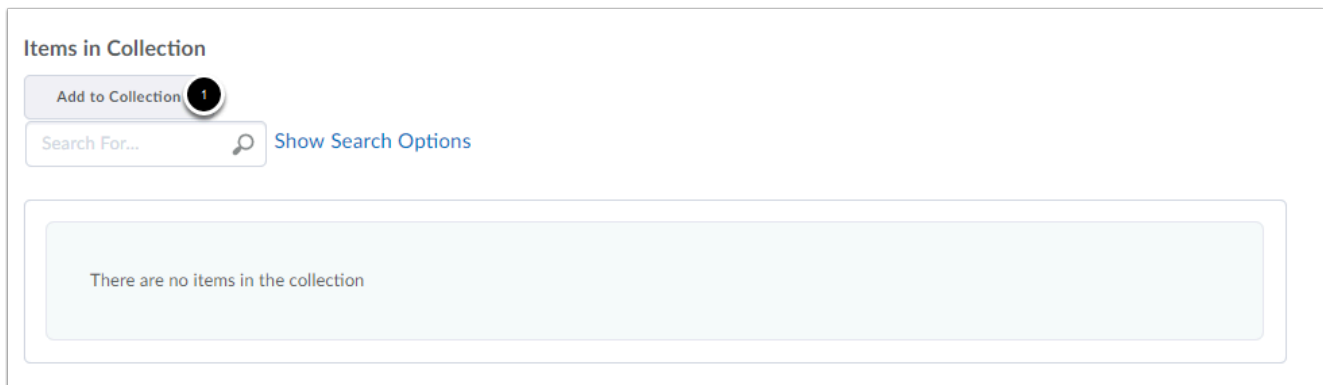
A screen will appear where settings can be changed for the collection. Scroll to **Items in Collection**.

1. Click **Add to Collection** to add an item.
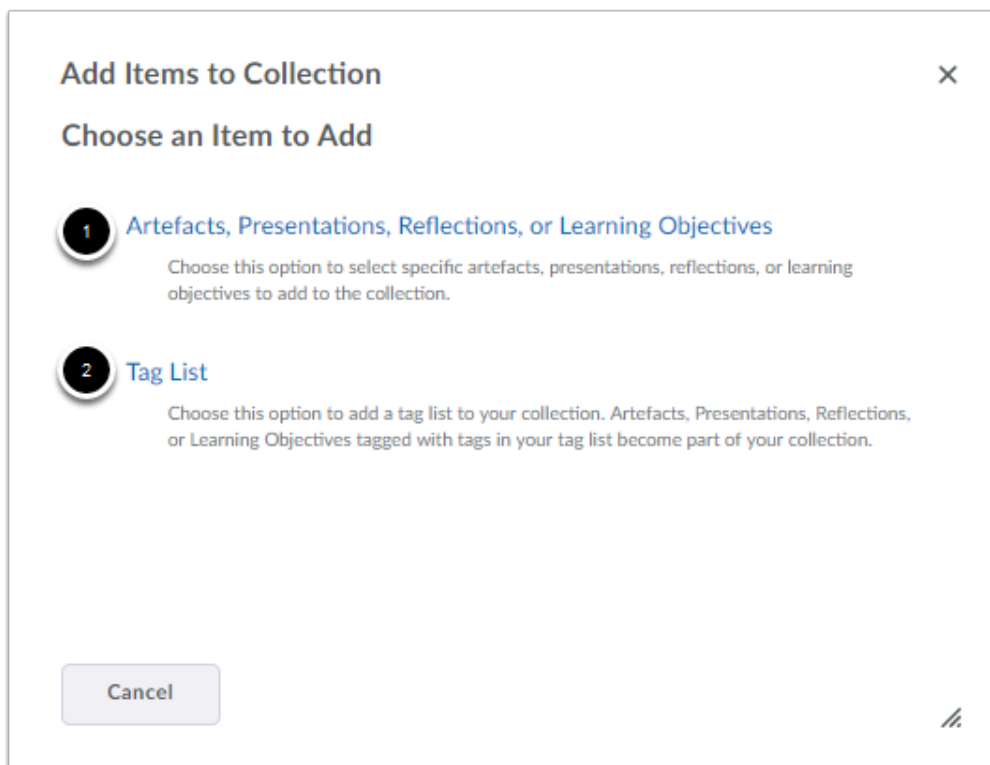
1. Click **Artefacts, Presentations, Reflections or Learning Objectives** to add items from your ePortfolio.
2. Click **Tag List** to add items from a specific Tag list.

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1. Click on the X to remove an item from the collection.
2. Click **Save and Close**

How do I work with tags in my ePortfolio?

Tags are words that you associate with an item to label them. You can search for items using a tag. All items from your ePortfolio can be linked with one or more tags.

Types of tags

There are different types of tags you can use;

- Tags that consist of 1 word (default) and that can be seen and used by everyone (default).
- Tags that consist of multiple words and that can be seen and used by everyone (default).
  To use this, put the words of the tag between double quotation marks. For example: "writing and listening"
- Personal tags that only you can use and of which you do not want others to see.
  To use this, put a @ in front of your tag, e.g. @concept
- A combination; a tag with different words that is only visible to you. E.g. @ "concept plan of approach" is both private and consisting of multiple words

You can add tags [when you create the item](#) or [add tags to an existing item](#).

Adding tags while making an item
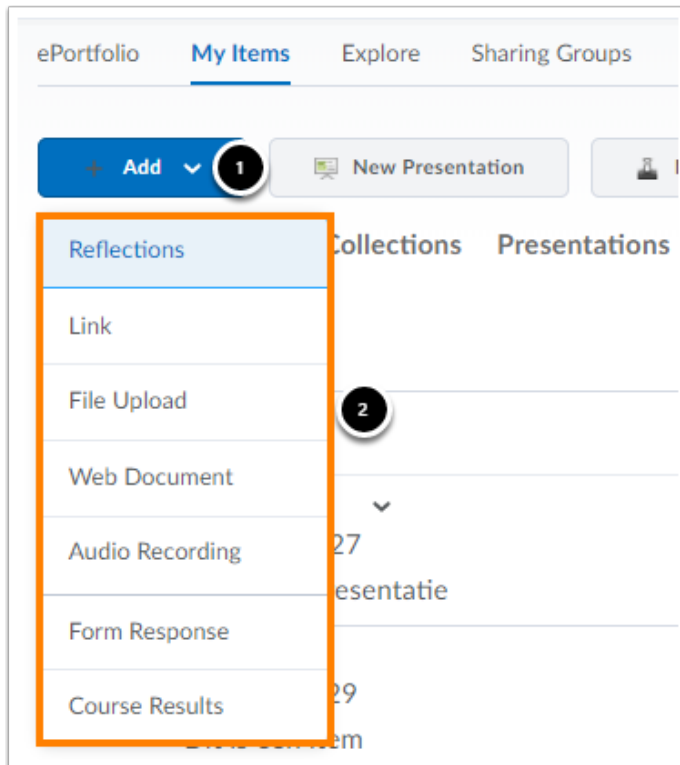
1. Click on the **My Items** tab.
2. Select the type of item you want to add.
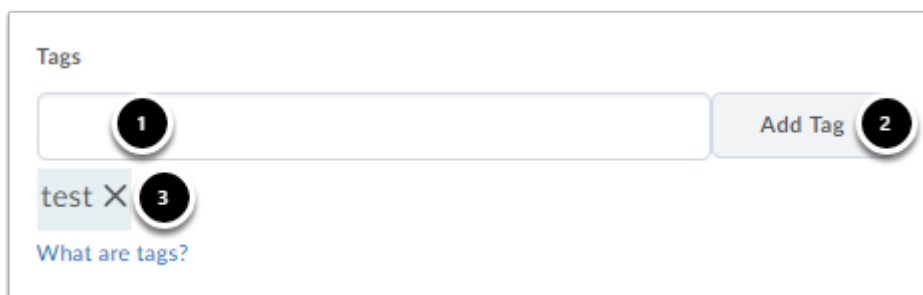
After adding the item, a text field appears under the header Tags where the tags can be created.
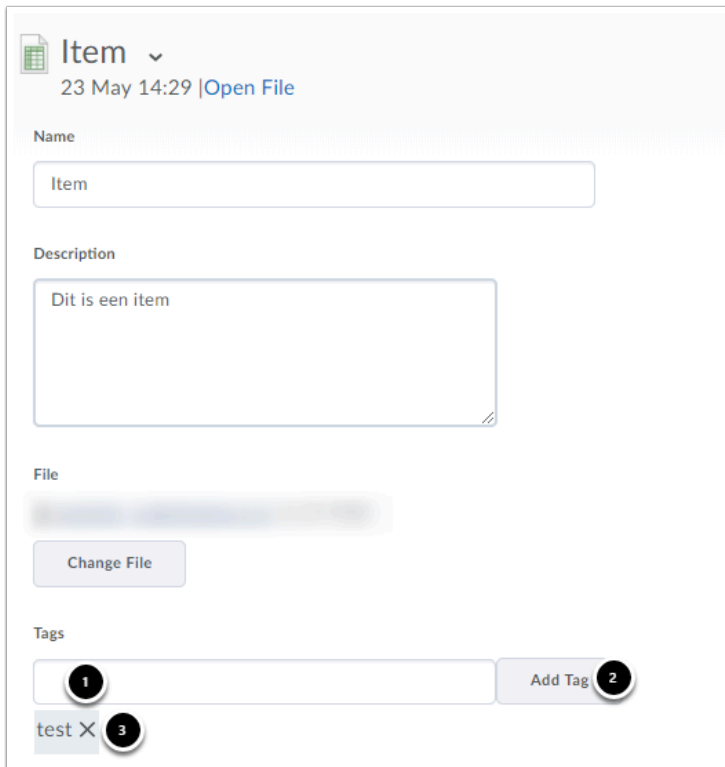
1. Type the name of a (new or existing) tag here. Brightspace gives suggestions based on what is being typed. If you have used tags before, you can select them from a list.
2. Click **Add Tag**. The tag is added and immediately linked to the document.
3. Click on the X next to the the added tag to remove it again.

Adding tags to an existing item
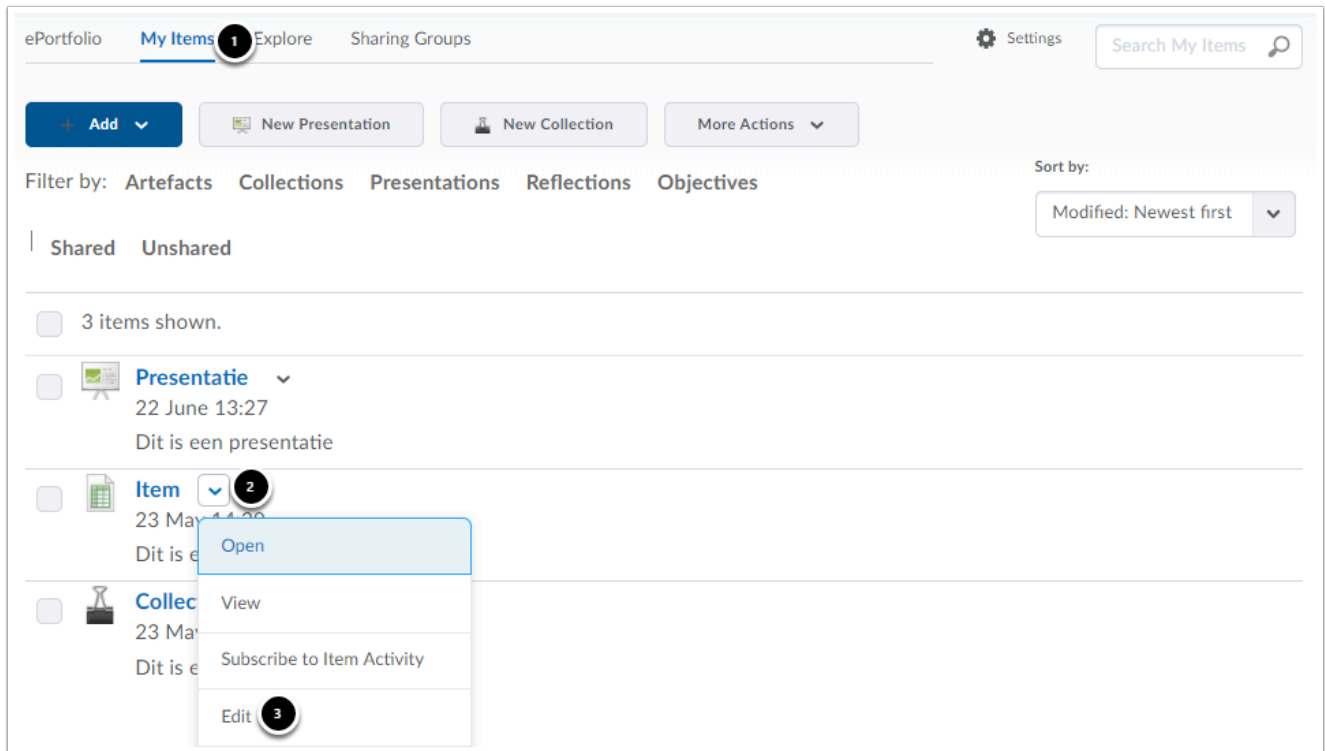
1. Click on the **My Items** tab.
2. Click on the arrow next to the relevant item.
3. Click **Edit**.

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1. Type the name of a (new or existing) tag here. Brightspace gives suggestions based on what is being typed. If you have used tags before, you can select them from a list.
2. Click **Add Tag**. The tag is added and linked to the document.
3. Click on the X next to the the added tag to remove it again.

Sorting and searching with tags
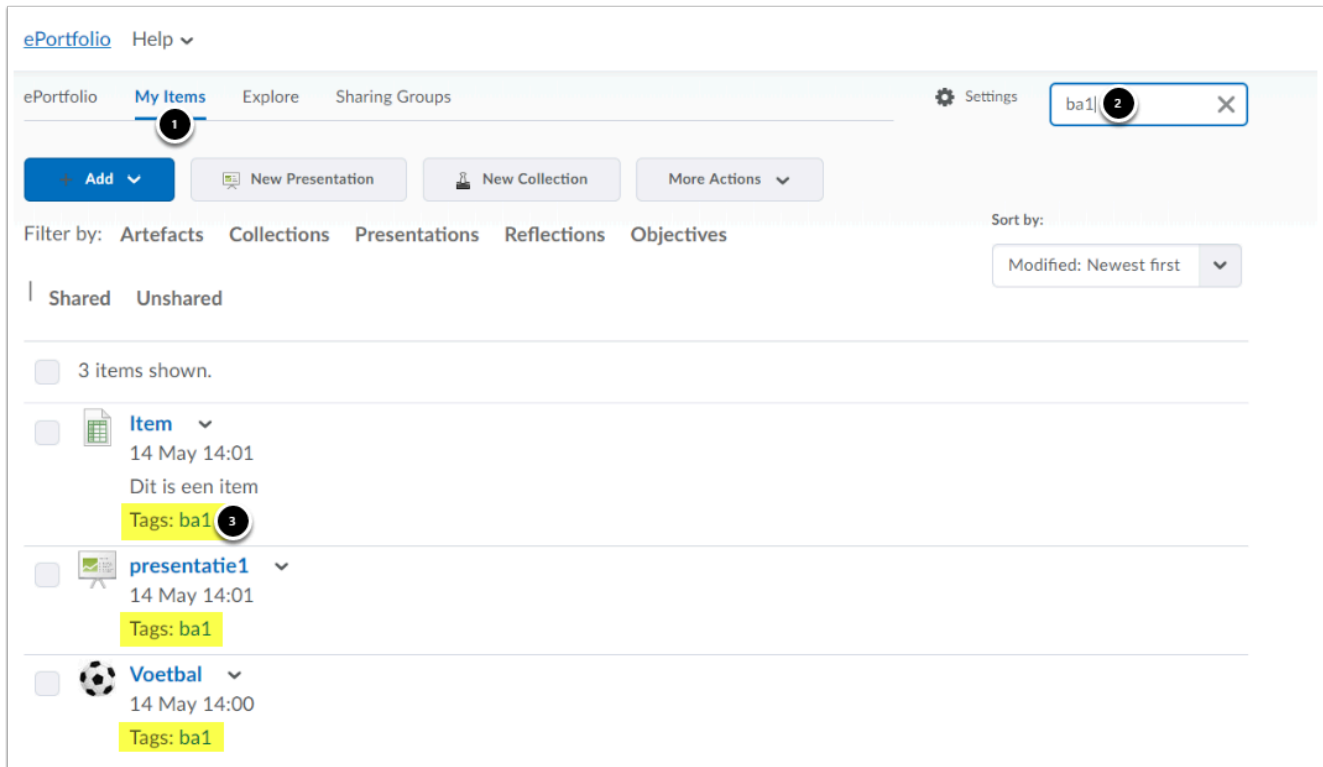
In the My Items tab of your ePortfolio, there are 2 ways of finding items using tags:

1. Click on the **My Items** tab.
2. In the search field, type the name of the tag you want to search for, or
3. Click the tag name under an item.

> ℹ️ When you share an item, the linked tags of the item will also be sent to the receiver.
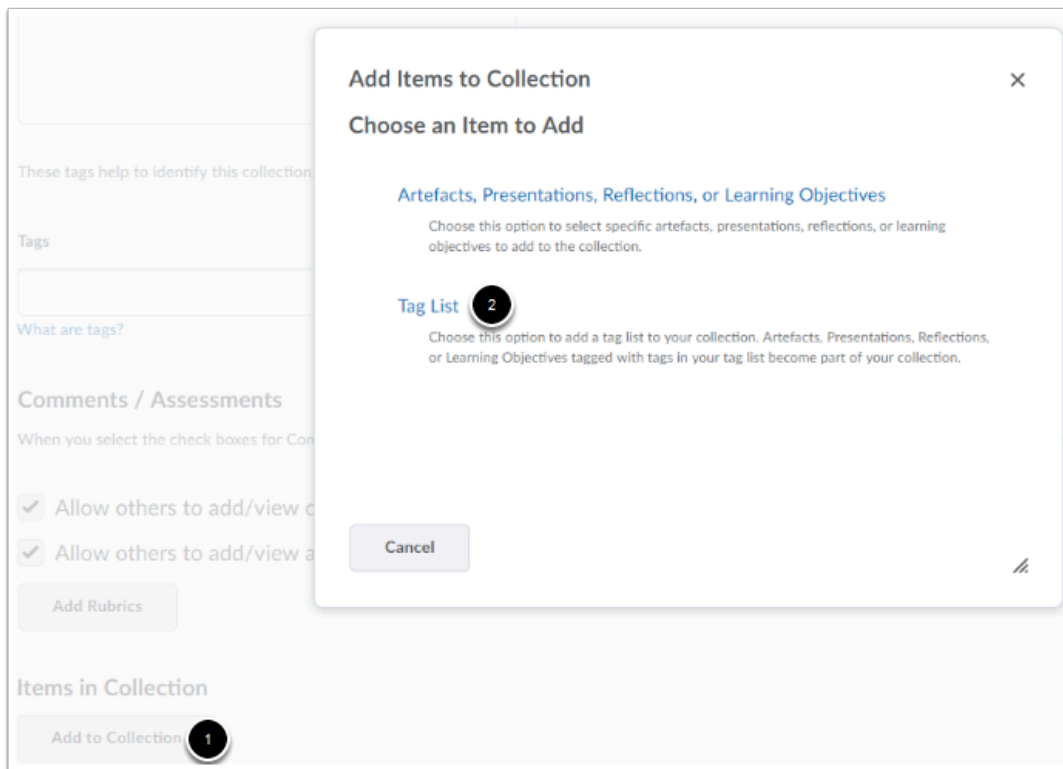
How do I use tag lists in an ePortfolio collection?

You can link a tag list to a collection that you have created in your ePortfolio. A tag list is a listing of one or more tags that are representative for that collection. All items in your ePortfolio that are tagged from a tag list of a collection, are automatically placed in this collection.

> ℹ️ A collection can also have tags, but this is something different than having a tag list. A tag list is used to automatically put other documents in the collection folder, whereas a tag to a collection is used to organize the collection itself.
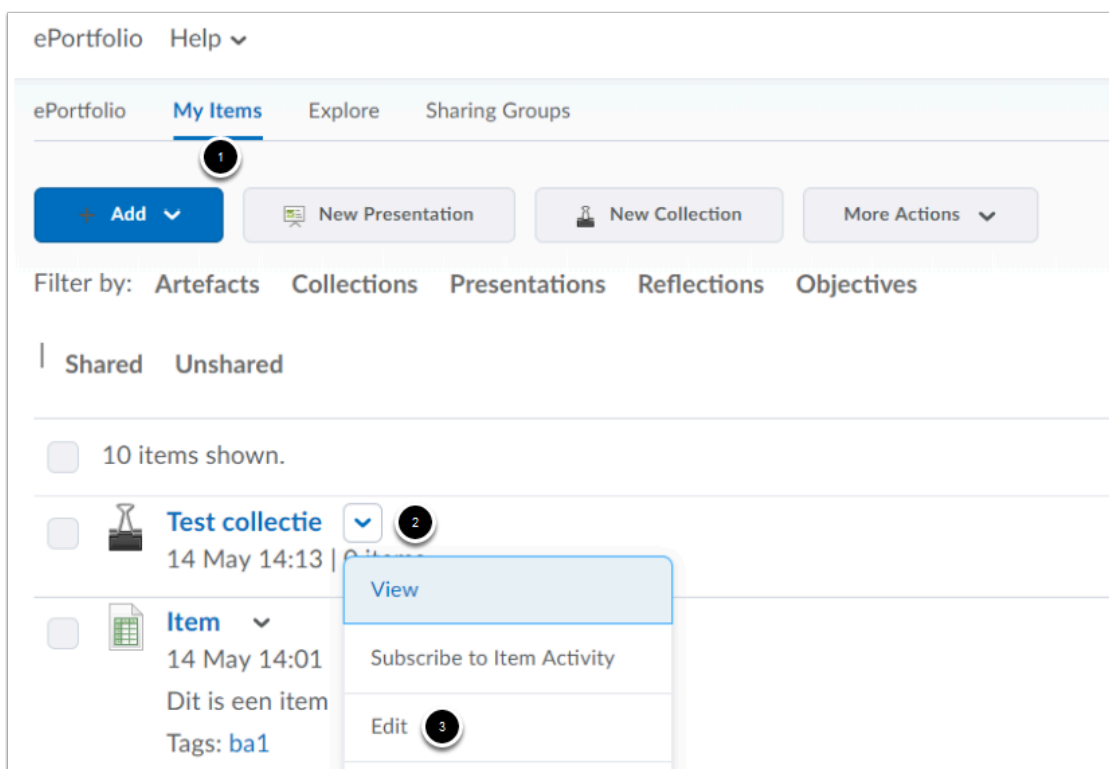
1. Click the **My Items** tab.
2. Click on the arrow next to the collection in which you want to add a tag list.
3. Click **Edit**.

Scroll to the bottom until you see the **Items in Collection** heading.

1. Click **Add to Collection**.
2. Click on **Tag List**.

The following screen will appear:

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Tag List Details

Add items with all of these tags to the collection. About tag lists

Tag List Name *

Bachelor ①

Tags in List

| ②   Add Tag ③

ba1 ✕

What are tags?

Save ④   Cancel

1. Enter the name of the **Tag List** here.
2. Type the name of the tag here.
3. Click **Add Tag** to add the tag.
4. Click **Save** if all tags have been added to the tag list.

ℹ️ • A collection can contain multiple tags.
   • A tag can be put into multiple tag lists.

❗• In a collection with a tag list that consists of multiple tags, only the items that have **all** tags from the list assigned will be placed in that collection.
  For example: a tag list of a collection contains the tags green, blue and yellow. Only an item with both the green, blue, and yellow tag is automatically placed in this collection.

• Do you want to have multiple individual tags in a collection? Then add multiple tags lists.
  For example: a Collection contains a tag list with tag blue, a taglist with tag yellow and

a taglist with tag red. Any item with the tag yellow and/or blue and/or red is automatically placed in this collection.

How do I fill my ePortfolio with course information and results?

There are three different ways to add information of a course to your ePortfolio:

- through a short reflection on course components;
- through the results and feedback on an assignment submitted in the course;
- through the Add/Course Results option within your ePortfolio itself.

Reflect in ePortfolio

If you want to write down a thought or comment about a topic (for example a document or an assignment) in the course, you can do so with the *Reflect in ePortfolio* button.
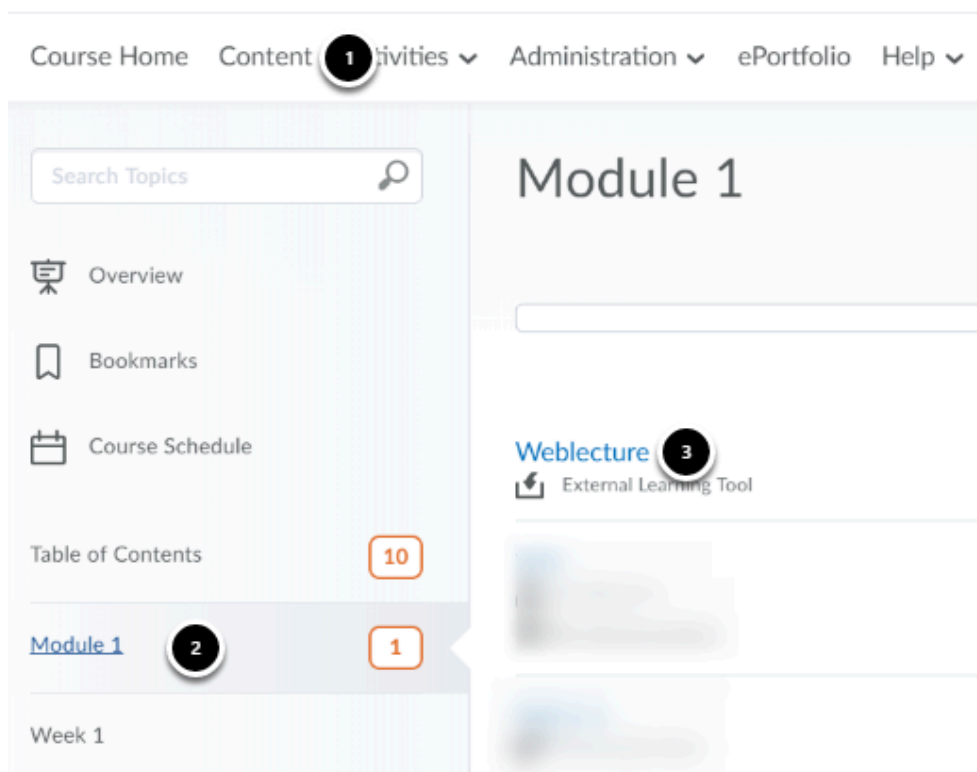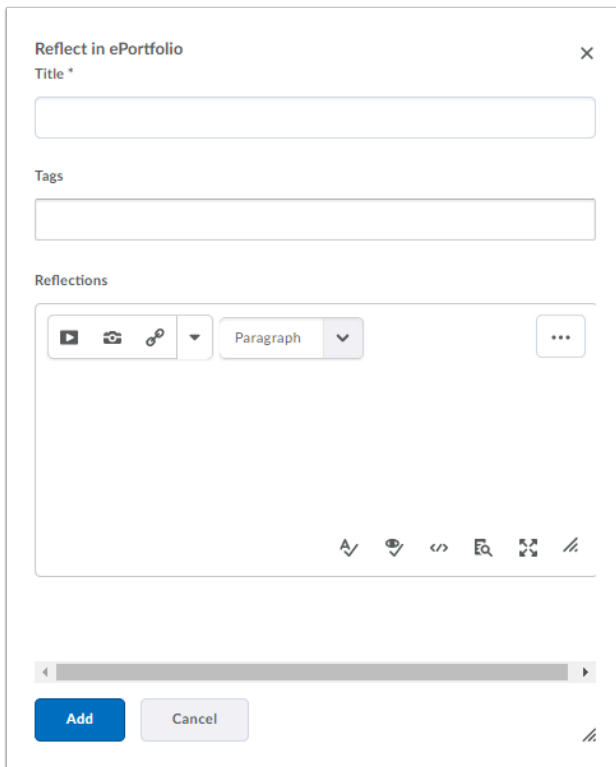
1. Within a course, click **Content**.
2. Click on the module where the topic is located.
3. Click the topic.
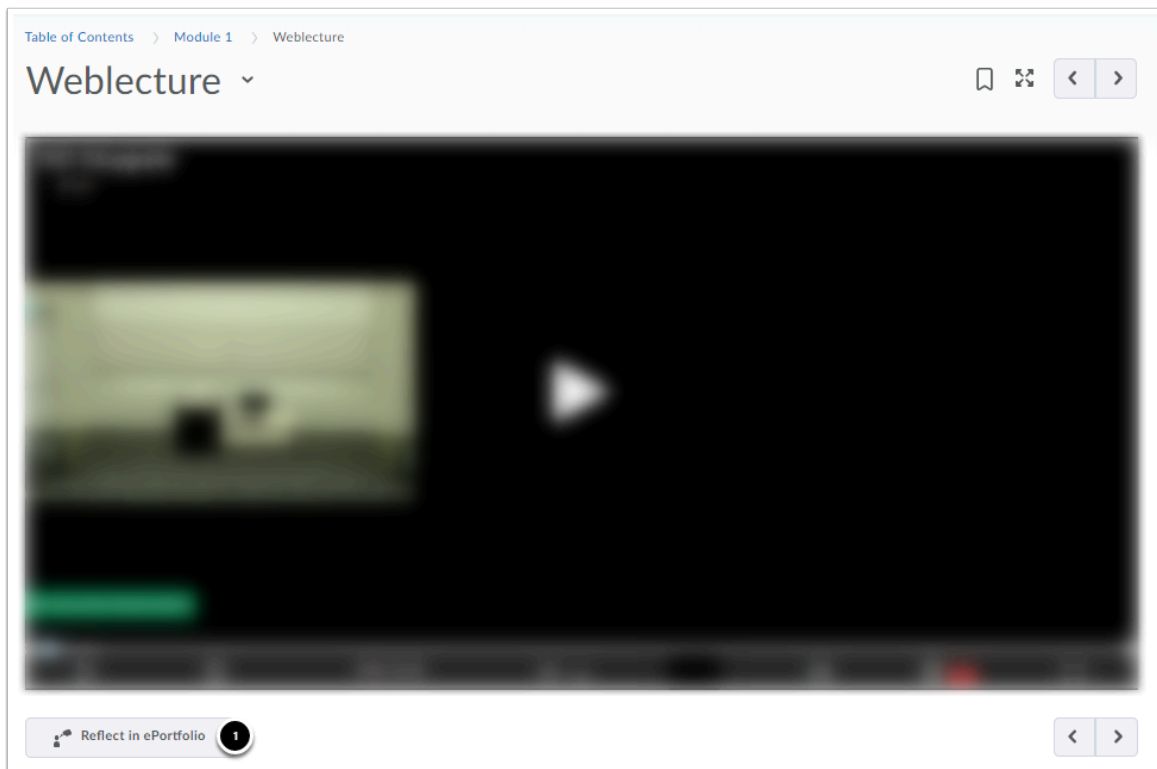
The topic is opened, and the above screen (or something similar) appears.

1. Click **Reflect in ePortfolio**.

A window opens where you can write a reflection/comment. In order to easily find the reflection in the ePortfolio later, a [Tag] can be added to the reflection.

Add to ePortfolio

You can add the results or feedback on your course assignments to your ePortfolio. This is done as follows:
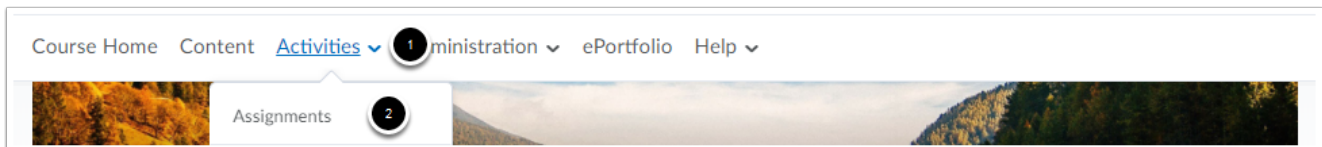
1. Click **Activities**.
2. Click **Assignments**.
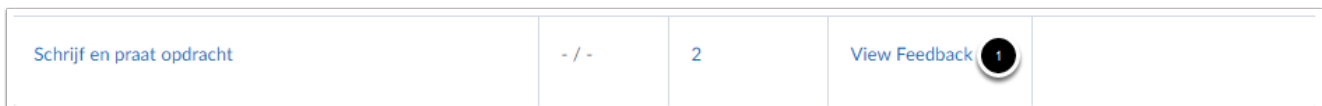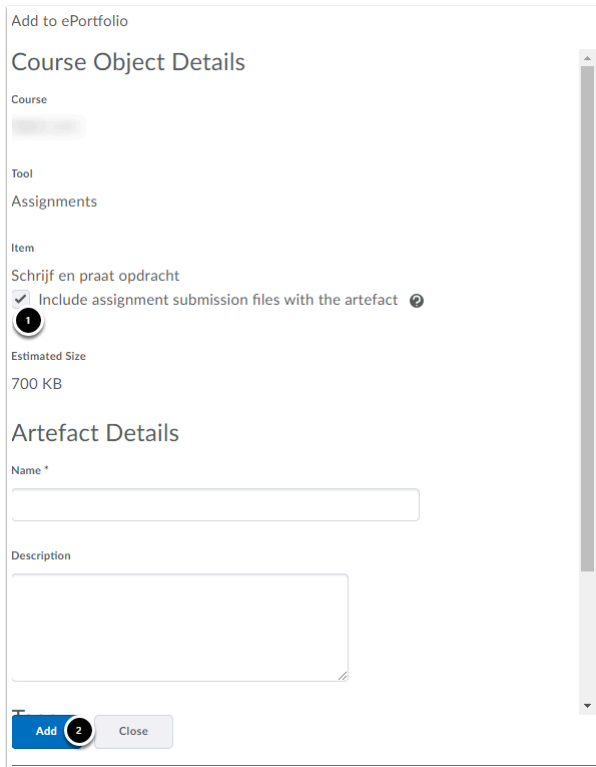
1. Locate the desired assignment and click **View Feedback**.
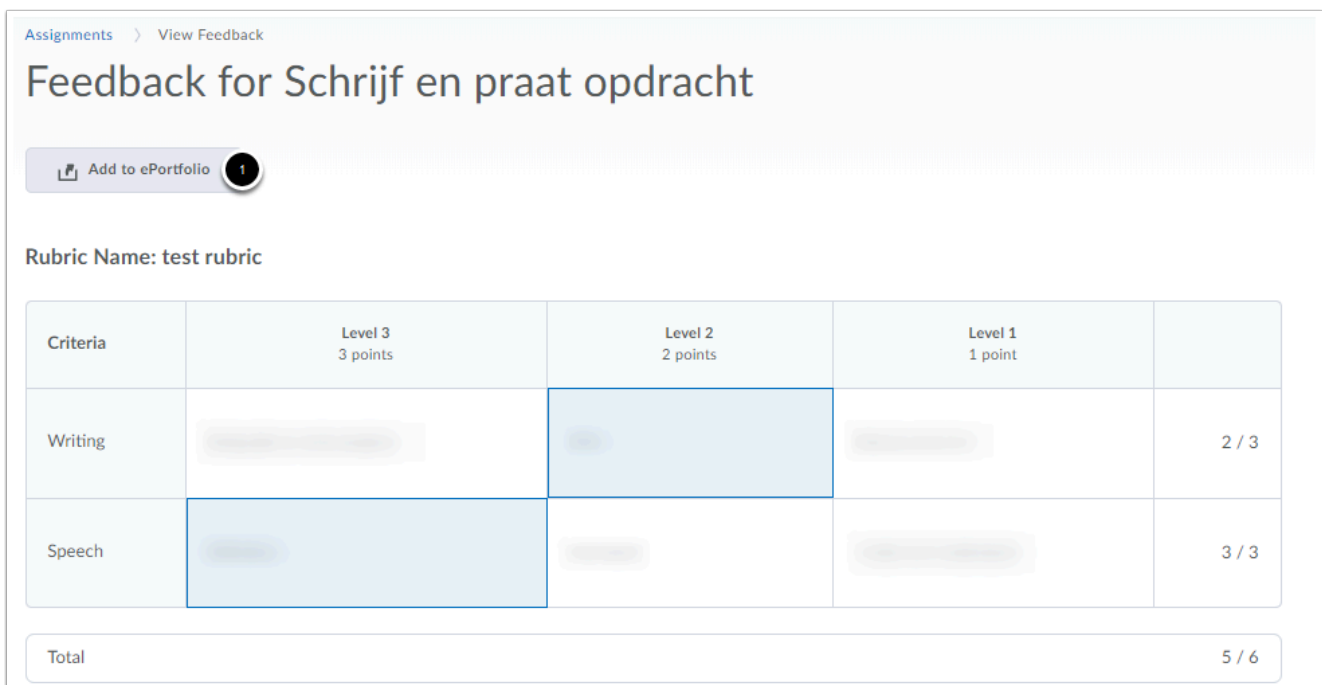
On the screen that appears you see the rubric filled in by the teacher and any [comments] that have been added.

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1. Click the **Add to ePortfolio** button.
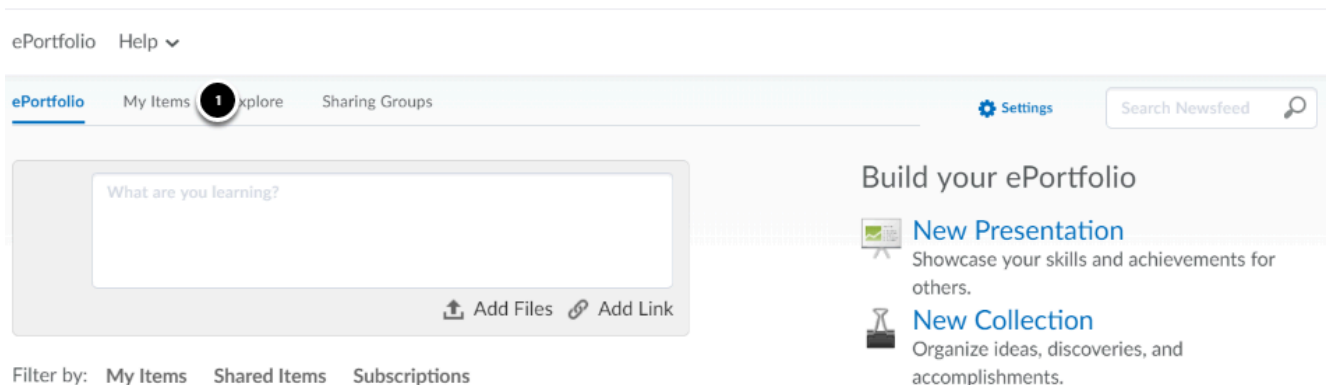
1. Select the check box if you want the submitted assignment to also be placed in your ePortfolio. Enter the remaining information and add a [Tag](#) (optional).
2. Click **Add**.

The filled in rubric can now be found in your ePortfolio.

Add Course Results

It is possible to add course results from the ePortfolio environment. This is done as follows:

1. Within your ePortfolio, navigate to the **My Items** tab.
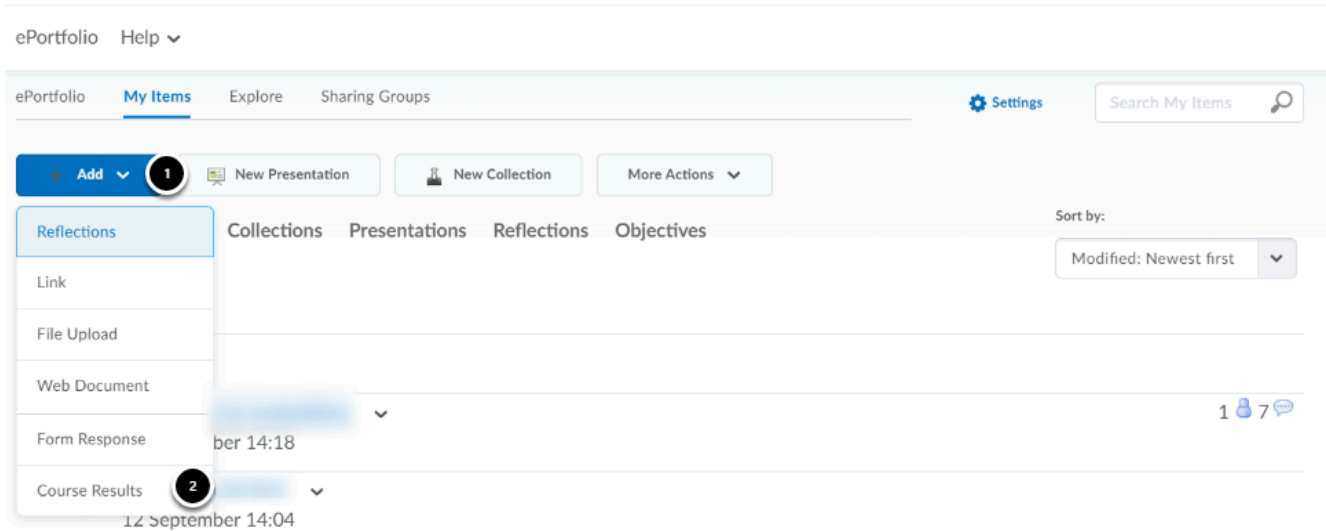
1. Click **Add**.
2. Click **Course Results**.

The following screen now appears:
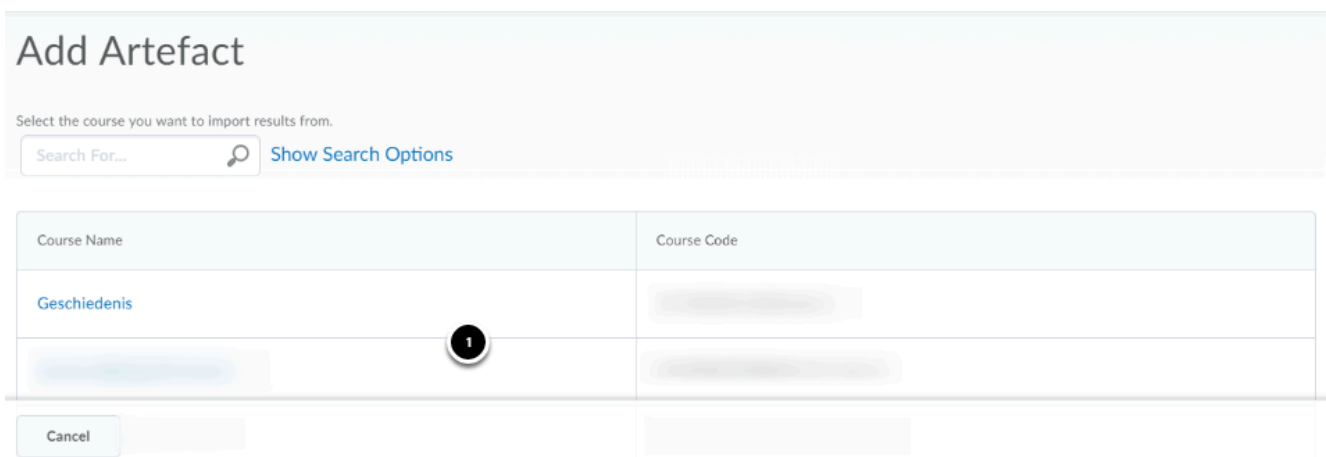
1. Click on the hyperlink of the desired course.

The following screen appears:

A screen will appear similar to that of the picture above. Here you can add different types of course results, namely:

- Assignment Submission Folder: submitted assignments.
- Grades: grade list.
- Quiz: completed quizzes.
- Competency Results: this is not currently supported.

1. After making an item selection, click **Next**.

There will now be a screen where you can add a name and possibly a description/tags to the items. Click **Save** and the items will be added to your ePortfolio.

How do I hand in a document from my ePortfolio to a course assignment?

A document from your ePortfolio can also be submitted to an assignment in a course.

