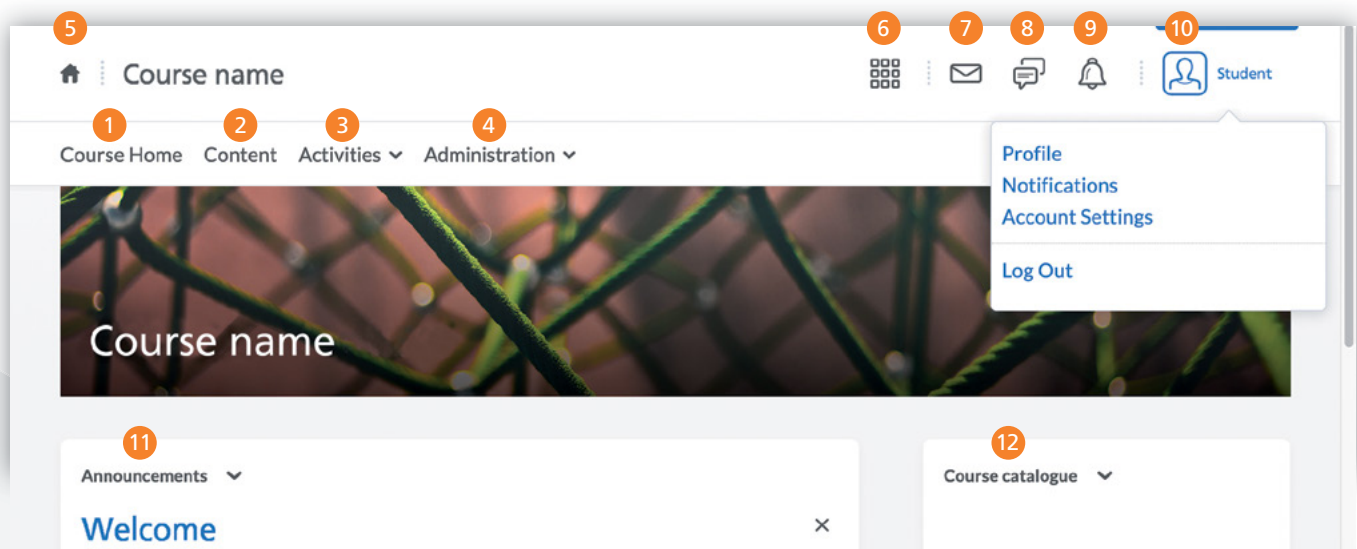








# BRIGHTSPACE QUICK START GUIDE

USE THIS GUIDE TO LEARN THE BASICS

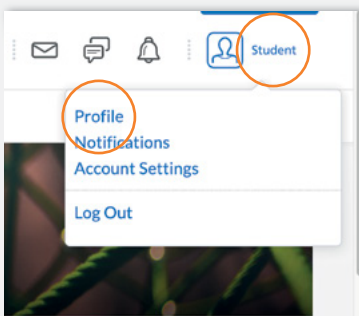


## IN A COURSE YOU WILL FIND:

- 1 **COURSE HOME**  
Link to the course homepage.
- 2 **CONTENT**  
**Link to the overview of learning activities and material.**
- 3 **ACTIVITIES**  
Links to overviews of learning activities, including Assignments, Quizzes and Discussions.
- 4 **ADMINISTRATION**  
Links to administrative overviews, including Grades (i.e. marks), Groups and FAQ
- 5  To return to an overview of all your courses.
- 6  Quickly switch between your courses.
- 7  Sending an email.
- 8  Updates of discussion forums.
- 9  Updates on new marks and study material.
- 10  Personal settings. Personalise Brightspace at Profile, Notifications and Account Settings.
- 11 **ANNOUNCEMENTS**  
Read the latest announcements about your course under Announcements.
- 12 **COURSE CATALOGUE**  
Here you'll find your course catalogue information.

Brightspace was created especially for education. Read here how to start using the learning environment quickly, so you can concentrate on your degree programme.

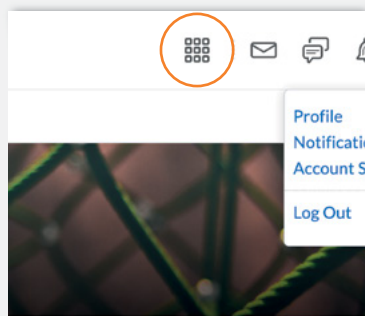
### PERSONALISE BRIGHTSPACE




#### UPLOAD A PHOTO

- ▶ Click at the top right on your name.
- ▶ Click on Profile.
- ▶ Click on **'Change Picture'**.

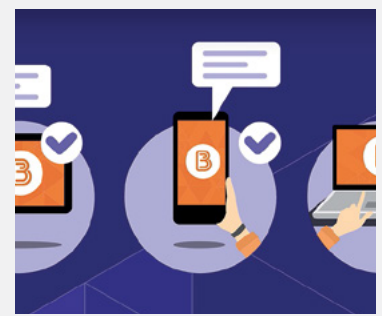
### GO TO YOUR STUDY MATERIAL



#### VISIT YOUR COURSE

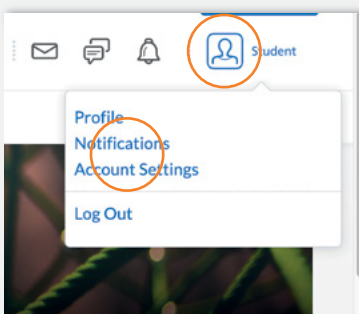
- ▶ Click at the top on .
- ▶ Click at the course. You will go to the Course Homepage.
- ▶ Here you can pin courses to the top of the list.

### BRIGHTSPACE ON YOUR MOBILE



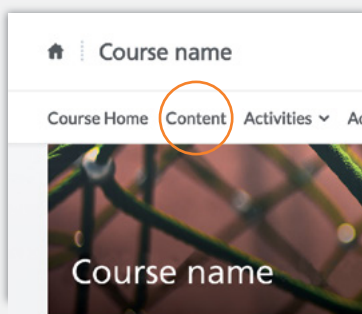
- ▶ Go to [brightspace.mijnhva.nl](https://brightspace.mijnhva.nl) via the browser on your mobile.
- ▶ Log in using your AUAS/HvA ID and password.
- ▶ Experience the user-friendliness of Brightspace on your mobile.

### CHANGE THE SETTINGS



- ▶ Click at the top right on your name.
- ▶ Change the settings to suit your preferences under **'Notifications'** and **'Account Settings'**.

### CLICK ON CONTENT



- ▶ Click in the 'Navbar' on **'Content'**. Here you will find all of your study activities and material.

### QUESTIONS?



- ▶ Ask your lecturer.
- ▶ Or visit [help.mijnhva.nl/en](https://help.mijnhva.nl/en)