



Centre for Teaching and Learning
401 Sunset Avenue
Windsor, Ontario, Canada N9B 3P4
519-253-3000 Ext 3090 F 519-971-3693
www.ctl.uwindsor.ca

D2L Brightspace

The University of Windsor uses D2L's Brightspace as its Learning management system (LMS). University of Windsor made the transition to Brightspace in Winter 2023. Brightspace is interactive and visual, and its flexibility allows instructors to customize their courses. It allows instructors to post learning material and assessment instructions online, grade online, post confidential grades, and increase student engagement with a variety of tools. Log in at [Brightspace.uwindsor.ca](https://brightspace.uwindsor.ca).

Brightspace is:

- **Customizable:** the new LMS allows instructors to customize their courses with widgets, icons, course homepage, banners and much more.
- **Dependable:** Brightspace is cloud-hosted, with zero downtime updates.
- **Robust:** Brightspace allows instructors to modify their courses and make it as simple or as complex as its desired. There are many configurations and settings that can be adjusted to allow for customization to institutional needs.
- **User-friendly:** the platform is user friendly allowing students to send instant messages to each other, customize their profile allowing them to change their pronouns, font sizes, notifications and much more.

Learning Brightspace

Training for instructors and faculty members is available through on-line synchronous and face-to-face workshops at the Centre for Teaching and Learning. You can sign up for workshops at <https://ctl2.uwindsor.ca/workshops/145/>.

Easily access help resources, including How-to videos and documents, and other **Instructor Training and Resources** on UWindsor's Brightspace help site at <https://uwindsor.ca/brightspace> or by clicking **Brightspace Resources** on the blue navigation bar, as soon as you log into Brightspace at brightspace.uwindsor.ca.

Brightspace Workshops

Begin your Brightspace training with the *Getting Started with Brightspace* workshop, as it lays the foundation for the more advanced workshops to follow. This workshop provides a general overview of Brightspace and the tools found within. The participants are encouraged to follow along the facilitator in creating content, announcements, using the HTML editor, adding TAs and much more. Workshop sign-up is available at <https://ctl2.uwindsor.ca/workshops/145/>.

Workshop recordings can be accessed from the [Brightspace workshop recordings](#) webpage.

Advanced workshops provide detailed instructions for individual tools, such as the Assignments tool, Quizzes tool, Discussions and Groups tools.





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Brightspace Drop-in

Centre for Teaching and Learning offers one-on-one help to have your quick questions answered or to help you find resources for the issues you may have with Brightspace.

Brightspace Drop-in hours are Monday-Friday, 8:30am-4:30pm. Changes or updates to the drop-in hours can be found on the [support website](#).

- Virtual (through MS Teams): uwindsor.ca/Brightspace/dropin
- In-person: CTL (Centre for Teaching and Learning) offices, room 2263. [Find us at 700 California.](#)

Getting started FAQ's

How do I get my course site?

Brightspace and the **UWinsite Student (Student Information System - SIS)** are integrated. Therefore, an automatic process gets initiated once your course code is entered into the SIS, and you are connected to that course in the SIS as the **Instructor of Record**. Once that occurs, a script runs to automatically create an empty "Course Shell." This shell is inactive until you activate it from the course status.

Course Status:



Your course will not be visible until the default start date listed in My Courses. This can be adjusted by accessing [Course Offering Information](#)

Many thanks to Peter Phinney from the Greater Essex County School Board for providing us with this widget.

Clicking on the toggle will activate and open your course site to students (if you activate within the default dates for the term). If you activate before the default start of a term, adjust the course start date by navigating to **Course Tools** > **Course Admin** > **Course Offering Information**.

Where will I find my courses?

You will see your newly created courses when you log into Brightspace at brightspace.uwindsor.ca. Click the **Course Selector** icon (it looks like a waffle) at the top of the



screen. "Pinned" courses appear at the top of your drop-down list and are highlighted. Courses can also be seen in the **My Courses** widget under the **Welcome to Brightspace** banner.





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What happens if I do not have a course shell yet?

Chances are, the information has not made it into the SIS yet, and you might want to contact your Departmental Support staff to see if that step has been taken care of. Once that happens, your course shell usually appears within 24 hours. If you still do not see it, then submit a Service Request with your course specifics at uwindsor.ca/brightspacehelp. Instructors should also automatically receive a “sandbox” course site to practice and learn in.

How does my course site get closed?

Courses will be automatically closed to students by the first day of the next semester. You will not need to do anything to your course site to disable student access. Instructor(s) will continue to have access to the course site, but it will be unavailable to students. If you have a special circumstance where you need to keep the site open, change the end date in **Course Offering Information** by navigating to **Course Tools-> Course Admin-> Course Offering Information** or visit the Brightspace Drop-in and someone will walk you through how to make the change.

Where can I get help?

To learn more about using Brightspace, including training resources, FAQs, support for course issues, How-tos, drop-in support, and more, visit the University of Windsor’s Brightspace support pages at uwindsor.ca/Brightspace. Remember to create a bookmark for quick access!

If you have any pedagogical needs related to your course design, assessments, high impact practices to keep your students engaged, or other teaching and learning needs, visit the University of Windsor’s Centre for Teaching and Learning’s website (www.uwindsor.ca/ctl). We can help you!