> 💡 For a general manual on handing in assignments, consult [this manual](#).
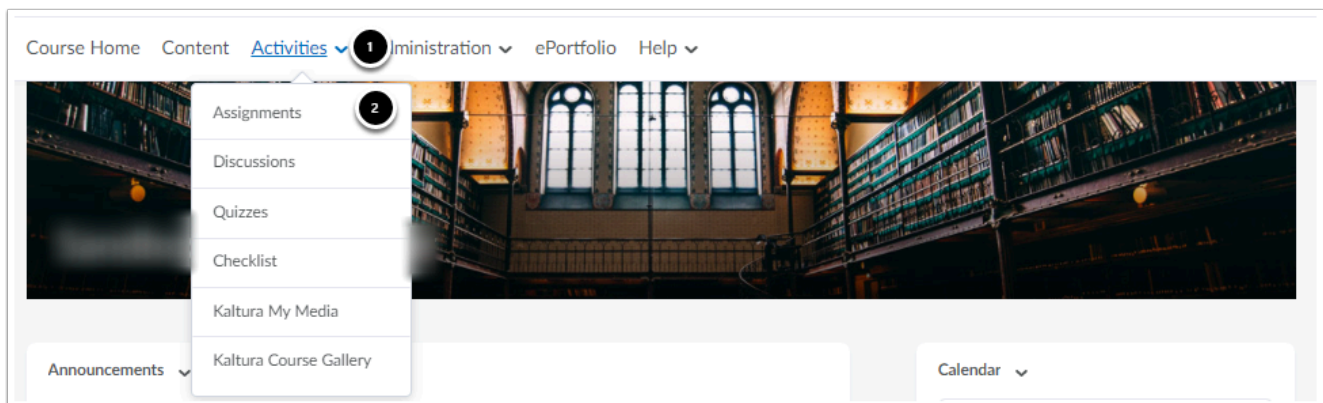
1. In the desired course, click **Activities**.
2. Click **Assignments**.

A screen with **Submission Folders** now appears. Click on the desired assignment to continue to the hand-in page.

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1. Click **Add a File**.

1. Click **ePortfolio**.
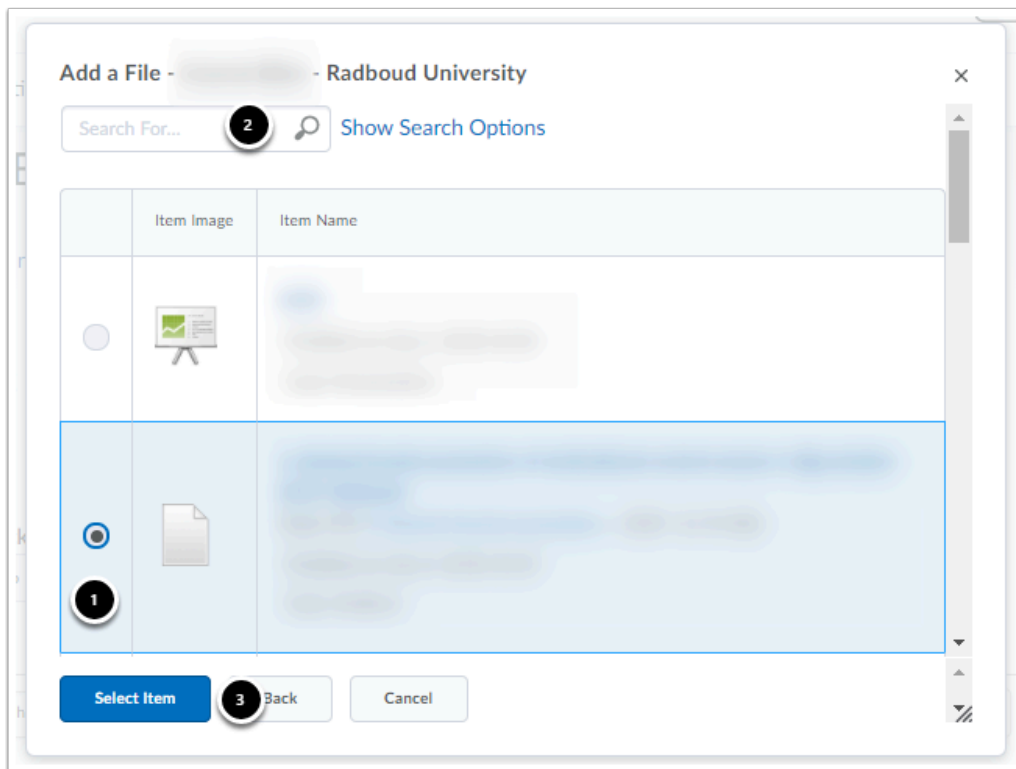
1. Select the document you want to submit.
2. If finding your file is difficult, use the search function at the top of the screen.
3. Click **Select Item**.

A blue progress bar will now appear representing the upload process of the file. This can take a few minutes (specifically with large files).

> 💡 It is possible to submit multiple ePortfolio files for one course assignment. However, you can only select one file at a time in the selection screen above. In order to submit multiple ePortfolio files for a course assignment, you will have to repeat the above steps (from the point of pressing the **Add a File** button) for each file.

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When the upload is completed, the above screen will appear.

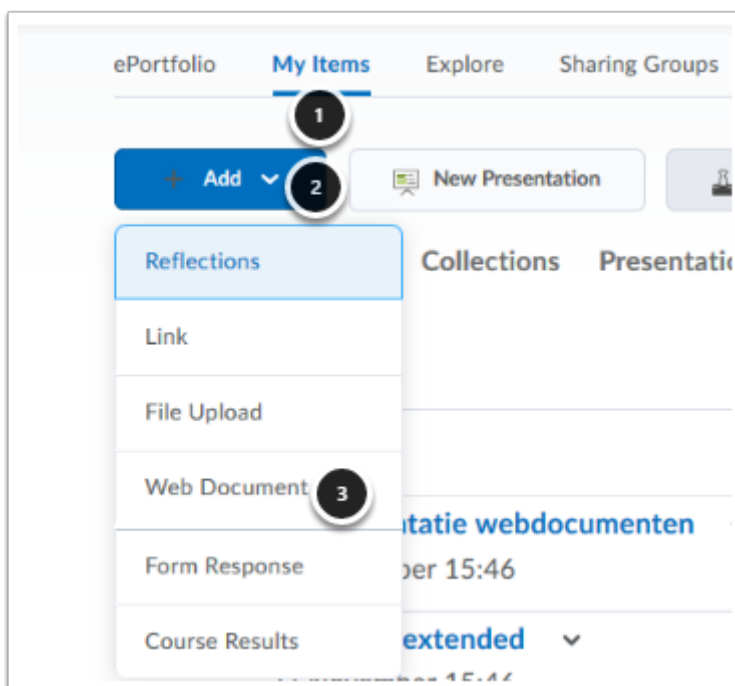1. Click Submit.

The file has now been successfully submitted.

> ℹ️ It is also possible to submit an ePortfolio file via the **Content** tab. This is done through the **Choose Existing** button. A selection screen will then appear, with the ePortfolio option on it.

How do I use web documents to improve my presentation?

Web documents can be used to make your presentation more orderly. As a result you do not have to download separate items; they will be visible directly in your presentation. To do this, you have to create a web document and put it in your presentation.

Create a web document

1. Click **My Items**.
2. Click the arrow next to **Add**.
3. Choose **Web Document**.

1. Enter the name of the web document.
2. Add your items (for example the text).
3. Click **Next**.

By clicking Insert Stuff (marked here with the orange square), you can add images and videos to the web document.

> ❗ Please note that you cannot add a Word document to a web document directly. A link will appear that leads to the document. Instead, you can choose to copy and paste the text and images from your document and add them to the web document separately.

1. Click **Save**.

Adding a web document to the presentation

You can add the web document to your presentation. Do you not yet have a presentation? Read how to create one here.

1. Click **Content/Layout.**
2. Click **Add Component**.
3. Choose **Artefact**.
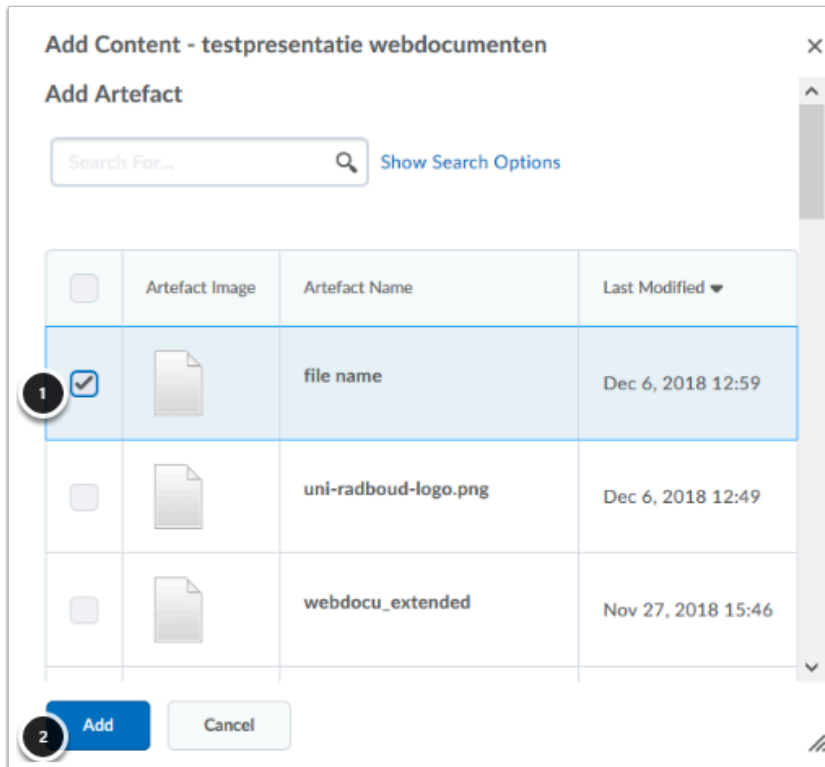
1. Select the web document.
2. Click **Add**.

You have now added the web document to your presentation.

Best practice: creating presentations in my ePortfolio

This manual shows what kind of different possibilities and settings there are when creating a presentation in your ePortfolio. The various settings are explained below based on three example presentations. A manual for creating a basic presentation can be found [here](#).

Example presentation 1
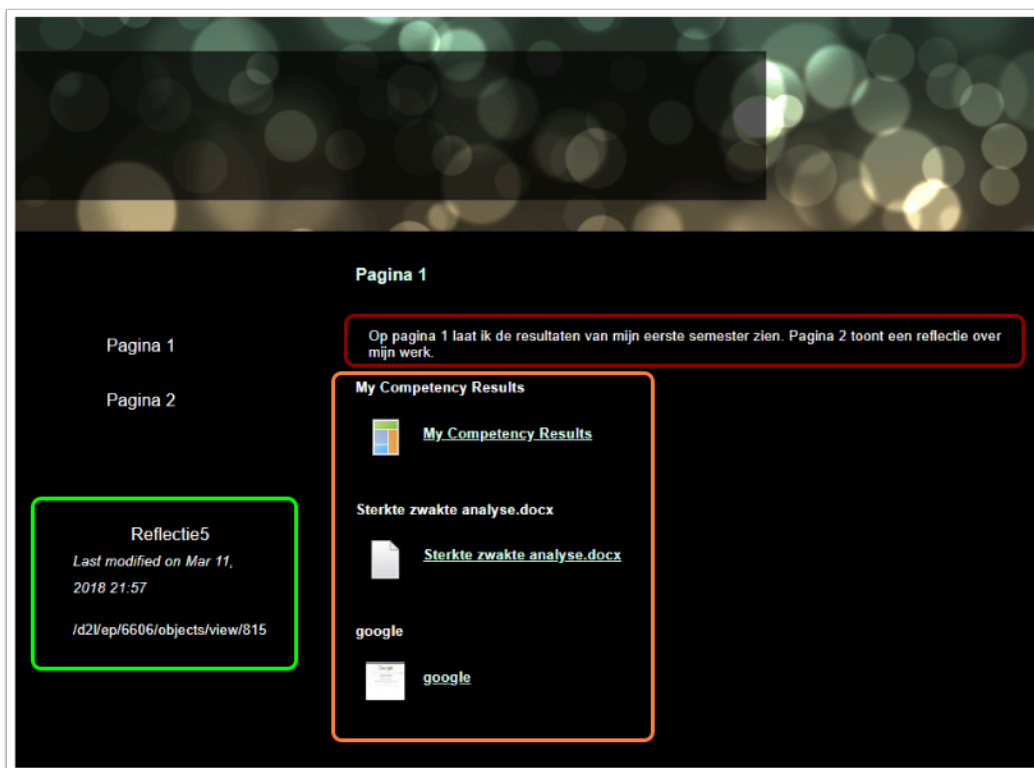
Various types of artefacts have been placed in this presentation. Below you can read what the differences are and how you can place an artifact in a presentation.

The red square - adding text

The red square contains a **text** that is written directly in the presentation. How you do that is described below.
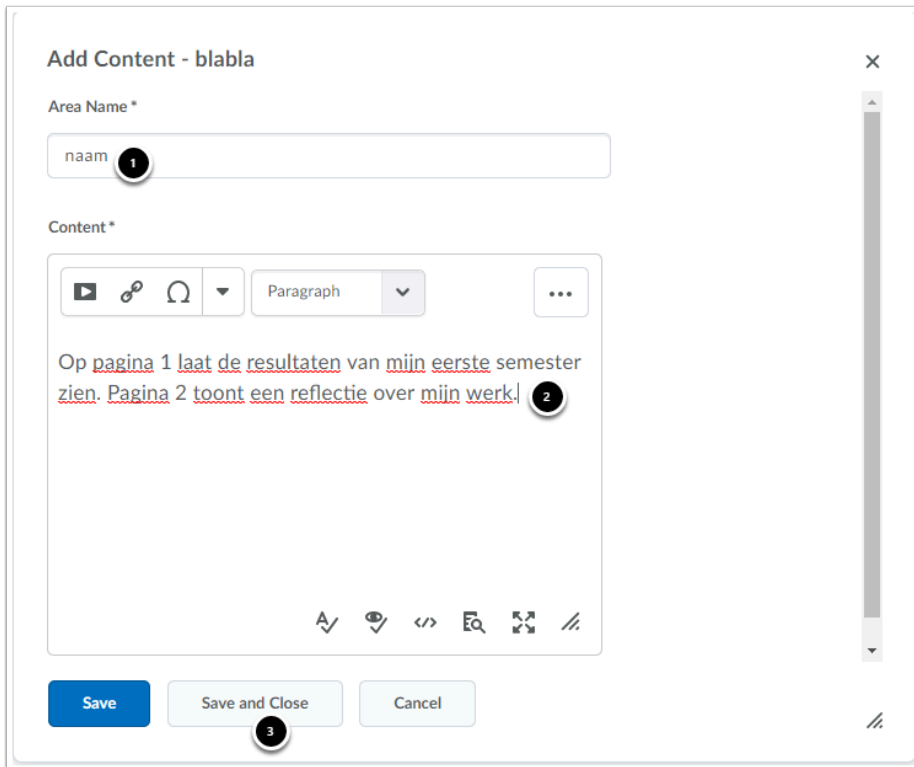
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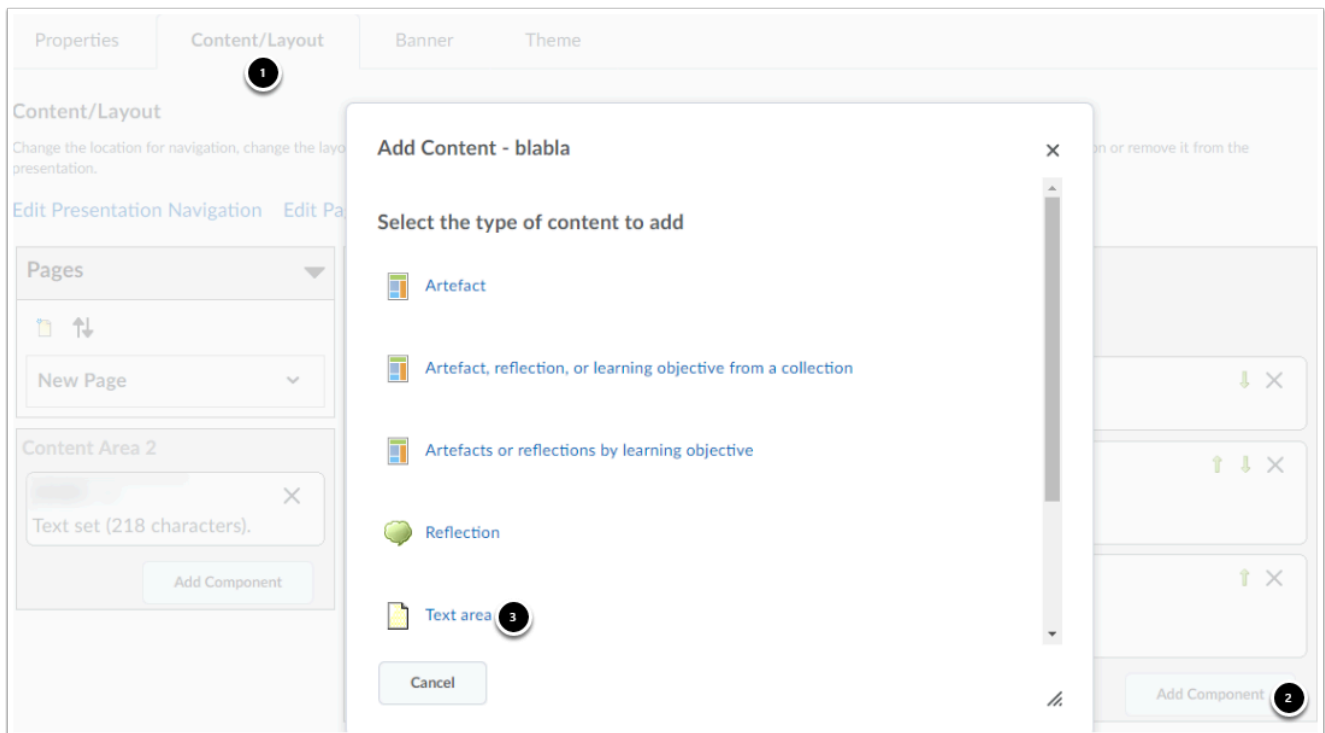
Create a presentation.

1. Click on **Content/Layout**.
2. Click **Add Component**.
3. Click **Text area**.

1. Enter the name of the text file. This will not be visible in the presentation itself.
2. In **Content ***, enter the text that should be displayed in the presentation.
3. Click **Save and Close**.

The orange square - adding different artifacts

The orange square contains artefacts that have been placed in the presentation. The person with whom you share the presentation can download these artefacts from the presentation. How you place an artefact in the presentation is described below.

1. Click on **Content/Layout**.
2. Click **Add Component**.
3. Click **Artefact**.

1. Select one or more artefacts.
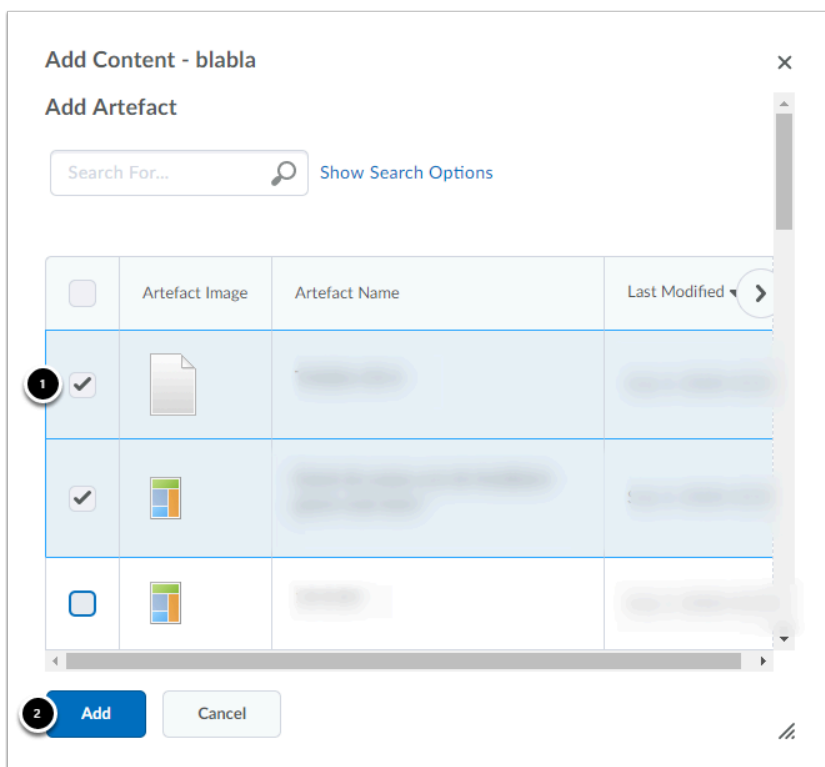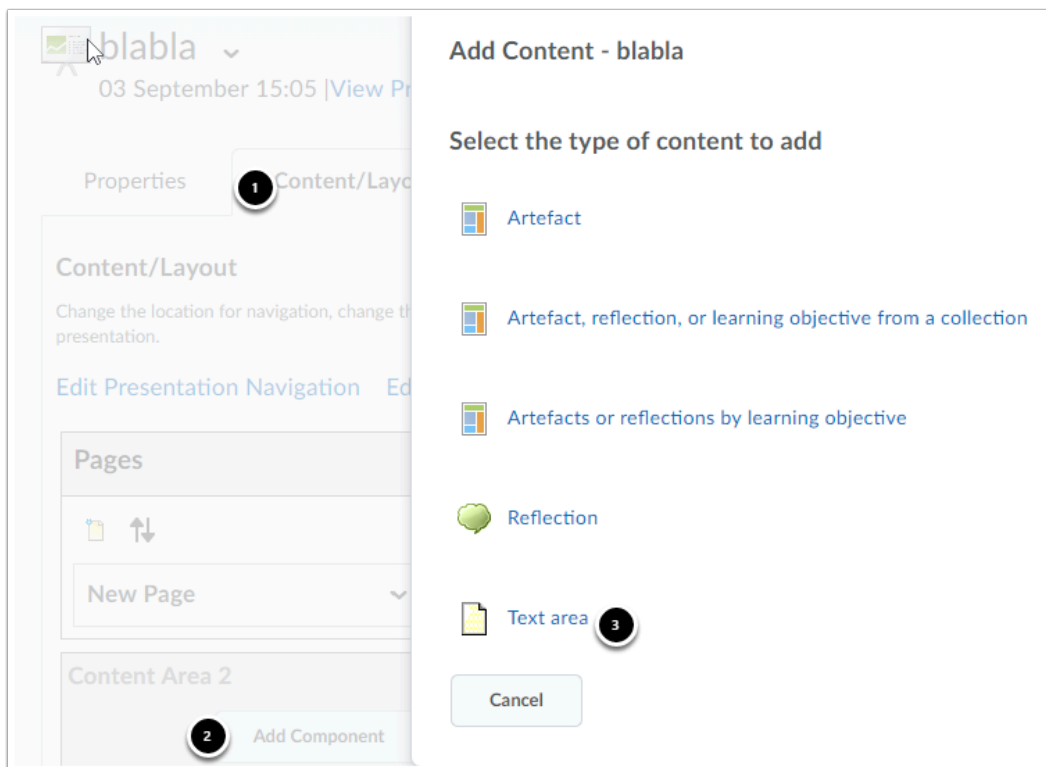2. Click **Add**.

