Getting Started with Brightspace by D2L

Brightspace by D2L is the learning management system used at The University of Oklahoma Health Sciences Center and is administered by the Office of Academic Technology under the Office of Faculty Development and Academic Affairs.

NOTE: Brightspace by D2L is sometimes referred to as Brightspace or D2L across HSC.

Accessing Brightspace at HSC

OUHSC Brightspace [https://learn.ouhsc.edu/](https://learn.ouhsc.edu/). Your login will be your HSC username and password. You will want to bookmark this for future use.

Useful Tips to Getting Started & Using Brightspace

1. We recommend the use of Google Chrome on both Mac and Windows platforms. For more details on browsers supported by Brightspace, please review the Browser Support page. Update your browser to the latest version and always keep it updated.

2. Install Respondus LockDown Browser as soon as possible. Go into any of your courses, click Assessments, then you’ll see an option for LockDown Browser. Follow the instructions. Doing this as soon as possible ensures you have it installed before your first online quiz or exam. Be sure to regularly check the application for updates. If you have already installed it, check it for updates. It generally does not prompt automatically.

3. Once logged into Brightspace, update your Brightspace personal settings including setting your notification settings.

4. Important tip when naming your documents before uploading to Brightspace, never use special characters in the name. Only use letters and numbers when naming papers. The best way is to keep it simple! Your instructor may also provide specific naming instructions for assignments.

5. Before taking a quiz, be sure your browser is up to date, be sure you have downloaded Respondus LockDown Browser and that it is up to date as well. Make sure you have no extensions on your browser as those can sometimes cause problems.

Get Help if Needed

If you need technical support for your doing things in your Brightspace course, go to the Brightspace Learners Help page. This is the official Brightspace help site that is updated frequently. There are also videos linked below for each of the major tools.

Your college may have specific instructions on how you are to receive assistance with your Brightspace courses, too. Generally, course specific questions should be sent to your instructor.
Navigating Brightspace - My Home

1. **Course Selector** - Use the course selector to quickly access your courses. You can pin your courses to the top of the list. You simply click the push-pin icon and that will keep your course in a highlighted list for quick access. Pinning here also pins it in the **My Courses** widget (5). You can also bookmark your course in your browser for quick access as well.

2. **Username** - Allows you to make changes to your user profile, notifications, account settings, and log out. It is strongly advised you to set up your notifications.

3. **Navbar** - Provides links to Brightspace Help – you will select Student Help after clicking the link. There you will find links to Brightspace Help as well as the link to download Respondus LockDown Browser and OU IT related links.

4. **Office of Academic Technology News** - This announcements area is where important information will be shared. Once you've read the announcement, you can click the X in the right corner to dismiss it. In your courses, the announcements area may be used by your instructors often.

5. **My Courses** - Another location to access your Brightspace Courses with more detailed information as to assignments that may need to be completed. Pin your most accessed courses for quick entry! Click the push pin icon in the course image.

6. **Work To Do** - This widget will show you assignments that are coming due if the instructor of the courses has utilized due dates. Always consult your course syllabus for true assignment information.

For more details on the other items found on **My Home**, visit the Brightspace help page: [Navigate Brightspace Learning Environment](#)
Navigating Brightspace - Courses

Much like navigating the My Home page, each course could have some differences. The typical navigation bar for your courses will look something like this:

1. **Course Title** – You will see your course title at the top of the screen. It will usually be abbreviated. You will also see it above Announcements usually.

2. **Course Selector** - From this screen you are still easily able to navigate to other courses using the Course selector grid on the top tool bar.

3. **Navbar** - Provides links to course tools. Your course related information will be found under **Content**. For an overview of the Content experience, visit the **Navigate Course Content** Brightspace help page.

4. **Announcements** – Instructor may use this area to post ongoing information for the course. Make sure you setup your notifications as mentioned so these will be sent to your email.

5. **Work To Do** - this area provides you a snapshot of what is due in the course.*

6. **Calendar** – Similar to Work to Do and will give you upcoming events/due dates in the course.*

* Note for both Work to Do and Calendar:

The instructor must be utilizing due or end dates on Assignments, Quizzes, and Discussions for things to appear. By default, the widget displays items in the upcoming 2 weeks.
**Warning: Certain Information Not Permitted in Brightspace**

The University of Oklahoma Health Sciences Center DOES NOT have a HIPAA Business Associate Agreement (BAA) with D2L. Therefore, information you place in Brightspace cannot include Protected Health Information (PHI).

In addition, personally identifiable information (PII) (such as Social Security numbers, credit card numbers, driver's license numbers, and bank account information) or sensitive data (such as research data designated as confidential in a contract or which through loss, unauthorized access, or modification could affect any of the missions of the University or the privacy of individuals), may not be placed or collected in Brightspace by D2L.

Violations of this prohibition may result in disciplinary action, as well as individual civil or criminal penalties.

For additional information on what constitutes sensitive information, refer to [IT's Definitions for Information Security Policy](#).

For information about what constitutes Protected Health Information, refer to [OU’s HIPAA Definitions policy](#).

**Questions?**
If you have further questions related to this material, you may also reach out to the eLearning Team in the Office of Academic Technology at [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu).