

### **Some Brightspace FAQs**

#### How do I edit things in Brightspace?

 For most any content you add to Brightspace, you can find a drop-down menu when you hover your cursor immediately to the right of the content title. Click that, then select Edit HTML.
Make your changes, then click Save and Close.

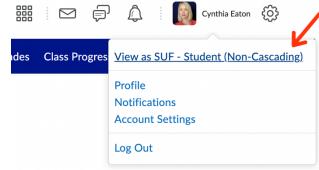


#### Some of these options pages offer too many options! How do I know which ones to use?

In any screen in Brightspace, the only options that you must set are identified with a black asterisk.
All other settings are optional. Take your time and read through the options and decide what you do and do not want.

# How do I see what my class website looks like from the student perspective?

 For a quick view of how your class website looks to students, at the top right of your screen in the minibar (above the blue navbar), click your name and select View as SUF – Student.



You'll see an orange icon with two diagonal arrows so you know you're in student view. You can then click throughout your course and see how it appears to your students.



To exit student view, click the orange icon with the two diagonal arrows and click the large X below "Viewing as SUF – Student (Non-Cascading)."

Your name and profile picture (if you've uploaded one) will again appear at the top right of the class so you know you're back in faculty view.

Cascading)	Student (Non
	Stop viewing as SUF - Student (Non-
Profile	
Notifications	
<b>Account Settings</b>	
Log Out	

Viewing as SLIF - Student (Non-

## How do I know if students are even logging in to my class website?

•	Brightspace has a tool called Class Progress which you can see in your blue navbar at the top of your class website. Click that, and you'll see your students' progress.