The green square - adding a link

The green square is in Content Area 2. This is a different content area than Content Area 1. You can opt to position the artefacts here which you want to have next to the Content Area 1. For example, a reflection that is about an artefact positioned in Content Area 1.

In the green square there is a link to a reflection. This link refers to the item in your ePortfolio. It is thus possible to react directly to the item, add reflections to it or even edit it. A description of how this is done can be found below. It is also possible to put the document in your presentation yourself, but this will take up more space in your presentation.

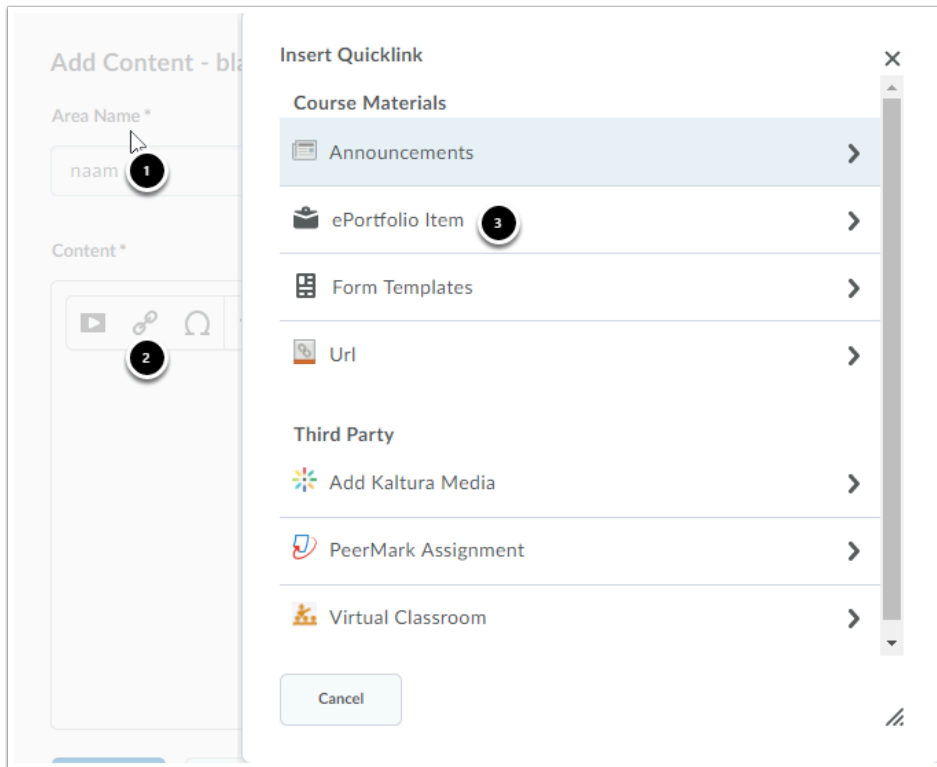> ℹ️ Beware; if you put a link in a presentation, the recipient must have the document in his ePortfolio. Always share the item itself with the recipient, if you have not done this before.
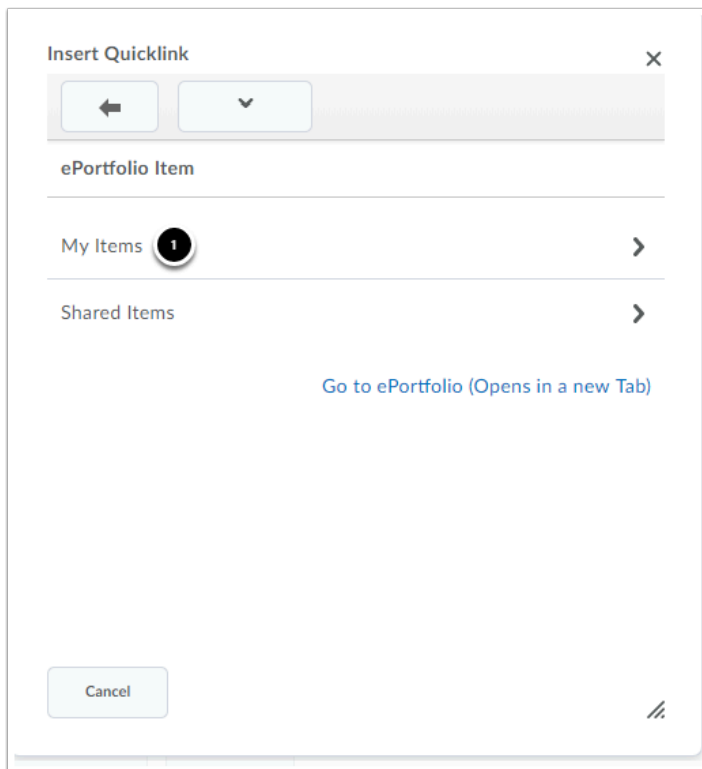

1. Click on **Content/Layout**.
2. Click **Add Component**.

3. Click on **Text Area**.
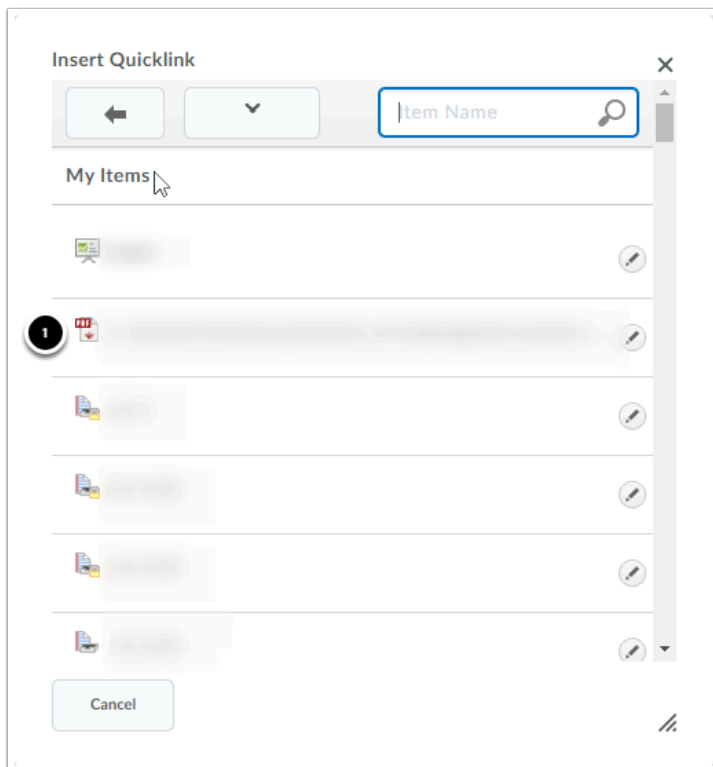

1. Type an **Area Name**.
2. Click on the **Insert Quick-link button**.
3. Choose an **ePortfolio Item**.

1. Click **My Items**.

1. Select the Item.

Then click **Save and Close**. The link is now in the presentation.

Example presentation 2
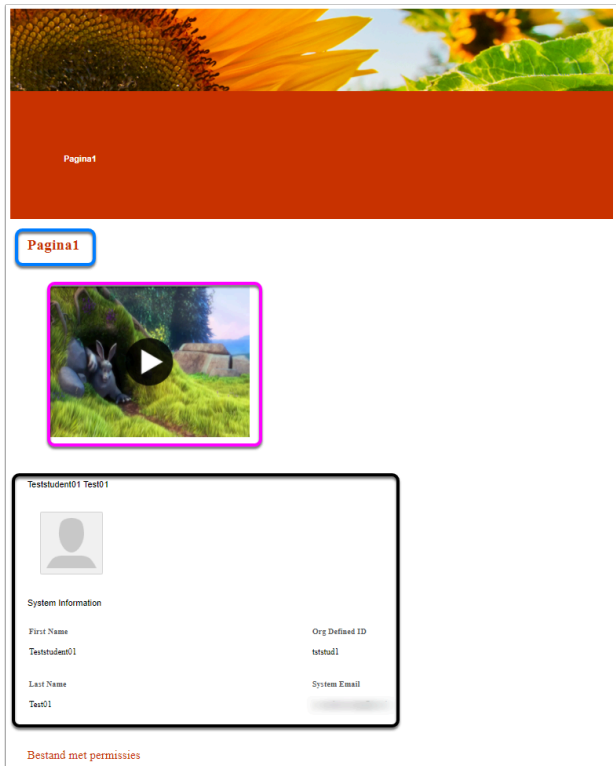
In presentation two there are four distinct techniques used to edit the presentation. You can change the font of your presentation, change the layout of your presentation, show a video directly or put your personal information. How you do this is explained below.

Adjusting the layout
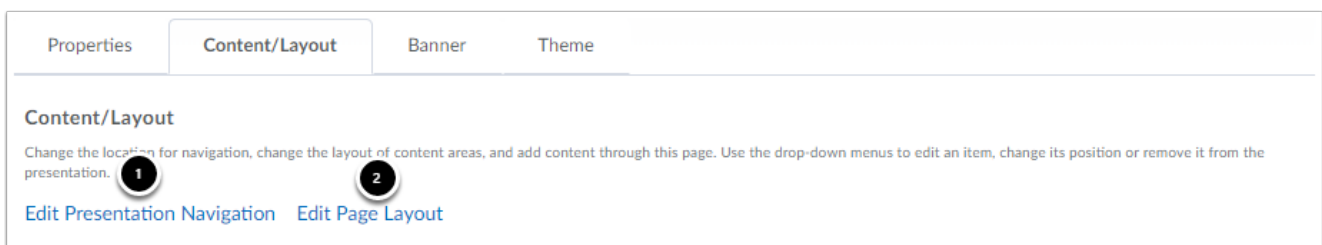
1. In the **Content/Layout** tab, click **Edit Presentation Navigation** to change the location of the table of contents bar. You can put the table of contents on the left, the right or on top of the content.

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2. Click **Edit Page Layout** to adjust the layout of the presentation. You can opt for two content boxes or one content box. The second content box will be placed next to the first.
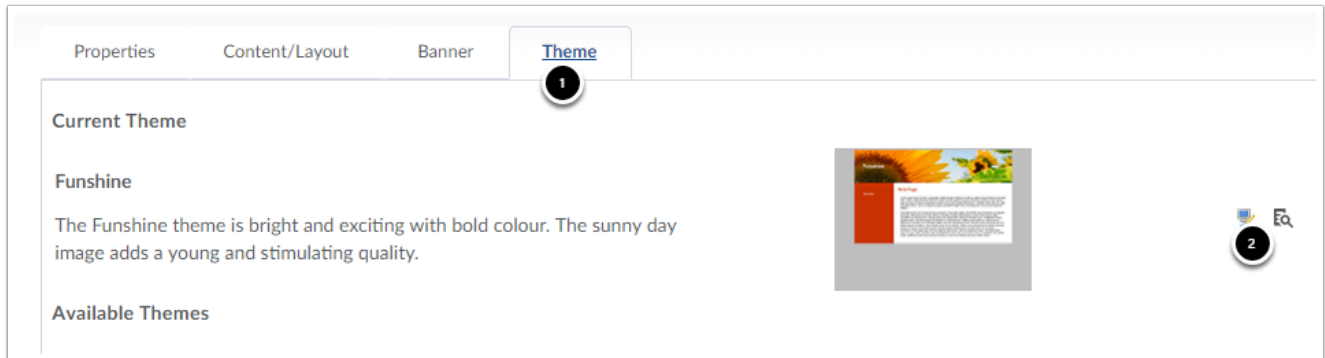
The blue square - adjusting the font

1. Click on the **Theme** tab.
2. Then click on the icon to the right of the example theme.
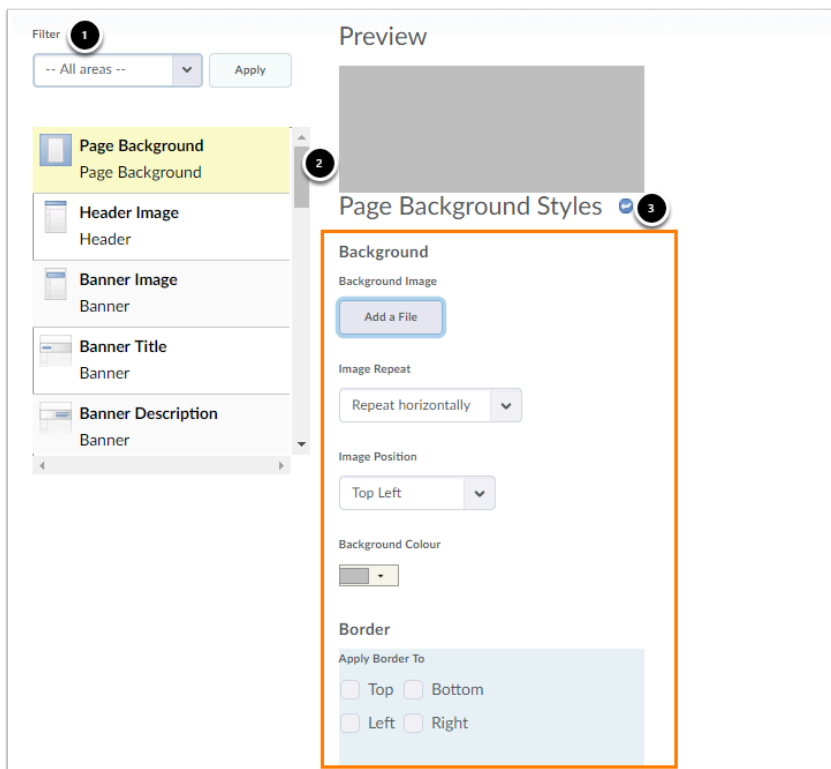
When selecting a theme you can determine more than just the background. You can adjust the entire design of the presentation. The font, the colors, the style and you can even upload your own pictures as a background.

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1. Click **All Areas** to select the area you want to adjust. Then click **Apply**.
2. Drag the scroll bar to select the desired item.
3. Click on this icon to reset the settings to the original values.

In the orange square you can change the settings of the selected area.

The purple square - adding a video

You can place a video of up to 100 MB in the presentation.

The black square - adding personal information

You can put your personal profile information in your presentation all at once. This is done as follows:
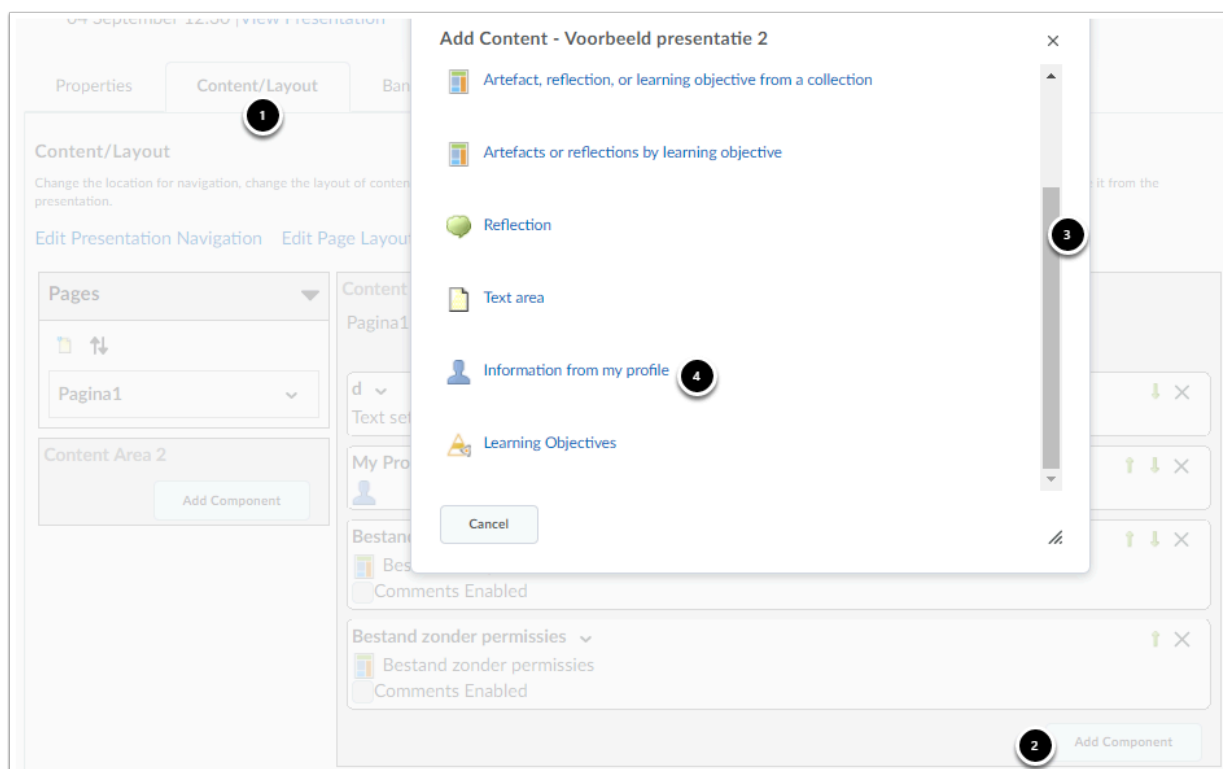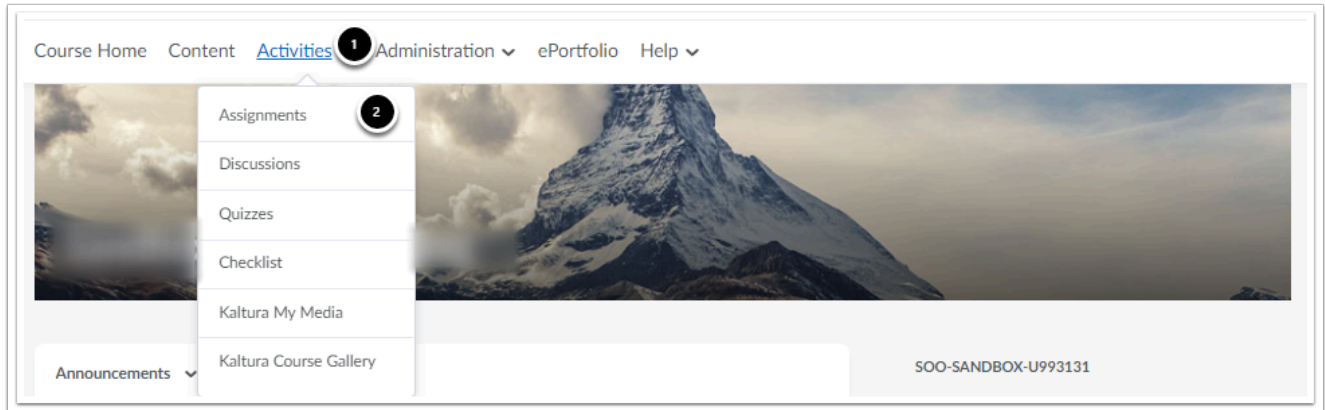

1. Click **Content/Layout**.
2. Click **Add Component**.
3. Scroll down.
4. Click **Information from my profile**.

The information has now been added.

Adding assignment feedback to your presentation

When you have made an assignment well, you may want to show the received feedback in your presentation. This is done as follows:

1. Go to the course where the assignment is located and click on **Activities**
2. Click on **Assignments**

At the desired assignment, click **View Feedback**
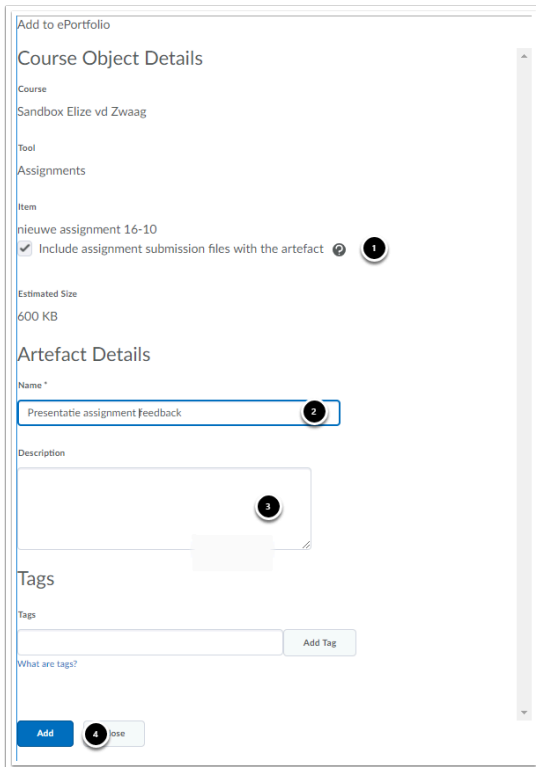
A screen similar to that shown above will apear, with a summary of the feedback you have received.

1. Click on Add to ePortfolio.

A window appears similar to that shown above.

1. Check **Include assignment files with the artifact** to have blue hyperlinks in your feedback to the original documents that you have submitted. The only thing that this option changes is that a link to the files you have submitted will be is added. The format of the feedback however, remains the same.
2. Give the feedback artifact a name.
3. Give the artefact a description and/or tags (optional).
4. Click on the blue **Add** button.

The feedback item is now added to your ePortfolio! It is now possible to add it to your presentation. Adding the feedback to your presentation works the same as adding other items to your presentation.

An example of feedback added to a presentation is shown above. The feedback artefact is the same as any other artefact. The clickable link opens a new screen with the feedback of your assignment (displayed on the left).

ePortfolio: Giving feedback

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How to link a rubric to an item in my ePortfolio?

> ⓘ • Only the owner of the ePortfolio can link one or more Rubric (s) to an item from their ePortfolio.
> • Beware; a rubric can be linked to any type of item, **except for a reflection**.
> • After sharing an item, a linked rubric can be filled in by students and teachers.
> • The owner of a document can also fill in a rubric for his own document.
> • Only teachers can create rubrics.

Adding a rubric to an item
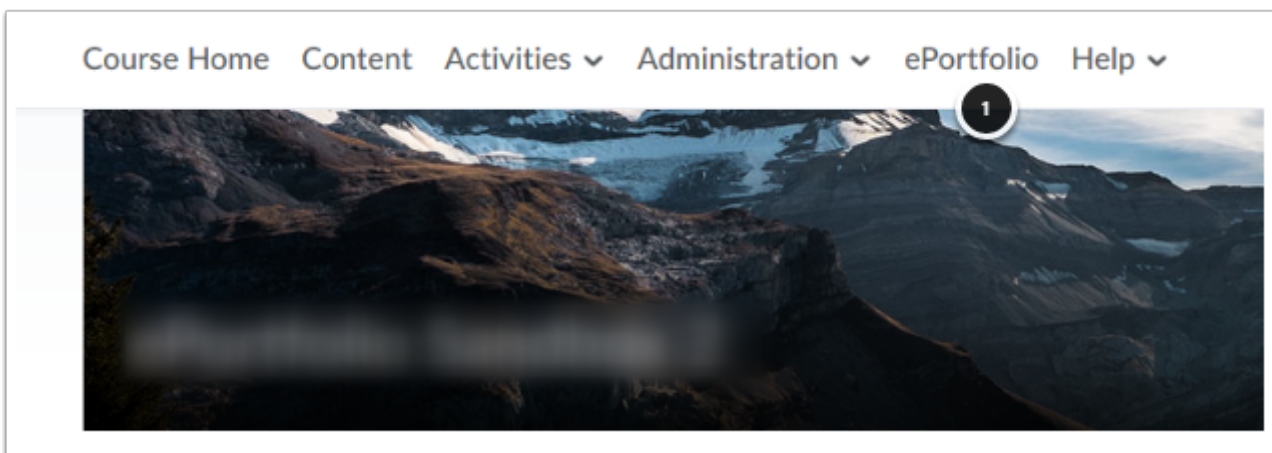
1. From the course where the rubric is available, click the **ePortfolio** header.
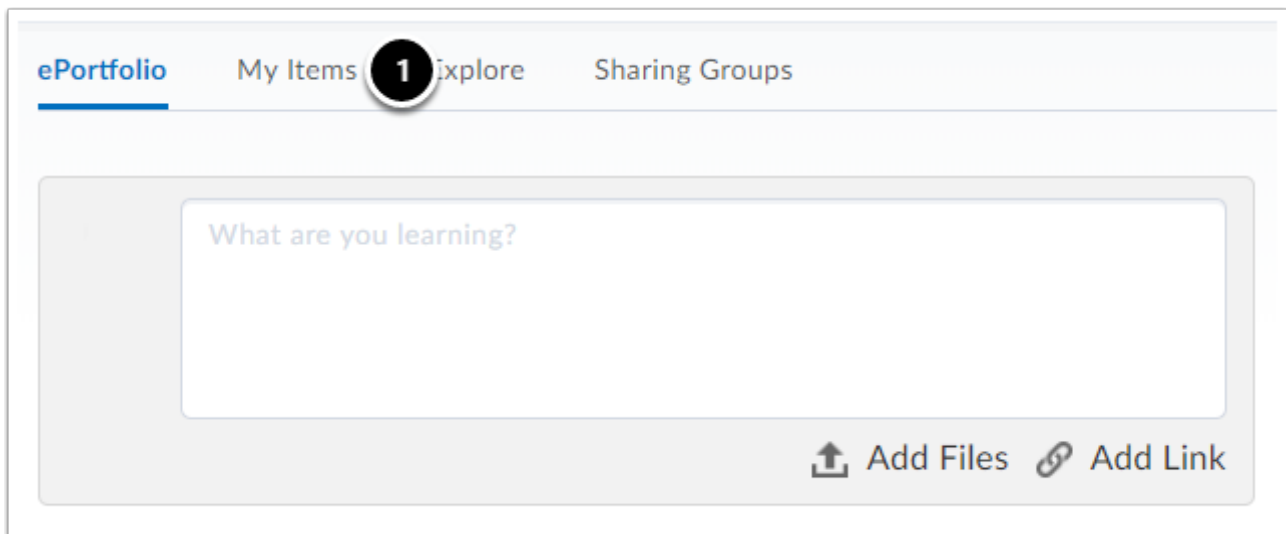
1. Click the **My Items** tab.

> ❗ It is important that you go to your ePortfolio from the course that holds the rubric, otherwise the rubric associated with this course will not be available.
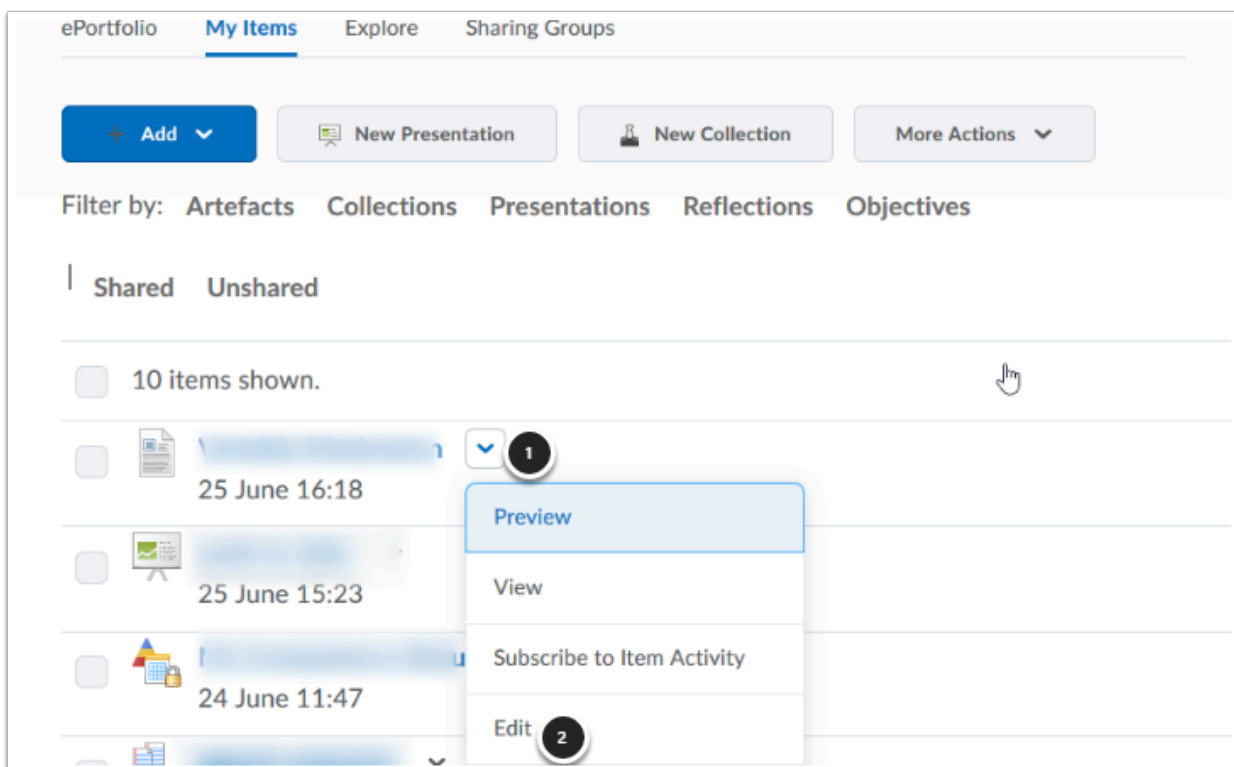
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1. Click on the arrow next to the item that you want to link to a rubric. A dropdown menu opens.
2. Click **Edit**.

A new window opens. Scroll down to the **Comments / Assessments** heading.
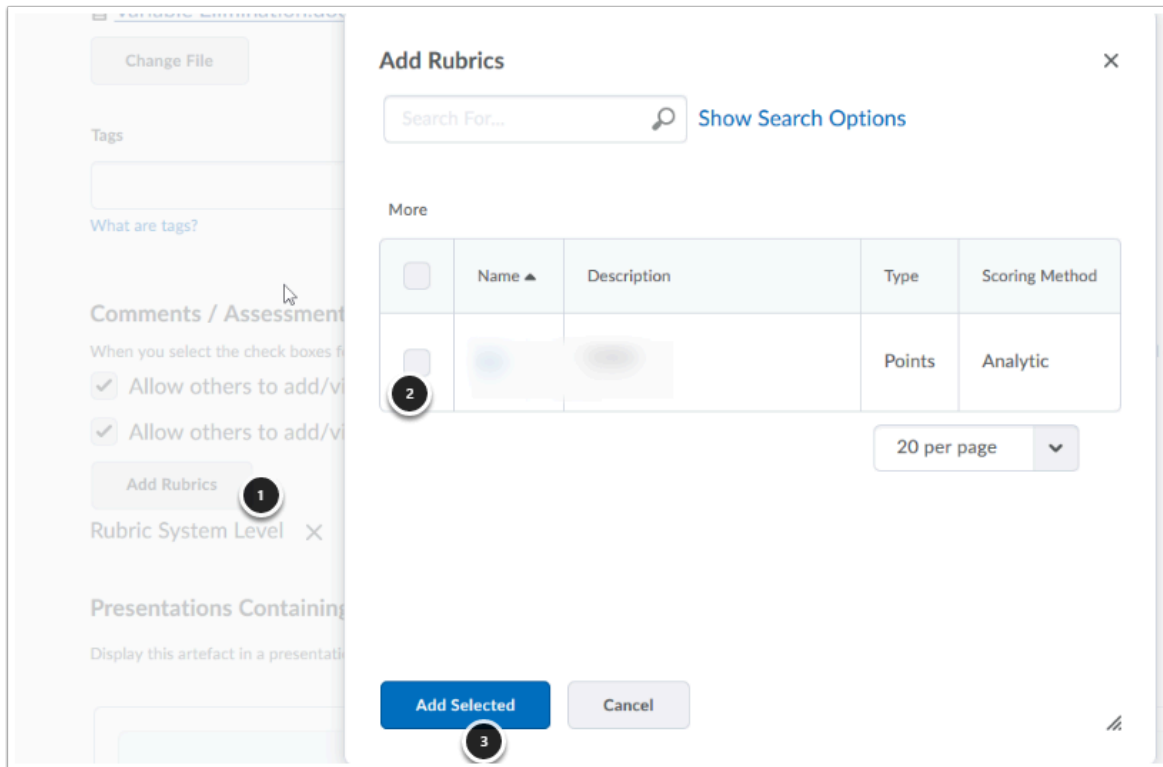
1. Click **Add Rubrics**.
2. Select the rubric(s) to be added.
3. Click **Add Selected**.

Click **Save And Close**, the rubric(s) is/are now associated with the item.

How to add comments and/or assessments to a shared item in my ePortfolio?

When an item is shared with you, you can add comments/assessments if the person sharing the item has enabled the appropriate permissions (**Add/See Assessments**). In addition, adding assessments requires that the shared item has a rubric linked.
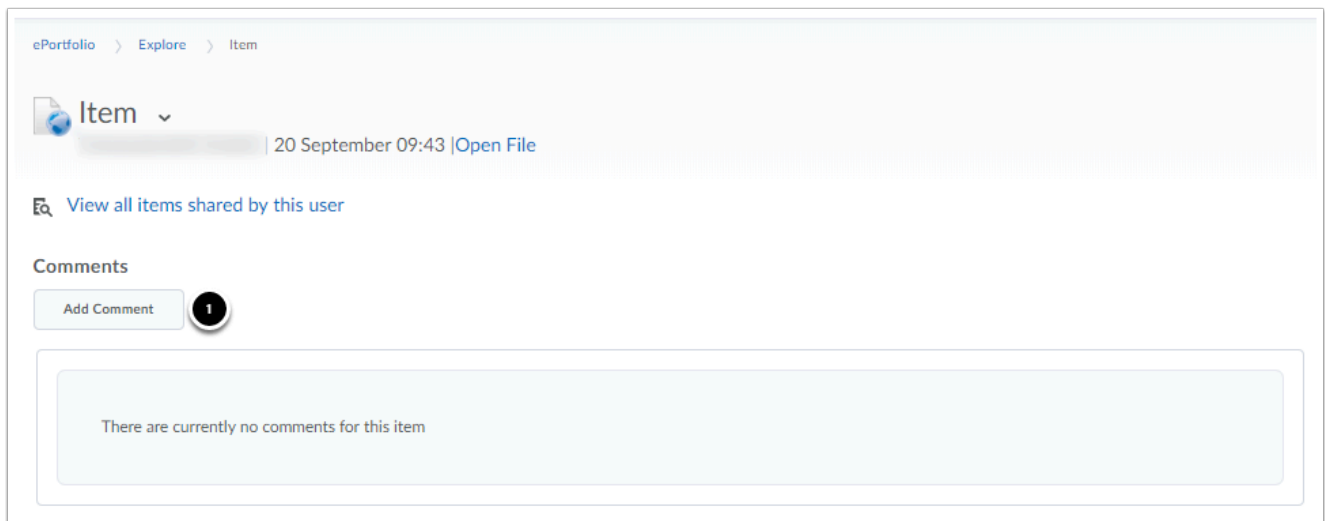
> ⚠ Adding comments or assessments to a presentation works slightly differently. This is described at the bottom of this page.

Adding comments
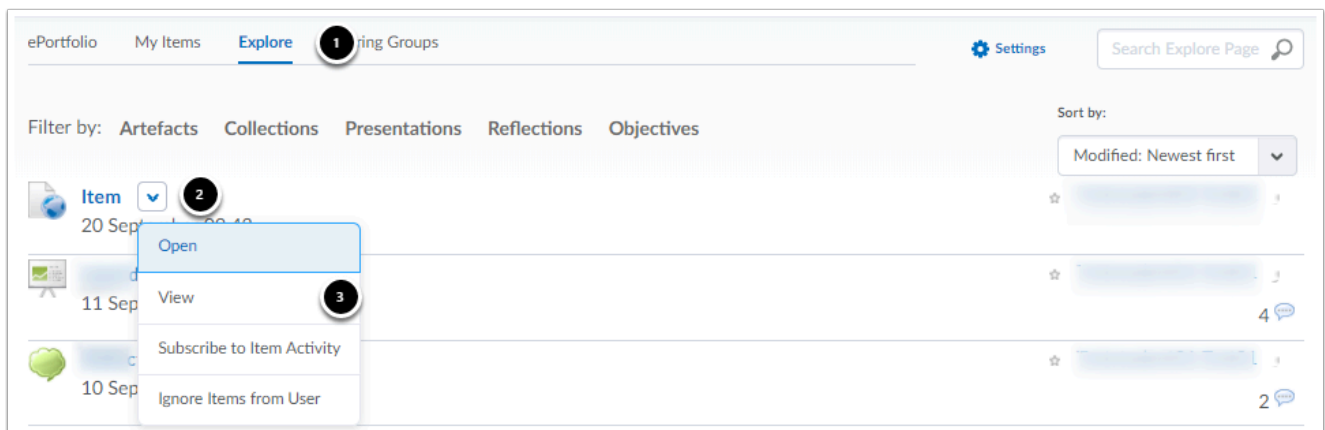
1. Click the Explore tab.
2. Click on the arrow next to the item you want to comment on.
3. Click **View**, the following screen will open:
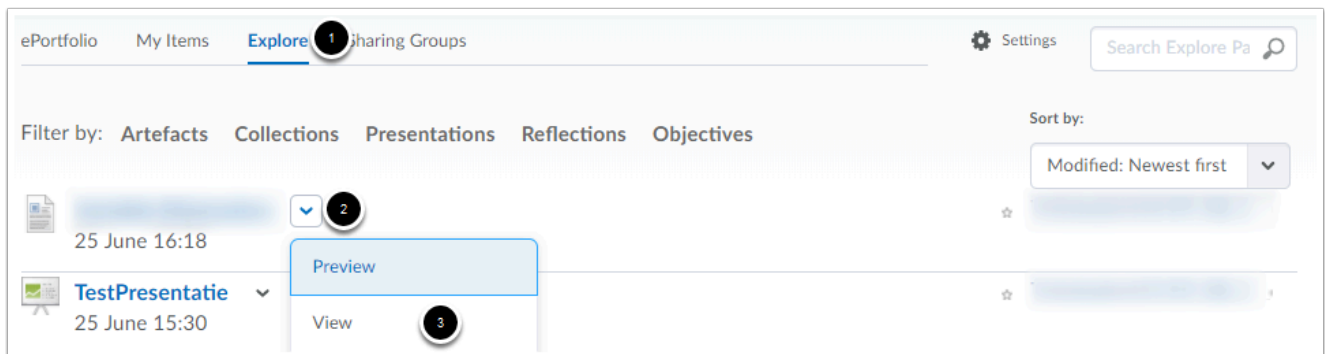
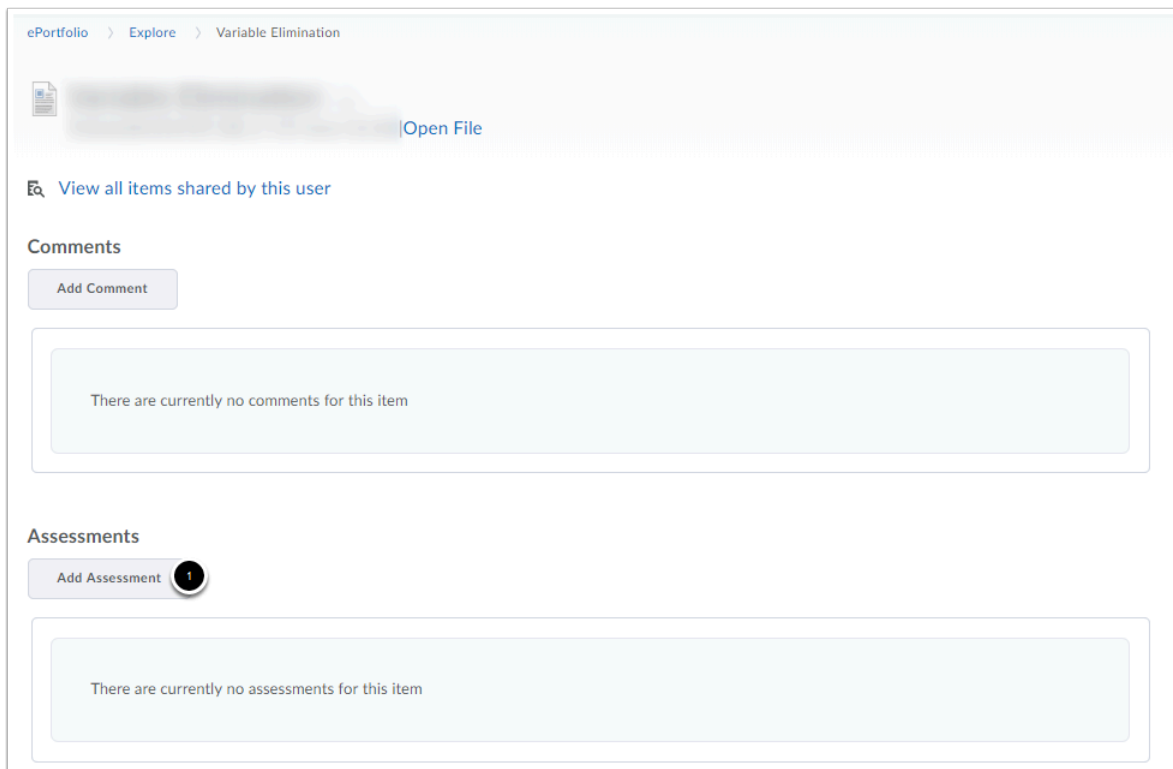1. Click **Add Comment** to leave a comment on the item.

Adding assessments

You can only add an assessment when the student has linked a rubric to the item and has given the appropriate permissions when sharing.
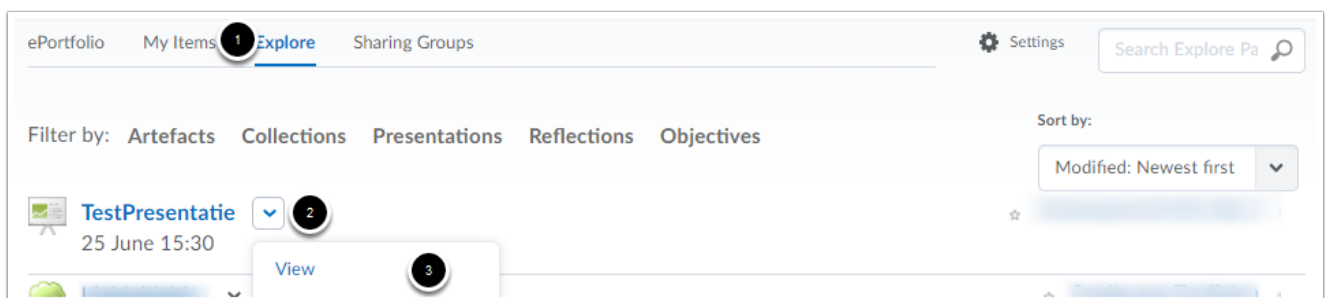

1. Click the Explore tab.
2. Click on the arrow next to the item to be assessed.
3. Click **View**, the following screen will be opened:

1. Click **Add Assessment**.

Presentation
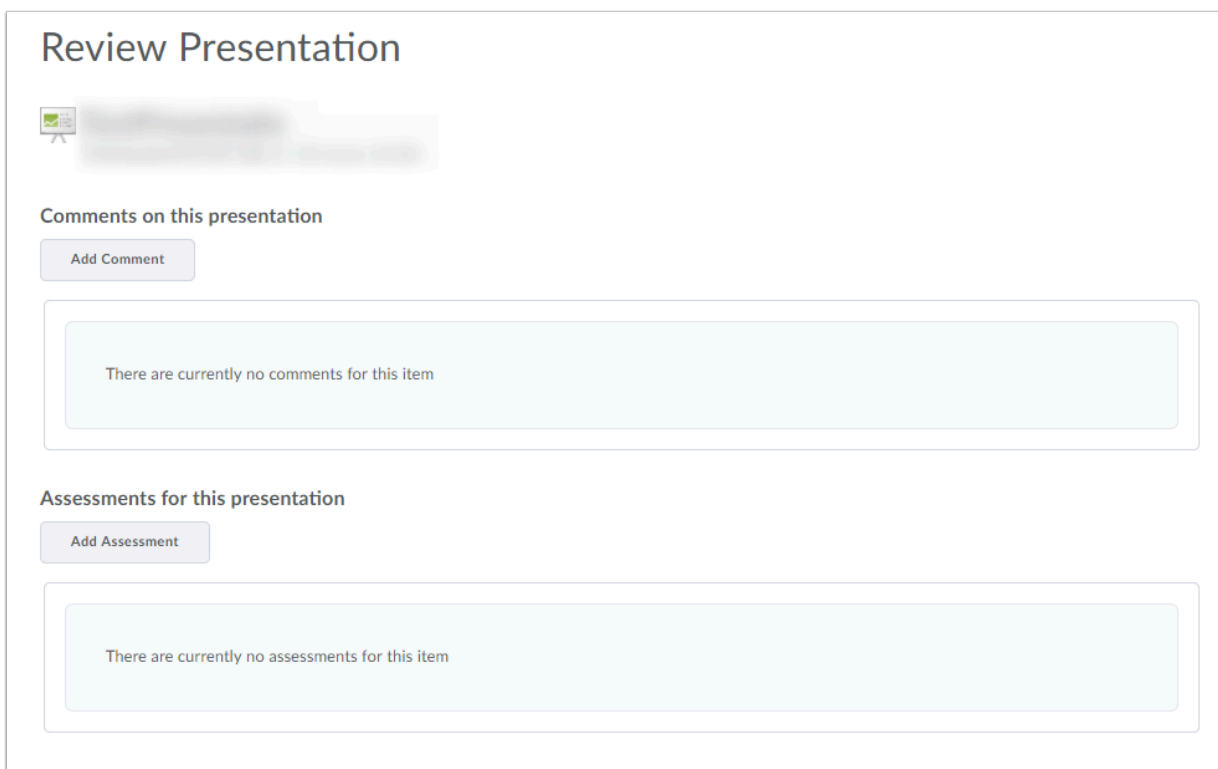

1. Click the Explore tab.
2. Click on the arrow next to the item.
3. Click **View.** This opens a screen displaying the presentation as seen below:
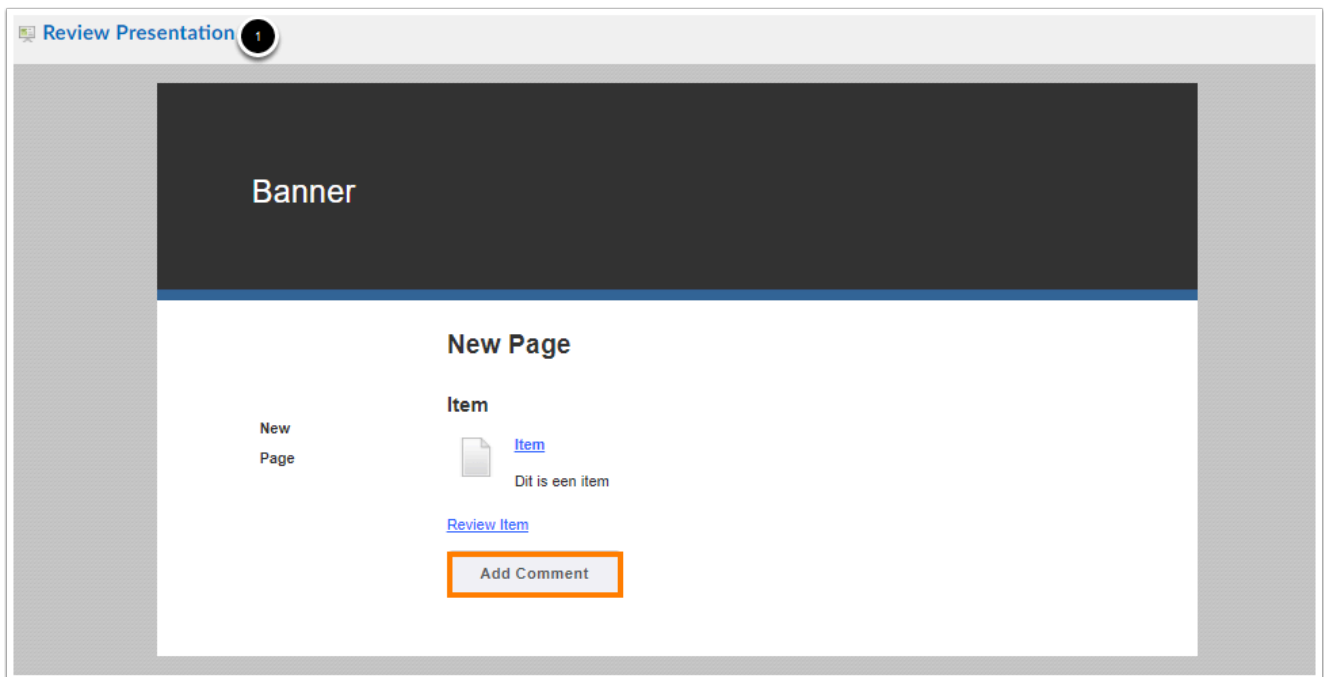
1. Click **Review Presentation**.

You can also add comments to individual items by clicking **Add Comment**. This is only possible if the student has enabled this option..

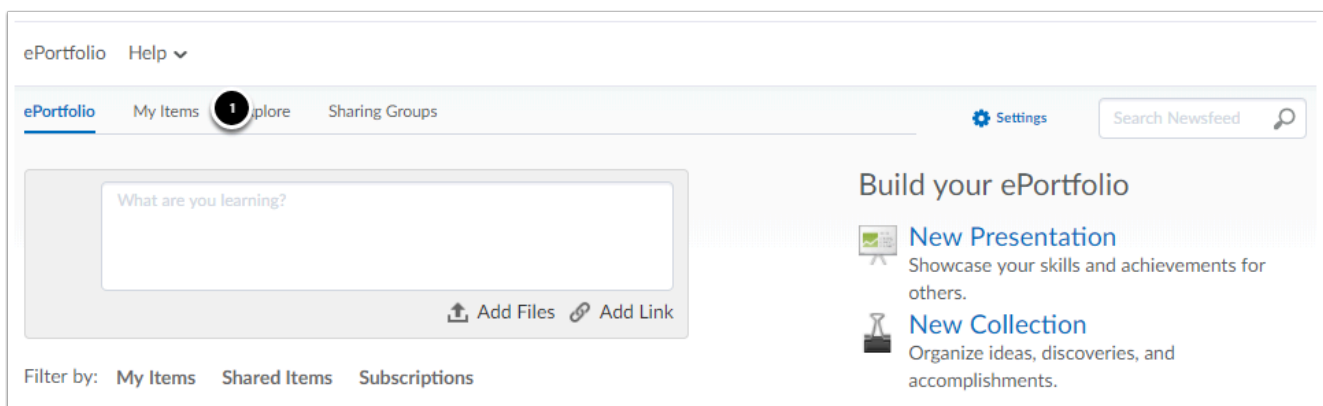A screen now opens where you can leave comments and assessments.

How to review comments/assessments (filled in rubrics) in my ePortfolio?

This manual describes how to:
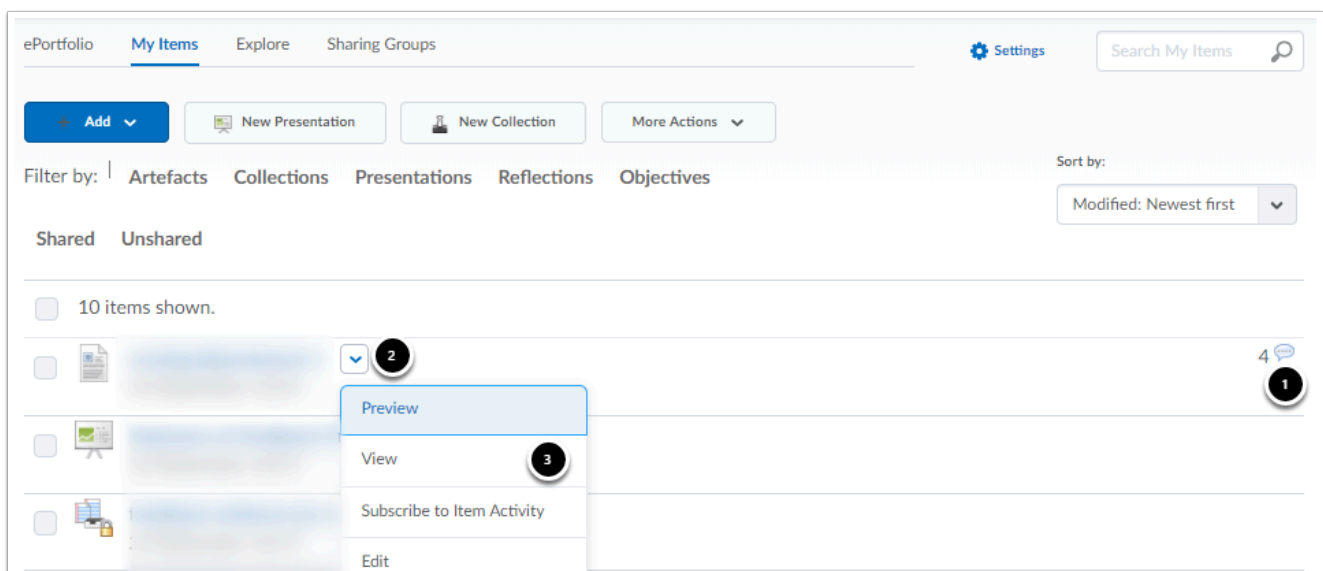
- View comments on items from your ePortfolio;
- View assessments (filled in rubrics) on items from your ePortfolio.

View comments on items from your ePortfolio

1. Go to the **My Items** tab in your ePortfolio.

1. On the right side of an item row, there can be a text cloud with a number (as seen in the above picture). This means that one or more comments and/or assessments

have been added to the item. The number next to the cloud shows how many comments/assessments have been added (e.g. 4 in the above picture).

2. Click on the arrow next to the item with the comments/assessments.
3. Click **View**.

The above screen appears. Under the **Comments** header you will find an overview of comments on your item. It is possible to remove them (by clicking on the trash can) and sort them by date.

View assessments (filled in rubrics) on items from your ePortfolio.

Werkinstructies

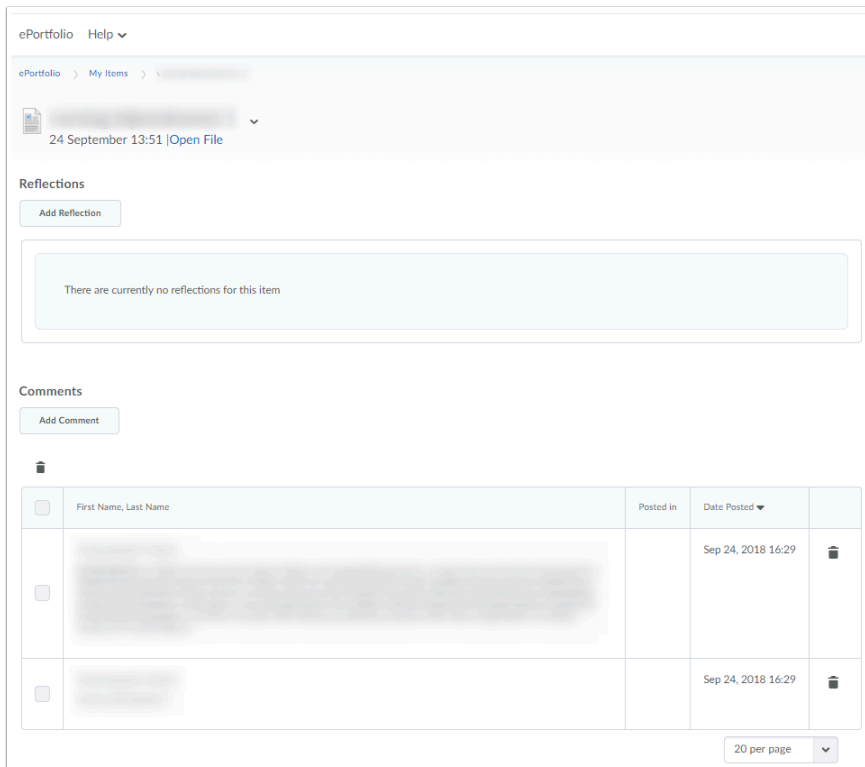1. Go to the **My Items** tab in your ePortfolio.

1. On the right side of an item row, there can be a text cloud with a number (as seen in the above picture). This means that one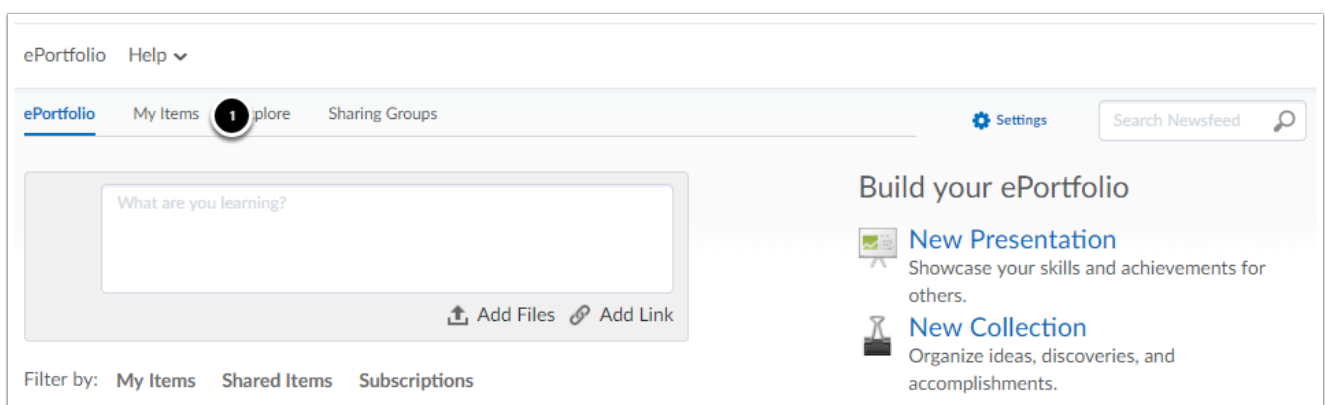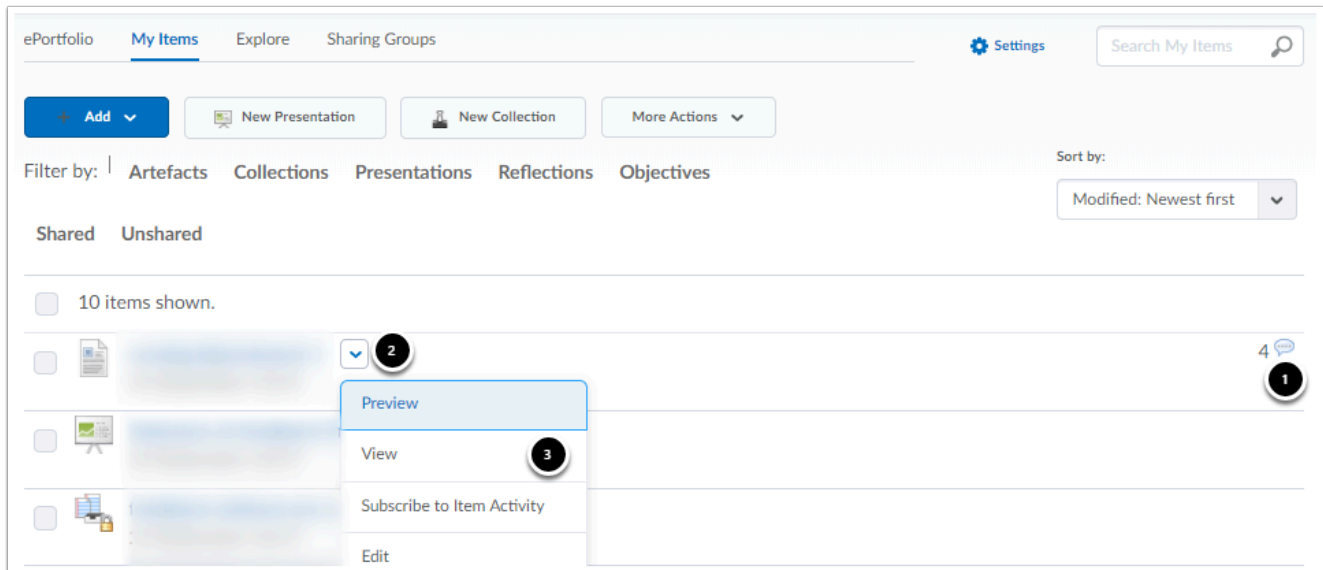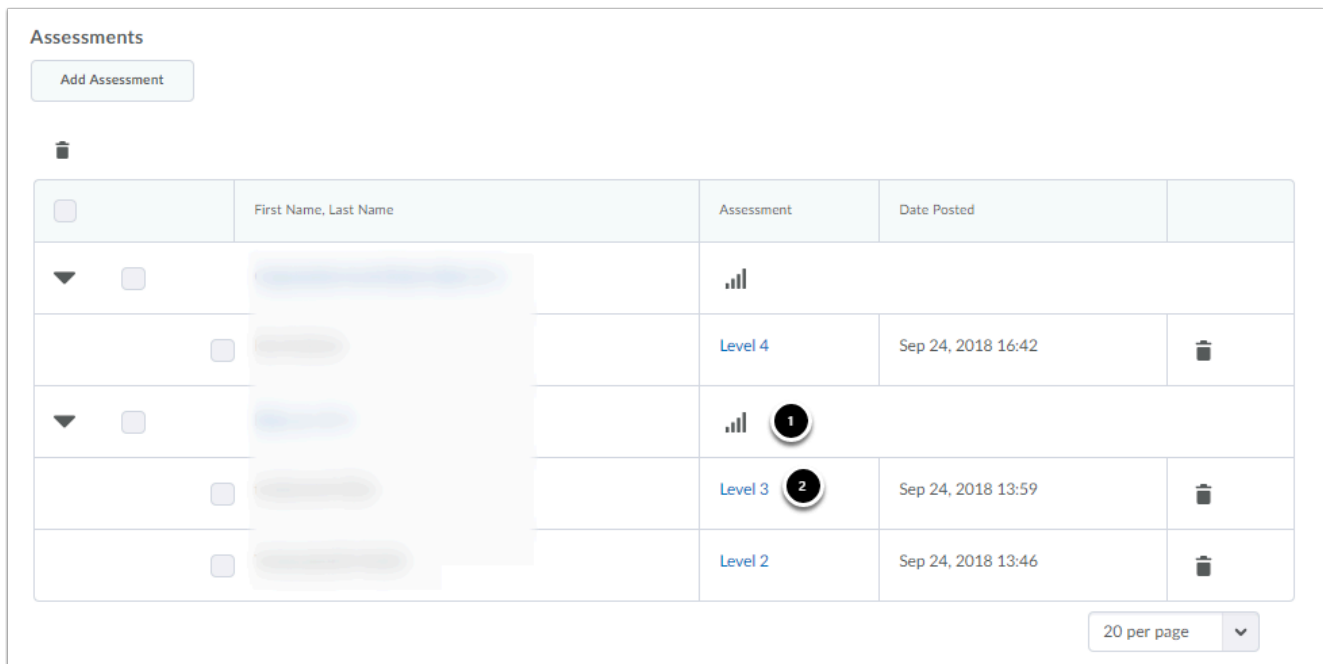 or more comments and/or assessments have been added to the item. The number next to the cloud shows how many comments/assessments have been added (e.g. 4 in the above picture).
2. Click on the arrow next to the item with the comments/assessments.
3. Click **View**.
4. Scroll down in the screen that appears.

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If one or more assessments have been added to the item, a box similar to that in the picture above can be found under the **Assessments** heading. It is possible to remove assessments (by clicking on the trash can).

1. If you click on the histogram (four vertical bars) icon, you will see an overview of all assessments for a specific rubric, together with a number of statistical values of that rubric, including the average scores.
2. If you click on an individual assessment (blue hyperlink), you will see the details of this assessment.
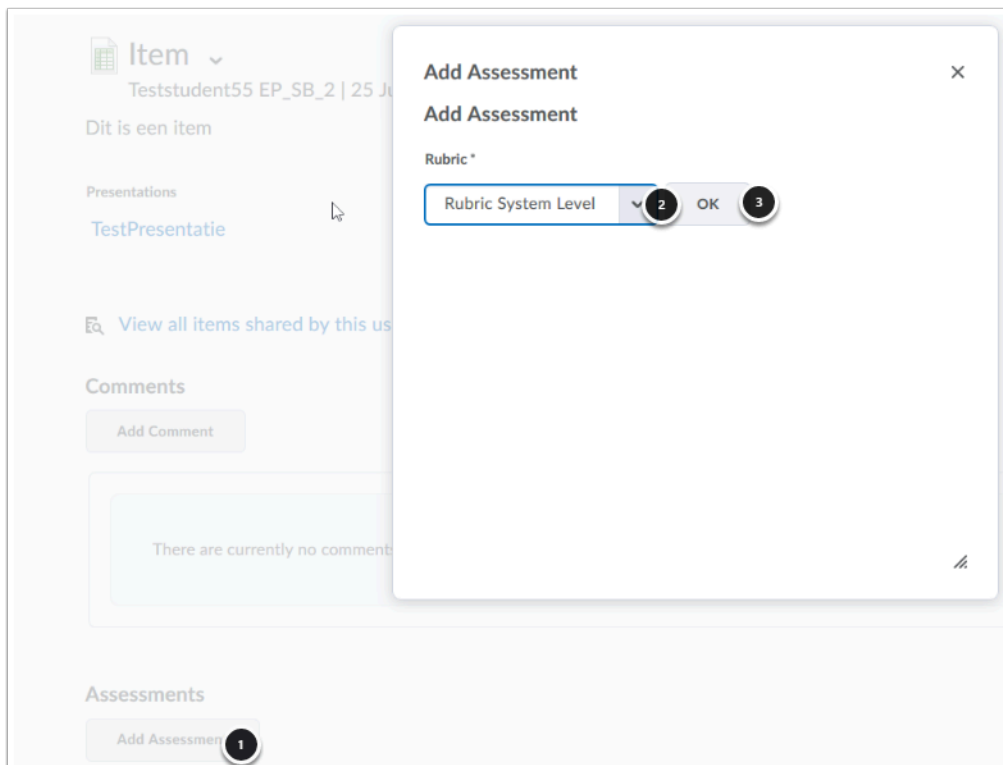
How to fill in a rubric from an item that is shared with me in my ePortfolio?

An item that has been shared with you can be assessed using a rubric. With a presentation this works differently than other types of items. Both options are explained in this manual.
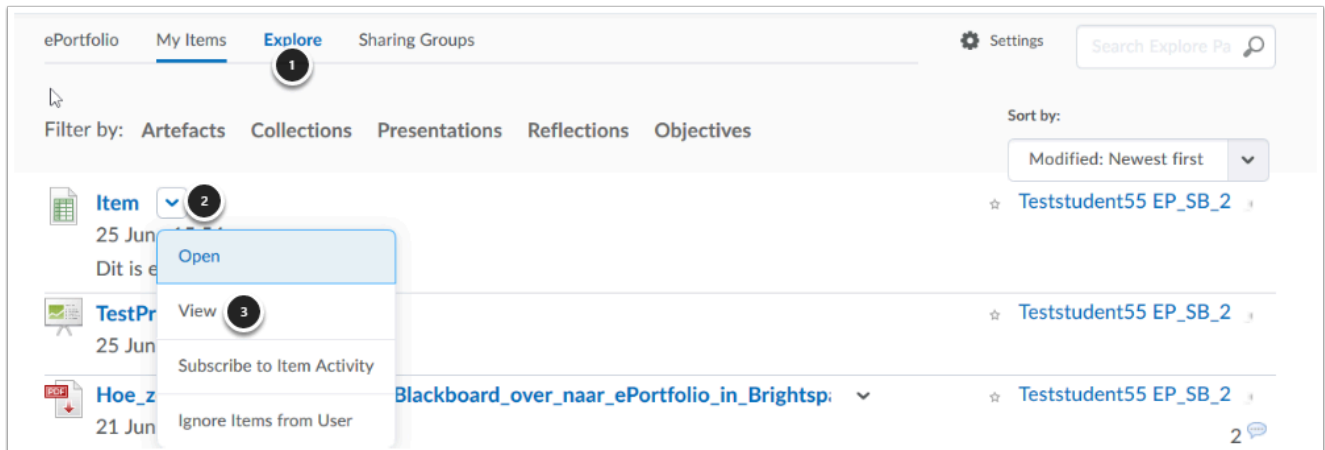
1. Click on the Explore tab.
2. Click on the arrow next to the item of which you want to fill in the rubric(s).
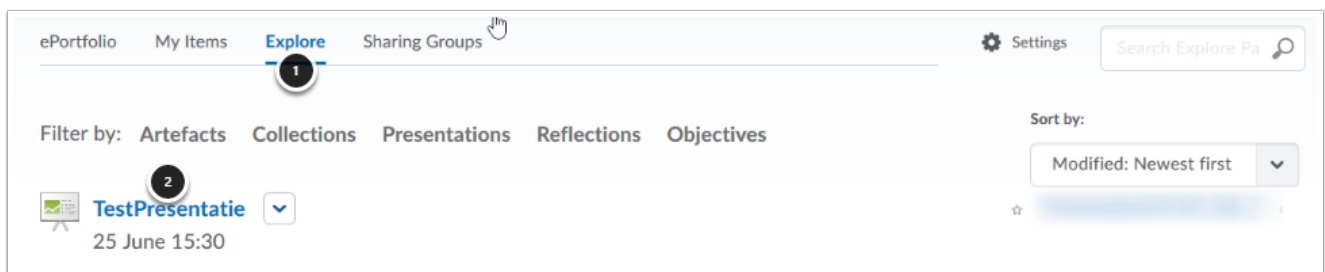3. Click **View**.

Werkinstructies

1. Click on **Add Assessment**.
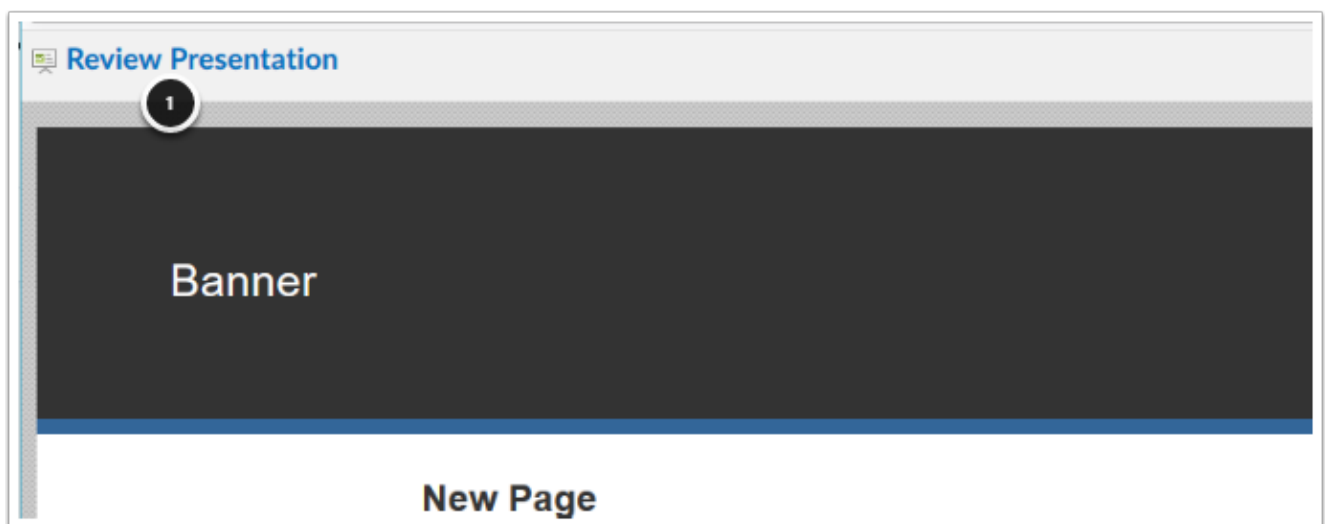2. Then select the desired rubric(s) from the dropdown menu.
3. Click **OK**.

You can now fill in the rubric.

> ⚠ When there is no rubric associated with the shared item, the **Add Assessment** button will not appear!

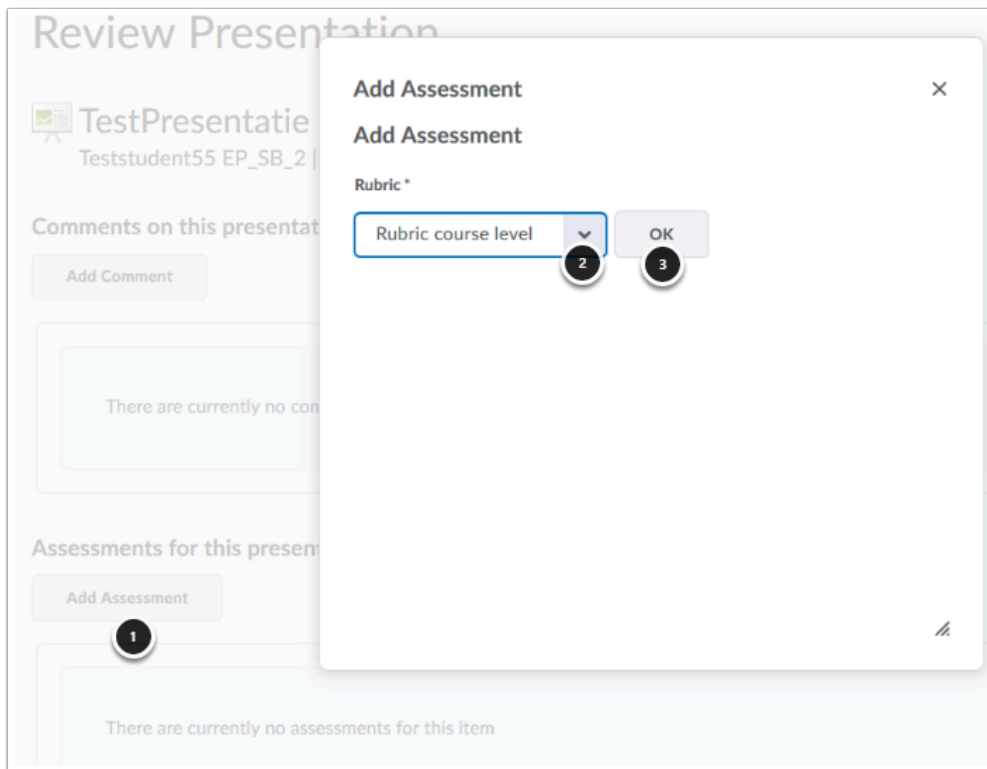## Assessing a presentation using a rubric

1. Click on the **Explore** tab.
2. Click on the presentation of which you want to fill in the rubric(s).

The presentation will open in a new window.

1. Click on **Review Presentation** at the top left of the page.

1. Click on **Add Assessment**.
2. Then select the desired rubric(s) from the dropdown menu.
3. Click **OK**.

You can now fill in the rubric.

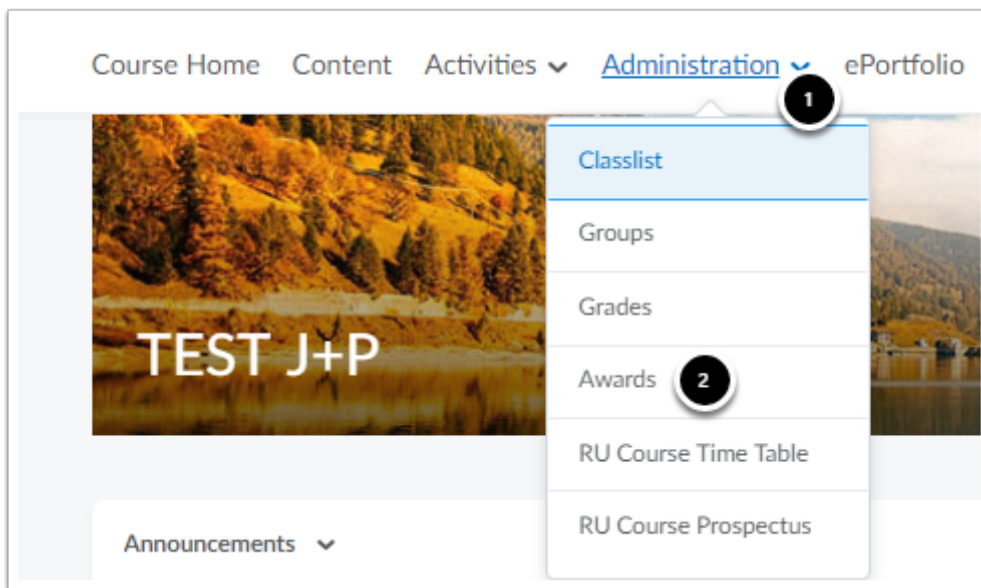⚠ When there is no rubric associated with the shared item, the **Add Assessment** button will not appear!
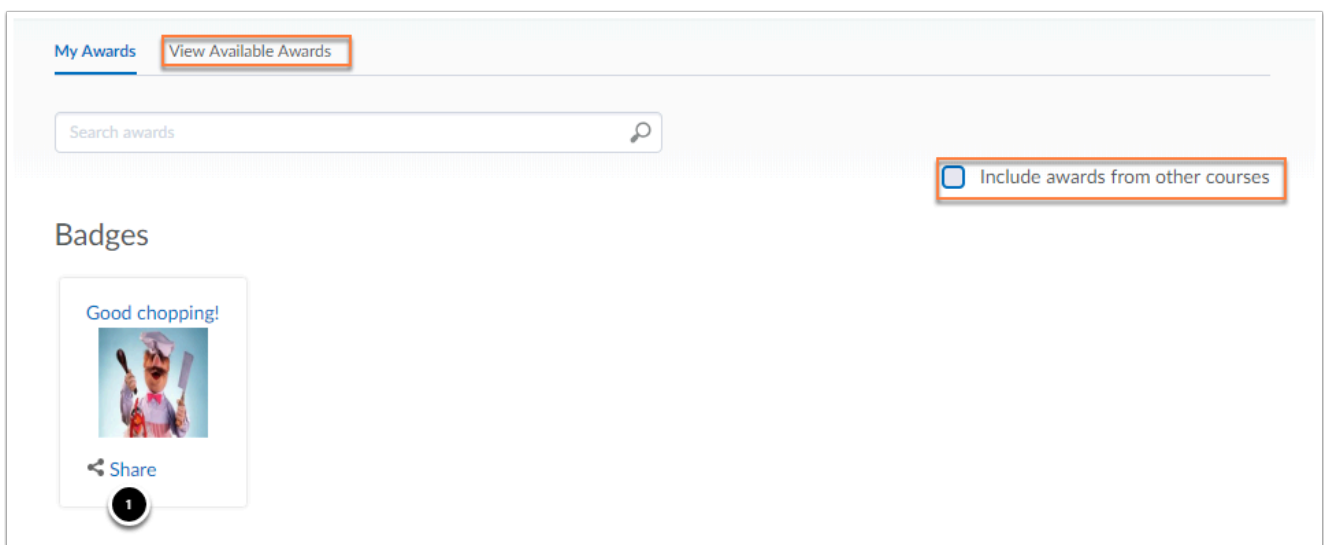
How do I use awards and badges in my ePortfolio?

Some courses use Awards to encourage and reward students. An award usually consists of a badge (image) with a description and possibly credits.

How do I add awards to my ePortfolio?

1. Go to the course and click **Administration**.
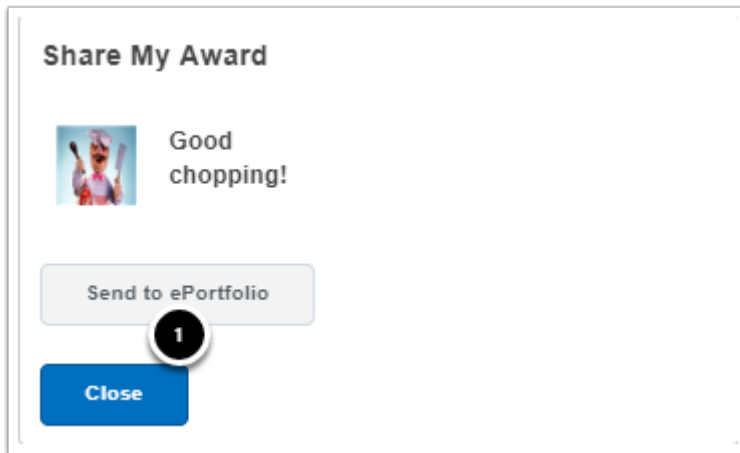2. Click **Awards**.
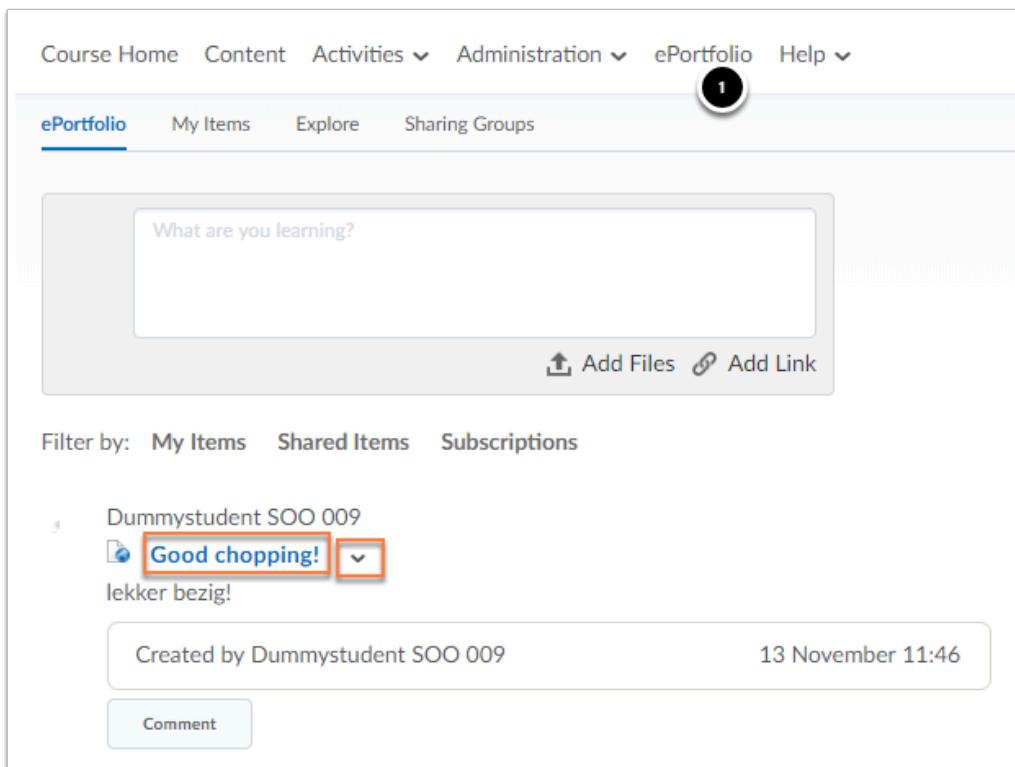
1. Go to the Badge and click **Share**.

To review all awards you can earn in this course, click **View Available Awards**.

To review the awards you have earned in other courses as well, click **Include awards from other courses**.

1. Click **Send to ePortfolio**.

What is the purpose of awards?

1. Click **ePortfolio**.

Click on the award you have just added to view it. Click on the arrow next to the award to open the menu. The award item has the same options as other items. You can share it, change it, delete it and review it.

> 💡 You could also use Awards in presentations. If you do this, the image, description and the credits will be shown.

ePortfolio: Frequently asked questions

Radboud Universiteit

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I have downloaded the Brightspace ePortfolio but received a notification saying the educational institution does not support the application, what do I do?

There are two possible causes:

1. You have downloaded the wrong portfolio app. The right app is called *Brightspace ePortfolio.* You can download it here.
2. When you log in for the first time, the app asks for the URL of your institution. Enter brightspace.ru.url here. Afterwards you can use your Brightspace information to log in.

How do I transfer the results of a quiz to my ePortfolio?

The results of a quiz can be transferred from a course to your ePortfolio. You can read more about this here.

> ℹ️ Please note that you can only transfer the results of your quiz to your ePortfolio if your teacher has turned on this setting.
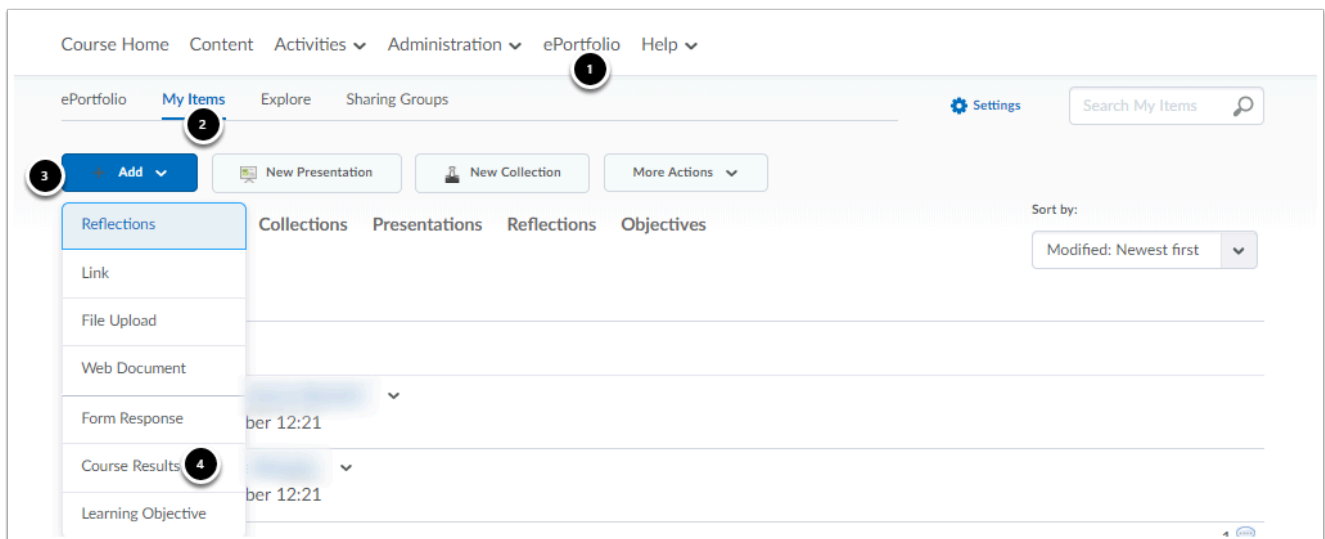
1. Click the tab **ePortfolio**.
2. Click **My Items**.
3. Click **Add**.
4. Choose the option **Course Results**.

1. Select the course that contains the quiz.

1. Click the quiz of which you want to import the results.
2. Click **Next.**

In this window you can turn the results into an item. You can change the name of the item, add a description and add tags to the item.
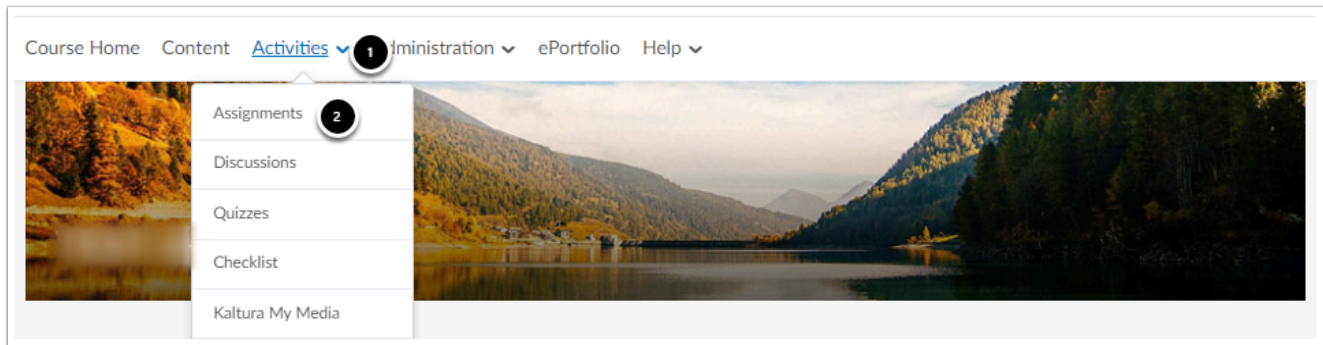
1. Click **Save.**

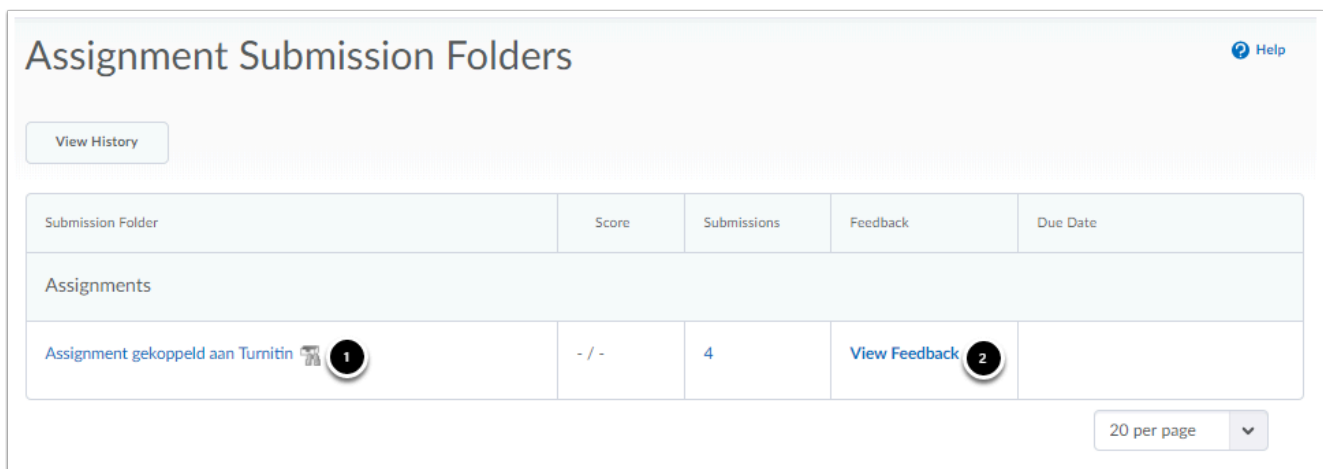The results will appear in your ePortfolio within seconds.

How do I add Turnitin feedback to my ePortfolio?

Teachers can use Brightspace to grade assignments and give feedback by using Turnitin. You can add this feedback to your ePortfolio.

1. Go to the course where the Turnitin assignment is located and go to **Activities.**
2. Click on **Assignments.**

1. Find the correct submission folder (you can recognize it by the Turnitin logo behind the Assignment).
2. Click **View Feedback.**

The following screen will open.

> ⚠ The **Add to ePortfolio** button at the top left of this screen will add a file to your ePortfolio that does not work. That is why you should not use this button when you add Turnitin feedback!

Werkinstructies

- Click on **View Inline Feedback**.

The Turnitin feedback studio will open.

- Click the **Download** button.

- Choose **Current View.**

Your original file will now be downloaded as a PDF file. At the bottom of this PDF you will find an overview of the feedback, your grade and the rubrics that were filled in. Now you can upload the file to your ePortfolio, like you would do with any other file.
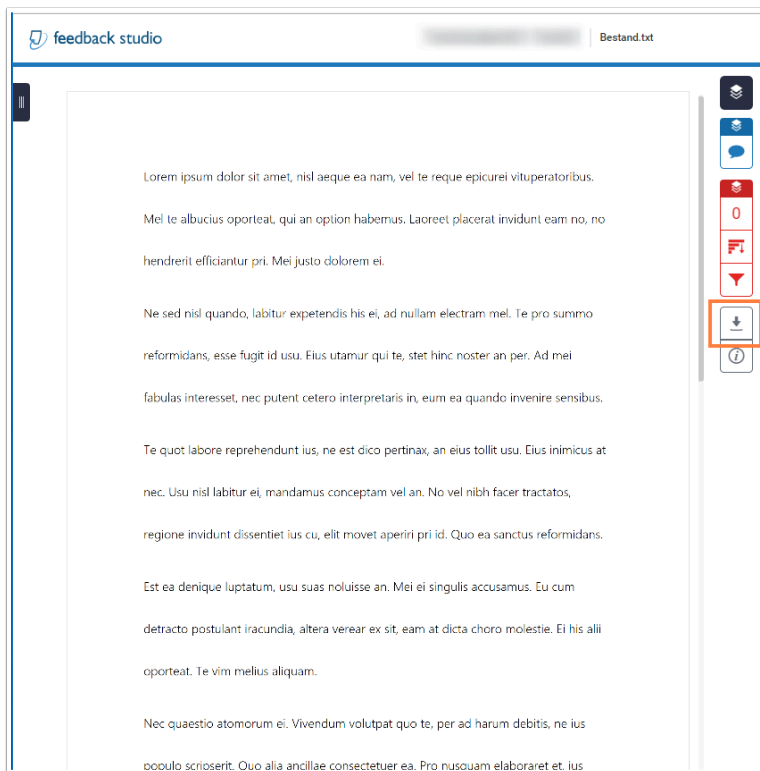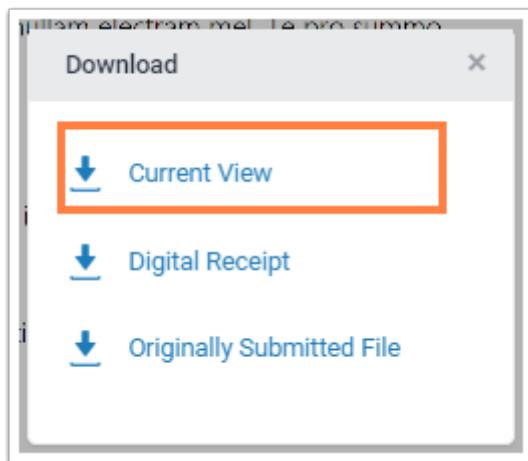
Werkinstructies

The PDF file will only show the feedback that was given up until the moment of the download. If the teacher adds or alters feedback after you have downloaded the PDF, you will need to repeat the steps if you want to add the new feedback in your ePortfolio.

If you only want to add the feedback to your ePortfolio and not a copy of the submission, you can easily delete the irrelevant pages using this online tool, for example.

Can I use my ePortfolio on different devices?

Yes, your ePortfolio will generally work on the browser of your phone, tablet and computer.

Note that the search function will not always work when you share an item on your phone or tablet. When you press enter after searching for a name, the cursor will jump to adding an external user rather than search for a name or email address.

Can I upload multiple items to my ePortfolio at once?

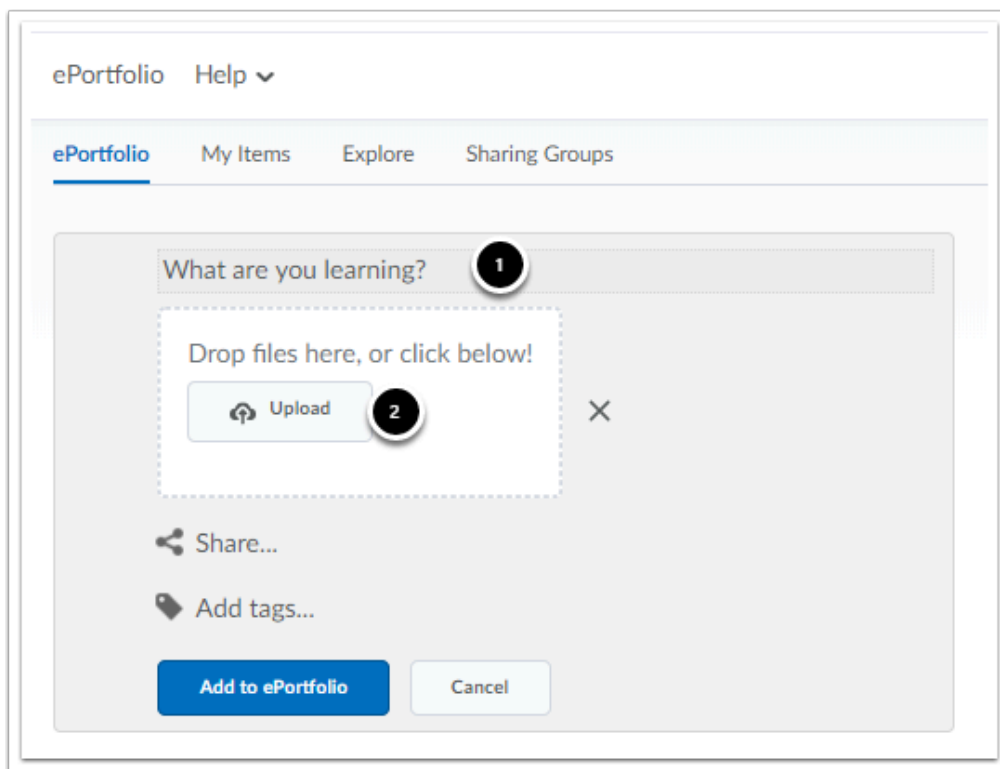Yes, it is possible to upload multiple items to your ePortfolio at once. You have to add a reflection with all items linked to that reflections. These items will also appear separately in your ePortfolio.
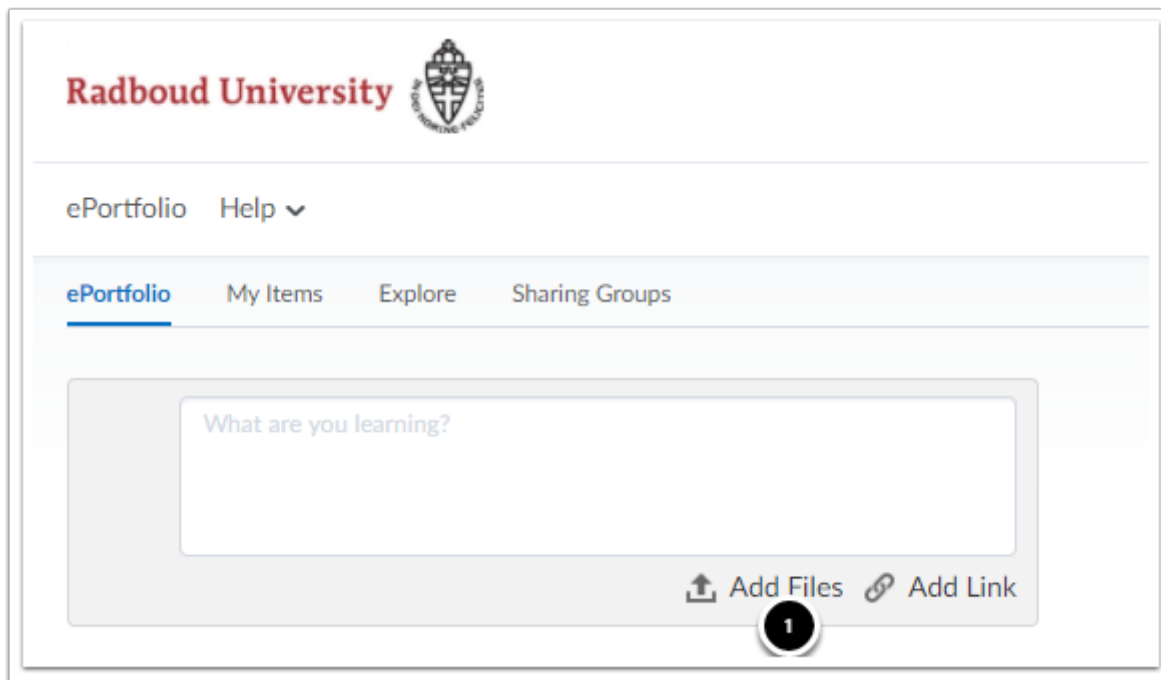
Go to the tab **ePortfolio**.

1. Click **Add Files**.

1. Click **What are you learning?** and add a text.
2. Click **Upload**. Select multiple items from the explorer or drag multiple items directly to this box.
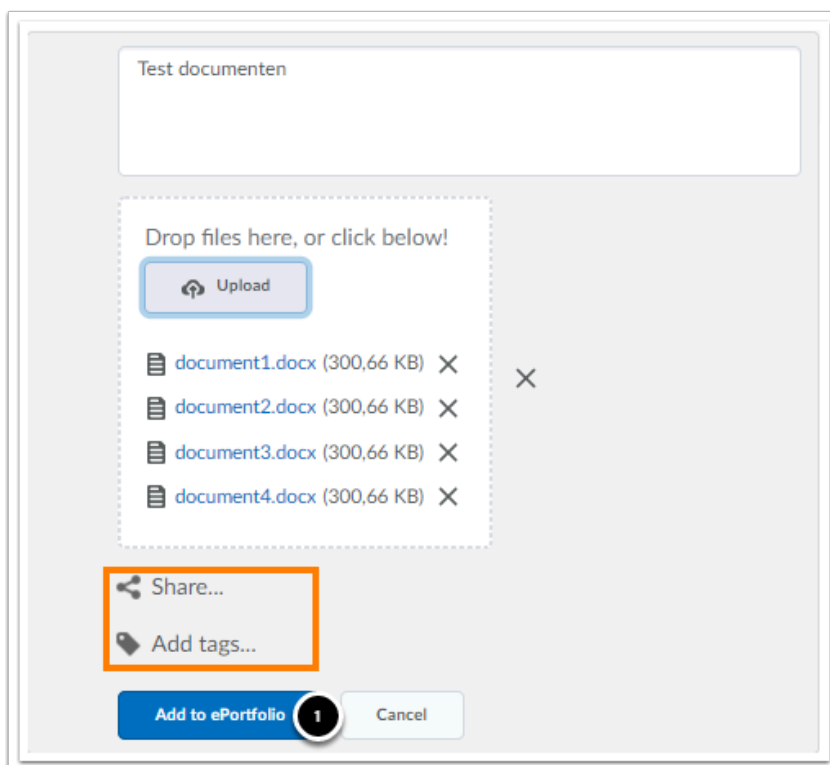
Werkinstructies

Use **Share** or **Add tags** to share or tag items immediately.

1. Click **Add to ePortfolio**.
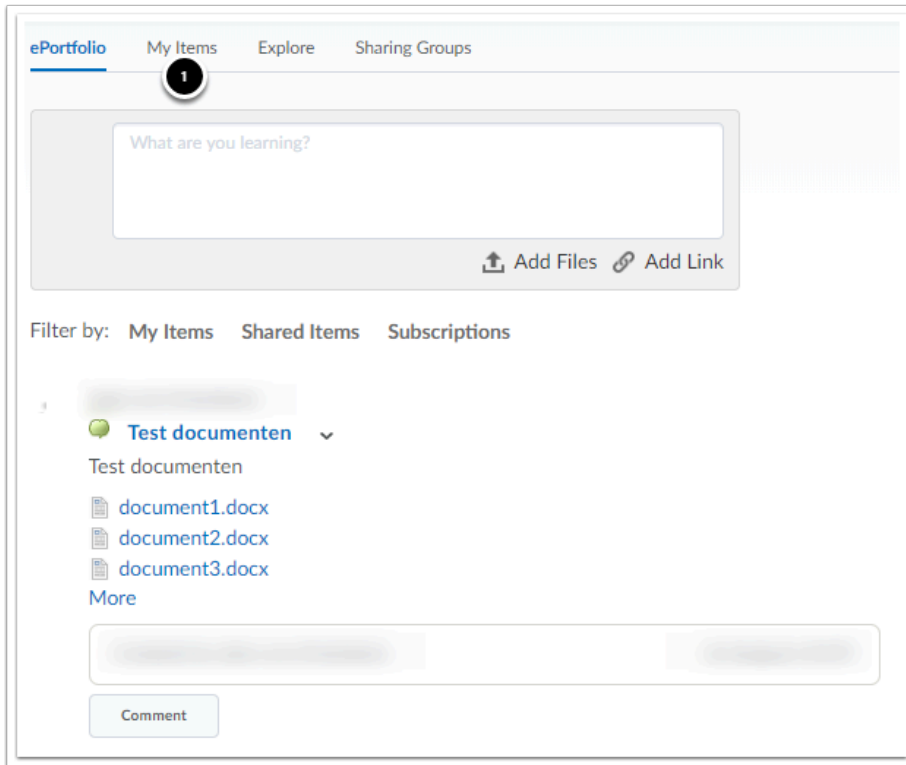
The image above shows what the reflection with the linked items looks like on the **ePortfolio** tab.

1. Click the tab **My Items.**

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The image above shows what the reflection with the linked items looks like on the **My Items** tab. All items are also accessible as separate documents.

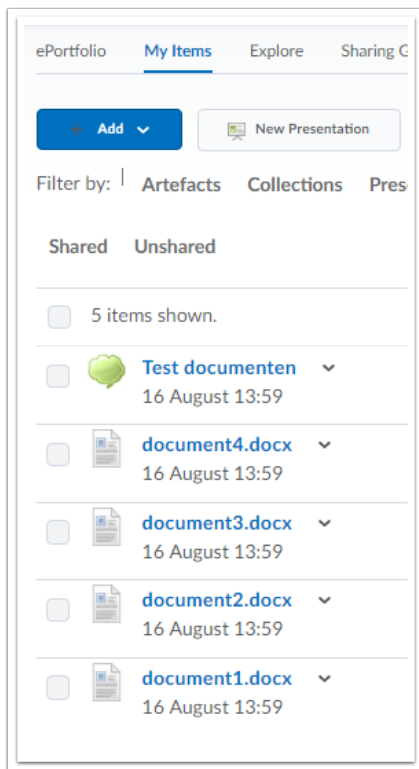# Can I submit a presentation from my ePortfolio as a course assignment?

That is possible. The teacher will see the layout of the presentation, with links to the documents.

Please note that:

- The teacher cannot leave comments on the presentation, which is possible if you share the presentation through the ePortfolio.
- If you edit something in the presentation in the ePortfolio after you submitted it, your changes will not be visible in the handed-in presentation.

> ❗ Please note that you cannot hand in a presentation in a course assignment if it contains a link to a document (containing feedback) from a previous course assignment.
>
> In other words, a document containing feedback from a course cannot be submitted again (in a presentation or as a separate item).

Will the feedback remain visible when I add an assessed course assignment to an ePortfolio presentation?

Yes, the feedback you have received for a submission of a course assignment can be sent to your ePortfolio with or without the submitted assignment.

This item can then be added to a presentation.

You can click on the item when you are in the presentation, after which a new window opens with the feedback, filled out rubrics and (possibly) the submitted assignment.

How can I view the separate files in a collection I have shared through my ePortfolio?

If a collection has been shared with you, you can view the documents by opening the collection (click the link) and then clicking the name of the document. Then choose *Open file.* The document is downloaded and accessible. You can also click the file name to download the document directly.


⚠ It is currently not possible to view items with a *Preview.* It is an option, but the function does not work correctly. If you choose the Preview, Brightspace will stop working correctly, after which you have to close the page.

How can I tell I have received a shared item in my ePortfolio?

You will receive a shared item in the Explore tab of your ePortfolio.

If the sender has sent an invite after sharing the item, the receiver will receive a mail in their RU mailbox. The ePortfolio tab will also display a notification about the newly received invite.
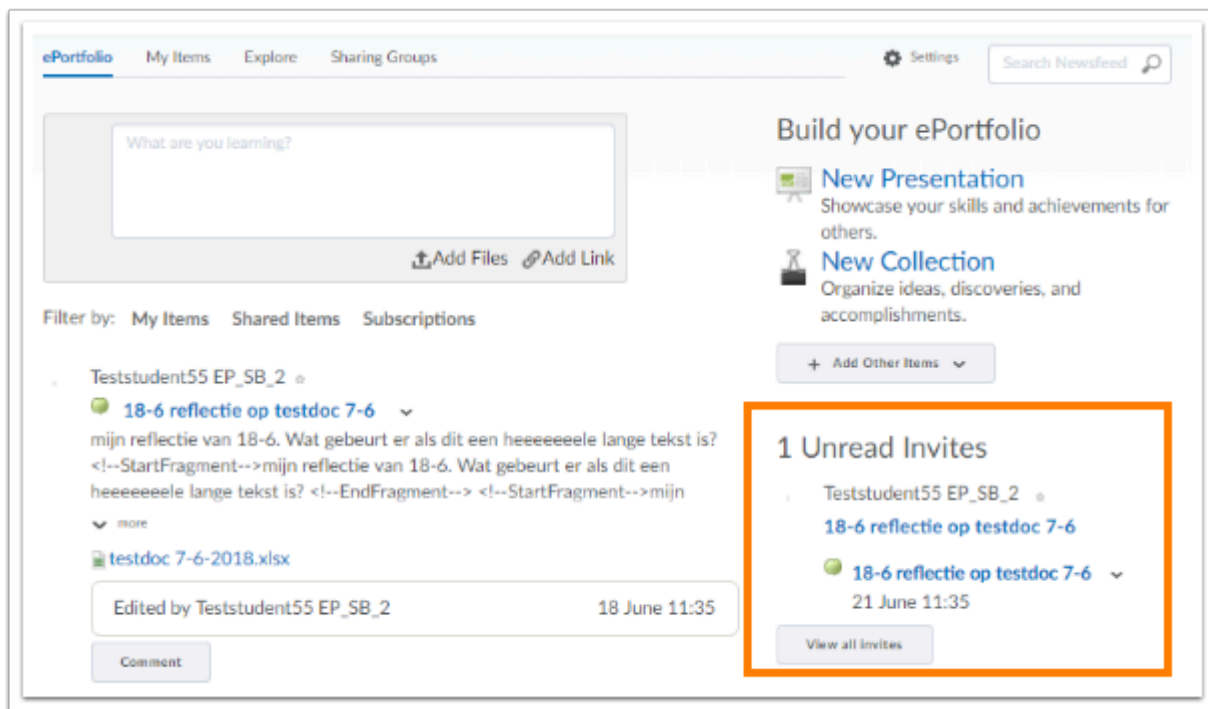
ℹ Above the minibar in Brightspace you will find the notifications icons. These icons are not used by the ePortfolio. If there are new ePortfolio items or invites, there will not appear a notification in these icons.

If I share an item from my ePortfolio, will the reflection that has been linked to an item also be shared?

No, a [reflection](#) that has been linked to another item will not be send along with the item when you share it. This also goes the opposite way: if you share a reflection, the item that has been linked will not be shared.

If you share both the item and the linked reflection, they will both appear in the ePortfolio of the receiver, but they will not be linked. The item and the linked reflection will thus be two separate items after you share it.